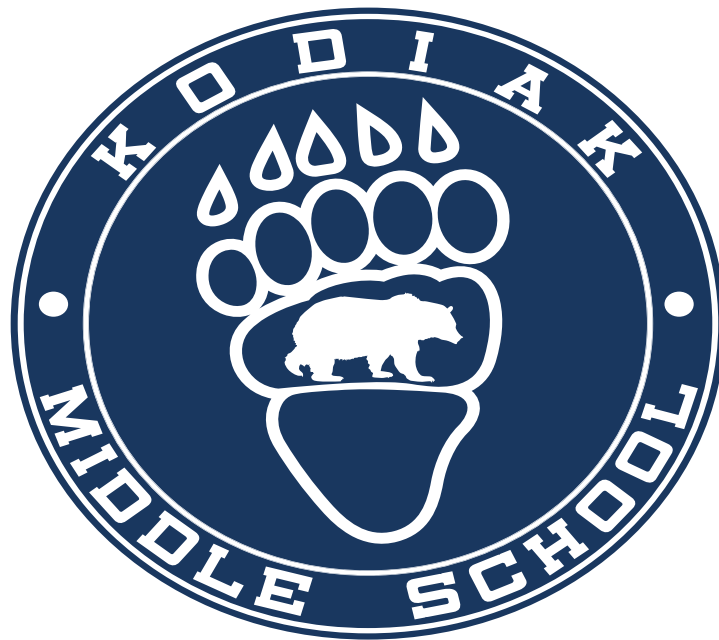


Kodiak Middle School Student Handbook 2025-2026



Kodiak Island Borough School District

722 Mill Bay Road

Kodiak, AK 99615

Website: 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.

TABLE OF CONTENTS

GENERAL INFORMATION 3

KMS & KIBSD PHONE NUMBERS	3
BUILDING HOURS & SURVEILLANCE.....	3
KIBSD VISION & MISSION STATEMENT	4
KODIAK MIDDLE SCHOOL CORE VALUES.....	4
ACADEMICS: GRADES, GPA, ACCOUNTABILITY, & MAP TESTING	5

STUDENT EXPECTATIONS, RIGHTS, RESPONSIBILITIES, & LIMITATIONS 7

ATTENDANCE.....	7
STUDENT RIGHTS, RESPONSIBILITIES, LIMITATIONS.....	10
APPEAL OR GRIEVANCE PROCEDURES	12
McKINNEY-VENTO HOMELESS EDUCATION ASSISTANCE ACT	13
SPECIAL EDUCATION AND SECTION 504	14
HARASSMENT / BULLYING / CYBERBULLYING.....	15
TITLE IX.....	17

KODIAK MIDDLE SCHOOL STUDENT INFORMATION 18

<i>Academic Honesty / Plagiarism</i>	18
<i>Assemblies</i>	18
<i>Bus Privileges</i>	19
<i>Cell Phones / Personal Electronics</i>	19
<i>Deliveries to the School</i>	20
<i>Dress Code</i>	20
<i>Emergency Protocols & Drills</i>	21
<i>Fees for Classes and Activities</i>	22
<i>Fees for iPads & School Issued Resources</i>	22
<i>Food and Drink</i>	22
<i>Food Services / Breakfast / Lunch</i>	23
<i>Hall Passes</i>	23
<i>Late Work Policy</i>	23
<i>Library</i>	24
<i>Lockers</i>	24
<i>Lost and Found</i>	24
<i>Nurse</i>	25
<i>Off-Campus School Sponsored Events</i>	25
<i>Personal Property</i>	25
<i>Posters</i>	26
<i>School Closure</i>	26
<i>Skateboards, Scooters, Roller Blades, and Bikes</i>	26
<i>Student Handbook</i>	26
<i>Telephone Use</i>	26
<i>Trespassing</i>	27
<i>Visitor's Pass</i>	27
<i>Yearbooks</i>	27

STUDENT BEHAVIOR & CODE OF CONDUCT 28

<i>Behavior Consequences</i>	28
<i>Mitigating & Aggravating Circumstances</i>	29
<i>Definitions of Behavior Consequences</i>	31
CODE OF CONDUCT	32

GENERAL INFORMATION

KMS & KIBSD Phone Numbers

Location	Phone Number
KMS Main Office	907-486-7460
KMS Fax	907-481-2201
KMS Nurse	907-486-7470
KMS Counselors	907-486-7467 & 907-486-7471
KMS Assistant Principal	907-486-7464
KMS Principal	907-486-7465
KIBSD Central Office	907-486-7550
Bus Barn	907-486-3600
Kodiak Police Department	907-486-8000

Building Hours & Surveillance

- The school day begins at 8:45am and ends Monday, Tuesday, Thursday, and Friday at 3:45pm; Wednesday ends at 2:45pm.
- 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 3:50pm (2:50pm on early dismissal days).
- Surveillance cameras are located throughout the school building and around the perimeter of the building. Anyone on school property may be videotaped.

