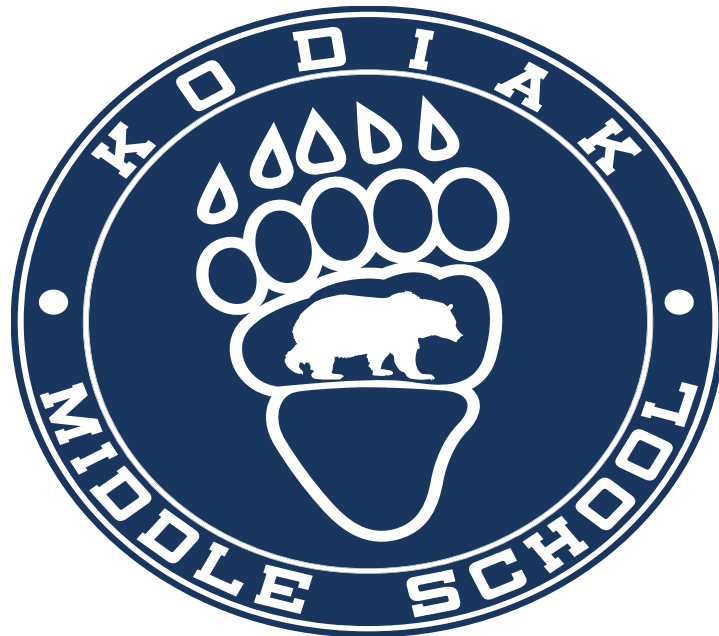


# Kodiak Middle School Student Handbook 2023-2024



## **Kodiak Island Borough School District**

722 Mill Bay Road

Kodiak, AK 99615

Website: [www.kibsd.org/KMS](http://www.kibsd.org/KMS)

Para services en espanol, o para asistencia general, por favor llama a la escuela, KIBSD.

Kung kailangan ninyo ng anumang tulong o pang-unawa, tumawag lang po sa KIBSD.

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# GENERAL INFORMATION

## Kodiak High School/Middle School Phone Numbers

<b>Location</b>	<b>Phone Number</b>
KIBSD Central Office:	907.486.7550
Kodiak High School Main Office:	907.486.7401
Kodiak High School Fax:	907.486.7405
Kodiak High School Attendance:	907.486.7407
Kodiak Middle School Main Office:	907.486.7460
Kodiak Middle School Fax:	907.481.2201
Kodiak Middle School Attendance:	907.486.7460
Kodiak Middle School 6 <sup>th</sup> Grade Office:	907.486.7459
Kodiak Rural Schools Main Office:	907.486.7581
Akhiok School:	907.836.2223
AKTEACH Homeschool	907.486.7544
Learning Café	907.486.7452
Virtual Academy	907.486.7598
Chiniak School:	907.486.8323
Karluk School:	907.241.2217
Larsen Bay School:	907.847.2252
Old Harbor School:	907.286.2213
Ouzinkie School:	907.680.2204
Port Lions School:	907.454.2237

**Mission Statement**

The Mission of the Kodiak Island Borough School District is to engage and empower all students for growth and success.

**School Calendar for 2023-2024**

**1<sup>st</sup> Semester**

- August 28..... First Day of School
- September 4.....Labor Day Holiday
- September 15.....Open House
- October 9 & 10.....In-Service - No School
- October 25 - 26.....KMS Parent Teacher Conferences
- November 11.....In-Service - No School
- November 22.....No School / No Conferences
- November 23-24.. .....Thanksgiving Break
- December 18 - January 1.....Winter Break
- January 15 .....In-Service - No School
- January 13, 2024 .....End Semester 1

**2<sup>nd</sup> Semester**

- January 16, 2024 .....First Day Semester 2
- March 18 - 22.....Spring Break
- March 13 - 14.....KMS Parent Teacher Conferences
- April 19.....In-Service- No School
- May 24, 2024.....End Sem 2 / Last Day of School
- May 24, 2024..... 8<sup>th</sup> Grade Class Night Ceremony

*For additional events and activities, please check the district and school webpages.*

## Bell Schedule

# Kodiak Middle School Bell Schedule 2023-2024

Monday			Tuesday			Wednesday			Thursday			Friday						
Advisory	8:30-8:50		1 <sup>st</sup> Period	8:30-9:40		2 <sup>nd</sup> Period	8:30-9:40		1 <sup>st</sup> Period	8:30-9:40		Advisory	8:30-8:50					
1 <sup>st</sup> Period	8:55-9:40			8:55-9:40			8:55-9:40			8:55-9:40		1 <sup>st</sup> Period	8:55-9:40					
2 <sup>nd</sup> Period	9:45-10:30			9:45-10:55			9:45-10:55			9:45-10:55		2 <sup>nd</sup> Period	9:45-10:30					
3 <sup>rd</sup> Period	10:35-11:20		2 <sup>nd</sup> Period	9:45-10:55		3 <sup>rd</sup> Period	9:45-10:55		3 <sup>rd</sup> Period	9:45-10:55		3 <sup>rd</sup> Period	10:35-11:20					
4 <sup>th</sup> Period Lunch Recess	6 <sup>th</sup>	7 <sup>th</sup>		8 <sup>th</sup>	4 <sup>th</sup> Period Lunch Recess		6 <sup>th</sup>	7 <sup>th</sup>		8 <sup>th</sup>	5 <sup>th</sup> Period Lunch Recess	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	4 <sup>th</sup> Period Lunch Recess	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>
	Class 11:25- 12:10	Lunch 11:25- 11:45		Recess 11:25- 11:45			Class 11:00- 12:10	Lunch 11:00- 11:20		Recess 11:00- 11:20		Class 11:00- 12:10	Lunch 11:00- 11:25	Recess 11:00- 11:25		Class 11:00- 12:10	Lunch 11:00- 11:20	Recess 11:00- 11:20
	Lunch 12:15- 12:35	Recess 11:50- 12:10	Lunch 11:50- 12:10	Lunch 12:15- 12:35		Recess 11:25- 11:45	Lunch 11:25- 11:45	Lunch 12:15- 12:40	Recess 11:30- 11:55	Lunch 11:30- 11:55		Lunch 12:15- 12:35	Recess 11:25- 11:45	Lunch 11:25- 11:45		Lunch 12:15- 12:35	Recess 11:50- 12:10	Lunch 11:50- 12:10
Recess 12:40- 1:00	Class 12:15- 1:00	Class 12:15- 1:00	Recess 12:40- 1:00	Class 11:50- 1:00	Class 11:50- 1:00	Class 12:00- 1:10	Class 12:00- 1:10	Class 12:00- 1:10	Recess 12:40- 1:00	Class 11:50- 1:00	Class 11:50- 1:00	Recess 12:40- 1:00	Class 12:15- 1:00	Class 12:15- 1:00				
5 <sup>th</sup> Period	1:05-1:50		6 <sup>th</sup> Period	1:05-2:15		6 <sup>th</sup> Period	1:15-2:25		5 <sup>th</sup> Period	1:05-2:15		5 <sup>th</sup> Period	1:05-1:50					
6 <sup>th</sup> Period	1:55-2:40			1:55-2:40			1:55-2:40			1:55-2:40		1:55-2:40		6 <sup>th</sup> Period	1:55-2:40			
7 <sup>th</sup> Period	2:45-3:30			2:20-3:30			Early Release	2:30-3:45		7 <sup>th</sup> Period	2:20-3:30		7 <sup>th</sup> Period	2:45-3:30				

# THE GRIZZLY WAY

Respect, Integrity, Citizenship, and Kindness

## STUDENT EXPECTATIONS, RIGHTS, RESPONSIBILITIES, LIMITATIONS

### Attendance

#### Compulsory Attendance

Class attendance is essential to the learning process. Absenteeism disrupts and hinders that process, not only for the absent student, but for his/her classmates. It is the District's belief that students need to be in school. Much of the learning that occurs in the classroom cannot be made up. The school has an obligation to promote good attendance and to deter absenteeism, truancy and tardiness. The main responsibility for regular attendance is with the student and the parent/guardian. *(Pursuant to School Board Policy 5112)*

#### Attendance Notification Procedures:

1. Letter goes home after 5 absences
2. Letter goes home after 10 absences
3. At 15 absences a meeting is scheduled with the student, parent/guardian, and school representative (the meeting would be scheduled before a pre-arranged absence if the absence will result in 15 absences)

#### Excused Absences/Excused Arrival Tardies

Absence from class and arrival tardies can be excused by the student's legal guardian at the discretion of the administrators. Absences and arrival tardies must be excused by the student's legal guardian within 48 hours of the occurrence, or the absence/tardy will remain unexcused.

Students with excused absences will be permitted to make up classroom work within a reasonable amount of time. Make-up work for unexcused absences will be up to the discretion of individual classroom teachers. Both excused and unexcused absences count toward the fifteen-day absence rule.