KIBSD Vision & Mission Statement

The vision of KIBSD is to ensure all learners are safe, seen, and supported.

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

Kodiak Middle School Core Values

Kodiak Middle School is committed to providing a safe and structured learning environment for all learners.

- Kodiak Middle School Core Values:

- **Respect**

- I am considerate of others' thoughts, feelings, space, and belongings.

- **Integrity**

- I am truthful and follow school expectations even when it's hard or when no one is looking.

- **Citizenship**

- I contribute to my community by helping others, being informed, being responsible, and cooperating with others.

- **Kindness**

- I treat others with care, respect, and empathy, and do things to make them feel happy and supported without expecting anything in return.

Academics: Grades, GPA, Accountability, & MAP

GRADES

- The use of a 100-point grading scale will work to provide a measure of a student's progress toward academic mastery.
- Grades support the development of positive and consistent work habits.
- Grades provide the teacher, student, and parent a picture of student's learning and progress towards mastery of grade level content.

GRADE POINT AVERAGE (GPA)

- The GPA is calculated at the end of each grading period.
- The GPA is the total grade points in all courses for which the student received 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 report card. Please note that a Withdraw Fail (WF) grade will be calculated into a student's GPA and listed on a student's transcript.

GRADE SCALE

Grade	Percentage	GPA Scale	GPA Scale
A+	A	A-	4.0
97-100	93-96	90-92	
B+	B	B-	3.0
87-89	83-86	80-82	
C+	C	C-	2.0
77-79	73-76	70-72	
D+	D	D-	1.0
67-69	63-66	60-62	
F			0.0
0-59			

GRADE ACHIEVEMENTS / HONOR ROLL / HIGH HONOR ROLL

- Honor Roll is recognized by students achieving a GPA of a 3.0 to 3.49 with no D's or F's.
- High Honor Roll is recognized by students achieving a GPA of 3.5 to 3.99 with no D's or F's.
- Distinguished Honor Roll is recognized by students achieving a 4.0.
- Students enrolled at least half time at KMS (4 classes or more) will be recognized for honor roll, high honor roll, and distinguished honor roll at the end of each grading period.
- Honors classes will be weighted using a 4.5 GPA scale (Example A = 4.5; B = 3.5; C = 2.5; etc.).

ACADEMIC ACCOUNTABILITY

At Kodiak Middle School, we believe academic success is a shared responsibility. Students, teachers, and families must work collaboratively to build strong work and study habits that support lifelong learning. We are committed to helping every student succeed, and we have systems in place to support students who struggle academically.

Grading and Progress Monitoring

- Grades are issued at the end of each quarter (approximately every 9 weeks). These quarterly grades are averaged to determine a student's final year grade in each course.

Support for Academic Recovery

- If a student receives a failing grade (below 60%) in any core academic subject at the end of any grading period, they will be enrolled in our Credit Recovery Program. This program provides structured support after school during the 2nd, 3rd, and 4th quarters, giving students the opportunity to improve their grade to a passing level. This program is not mandatory but gives the opportunity to recover credit on a quarterly basis to help the student before the end of the year.

End-of-Year Requirements and Summer School

- If a student finishes the year with a failing grade in ELA or math, they will be required to complete Summer School online to demonstrate mastery of the essential standards and skills missed. If a student does not demonstrate mastery in ELA or math during Summer School, they will be re-enrolled in the failed course during the following school year. This will take the place of one or both elective classes.

MEASURES OF ACADEMIC PROGRESS / MAP ASSESSMENTS

- MAP Growth is a dynamic adaptive assessment that measures student achievement and growth in K–12 math, reading, and language usage.
- Students take the MAP Growth Assessment three times each school year to measure academic performance and student growth. Assessments are given in the Fall, Winter, and Spring.
- MAP data is used to identify students excelling in grade level content and students that may require additional targeted support for their educational needs.
 - Students performing in the upper national percentiles on MAP assessments may be screened for the Gifted and Talented program or other academic extensions.
 - Students performing in the lower national percentiles on MAP assessments will be recommended for an intervention class (Math Lab or Reading Lab).
 - Students assigned to a Math Lab or Reading Lab will be provided with targeted interventions that address individual learning needs in place of an elective class.
 - Student progress will be tracked throughout the time in Math Lab or Reading Lab. Students that show sufficient growth from the targeted interventions will exit the intervention class at the end of the grading period. A new plan will be discussed for students that did not show adequate growth from their intervention.