The following are criteria for excused absences/arrival tardies per School Board Policy Section 5113, Absences and Excuses:

- Illness
- Unavoidable emergencies in the 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
- Subsistence gathering up to 5 days per school year

A student's parent or guardian shall be required to provide an excuse for each instance a student is absent from school or has an arrival tardy. Excuses may be written or phoned into the school's Attendance Office. (*Pursuant to School Board Policy 5113*)

### **Pre-Arranged Absences**

If an absence is planned for three or more days, the parent or legal guardian must request a prearranged absence form from the Attendance Office one week prior to leaving. The form needs to be signed by the student's teachers, counselors, and administrators and returned to the Attendance Office prior to leaving. Prearranged absences will still count towards the fifteen absences rule.

### **Skipping Class/Unexcused Absence**

An unexcused absence will be considered a 'Skipped Class'. It is important that a parent/guardian contacts the school if the absence is excused. Please call 907.486.7460

Skipping class is defined as not attending class(es), without a parent/guardian giving an excuse for not attending. Attendance in each class is an important part of the learning experience. Skipping class causes a student to miss valuable teaching and may cause the student to fall behind on their academics. It is the student's responsibility to attend classes and parents of the student should encourage their student to attend. A meeting with a parent/guardian may be requested at any time a student has excessive skipped classes.

### **Truancy**

Unless a child subject to compulsory attendance laws is exempted, excluded or expelled from school attendance, each five days of unlawful absence constitutes a separate violation of state law. (AS 14.30.020)

The parents/guardians shall be notified of any unexcused absence of their child. The Superintendent or designee shall establish procedures for notifying parents/guardians and students when a student's absenteeism violates the District's attendance policies.

Students experiencing difficulty with attendance shall be counseled in an attempt to alleviate the problem. The District, the parents/guardians, and the student shall work together to develop an appropriate plan for improving school attendance. *(Pursuant to School Board Policy 5113)*

### **Unexcused Tardies**

Being late to class may cause the student to miss valuable teaching and may cause the student to fall behind on their academics.

- After three unexcused tardies in a single class, a student will receive an after school reflection. A phone call will be made to parent/guardian by an administrator.
- Subsequent repetitive tardies will result in additional after school reflections and/or a parent-student-admin conference.

### **Unprepared Tardies**

Arriving to class unprepared without the necessary materials may cause a student to miss valuable instruction while returning to their locker to retrieve necessary items.

- After three unprepared tardies in a single class, a student will receive an after school reflection. A phone call will be made to parent/guardian by an administrator.
- Subsequent repetitive tardies will result in additional after school reflections and/or a parent-student-admin conference.

**\*Students that arrive to school late without a valid excused tardy will be marked tardy unexcused. For what counts as an excused arrival tardy, please see the Excused Absences/Excused Arrival Tardies section.**

### Withdrawal/Attendance Failure (WF)

A student withdrawn for non-attendance will have a "WF" (Withdrawal Failure) recorded on his/her transcript. **A withdrawal fail (WF) will be calculated as an "F" in the student's GPA.** Withdrawal from a class or course may not be allowed after the tenth day of class during each semester.

School Counselor and School Administration may make a decision to withdraw a student, at a student, parent, teacher, and/or counselor request, on a case by case consideration.

### Withdrawal from School

Students who are withdrawing from school should inform the Attendance Office and his/ her school counselor. A withdrawal form will be issued to the student from the Attendance Office. All of the student's teachers will sign the form indicating that all obligations (books, fees, etc.) have been satisfied. The student must return the completed form to the Attendance Office.

### 10-Day Absence Rule

A student will be dropped from the attendance roll after ten *consecutive* days absent, when no contact has been made with the school. If the student returns to school, the parent or legal guardian must re-enroll the student in school. This 10-day rule also applies to the beginning and ending of the school year. Upon re-enrollment, the absence rule will apply. *(Pursuant to School Board Policy 5113)*

### 15-Day Absence Rule

In grades 6-8, credit may be denied in any class in which a student is absent (**for any reason other than school-sponsored activities**) fifteen times or the equivalent in a block schedule in a semester. This includes both excused and unexcused absence. *(Pursuant to School Board Policy 5113)* When a student has fifteen days absent, a committee of three educators will meet to determine if the student shall receive credit or not receive credit. The student will be allowed to explain and provide documentation for the reasons for missed days of school. The committee will provide the building principal with a recommendation of those who should and should not receive credit for classes with more than 15 days absent. The building principal shall make the final determination on credit or no credit.

## KIBSD Learner Expectations

### KIBSD learners:

- **Possess a Broad Knowledge Base**
  - Know and be able to discuss the critical body of knowledge in science, mathematics, literature/language arts, history, geography, and health.
  - Apply that knowledge to everyday life situations.
  - Use what is already known to acquire new knowledge, develop new skills, and expand understanding.
- **Communicate Effectively**
  - Express ideas clearly, both verbally and in writing.
  - Be a good listener and be able to follow verbal directions.
  - Read, understand, and respond to written information.
  - Integrate the use of a variety of communication forms and use a wide range of communication skills
- **Use Technological Skills**
  - Use computers and other technologies to manage data and to facilitate communication.
  - Use a calculator in appropriate situations.
  - Become familiar with technology at an appropriate level as it is used in an individual's everyday life.
- **Think Logically and Critically**
  - Solve problems using different methods of questioning, reasoning, and analysis.
  - Be able to process, use, and evaluate information.
  - Evaluate ideas through discussion with others.
  - Understand and apply the decision-making process in a variety of settings.
- **Explore Creative Talents**
  - Generate new and creative ideas by taking risks in a variety of contexts.
- **Accept Responsibility for Personal and Economic Well-Being**
  - Demonstrate skills and work habits necessary for employment.
  - Possess consumer skills necessary for making informed choices.
  - Know how to set and achieve personal goals.
  - Develop skills and knowledge which can be used in the pursuit of lifelong personal fitness.

- Manage and evaluate behavior as a group member.
- **Be a Responsible Citizen**
  - Understand and participate in the democratic process.
  - Demonstrate respect for cultures and people.
  - Be aware of the environment and evaluate the use of resources.
  - Take responsibility for personal actions and act ethically.
  - Demonstrate an understanding of, and responsibility for, global and environmental issues.
- **Be an Enthusiastic Learner**
  - Make a commitment to create quality work and strive for excellence.
  - Use a variety of learning strategies, personal skills, and time management skills to enhance learning.
  - Reflect on and evaluate learning for the purpose of improvement.

- Common Area Expectations:

Arrival/Dismissal	<p>Students will:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> stay in designated areas.</li> <li><input type="checkbox"/> follow the directions of the adult on duty.</li> <li><input type="checkbox"/> remain on school property once they arrive.</li> <li><input type="checkbox"/> use crosswalks, sidewalks, and safe routes to and from car or bus.</li> <li><input type="checkbox"/> lock their bikes if they ride to school.</li> <li><input type="checkbox"/> keep hands, feet, and objects to themselves.</li> <li><input type="checkbox"/> be respectful and kind to others in their words and actions.</li> <li><input type="checkbox"/> Voice level 2</li> </ul>
Cafeteria	<p style="text-align: center;">Lunch Line</p> <p>Students will:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> use a level 1 voice and keep conversations to the person next to them.</li> <li><input type="checkbox"/> While in line, students will keep hands, feet, and objects to themselves.</li> <li><input type="checkbox"/> buy lunch or milk before they sit down.</li> </ul> <p style="text-align: center;">Lunch Table</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> use a level 2 voice when talking.</li> <li><input type="checkbox"/> keep hands, feet, and objects to themselves.</li> <li><input type="checkbox"/> remain in their seats unless they are throwing trash away, helping with clean-up, or using the restroom.</li> <li><input type="checkbox"/> use good manners.</li> <li><input type="checkbox"/> demonstrate respect.</li> </ul> <p style="text-align: center;">Lunch Dismissal</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> clean up their own areas.</li> <li><input type="checkbox"/> When dismissed, students will walk quietly and orderly out of the cafeteria.</li> <li><input type="checkbox"/> Dismissal will occur when the cafeteria is clean, quiet, students have heard the adult's directions, and their color is called.</li> </ul>
Lockers	<p>Students will:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> keep their combination confidential.</li> <li><input type="checkbox"/> give others space to get to their lockers.</li> <li><input type="checkbox"/> only keep their belongings in their locker.</li> <li><input type="checkbox"/> keep only items they need for school in their locker.</li> <li><input type="checkbox"/> keep their locker locked.</li> <li><input type="checkbox"/> Voice level 1</li> </ul>
Outdoor Recess	<p>Students will:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> stay in playground area unless given permission from the adult on duty.</li> <li><input type="checkbox"/> keep hands, feet, and objects to themselves.</li> <li><input type="checkbox"/> follow the directions of the adult on duty.</li> <li><input type="checkbox"/> take care of equipment.</li> <li><input type="checkbox"/> not have technology during recess.</li> <li><input type="checkbox"/> be mindful of others as the playground is a shared space.</li> <li><input type="checkbox"/> be respectful and kind to others in their words and actions.</li> <li><input type="checkbox"/> quickly line up when the whistle blows.</li> <li><input type="checkbox"/> Voice level 4</li> </ul>
Restrooms	<p>Students will:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> only put toilet paper in the toilet.</li> <li><input type="checkbox"/> make sure the toilet is flushed.</li> <li><input type="checkbox"/> wash hands using soap.</li> <li><input type="checkbox"/> keep water in the sink.</li> <li><input type="checkbox"/> put paper towels in the garbage can.</li> <li><input type="checkbox"/> alert an adult if a janitor is needed.</li> <li><input type="checkbox"/> leave the restroom as soon as they are finished.</li> <li><input type="checkbox"/> Voice level 1 or 2.</li> </ul>
Stairway	<p>Students will:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> walk and keep to the right.</li> <li><input type="checkbox"/> keep moving.</li> <li><input type="checkbox"/> keep hands, feet, and objects to themselves.</li> <li><input type="checkbox"/> pay attention.</li> <li><input type="checkbox"/> alert an adult if there are safety concerns on the stairs.</li> <li><input type="checkbox"/> Voice Level 2</li> </ul>