STUDENT EXPECTATIONS, RIGHTS, RESPONSIBILITIES, & LIMITATIONS

Attendance

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.

- Regular attendance is defined as attending school 95% or more of the time.
 - For the 2025-2026 school year, this amounts to no more than 8 days absent.
- Students who miss more than 10% of the school year are considered chronically absent.
 - For the 2025-2026 school year, this amounts to missing more than 17 days.
- The main responsibility for regular attendance is with the student and the parent/guardian.
(Pursuant to School Board Policy 5112)

Attendance Notification Procedures

- Both excused and unexcused absences count towards a student's attendance rate.
- At 5 absences (excused/unexcused) in a semester, a letter will be sent home.
- At 10 absences (excused/unexcused) in a semester, a second letter will be sent home.
- At 15 absences (excused/unexcused) in a semester, a third letter will be sent home and a meeting will be scheduled with the student, parent/guardian, and school representative.

Absences and Tardies

- Excused absences are still considered absences when calculating a student's attendance rate.
- 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. Excuses may be written, emailed, or called in to the school's Attendance Office. (Pursuant to School Board Policy 5113)
- Students with excused absences will be permitted to make up classroom work within a reasonable amount of time. Please see
- Missing more than 20 minutes of class will count as an absence.
- 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

Pre-Arranged Absences

- If an absence is planned for three or more days, the parent or legal guardian must request a Pre-Arranged 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.
- Pre-arranged absences will still count towards a student's attendance rate.
- A meeting shall be scheduled with a parent/guardian and a school administrator or designee before a pre-arranged absence if the absence will be greater than 15 school days.

School-Sponsored Travel

- Missed class time due to school-sponsored travel (field trips or school sports/activities) does not count towards a student's attendance rate.
- Students who miss class for school-sponsored events are responsible for turning in missed assignments upon returning to school.

Skipping Class

It is the student's responsibility to attend classes. Skipping class is a safety concern, causes a student to miss valuable learning, and may cause the student to fall behind on their academics.

- Skipping class is defined as being out of your assigned area without authorization for more than 15 minutes during any given period.
- The consequence and/or behavior modifications may be based on the severity of the behavior as well as past behaviors.

Tardies - Unexcused and Unprepared

- Students that arrive to school late without a valid excused tardy will be marked tardy unexcused. Please see the Excused Absences/Excused Arrival Tardies section for clarification.
- Being late to class may cause the student to miss valuable teaching and may cause the student to fall behind on their academics.
- 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.
- Three unexcused or unprepared tardies in one class or seven total tardies per quarter will result in a recess reflection.
- Repetitive tardies will result in additional after school reflections and/or a parent-student-admin conference. Students may also be referred to attend Saturday school for excessive tardies.

Truancy

- Unless a child subject to compulsory attendance (AS 14.30.010) 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*)

Withdrawal from 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 School

- Students who are withdrawing from school should inform the 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, technology, etc.) have been satisfied.
- The student must return the completed form to the 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

- For high school credit courses, students may be denied credit 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*)

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.

- 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.
- Students are expected to follow school/class rules while in the classroom under the direction of the teacher. 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.
- Receive courtesy and respect from others regardless of actual or perceived sex or sexual orientation, race, color, religion, national origin, ethnic group, marital or parental status, and physical or mental disability.
- Receive a copy of the KMS Student Handbook which includes the school policies, procedures, and discipline code.
 - Know what appropriate behavior is expected and what behaviors may result in disciplinary actions.
 - Receive written notice of the reasons for disciplinary action taken against them in a timely fashion.
- Receive due process of law in instances of disciplinary action for alleged violations of school policies/procedures/expectations 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 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.
- Take ownership of your learning by putting forth your best effort.
- 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.

Appeal or Grievance Procedures

It is the goal of KIBSD to create a learning environment in which each student does their best to behave in a way that makes learning possible for everyone. 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.

Roles of the School Board, Superintendent, Principals, Parents/Guardians, and Students are defined in Board Policy 5131.

Student right to file a grievance/complaint:

The purpose of the 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.

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.

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.

Harassment / Bullying / Cyberbullying

Harassment

- 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.)
- 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.
- Any student or employee who is found guilty of harassment shall 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.** (*Pursuant to School Board Policy 5131.43*)

Notice of Non-Discrimination, Harassment, Intimidation and Bullying

- 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 School Board is committed to equal opportunity for all individuals in education. 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. 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.
- In addition, the Handbook Committee wishes to include the following protected categories of gender identity, gender expression, and sexual orientation to the above list. 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)
- 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.
- 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.

Cyberbullying

- 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.
- Disciplinary actions may include, but are not limited to, the loss of computer privileges, reflection, 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.
- 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

Title IX

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 as per the preamble to Title IX of the Education Amendment of 1972. 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.

The School Board shall not tolerate the sexual harassment of any student by any other student or any District employee. Students or staff should immediately report incidences of sexual harassment to the principal or designee. The principal or designee shall take appropriate actions such as reporting to Title IX coordinator, removing vulgar or offending graffiti, establishing site rules, and providing staff in service or student instruction and counseling. The Title IX Coordinator 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.

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.

<https://www.kibsd.org/departments/title-ix-sexual-harassment-and-sexual-assault/>

KODIAK MIDDLE SCHOOL STUDENT INFORMATION

Academic Honesty / Plagiarism

Academic honesty is an important part of being a responsible student. All students are expected to do their own work and give credit when using someone else's ideas or words. See Student Code of Conduct for consequences. (Pursuant to School Board Policy BP 5131.9)

Academic dishonesty is not allowed and includes, but is not limited to:

- Sharing or receiving answers on a test or quiz.
- Copying someone else's homework, project, or paper—or allowing someone to copy yours.
- Using notes, websites, or tools like AI (Artificial Intelligence) on a test or assignment when not allowed.
- Submitting work that is not your own, including copying from the internet, books, or other students.

Plagiarism means using someone else's words, ideas, or work without giving them credit. This includes:

- Copying and pasting from websites, books, or AI tools without making it your own or citing the source.
- Using quotes or facts from a source without telling where it came from.
- Using large parts of someone else's writing, even if some parts are quoted.
- Submitting a paper, project, or assignment that was written by someone else (like a friend, sibling, or website).
- Turning in the same work for more than one class or assignment without both teachers' permission.
- Using another person's research or project and pretending it is your own.

Important Note About AI Tools:

- Using tools like ChatGPT or other AI helpers is not automatically cheating—but copying an entire answer or assignment from AI without changing it or adding your own thinking is plagiarism. You must put information in your own words, understand what you're writing, and give credit when needed.

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.
- Students may be removed from or disqualified from assemblies based on behavior concerns.

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.
- The following behavior matrix will be followed for misconduct on the bus that requires a student to be removed from the bus:
 - 1st offense: Removal from bus. Family notified.
 - 2nd offense: Removal from bus. Suspended from bus for 1 day.
 - 3rd offense: Removal from bus. Suspended from bus for 3 days.
 - Additional offenses may result in removal from the bus for the year.
 - Student is still expected to attend school when suspended from the bus.
- 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 / Personal Electronics

- The school is not responsible for lost/stolen personal electronics.
- Personal electronics include but are not limited to cell phones, smart watches, headphones, gaming systems, etc. Students who bring such items to school do so at their own risk.
- Cell phones shall be secured in the student's locker during school hours. Cell phones shall not be used during the school day.
- Parents should contact the office when needing to communicate with their student during the school day. Students may use the office phone to communicate with their family during the school day.
- Cell phones or other personal electronics used inappropriately will be confiscated from students and delivered to the office.
- Failure to hand over a cell phone/device when requested by a teacher may result in automatic loss of cell phone/device at school for the remainder of the semester and/or office referral for insubordination.
- Personal Electronics Violations:
 - **1st offense:** Student will pick up the phone/device at the end of the day from the office and will make a phone call home indicating this is the first offense.
 - **2nd offense:** A staff member will call home requesting parent/guardian pick up the phone/device 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.
 - **3rd offense:** A staff member will contact the parent/guardian to pick up the phone/device. Student will have to check their phone into the office each day or leave their phone at home until the end of the semester.

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 bringing lunch meals in for their student should deliver food to the school before their assigned lunchtime (11am). There is no guarantee that food delivered after 11am will get to students during school hours.
 - Food or drinks delivered to students will only be accepted if they are dropped off by a parent/guardian. Food or drinks dropped off by non-parents/guardians will not be given to students due to safety concerns.

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 when there are dress code revisions. A student who violates the dress code shall be subject to appropriate disciplinary action.
- 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*).

KMS Dress Code:

- Clothing must cover all undergarments, the midsection, and chest area. Outfits that expose excessive cleavage are not appropriate for school.
- Shirts/tops with an opaque front, back, and sides (under the arms) must be worn.
- Pants, skirts, dresses, leggings, or shorts must be worn.
- Buttocks, genitals, and chests must be covered by an opaque outer layer of clothing.
- 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 student is standing with arms naturally hanging along the side of their body.
- Hats, head coverings, or beanies that do not cover the ears or cause a distraction to the educational process may be worn. Teachers, at their discretion, may limit wearing of hats in their classrooms.
- 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.
- Safe footwear must be worn (this excludes slippers, socks, and bare feet).