## Student Rights, Responsibilities, Limitations

**Student Rights, Responsibilities, and Limitations:** The students of KIBSD enjoy many rights and privileges, each with their respective responsibilities. The following is a list of the specific rights and responsibilities of Kodiak students.

### **Students have a right to:**

- Attend school and receive a free public school education from kindergarten to age 20 or the receipt of a high school diploma, whichever comes first, as provided by law; students who have been determined to be English Language Learners are entitled to bilingual education or English as a second language program as provided by law; students with disabilities who have been determined to be in need of special education are entitled to a free appropriate public education from age 3 until age 21 as provided by law.
- Be in a safe and supportive learning environment, free from discrimination, harassment, bullying, and bigotry, and to file a complaint if they feel they are subject to this behavior.
- Receive courtesy and respect from others regardless of actual or perceived sex, race, color, religion, national origin, ethnic group, marital or parental status, and physical or mental disability.
- Receive a written copy of the school's policies and procedures, including the Discipline Code and Student Rights.
- Know what appropriate behavior is expected and what behaviors may result in disciplinary actions.
- Know possible dispositions and outcomes for specific offenses.
- Receive written notice of the reasons for disciplinary action taken against them in a timely fashion.
- Due process of law in instances of disciplinary action for alleged violations of school regulations for which they may be suspended or removed from class by their teachers. Students with disabilities, 504 plans, Individual Education Plans, or who are "presumed to have a disability" have the right to procedural safeguards under the Individuals with Disabilities Education Act.
- Be accompanied by a parent and/or representative at formal disciplinary conferences and hearings.

- Be informed about diploma requirements, including courses and examinations and information on assistance to meet those requirements.
- Be informed about required health, cognitive and language screening examinations.
- Be informed about courses and programs that are available in the school and have the opportunity to have input in the selection of elective courses.
- Receive professional instruction.
- Know the grading criteria for each subject area and/or course offered by the school and to receive grades for schoolwork completed based on established criteria.
- Be informed of educational progress and receive periodic evaluations both informally and through formal progress reports.
- Be notified in a timely manner of the possibility of failing a course.
- Be notified of the right of appeal regarding holdover or failing grades.
- Confidentiality in the handling of Family Educational Rights and Privacy Act-protected student records maintained by the school system.
- Request or by parental request have their contact information withheld from institutions of higher learning and/or military recruiters as allowed by law.
- Receive guidance, counseling, and advice for personal, social, educational, career, and vocational development.
- Request parents/legal guardian be present or to have their consent when being questioned by law enforcement for investigative reasons. Rules governing Office of Children's Services (OCS) and other circumstances may limit this item.

Students wishing to distribute written materials must follow the school's rules regarding when, where and how they can distribute them, and require permission from administration. (*Pursuant to School Board Policy 5145.2*)

Students shall be free to express themselves and disseminate their views. The use of school resources shall be subject to the prior approval of the school administration. Students are responsible to see that the expression of their views does not interfere with the educational process or the lawful activities of others and shall not include the use of obscene words or phrases, or any slanderous statements.



Students have the freedom to express themselves in groups, with posters, songs, and drama. There are limits - students must comply with reasonable school rules, times, place and manner of student speech including group demonstrations. Protests and group demonstrations cannot disrupt the orderly operation of the school, encourage students to skip class, block a hallway, or make a lot of noise while others are studying. Peaceful protests and demonstrations may occur before school, during lunch, or after school.

KIBSD requires students to attend class. Students skipping class to participate in a protest or demonstration may be disciplined according to school policy. The school cannot punish a student more harshly for missing school to participate in a protest than it would punish him/her for skipping school for any other reason.

Students shall be free to respectfully practice their own religion as well as respectfully study, examine, discuss, and evaluate other religious ideas. The students' exercise of this right may not interfere with the educational process or the lawful activities of others. No student shall be required to take a loyalty oath of a religious nature.

Students shall not use expression or appearance to endanger the health and safety of themselves or other students, or disrupt the activities and procedures of the school or promote any disruption of the educational program.

No student shall be required to take a loyalty oath of any political nature. However, the student is encouraged to take part in various patriotic activities of the school as he/she has the same moral obligation and duties as any citizen of the United States. The fact that students have rights and responsibilities is due to the Constitution of the United States and the concepts on which this country is based. It is the responsibility of the student to realize and understand this fact.

## **Student Conduct and Appeals Procedures**

It is the aim of KIBSD to establish an appropriate learning environment in which each student shall be personally responsible for conduct conducive to good learning.

To this end, parents shall be recognized as partners in the education of their children and, therefore, responsible for assisting the school in securing appropriate behavior and an appropriate educational atmosphere.

The School Board believes that students have the right to a public education in a positive environment free from disruptions which interfere with teaching and learning activities. In order to promote an atmosphere conducive to learning, it is imperative that the School Board, parents/guardians, students, teachers and the administration be cognizant of their responsibilities related to student conduct.

- **School Board:** The School Board is responsible for prescribing the rules for the government and discipline of the schools under its jurisdiction. Consequences for misconduct will be fair and developmentally appropriate in light of the circumstances. The School Board holds the certificated personnel responsible for the proper conduct and control of student under their charge within the behavioral guidelines established by the School Board in conjunction with the administration. The School Board shall provide all reasonable support to certificated personnel with respect to student expectations.
- **Superintendent:** The Superintendent or designee shall establish the necessary procedures to implement and enforce the School Board's discipline policy. He/she shall notify the parents/guardians of all students of the availability of the School District's policy and procedures related to conduct and discipline.
- **School Principal:** The school principal shall initiate and enforce a set of school rules, in keeping with School District policy and regulation, which will facilitate effective learning and promote attitudes and habits of good citizenship. The principal or designee shall provide instruction to students regarding their rights and responsibilities. The principal shall support the classroom teacher in his/her efforts to promote improved and acceptable behavior in students.
- **Teachers:** Appropriate classroom behavior allows teachers to communicate more effectively with students. Teachers shall conduct a well-planned effective classroom program and initiate and enforce a set of classroom regulations that facilitate effective learning. Teachers shall cooperate with administrators and other classroom teachers in enforcing general school rules and appropriate campus behavior.
- **Parents/Guardians:** Parents/guardians are expected to comply with the laws governing the conduct and education of their children. They shall also be

expected to cooperate with school authorities regarding the behavior of their children. Parents/guardians may be held liable for misconduct of their children to the extent provided by law.

- **Students:** Students shall be properly instructed in the rules and regulations pertaining to acceptable conduct as set by the School Board. All students shall comply with the regulations of the School District, comply with the course of study and submit to the authority of the teachers and administration of the schools. Students should have their freedom and be encouraged to express their individuality in any way as long as their conduct does not infringe upon the freedom of other students or interfere with the instructional program. Students who violate the law or the rules and regulations of the School District may be subject to the transfer to alternative programs, discipline, suspension, or expulsion. (*Pursuant to School Board Policy 5131*)

**Appeal Procedure for Disciplinary Action:** 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 the 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, 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 (5) school days of when the student knew of the basis for the grievance. The principal shall make a decision known to the student in writing within five (5) 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 (5) 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 within five (5) school days of receipt of the written grievance. The superintendent shall render a written decision regarding the grievance within five (5) school days of meeting with

the student. If the grievance is not resolved at Level Two, the grievance may proceed.

- **Level Three:** Within five (5) school days of receipt of the superintendent's written decision, the student may appeal the grievance to the School Board. The School Board or a subcommittee of the School Board shall meet with interested parties within five (5) school days. The School Board or subcommittee of the School Board shall render a written decision regarding the grievance within five (5) 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 members and administration.

## Student Dress Code

**Dress Code:** The School Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students have the right to make individual choices from a wide range of clothing and grooming styles, but they must not present a health or safety hazard or a distraction which would interfere with the educational process.

Students and parents/guardians shall be informed about the school dress code at the beginning of the year and when revised. A student who violates the dress code shall be subject to appropriate disciplinary action.

### Rules:

- Shirts/tops with an opaque front, back, and sides (under the arms) must be worn.
- The bottom seam of a shirt must overlap the top of the bottoms (pants, skirts, dresses, leggings, shorts.) No skin should be seen between tops and bottoms.
- Pants, skirts, dresses, leggings, or shorts must be worn.

- Length of pants, skirts, dresses, leggings, shorts, or other lower body clothing may not be shorter than the tip of the student's longest fingertip, when the student is standing with arms naturally hanging along the side of their body.
- Hoods are not allowed to be worn in school in the building. A hood type sweatshirt may be on the item of clothing, but the hood cannot be on the student's head while the student is inside the building.
- Hats, caps, and winter head wear may not be worn in the school building.
- Safe footwear must be worn (this excludes slippers, socks, and bare feet).
- Buttocks, genitals, and chests must be covered by an opaque outer layer of clothing.
- Clothing must cover undergarments.
- Clothing may not pose potential harm to other students (including spikes, sharp edges, and chains).
- Students may be required to wear special clothing for certain classes such as; labs, gym and health classes, and CTE classes due to unique hazards.
- No hate speech or bigoted language and/or symbols on clothing and/or body.
- No nudity, pornographic images, or sexual acts on clothing and/or body.
- Clothing cannot depict or advertise alcohol, tobacco, or illegal drug use. No images of plants or other sources from which illegal drugs are developed or engineered or created.
- No images or words that promote acts of violence toward an individual or group of individuals.
- Clothing that is considered disruptive to the learning environment may be addressed by administration.
- A phone call to a parent/guardian with an explanation of why the clothing is/was disruptive.
- Students may be required to change prior to returning to class.

### **Addressing Violations:**

Citations of students for dress code will be reviewed semi-annually and should the citations of any infraction, incidents, individual(s), be disproportionately cited, a committee will review for possible solutions.

Teachers will receive guidance how to administer these policies in an equitable manner.

No student will be identified in class or in front of their peers for dress code issues.

- **1st offense:** Student will change, modify, and/or correct.
- **2nd offense:** Student will change, modify, and/or correct. Administration will call a parent/guardian.
- **3rd offense:** Student will change, modify, and/or correct. Administration will call home. Student may receive a lunch reflection.
- Additional offenses will require a parent/guardian meeting.

Nothing in this dress code shall be construed to restrict or ban a student's wearing of religious clothing. Parents having religion based concerns regarding a school's dress policy are encouraged to discuss them with the principal.

There may be exceptions or days that parts of the dress code may be waived such as; spirit days, school specific activities, activities and athletic clothing. (*Pursuant to School Board Policy 5132*)

### **McKinney-Vento Homeless Education Assistance Act**

If you lost your housing and now live in a shelter, motel, vehicle, camping ground, or temporary trailer; on the street; doubled-up with family or friends; or in another type of temporary or inadequate housing, your child may be eligible to receive help through a federal law called the McKinney-Vento Act. Please contact your school counselor if you have any questions regarding McKinney-Vento.

Under the McKinney-Vento Act, children in homeless situations have the right to:

- Go to school, no matter where they live or how long they have lived there.
- Attend either a local school or the school of origin, if this is in their best interest; the school of origin is the school the child attended when he/she was permanently housed or the school in which the child was last enrolled.
- Receive transportation to and from the school of origin.
- Enroll in school immediately even if missing records and documents normally required for enrollment, such as birth certificate, proof of residence, previous school records, or immunization/medical records.
- Enroll, attend classes, and participate fully in all school activities while the school gathers records.

Have access to the same programs and services that are available to all other students, including transportation, and attend school with children not experiencing homelessness. A school cannot exclude a student because he/she is homeless.

## **Special Education and Section 504**

The Kodiak Island Borough School District (KIBSD) is committed to the delivery of effective special education programs and services provided to students with disabilities in the least restrictive environment. All students who qualify for services, must have available to them a free, appropriate public education (FAPE) designed to meet their unique needs and prepare them for employment, post-secondary education, and independent living.

A student may be identified as a student with disabilities under either IDEA or Section 504. If a student has an individualized education program (IEP), the student has been identified as a student with disabilities under IDEA, and therefore has rights and protections provided by IDEA explained in the "Notice of Procedural Safeguards." If a student has a 504 plan, the student has been identified as a student with disabilities under Section 504.

The administration and staff of the KIBSD believes:

- A free appropriate educational program in the least restrictive environment should be provided to all children and youth with disabilities.
- Programs for children with disabilities should be planned and implemented as an integral part of programs for students without disabilities.
- Early intervention is a necessary part of an effective delivery system.
- That in order to provide effective educational programs and services to children and youth with educational disabilities, it is essential that personnel be qualified and required to advance their skills by participating in ongoing staff development.
- Collaborative efforts with agencies, parents, school teams and community groups are necessary to ensure quality and consistency of services to children with disabilities.

## **Title IX**

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational programs or activity receiving federal financial assistance". From the preamble to Title IX of the Education Amendment of 1972

The school board is committed to an environment of nondiscrimination on the basis of race, color, religion, sex, age, national origin, economic status, union affiliation, disability, and other human differences. No person shall be excluded from participation in, or denied the benefits of, any academic or extracurricular program or educational opportunity offered service offered by the district. The district will comply with the applicable statutes, regulations, and executive orders adopted by federal, state, and municipal agencies.

Title IX applies to all programs in a school (including academics, extracurricular, and athletics) that receives federal financial assistance. It protects all participants in the academic program from gender discrimination including parents, students, and employees. If a school becomes aware of equal opportunity violations or sexual harassment, the school will take appropriate actions to investigate the situation.

For more information on the student grievance process speak with your principal. For more information on Title IX or to report any civil rights violation or Title IX violation, contact the Title IX Coordinator, at the KIBSD Central Office, 722 Mill Bay Road, Kodiak, AK 99615 (907) 486-7550 or at KIBSD.org under Title IX.

This handbook attempts to cover the basic expectations, rules, and policies governing the way Kodiak Middle School (KMS) students, staff, and others relate within the Kodiak Island Borough School District (KIBSD). Our hope is to provide for the general welfare of all involved, while respecting the rights and aspirations of the individual.

## **KODIAK MIDDLE SCHOOL STUDENT INFORMATION**

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*In the best interest of the students or school, school administration may change or modify the information within this book without notice. Students are expected to abide by KIBSD School Board Policy and posted classroom rules.*

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### **Academic Honesty**

Academic dishonesty includes but is not limited to sharing test answers and questions, borrowing or lending work to copy, or using unauthorized materials on a test or project and is strictly prohibited. It also will include the plagiarizing of other work as your own.

First offense should be handled within the classroom, with a teacher phone call to a parent/guardian. Additional and/or a pattern of offenses may be referred to administration. (Pursuant to School Board Policy BP 5131.9)

### **Activities**

Please see the KIBSD Activities Handbook, Activities Director, or Building Administrator for more information.

### **Activity Fees**

During the 2023-2024 school year, there will be a \$12.50 student activity fee per activity.

### **After School Reflection**

KMS Administrators may assign After School Reflection in response to student behaviors and/or attendance concerns. Reflections must be served when assigned to avoid further consequences. Failure to serve Reflections on the day it is assigned may result in In-School-Suspension. Athletics or activities do not excuse a student from serving a Reflection consequence and may prevent a student from participation in an activity.

### **Aggressive/Violent Conduct**

Students and staff have the right to feel safe and secure in their classrooms and while on school property or at school events. There are certain behaviors that, if tolerated, would quickly destroy the safe learning environment to which the students and staff are entitled. These behaviors, categorized as violent and aggressive, will not be tolerated and will result in immediate corrective action.

Violent and aggressive acts include, but are not limited to, possession, threat with or use of a weapon; physical assault; verbal abuse; intimidation; extortion; bullying; gang participation; harassment; stalking; defiance; and racial slurs. Consequences for these actions may include counseling, Saturday school, ISS, OSS, and possible recommendation for expulsion depending on the severity and level of behavior. A student may be recommended for expulsion for aggressive/violent conduct. *(Pursuant to School Board Policy BP 5131.41)*

### **Alternative Education Placement**

A student may be referred to an Alternative Educational Placement or Alternative School in lieu of attending Kodiak Middle School. Once a student is referred, a process will be followed which would be used to support the students' academic needs in an alternative setting outside the high school and middle school setting.