- 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 may not display or suggest profanity, inappropriate language, or messages that include insinuated swearing (such as using symbols or altered spellings to imply curse words).
- Clothing that is considered disruptive to the learning environment may be addressed by administration.

Addressing Violations:

- Citations of students for dress code will be reviewed 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.
- Dress Code Violations:
 - **1st offense:** Student will modify or change to come into compliance.
 - **2nd offense:** Student will modify their dress to come into compliance and parent/guardian contacted by student in the office.
 - **3rd offense:** Student will modify their dress to come into compliance and lunch/recess reflection will be assigned.
 - Additional offences will require a parent/guardian meeting.

Emergency Protocols & Drills

- In the event of an emergency situation, KMS will coordinate with appropriate agencies. Staff members will direct students on what safety procedures to follow according to the Emergency Procedures Handbook. Families will be notified as per the school's emergency protocols.
- Students may only be released to parents/guardians/emergency contacts listed in PowerSchool.
- **Fire/Emergency Drills** - Schools will hold fire/emergency drills regularly. 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 when directed to. Students who fail to exit the building promptly shall be subject to disciplinary action.
- **Tsunami** - In the event of a Tsunami, the school may become a shelter or students/staff may be required to evacuate. Ultimate decision making will come from district or local authorities and be communicated in a timely manner.

Fees for Classes and Activities

- Students participating in sports or activities will be given an Activities Eligibility Code Letter and Acknowledgement of Risk that explains the student's expectations to participate on that activity.
- For students participating in certain classes/sports/activities, there will be an activity fee. Activity fees are not meant to be a barrier for students to participate in each activity/sport/course offering. If a fee waiver is needed by a family, please reach out to a counselor or administrator. The following KMS offerings require students to pay a fee to participate in.
- The following fees apply for classes and activities at KMS:
 - Athletic Activities - \$25 per activity
 - Art - \$20 per semester
 - Computer Applications & Coding - \$20 per semester
 - Culture Quest - \$20 per semester
 - Industrial Arts - \$20 per semester
 - Instrument Rental Fee - \$25 per semester (no fee if student owns/rents their own instrument)

Fees for iPads & School Issued Resources

- Students are responsible for returning borrowed district materials in good condition with no more than normal wear and tear. This includes but is not limited to school textbooks, library books, iPads (chargers, cases, stylus pen). If devices or accessories are lost/damaged, families may be responsible for paying for the damage or a replacement. (*Pursuant to School Board Policy 6161.2*)
- KMS students using district issued iPads will sign a KIBSD Student Acceptable Use Policy (AUP) 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. See Student Code of Conduct for consequences.
- Fees for lost/damaged resources:
 - iPad: \$279 (includes broken screen)
 - iPad Charger Block: \$19
 - iPad Sync Cable: \$29
 - iPad Keyboard Case: \$40
 - iPad Crayon (Stylus): \$21
 - Library Books: Prices Vary
 - Textbooks: Prices Vary
 - Student Planners: \$5

Food and Drink

- Food and drinks belong in the lunchroom unless otherwise directed by a staff member.
- 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 bring or consume energy drinks on school grounds. This includes but is not limited to any drink labeled as "Energy Drink" such as Red Bull, Monster, Prime, etc.
- Students are not permitted to sell snacks, beverages, or food at school not otherwise part of an approved fundraiser. Any fundraiser food sales must be approved by the KMS Administration.

Food Services / Breakfast / Lunch

- Breakfast is available to purchase for \$3.50 each morning starting at 8:20am.
- Students may bring their own lunch to school. Microwaves and hot water are available to use.
- Hot lunch is available each day to purchase for \$5.00.
 - Students who would like more food may purchase an extra entrée for an additional charge (Balances must be paid in full monthly before students can purchase extra entrées).
 - To help our kitchen staff prepare the correct number of meals, students must order lunch during their first class of the day. If a student forgets to order, they will receive a peanut butter and jelly sandwich meal instead
- Families can add money to their student's meal account through the PowerSchool Portal or pay by cash/check/credit card to the school secretary.
 - Breakfast/Lunch account balances will be sent home once a month.
- Visit the district website for information on Free and Reduced-Price Meals Program for the current school year. Eligible students should register as soon as possible.
- Menus and more information can be found at: <https://www.kibsd.org/departments/food-service/>

Hall Passes

- All KMS students will use a digital hall pass system called Smart Pass.
- All students must use a hall pass when leaving a classroom or common area. Hall passes should indicate where students are going. Students without a hall pass may be marked absent or tardy from class.