Continued truancy, low academic performance, repeated infractions, as well as a students' own desire for academic success may lead to a referral to the Alternative Educational Placement.

Referrals will be made by school administration to the alternative educational placement (alternative school). Parents will be notified of the reason. Proper supporting documentation will be gathered by referring school. A plan for success will be developed by school administration, director/lead teacher at alternative setting, parents/guardians, and students during and prior to an in-take meeting.

A student attending the alternative school shall be referred for no less than a semester and no more than an academic school year. If a student will remain longer than one academic school year, a new plan for success shall be developed.

### **Arson, Lighters, Fire Alarms & Firecrackers**

Arson is defined as malicious mischief or purposeful intent to destroy property by causing, or attempting to cause, a fire/explosion. Activating a false fire alarm is against Alaska State Statute 11.56.800. The possession or use of explosives or any other incendiary devices on school property is strictly prohibited and **WILL** result in appropriate disciplinary action. ***Any intentional and false fire alarm pulls will result in an automatic 10-day suspension from school and may result in expulsion and/or criminal referral.***

### **Ash Fallout**

The Superintendent's Office or Emergency Services Coordinator will provide official notification of an ash fall alert to administrators and schools. The district will rely on information provided by the National Weather Service, the Kodiak Emergency Services Director, the Kodiak Police Department, and/or other State/Federal offices prior to calling an ash fall alert. Specific instructions will be announced.

### **Assemblies**

KMS may schedule a variety of assemblies during the school year. Such assemblies are part of the regular school day and student attendance is required. Student behavior should be appropriate to the setting and all KMS student expectations apply.

### **Building Hours**

The school day begins at 8:30 a.m. and ends Monday, Tuesday, Thursday, and Friday at 3:30 p.m.; Wednesday ends at 2:25. Students remaining in the building after the end of the school day must be supervised by a member of the faculty, staff, or sponsor. ***Unsupervised students will need to leave the building by 3:40p.m. (2:40 on early dismissal days).***

### **Building Surveillance**

Surveillance cameras are located throughout the school building. Anyone on school property may be videotaped.

### **Bus Privileges**

Riding the school bus is a privilege, not a right. Courtesy and safety must be exhibited at all times when riding the bus. Drivers have the authority to submit written discipline referrals to the school administration. Safety of all students is the priority, and any behavior which endangers the well-being of others will not be permitted. If you have any questions concerning busing, please call First Student 486-3600 or the school. *(Pursuant to School Board Policy 5131.1)*

### **Cell Phones**

The school is not responsible for lost/ stolen cell phones. Students who bring such items to school do so at their own risk. During the school day, cell phones will be

turned off and secured in the student's locker between the hours of 8:25 a.m. and 3:30 p.m. Monday, Tuesday, Thursday, and Friday and Wednesdays from 8:25 a.m. to 2:25 p.m. Parents are asked to NOT call or text student cell phones during the academic day. Cell phones used inappropriately will be confiscated from students and delivered to an administrator.

- **1<sup>st</sup> offense:** Student will pick up the phone at the end of the day from the office and will make a phone call home indicating this is the first offense.
- **2<sup>nd</sup> offense:** An Administrator will call home requesting Parent/guardian pick up the phone at the end of the day from the office. Parents and students will also be informed at this time that the third offense will result in loss of phone privileges at school for the remainder of the semester.
- **3<sup>rd</sup> offense:** An Administrator will contact the parent/guardian to pick up the phone. Student will not be allowed to have a cell phone at school for the remainder of the semester.
- Failure to hand over a cell phone when requested by a teacher may result in automatic loss of cell phone at school for the remainder of the semester and/or assignment of an afterschool or Saturday reflection.

### **Cheating**

*See Academic Honesty.*

### **iPads and Technology**

Students are expected to abide by the Accepted Use Policy (AUP) and Agreement when using computers or ipads and students may not use them without these documents signed and on file.

### **Consequences and Behavior Modifications**

Consequences and/or Behavior Modifications may be assigned by administration and/or teachers. The consequence and/or Behavior Modifications may be based on the severity of the behavior and as well as past behaviors.

For possible infractions, the following may take place:

1. The student shall receive written or verbal notice of the possible infraction.
2. An informal meeting will be held with the appropriate school authority.
3. An explanation or presentation of the evidence the school authorities have will be provided to the student.

4. The student will be provided an opportunity to present their version of the incident in question.

In addition to the four procedures identified above **other actions** may include any one or combination of the following:

1. Counseling
2. Detention
3. Parent/guardian contact
4. Afterschool reflection
5. Saturday reflection, restitution, and community service
6. Reflective In-School-Suspension (ISS)
7. Suspension or expulsion from school
8. Referral to community-based services and/or other academic programs (i.e. alternatives to out-of-school suspension)
9. Community service (with parent approval)
10. Parent/guardian/student conference with the school principal and/or designees
11. Contact law enforcement

\*Consequences and Behavior Modification procedures for students receiving special education services must be in accordance with the student's IEP, and with applicable special education statutes and regulations.

### **Minor Incident Conversation (Restorative Practice)**

The Minor Incident Conversation (MIC) is a paper log documenting the teacher's attempts to restore the relationship with the student in keeping with restorative practices.

The process includes discussing with the student a specific behavior that interferes with the learning of oneself or others or has negative impacts to the classroom environment . It includes cooperatively finding a solution, as well as providing opportunity for the student to make restitution as needed.

During the restorative process the teacher and student discuss:

1. What happened? What were you doing?
2. What were you thinking about in the moment? Or what were you supposed to be doing?
3. Who has been affected and in what way?
4. What are you going to do to fix it?

## 5. How can I help you be successful?

### **Deliveries to the School**

Deliveries of items to the school such as; flowers, balloons, and other large items is highly discouraged. These items will not be allowed in the classroom during the day and will have to remain in the office. The office may deny or not accept deliveries to the school for students of these items. Parents are also asked not to bring daily lunch meals in for their student. Such deliveries obstruct the daily operations of the front office.

### **Reflection**

Teachers may assign classroom lunch Reflection at their discretion. Reflections must be served when assigned to avoid further discipline. Failure to serve a reflection on the day it is assigned may result in a reflective In-School-Suspension or a Saturday reflection. Athletics or activities do not excuse a student from serving a disciplinary consequence and may prevent a student from participation in an activity.

### **Drug and Alcohol**

If School Administration has *reasonable suspicion* that a student may be under the influence of alcohol or drugs, a student may be suspended from school for up to 10 days. The School Board prohibits the actual or attempted sale, distribution, use or possession by a student of alcohol, prohibited drugs or inhalants, drug paraphernalia, substances that are designed to look or act like prohibited drugs or alcohol, or substances purported to be prohibited drugs or alcohol. Prohibited drugs are defined as:

1. Drugs that are illegal under any local, state, or federal law; or any drug that can be legally obtained but which has been obtained through illegal means.
2. Alternatives to illegal drugs such as designer or synthetic drugs, whether or not prohibited by law, which are purported to, designed to, or which do impair, restrict, or alter normal cognitive function when absorbed, ingested, injected, or inhaled.
3. Prescription drugs that are not legally obtained or prescribed, are not being used for the prescription purpose, are being used in excess of the prescribed amount, are being used by other than the person to whom they were prescribed, or are being sold, traded, or distributed.

Students appearing under the influence, possessing, or using alcohol or other drugs or related paraphernalia shall be subject to disciplinary procedures which may result in suspension or expulsion.

### **Drug and Alcohol Disciplinary Actions**

- Contact with parent/guardian.
- Possible suspension from school for 5-10 days. A student may return five days early from a ten-day suspension if they complete the Guidance Intervention Plan (GIP).
- Restriction from school grounds and activities during suspension.
- Required parent/guardian/student conference with the school principal and/or designees prior to re-admittance.
- Law enforcement will be contacted for any student in possession of drugs and/or alcohol, and or related paraphernalia while on school grounds or during a school-sponsored activity.
- Students may also be dropped with loss of credit from any class where safety is jeopardized (welding, auto shop, wood shop, culinary, chemistry, etc.)
- A student apprehended on a first offense for selling, or attempting to sell; alcohol, illegal drugs, substances designed to look like illegal drugs, or related paraphernalia, or substances purported to be illegal drugs will result in a recommendation for expulsion and law enforcement will be contacted.  
(Pursuant to School Board Policy 5131.6)

### **Earthquake Procedures**

If an earthquake occurs during school hours, the teacher shall direct students to assume a safe position under a desk or table. In the event that a student has no available cover, the student should assume a protective position along a permanent interior wall.

### **Electronic Devices**

Electronic devices include but are not limited to tablets, laptops, bluetooth speakers, bluetooth earbuds, headphones, iPods, cameras, etc. KIBSD is not responsible for  
(*Electronic Devices, cont'd*)

lost/stolen electronic devices. Students who bring such devices to school do so at their own risk. Electronic devices follow the same procedures as cell phones which are noted previously in this handbook. Such devices that are not school issue are deemed non-essential for learning and not needed during the academic school day.

### **Eligibility**

Please see the KIBSD Activities Handbook, Activities Director, or Building Administrator for more information.

### **Failure to Follow Classroom Rules**

Classroom teachers may have classroom-specific rules in addition to this handbook. Students are expected to follow these rules while in the classroom under the direction of the teacher. The Consequence and/or Behavior Modifications may be based on the severity of the behavior and as well as past behaviors.

### **Failure to Identify Self**

Upon request, all persons must identify themselves to district personnel or their designees. The student shall provide his/her full legal name and any other reasonable information upon request. The Consequence and/or Behavior Modifications may be based on the severity of the behavior and as well as past behaviors.

### **Failure to Serve Disciplinary Consequences**

Failure to serve a detention or other disciplinary consequences assigned will result in additional consequences. A student may be allowed to serve additional disciplinary consequence at the discretion of the teacher/administrator.

### **Fighting (See also Aggressive/Violent Conduct)**

Fighting is defined as a physical altercation involving mutual anger/ hostility, where striking, kicking, and/or any other physical violence is used against another. Students who instigate, provoke, and/or escalate may also be subject to consequences.

Any students involved in the physical altercation of a fight may be suspended up to 10 days. May also include contact with law enforcement. The Consequence and/or Behavior Modifications may be based on the severity of the behavior and as well as past behaviors. *(Pursuant to School Board Policy 5131.41)*



### **Fire/Emergency Drills**

Schools will hold fire/ emergency drills. Teachers will direct students from the school building through the proper exit. Students must remain with their class during the drill, stand clear of the path of fire department vehicles, and may reenter the building only when directed to do so by an administrator or designee. Students who fail to exit the building promptly shall be subject to disciplinary action. Specific details will not be published to preserve safety.

Your child's safety at all KIBSD schools is the most important thing for our educators. In the event of an issue or emergency at school, it is important that students and visitors follow the instructions of the safety and crisis personnel at each school. Each school will develop procedures and steps for various situations that may arise.

### **Food and Drink**

The management of food and drinks belongs in the KMS Commons/Lunchroom. Students are expected to deposit all litter in the wastebaskets, leaving the tables, benches, and floors clean. Energy and caffeinated drinks in liquid or powdered form are not approved for consumption at KMS. Drinking water confined in appropriate water containers is approved in most classrooms and is left to the discretion of the classroom teacher.

Students are not permitted to sell snacks or food at school not otherwise part of an approved fundraiser. Any fundraiser food sales must be approved by the KMS Administration

### **Food Service**

Eligible students should register as soon as possible for the 2023-2024 Free and Reduced Price Meals Program. Free breakfast and lunches will be available through September 2022 only. Students may bring their own lunch. Microwaves and hot-water will be provided for student use.

### **Gang Activity**

Gang activity, gang presence, and indications of gang presence or activity (including gang clothing) interfere with and are disruptive to a positive school environment and are prohibited. This policy applies to all people on or about school property, at any school activity, on a school bus, or at a school bus stop. Violators of this policy are

subject to disciplinary action, up to possible expulsion. (*Pursuant to School Board Policy 5136*)

**Grade Point Average (GPA)**

The GPA is calculated at the end of each semester. The GPA is the total grade points in all courses for which the student received high school credit divided by the number of grades earned. NG, Pass, and WP grades are not included in the calculation of a student's GPA, but are listed on a student transcript. Please note that a Withdraw Fail (WF) grade will be calculated into a student's GPA and listed on a student's transcript.

**8<sup>th</sup> Grade Class Night Ceremony**

Class Night ceremony will be held on a designated date at a designated time. In order to participate in the Class Night Ceremony, a student must meet all requirements of completing 8<sup>th</sup> Grade.

**Grading**

The use of a 100-point grading scale will work to provide a clearly understandable measure of a students' progress toward academic mastery.

- To provide the teacher, student, and parent as accurate a picture as possible of the student's learning and to encourage a dialogue about how the student can master the material for the class.
- To support the development of positive and consistent work habits and behaviors for all students.
- To ensure students are graded on what they know and can demonstrate they can do.

Additional information regarding grading and grading policies can be found in the school counseling office or in the Front Office.

Semester grades are the only grades posted to a student's transcript. Progress reports and semester grades will reflect the following plus (+) and minus (-) grading scale.

<b><u>Grade Scale</u></b>		
<b>Grade</b>	<b>Percentage</b>	<b>GPA Scale</b>
A+	97-100	4.0
A	93-96	4.0
A-	90-92	4.0

B+	87-89	3.0
B	83-86	3.0
B-	80-82	3.0
C+	77-79	2.0
C	73-76	2.0
C-	70-72	2.0
D+	67-69	1.0
D	63-66	1.0
D-	60-62	1.0
F	0-59	0.0

**Hall Passes**

All students must use a hall pass while in the halls and other non-instructional areas during class time. Students without a hall pass may be marked absent or tardy from class. The school may modify to an electronic or QR code method.

**Harassment, Intimidation, and Bullying**

Harassment, for the purpose of the handbook, is defined as aggressive pressure or intimidation. The Kodiak Island Borough School District will not tolerate the harassment of any student by any other student or district employee in any manner. (Examples: bullying of any kind, including cyber-bullying, sexual harassment, hazing, etc.) Any student or employee who is found guilty of harassment shall be subject to disciplinary action.

To promote an environment free of harassment, prevent future incidents of harassment, and minimize the negative consequences to a victim of harassment, the KIBSD strongly urges students and requires staff to immediately report incidences of harassment to any available administrator. **The Consequence and/or Behavior Modifications may be based on the severity of the behavior and as well as past behaviors.** (Pursuant to School Board Policy 5131.43)

**A Honor Roll / A-B Honor Roll Lists**

Outstanding academic achievement is recognized by the "A Honor Roll" & "A-B Honor Roll" List. To be eligible for the A Honor Roll List a student must have a 4.0 GPA for the semester. To be eligible for the A-B Honor Roll List a student must have all A's and B's for the semester.

### **Immunizations**

All students enrolled at KMS must be fully immunized according to Alaska State Regulations, unless covered by a medical or religious exemption. Please contact the school nurse if you have questions. *(Pursuant to School Board Policy 5141.31)*

### **In-School Suspension (ISS)**

Certain infractions may result in ISS. Students will be given the opportunity to make up their work. Assignments may not always be identical to those done in the class period. It is the student's responsibility to check in with the teacher upon returning to class. Failure to serve ISS on the date it is assigned may result in Out-of-School Suspension (OSS). *(Pursuant to School Board Policy 5144.1)*

### **Insurance**

A student medical insurance policy is available for purchase. Students participating in athletic activities are encouraged to purchase insurance. Please contact the Front Office for further details.

### **Knives**

*(See also Weapons and Dangerous Instruments)* A knife will be considered a weapon while on school grounds. Any student in possession of a knife or knives with a blade length of 2  $\frac{1}{2}$  inches or longer may receive a 30 day Out Of School Suspension (OSS).

### **Library**

The library is an academic area designed for quiet student study, collaboration, and accessing resources. With the exception of plain water, food and drinks are not permitted in the library under normal use.

### **Lockers**

Lockers are provided to students for the storage and safe-keeping of student possessions including backpacks and cellphones. Students are responsible for the security of their locker. Lockers should be locked at all times, except when attended to by the student. 7<sup>th</sup> and 8<sup>th</sup> grade students may be issued PE lockers.

Students may access their lockers at the beginning of the day, before/after recess and lunch, before/after PE to collect needed supplies, and at the end of the day.

Because lockers are under the joint control of the student and the District, school officials have the right to open and inspect any school locker without student permission. Examples of reasons the District may open and inspect a locker include: a reasonable suspicion that the search will disclose evidence of illegal possessions or activity or when odors, smoke, fire and/or other threats to student health, welfare, or safety emanate from the locker.

For health and safety reasons, a general inspection of school properties such as lockers and desks may be conducted. Any items contained in a locker shall be considered the property of the student whom the locker was assigned. Notice of this policy shall be given to all students when lockers are assigned. Notice will also be posted in prominent locations throughout the school.

**All lockers are the property of the Kodiak Island Borough School District.**  
*(Pursuant to School Board Policy 5145.12)*

### **Lost and Found**

Students who find lost articles are asked to take them to the Front Office. Students may file a "lost item" report in the Front Office. Lost and found items left in the Front Office may be donated if not picked up by the end of the current semester.

### **Medication Procedures**

KMS recognizes that sometimes students may need to take prescribed medication during the school day as not to interfere with their health. In such cases;

- A completed Medication Administration Authorization must be on file with the school nurse.
- Medication must be secured in the nurse's office.
- Prescription medications must be in the original container labeled by the pharmacy or health care provider. Over-the-counter medications must be in the original container.
- Medications will be given before classes begin, between classes, and at lunch.