Late Work Policy

- **If a Student is Present but Submits Work Late:**
 - **Daily Late Penalty:** 10% deduction per school day, up to a maximum of 50% off.
 - **Cut-Off Date:** Late work will not be accepted more than 5 school days after the due date unless special arrangements are made in advance.
 - **Communication Encouraged:** Students are encouraged to speak with their teacher if they are struggling to meet deadlines.
- **If a Student is Absent:**
 - **Short Term /Unplanned Absences & School Sponsored Travel:** Students will have the same number of days they were absent to turn in work without penalty (e.g., if absent 2 days, they have 2 school days after returning).
 - **Pre-Arranged Absences:** If a student is absent for more than 3 consecutive days, parents/guardians should contact the school for a pre-arranged absence form.
 - **Extended Absences:** If a student is absent for more than 15 school days, parents/guardians will meet with the administrators to discuss a schoolwork plan.
 - **Planned Absences:** If a student knows they will be gone, they should talk to their teachers ahead of time to plan for missed work.

Library

- The library is only available for use under adult supervision.
- The library is an academic area designed for quiet student study, collaboration, and accessing resources.
- Food and drinks are not permitted in the library under normal use with the exception of water.

Lockers

- Because lockers are under the joint control of the student and the school district, school officials have the right to open and inspect any school locker without student permission. (*Pursuant to School Board Policy 5145.12*)
- Examples of reasons the district may open and inspect a locker include: a reasonable suspicion that the search will disclose evidence that the student is violating the law or rules of the district/school. In addition, lockers may be searched when odors, smoke, fire and/or other threats to student health, welfare, or safety emanate from the locker.
- 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.

Locker Expectations

- A locker agreement form will be given to students to sign at the beginning of each school year.
- Lockers are provided to students for the storage and safe keeping of student possessions. Students are responsible for the security of their locker.
- Students should not share their locker or locker combination with other students.
- Any items contained in a locker shall be considered the property of the student whom the locker was assigned.
- Lockers should be locked at all times, except when attended to by the student.
- For safety concerns, the following items are to remain in student lockers during the school day: backpacks/purses/bags/fanny packs, cell phones, personal electronics, and/or wireless headphones.
- Waivers for backpacks/bags may be considered with proper documentation.
- 7th and 8th grade students may be issued PE lockers.

Lost and Found

- Students who find lost articles are asked to take them to the Front Office to be placed in the Lost & Found.
- High value items (jewelry / personal electronics) will be held safely in the office.
- Students may file a "lost item" report in the Front Office.
- Lost and found items left in the Front Office will be donated if not picked up by the end of the semester or posted time.

Nurse

- If a student feels ill, he/she shall inform their teacher and complete a Smart Pass request. Student should wait for nurse pass to be approved before leaving class.
- If the student is unable to return to class after one class period, a parent/guardian will be notified and the student may go home.

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)*

Medical Insurance

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

Immunizations

- All students enrolled at KMS must be fully immunized according to Alaska State Regulations, unless an exemption based on medical reasons or personal beliefs is submitted. *(Pursuant to School Board Policy 5141.31)*
- Please contact the school nurse if you have questions.

Off-Campus School Sponsored 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.

Personal Property

- KIBSD 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 students.

Posters

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

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, social media, and via an 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, Scooters, Roller Blades, and Bikes

- Skateboards, scooters, roller blades, Heelys, hover boards and bikes may not be ridden on school grounds during school hours. 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.
- Bikes are not allowed inside the building and will be parked at approved bike stands. It is the students' responsibility to secure bike.
- Students should wear reflective clothing, walk bikes/ skateboards while on campus, wear a safety helmet, and use crosswalks.

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.
- The student handbook is subject to updates without notice. Updates will be pushed to student iPads as they occur.

Telephone Use

- The school has 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.

Trespassing

- A person is considered to be trespassing if they enter or remain on school property in a restricted or unauthorized area without permission or refuse to leave the school property upon request.
- Kodiak Police Department may be contacted for anyone trespassing.

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.

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.

STUDENT BEHAVIOR & CODE OF CONDUCT

Any behavior that is unsafe or disruptive to the learning environment is subject to consequences. 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.