Over-the-counter medications such as Tylenol and aspirin may be administered if the student has parent permission on file. *(Pursuant to School Board Policy 5141.21)*

### **Notice of Non-Discrimination, Harassment, Intimidation and Bullying**

The School Board is committed to equal opportunity for all individuals in education. School District programs and activities shall be free from discrimination based on age, gender, race, color, religion, national origin, ethnic group, marital or parental status, physical or mental disability or any other unlawful consideration. The School Board shall promote programs which ensure that discriminatory practices are eliminated in all District activities. School District programs and facilities, viewed in their entirety, shall be readily accessible to individuals with disabilities. The Superintendent shall ensure that interested persons, including individuals with disabilities, can obtain information about the programs, facilities and activities available to them. The Superintendent shall annually notify students and parents of the School District's policy on nondiscrimination and related complaint procedures.

In addition, the Handbook Committee wishes to include the following protected categories of gender identity, gender expression, and sexual orientation to the above list. The School Board shall ensure equal opportunities for all students in admission and access to academic courses, guidance and counseling programs, athletic programs, testing procedures, vocational education and other activities. Separate arrangements may be made for students according to sex during sex education programs and physical education activities involving bodily contact. (AS 14.18.050) School staff and volunteers must be especially careful to guard against inadvertent sex discrimination and stereotyping in instruction, guidance and supervision.

The School Board is dedicated to providing a safe and civil learning environment. Harassment, intimidation and bullying disrupt a student's ability to learn and a school's ability to educate. Students and staff are expected to demonstrate positive character traits and values. Conduct and speech must be civil and respectful in order to promote harmonious and courteous relations in the school environment.

Students, staff and volunteers are prohibited from engaging in any form of harassment, intimidation, or bullying while on school property, on school buses, at the bus stop, or at school-sponsored activities or functions. Students who engage in such acts are subject to appropriate disciplinary action, up to and including suspension or expulsion. Staff who engage in acts of harassment, intimidation or

bullying are also subject to appropriate disciplinary action up to and including suspension and termination. Volunteers who engage in such acts will be denied the opportunity to volunteer in the future.

To promote an environment free of harassment, intimidation, or bullying, the principal or designee shall take appropriate actions such as removing vulgar or offending graffiti, establishing site rules, and providing staff inservice or student instruction and counseling. Teachers shall discuss this policy with their students in age-appropriate ways and assure students that they need not endure any form of harassment, intimidation, or bullying.

Harassment, intimidation, or bullying means an intentional written, oral, or physical act; when the act is undertaken with the intent of threatening, intimidating, harassing, or frightening the student; and

- Physically harms the student or damages the student's property.
- Has the effect of substantially interfering with the student's education.
- Has so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment.
- Has the effect of substantially disrupting the orderly operation of the school.

All forms of harassment, intimidation or bullying via electronic means, commonly referred to as cyberbullying, are prohibited. Cyberbullying also includes, but is not limited to, other misuses of technology to threaten, harass, intimidate, or bully; including sending or posting inappropriate email messages, instant messages, text messages, digital pictures or images, or website postings, including blogs. An individual who redistributes a cyberbullying communication can be found in violation of this policy, even if the individual did not author or create the original communication or image.

The School District's computer network, including access to the Internet via that network; whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment, intimidation, or bullying. Users are responsible for the appropriateness of the material they transmit over the system.

In situations in which the cyberbullying originates from a private (non-school) computer, but is brought to the attention of school officials, disciplinary measures may be imposed when the communication:

- Contains threats of violence against staff members, students, or their property;
- Suggests or advocates physical harm to staff members or students;
- Causes a student or staff member to experience a substantially detrimental effect on his or her physical or mental health;
- Causes a student or staff member to experience substantial interference with academic or work performance, or with his or her ability to participate in or benefit from school district services or activities;
- Threatens vandalism to school property; or
- Creates a significant disruption to the school's educational mission, purpose, and objectives

Disciplinary action may include, but is not limited to, the loss of computer privileges, detention, suspension, or expulsion for those committing acts of cyberbullying. In addition, any kind of threat or hate crime will be reported to law enforcement officials. Students and staff who believe they have been the victims of cyberbullying, as described in this policy, should not erase the offending material from the system. A copy of the material should be printed and a report made under this policy.

Students or staff who have witnessed or have reliable information that a student has been subjected to harassment, intimidation, or bullying should report the incident immediately to the principal or his/her designee, who shall promptly initiate an investigation. The investigation shall include an assessment of what actions should be taken, as appropriate, to protect the student who has been found to be the victim of harassment, intimidation, or bullying. Such actions may include the provision of support services necessary to permit the student to feel safe and secure in attending school. The Superintendent shall develop procedures to implement this policy.



The School Board recognizes that sexual harassment can cause embarrassment, feelings of powerlessness, loss of self-confidence, reduced ability to perform schoolwork, and increased absenteeism or tardiness. To promote an environment free of sexual harassment, the principal or designee shall take appropriate actions such as removing vulgar or offending graffiti, establishing site rules, and providing staff in service or student instruction and counseling. Teachers shall discuss this policy with their students in age-appropriate ways and shall assure them that they need not endure any form of sexual harassment. The Board shall not tolerate the sexual harassment of any student by any other student or any District employee. Any student or employee who is found guilty of sexual harassment shall be subject to disciplinary action. Students or staff should immediately report incidences of sexual harassment to the principal or designee. The Superintendent or designee shall promptly investigate each complaint of sexual harassment in a way that ensures the privacy of all parties concerned. In no case shall the student be required to resolve the complaint directly with the offending person. Notice of this policy will be circulated to all District schools and departments and incorporated in teacher and student handbooks.

**By federal law, KIBSD does not discriminate on the basis of age, gender, race, color, religion, national origin, ethnic group, marital or parental status, physical or mental disability, or any other unlawful consideration in its programs and activities and provides equal access to designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Cyndy Mika, Superintendent, Kodiak Island Borough School District, 722 Mill Bay Road, Kodiak, AK 99615 (907.486.7550)**

The School Board recognizes that the District has primary responsibility for ensuring that it complies with state and federal laws and regulations governing educational programs. The Superintendent or designee shall establish procedures to investigate and seek to resolve complaints alleging unlawful discrimination related to educational programs and activities. The Board acknowledges and respects student and employee rights to privacy. Complaints shall be investigated in a manner that protects these rights. The Board prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination, or for participation in complaint procedures. *(Pursuant to School Board Policies 1312.3, 0410, 5145.7 and 5145.3)*

### **Nurse**

If a student feels ill, he/she is to report to the Nurse's Office. If the student is unable to return to class after one class period, a parent/guardian will be notified and the student shall go home.

### **Obscenity and Profanity**

Profane or obscene language/gestures will not be tolerated. Obscenities include spoken or written profanities, obscene or sexual messages (implicit or explicit), swearing, racial slurs, or messages supporting drug/alcohol use or derogatory and demeaning language intended to offend or intimidate. Offending students will be subject to appropriate disciplinary action. The Consequence and/or Behavior Modifications may be based on the severity of the behavior and as well as past behaviors.

### **Off-Campus Events**

Students attending school-sponsored events which take place off-campus shall be governed by school district rules and regulations and shall be under the authority of school district personnel.

### **Out-of-School Suspension (OSS)**

Certain infractions may result in OSS. Students will be given the opportunity to make up their work. Assignments may not always be identical to those done in the classes missed. It is the student's responsibility to check in with each teacher upon returning to class. *(Pursuant to School Board Policy 5144.1)*

### **Personal Property**

Kodiak Island Borough School District is not responsible for damage, theft or loss of personal property on school grounds. Individuals are cautioned not to bring large sums of money or other valuables including electronics onto school grounds. All vehicles on or within 500 feet of school property are subject to search. Federal Safe and Drug Free Schools and Gun Free Schools legislation require administration do due diligence to ensure compliance. When school administration has reasonable suspicion regarding drugs, alcohol, or weapons, administration has the right to search vehicles.

## **Plagiarism**

(See also *Academic Honesty*) Plagiarism occurs when the student submitting the paper for a course does one or more of the following:

- Does not properly attribute words or ideas to a source
- Quotes from another author's writing without citing that author's work. This, of course, includes failing to cite material you take from the World Wide Web, as well as copying material from library books or your peers' papers.
- Cites, with quotation marks, portions of another author's work, but uses more of that work without quotation marks and without attribution.
- Takes a paper, in whole or in part, from a site on the Web or a "library" of already-written papers.
- Steals, borrows, buys, or copies a paper from another student and then submits that paper as the student's own work. The student who supplies the paper has also committed plagiarism.
- Submits the same paper twice for two different assignments and/or in two different classes, unless both teachers have given written permission.
- Takes the results of another's research and attempts to pass those results off as his/her own work.

If the student is caught plagiarizing, procedure may be as follows:

- The teacher will work with the student on an appropriate outcome for the plagiarized assignment.
- The student's parents/guardians will be contacted by the teacher and informed of his/her plagiarism.
- An entry will be placed in the student's KMS PowerSchool Log Entry file.

Two occurrences in the same class will result in additional consequences, as determined by the administrator and teacher.

## **Posters**

All posters must be approved by the administration before being displayed. If interested in displaying posters at KMS, please contact the Front Office for approval. Posters will be limited to school groups or activities within the school setting. Administration has final approval authority on what can be displayed and where items are allowed.

### **Public Displays of Affection**

Inappropriate displays of affection as determined by a reasonable standard are prohibited. Students will be asked to separate and discontinue behavior by staff member. If behavior continues or students do not comply, a referral to administrator may be required.

### **Referrals to Administrator**

If an infraction occurs in which the behavior is too severe to be dealt with in the classroom, the teacher will notify the administrator, which will result in disciplinary action. (*Pursuant to School Board Policy 5144*)

### **Restricted Areas**

Unescorted Students are not to be in restricted areas, including but not limited to the high school area, locker rooms, auditorium foyer area, construction areas or any private property near the school.

### **School Closure**

Kodiak winter weather conditions can sometimes cause our primary or secondary roads to become dangerous for travel. Announcements regarding the operations of schools will be made on KMXT and KVOK, the District's website and social media and via the District's automated calling system. Parents are encouraged to use full discretion when considering whether to send their child to school during severe weather. Should your child stay home during such weather conditions, please notify the Attendance Office to provide an excused absence.

### **Skateboards and Bikes**

Skateboards, scooters, roller blades, hover boards and bikes may not be ridden inside the school building complex at any time. Any student bringing such items to school will keep items locked and secured in locker during the school day, or may be permitted to leave in the office. Students should wear reflective clothing, walk bikes/ skateboards while on campus, wear a safety helmet, and use crosswalks. Bikes are not allowed inside the building and will be parked at approved bike stands. It is the students' responsibility to secure bike.

### **Student Handbook**

Students are expected to know the contents of their handbook. Handbook contents may be found on all student issued iPads. Handbook contents can also be accessed on the KMS website and a paper copy can be provided upon request at the KMS front office

### **Student Schedules and Changes**

Student schedules are developed during the spring. Changes in schedules must be initiated during the first 10 days for the first semester and within 5 days for the start of the second semester.

### **Technology Use**

KMS students using district issued devices will sign a KIBSD Student Acceptable Use Policy Agreement and Laptop Agreement Form. These forms must be on file in order to use school devices. Failure to abide by these standards may result in a loss of device privileges and other consequences as deemed appropriate.

### **Telephone Use**

The school DOES have a dedicated phone for student use during the school day. When a student needs to contact a parent/guardian, the student will use the school phone in the Front Office. A staff member in the front office will assist the student to the phone for contacting the parent/guardian.

### **Textbooks**

Charges will be made for textbook or instructional resource damage or wear beyond reasonable amount. Textbooks which have been lost, damaged or not returned at the end of the year will be billed to the student.

### **Theft**

Theft, possession, or use of stolen property are prohibited and will result in disciplinary action and notification to law enforcement. The Consequence and/or Behavior Modifications may be based on the severity of the behavior and as well as past behaviors. Theft is a serious offense and may result in Out-of-School suspension on the first offense and may referral to law enforcement.

### **Threats and Intimidation**

Students who attempt to threaten or intimidate another person through verbal or non-verbal actions will be subject to disciplinary action. The Consequence and/or Behavior Modifications may be based on the severity of the behavior and as well as past behaviors. Threats and intimidations is a serious offense and will possibly result in Out-of-School suspension on the first offense as well as possible referral to law enforcement.

### **Threats of Violence**

Students should be educated in an environment which is free from harm and threats of harm. Threats of violence are prohibited. Students shall not make any threats, suggestions, or predictions of violence against any person or group or to the school building, whether made orally, in writing, or via electronic communication.

No threat of violence will be considered a joke. Any bomb threats or threats of violence, whether or not made during school hours or on school grounds, shall result in immediate disciplinary action, up to and including suspension and/or expulsion. All students shall report any and all threats of violence, including jokes and threats of suicide, by reporting the threat to a teacher or school principal.

The School District reserves the right to hold the student responsible for any costs and/or damages incurred by the School District because of a threat. Any threats of violence may be reported to law enforcement.

After an investigation is conducted by school officials, the level of consequence will be based upon the results of that investigation. A minimum of ten days of Out-of-School (OSS) may result from the lowest of consequences up to a 365-day expulsion and not allowed on school premises during the time of expulsion.

*(Pursuant to School Board Policy 5131.42)*

### **Tobacco/Nicotine**

Tobacco use presents a health hazard with serious consequences both for tobacco users and non-users alike. Students shall not be allowed to smoke, chew or possess tobacco or nicotine products, including vaporizer juice, on school property or during school hours, at school-sponsored events, or under the supervision of district employees.

For the purposes of this rule, "tobacco" is defined to include tobacco in any form and/or any nicotine delivering devices (e.g. e-cigarettes). This does not include FDA-approved nicotine replacement therapy products used for the purpose of cessation.

Clothing, bags, hats and other personal items used by students to display, promote or advertise tobacco products are prohibited on school district grounds, at school-sponsored activities or in school district vehicles. Tobacco advertising is prohibited in all school-sponsored publications, in all school buildings, and at all school-sponsored events.

**Any student who possesses or uses tobacco, including vaporizer pens and vaporizer juice, (see section Vape/eCigarette) while under the jurisdiction of the school may result in the following action(s):**

- Contact with parent or guardian, and/or
- Possibility of three to ten days of ISS or OSS, and/or
- Possible contact of law enforcement

*(Pursuant to School Board Policy 5131.62)*

### **Trespass**

A person is considered to be trespassing if he/she enters or remains on school property in a restricted or unauthorized area without permission or refuses to leave the school property upon request. The Consequence and/or Behavior Modifications may be based on the severity of the behavior and as well as past behaviors.

### **Tsunami**

In the event of a Tsunami, the school may become a shelter or you may be required to evacuate. Please review your local procedures and follow instructions of building personnel.

### **Unsafe Behavior**

Students behaving in an unsafe and/or inappropriate manner in classes, including but not limited to labs, shop, or physical education may be removed from that class. If this occurs, the student may receive a failing grade and, therefore, would receive no credit in that particular class. Unsafe behavior will not be tolerated, and a student

may be immediately removed from the class. The Consequence and/or Behavior Modifications may be based on the severity of the behavior and as well as past behaviors.

### **Vandalism, Theft, and Graffiti**

Destroying, defacing, or damaging objects/materials belonging to the school, school personnel, or other person is strictly prohibited. The Consequence and/or Behavior Modifications may be based on the severity of the behavior and as well as past behaviors. Students will be required to pay damages to any school property. *(Pursuant to School Board Policy 5131.5)*

### **Vape/eCigarette**

**Any student who possesses or uses tobacco, including vaporizer pens and vaporizer juice, while under the jurisdiction of the school may result in the following action(s):**

- Contact with parent or guardian, and/or
- Possibility of five to ten days of OSS, and/or
- Possible contact of law enforcement

*(Pursuant to School Board Policy 5131.62)*

### **Visitor's Pass**

Persons that are not an employee at the middle school shall check-in at the KMS Front Office. Parents are always welcome and encouraged to visit KMS; however, they must report to the Front Office, receive a visitor's pass, and sign in the day of the visit. Non-KMS students will not be permitted on campus except for public activities.

### **Weapons and Dangerous Instruments**

Students shall not bring, 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.



### **Disciplinary Actions:**

- Contact with parent/guardian.
- Possible suspension from school for 10 days to 30 days, depending upon the violation.
- Possible Recommendation for expulsion.
- Restriction from school grounds and activities during suspension.
- Required parent/guardian/student conference with the school principal and/or designees prior to re-admittance.
- Law enforcement will be contacted for any student in possession of weapons or dangerous instruments while on school grounds or during a school-sponsored activity. (*Pursuant to School Board Policy 5131.7*)

### **Willful Disobedience**

Students who fail to comply with instructions of school authorities are considered willfully disobedient. The Consequence and/or Behavior Modifications may be based on the severity of the behavior and as well as past behaviors.

### **Yearbooks**

KMS students produce and publish the school yearbook as part of an afterschool extracurricular activity. Orders are taken in the fall and throughout the year with increasing prices. Books are delivered at the end of the school year.

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Copies of School Board Policy are available from your school's office and online at [www.kibsd.org](http://www.kibsd.org).

***If you are unsure of any of the information in this handbook or need additional information. Please contact the school office. Information within this handbook is subject to change with little or no notice, in the best interest of the students or school. Students are expected to abide by KIBSD School Board Policy and posted classroom rules.***