Behavior Consequences

- Consequences may be assigned by administration and/or staff.
- The consequence may be based on the mitigating and aggregating chart.
- Failure to serve a disciplinary consequence assigned may result in additional consequences.
- Consequences and procedures for students receiving special education services must be in accordance with the student's IEP, and with applicable special education statutes and regulations.
- For student behavior infractions, the following may take place:
 1. The student shall receive verbal notice of the possible infraction.
 2. An investigatory meeting will be held with the appropriate school authority.
 - An explanation or presentation of the evidence the school authorities have will be provided to the student.
 - The student will be provided an opportunity to present their version of the incident.
 3. The outcome of the investigation will be shared with the student and consequences will be assigned if needed.

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

- Disciplinary conference
- Counseling and/or restorative conversation
- Lunch/recess reflection
- In-school reflection (ISR)
- Parent/guardian contact and/or conference
- After-school reflection (ASR)
- Loss of school issued technology
- Restricted hall pass usage
- Disqualification from special events (field trips, dances, Friday Night Live, Class Night, etc.)
- Saturday school
- Restitution
- Referral to Teen Court
- Community service (with parent approval)
- Referral to community-based services and/or other academic programs (i.e. alternatives to out-of-school suspension)
- IN DEPTH tobacco cessation program
- In-school suspension (ISS)
- Out-of-school suspension (OSS)
- Dropping from a class if safety is jeopardized (Woodshop, Welding, etc.)
- Law enforcement contacted
- Expulsion from school

Mitigating & Aggravating Circumstances

Building administrators shall factor aggravating and/or mitigating circumstances into the finding of the investigation. The building administrator or classroom teacher may, depending upon aggravating and/or mitigating circumstances, increase or decrease the severity of a disciplinary consequence.

Mitigating circumstances	Aggravating circumstances
defined as circumstances that should be considered as extenuating or reducing the degree of moral culpability. Individual mitigating circumstances include, but are not limited to the following:	defined as circumstances that are above and beyond the essential elements of the offense itself. Individual aggravating circumstances include by are not limited to the following:
Prior Discipline Record	
<ul style="list-style-type: none"> • Few prior disciplinary offenses • Infrequent prior disciplinary offenses • Unrelated prior disciplinary offenses 	<ul style="list-style-type: none"> • Extensive prior disciplinary offenses • Frequent prior disciplinary offenses • Major or significant prior disciplinary offenses
Developmental Status	
<ul style="list-style-type: none"> • Age • Social/cognitive/emotional immaturity • Vulnerability • Physical size/strength • Perceived imbalance of power 	<ul style="list-style-type: none"> • Leader of a group who participated in the conduct • Knew or reasonably should have known that the victim was particularly vulnerable because of disability, ill health, or immaturity, physical size
Culpability	
Negligence – Failing to perceive the nature and degree of risk associated with taking action; deviating from the standard of care a reasonable person would observe	Intentional – Determined to act in a certain way or to do a certain thing. An act is committed with intention when a person contemplates a result as not unlikely to follow from a deliberate act of his own. Whether the result is desired or not, that person may be said to have acted with intention
Harm or Impact	
<ul style="list-style-type: none"> • Off-handed threat with no apparent ability or intent to carry out the threat • No injury or only minor injury 	<ul style="list-style-type: none"> • Imminence of threat, apparent ability, and intent to execute • Serious physical injury or harm requiring medical care • The prohibited conduct or action involved gang presence or gang-related behavior • The prohibited conduct included discriminatory harassment
Individual's Mental Health	
<ul style="list-style-type: none"> • Initiating or modifying a course of medication • Identified physical/emotional trauma • Family dissolution 	

State of Conscience	
<ul style="list-style-type: none"> Sincere verbal statements of regret/tears Acknowledgment of wrongdoing Cooperation with investigation/owning up Turns self in Identifiable emotional circumstances Remorseful 	<ul style="list-style-type: none"> Would do it again if given a chance Student justifies action Delay in telling the truth Stonewalling, lying, uncooperative, deceiving, threatening
Drug Distribution Violations	
<ul style="list-style-type: none"> Mutual use, with evidence to support primary ownership Low level of harm or potential for harm First offense 	<ul style="list-style-type: none"> The intent includes pressure on peers or causing harm The intent is selling/profit/gain High level of harm or potential of harm Weapon involvement Second or more distribution violation
Group Mitigating Circumstances	Group Aggravating Circumstances
<ul style="list-style-type: none"> The student, although an accomplice, played only a minor role in the commission of the offense. The prohibited conduct was principally accomplished by another person and the student manifested extreme caution or sincere concern for the safety or well-being of the victim. The student committed the prohibited conduct under a substantial degree of duress or coercion which significantly affect the student's conduct. The student was significantly influenced by a substantially more mature person. The student acted with serious provocation from the victim. The student assisted the school in detecting or apprehending other persons who engaged in prohibited conduct. 	<ul style="list-style-type: none"> The student was the leader of a group of two or more persons who participated in the conduct. Another person sustained physical injury as a direct result of the student's aiding and abetting behavior. Another person was placed in the potential for serious harm as a direct result of the student's aiding and abetting behavior. The student knew or reasonably should have known that the victim was particularly vulnerable because of disability, ill health, or other factors. The student's conduct created a risk of imminent physical injury to three or more persons other than himself or herself. The student knowingly directed the prohibited conduct at another because of the person's race, sex, color, religion, physical or mental disability, ancestry, national origin, economic status, sexual orientation, or gender orientation. The prohibited conduct or action involved gang presence or gang-related behavior.

Definitions of Behavior Consequences

- **After-School Reflection (ASR)** - 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-Reflection. Athletics or activities do not excuse a student from serving a reflection consequence and may prevent a student from participation in an activity.
- **In-School Reflection (ISR)** - Teachers may assign reflections during class, lunch and/or recess 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.
- **In-School Suspension (ISS)** - Certain infractions may result in ISS. Students will be given the opportunity to work on their assignments while serving ISS. Assignments may not always be identical to those done in the class period. It is the student's responsibility to complete their work and turn it in on time. The student will participate in a reflective conversation based on their behavior before returning to regular classes.
- **Out-of-School Suspension (OSS)** - Certain infractions may result in OSS. Students may not attend school events/activities while serving OSS. It is the student's responsibility to contact the teacher and/or check Schoology and complete any assignments while serving OSS. The student will participate in a re-entry meeting with a counselor/admin prior to returning to their regular classes. (Pursuant to School Board Policy 5144.1)
- **Saturday School** - Students may be assigned a Saturday school as needed. The student and family will be notified in advance to schedule the Saturday school reflection. Students will have an opportunity to complete assignments during Saturday school.

Copies of the School Board Policy are available from your school's office and online at 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.

KODIAK MIDDLE SCHOOL CODE OF CONDUCT

Tier 1 Behaviors:

Consequences identified below are the minimum and can be adjusted, based on the aggravating/mitigating chart.

Violation	Description	1st Offense	2nd Offense	3rd Offense
Academic dishonesty/cheating	Academic dishonesty or cheating includes any act intended to gain unfair academic advantage. This includes copying another student's work, using unauthorized materials or devices during assessments, plagiarizing sources without proper citation, or submitting someone else's work as one's own. It also includes the unethical or uncited use of artificial intelligence (AI) tools to generate or complete assignments without teacher permission. Integrity is a core value in the academic environment, and students are expected to demonstrate honesty and personal responsibility in all academic tasks.	Teacher discretion: could include restorative conversation and alternate assignment redo.	Teacher discretion: could include parent contact, partial or zero credit, and lunch/recess reflection.	Teacher discretion: could include parent contact, zero credit on assignment, and after-school reflection.
Disrespect towards a student	Disrespect toward a student includes rude, dismissive, or intentionally hurtful verbal or non-verbal behavior directed at a peer. This may involve mocking, name-calling, eye-rolling, sarcastic remarks, or other actions that demean or belittle another student. Respectful communication is expected at all times.	Teacher discretion: could include restorative conversation, verbal warning.	Teacher discretion: could include parent contact, reflection activity.	Teacher discretion: could include parent contact, lunch/recess reflections or after school reflection.
Disruptive behavior	Disruptive behavior is any action that interrupts the learning environment, distracts others, or prevents the teacher from conducting instruction. Examples include making noises, excessive talking, out-of-seat behavior without permission, refusal to follow directions, or actions that divert attention away from classroom learning. Disruption affects not only the student but also their peers' right to a focused educational environment. Students who instigate, provoke, and/or escalate a situation may also be subject to consequences.	Teacher discretion: could include redirection, seat change, restorative conversation.	Teacher discretion: could include parent contact, lunch/recess reflections or after school reflection.	Teacher discretion: could include parent contact, removal from class for remainder of class period.
Dress code Violation	Dress code violations occur when a student's attire does not meet the standards outlined in the school's dress code policy. This may include clothing with inappropriate graphics or language, excessively revealing outfits, or wearing items that cause a distraction to the learning environment. Students may be asked to change, cover up, or call home for alternate clothing.	Student will modify their dress to come into compliance.	Student will modify their dress to come into compliance and parent/guardian contacted by student in the office.	Student will modify their dress to come into compliance and lunch/recess reflection.
Forgery/falsifying permission	Falsifying a signature, document, or note from a parent, guardian, or staff member. This also includes falsifying authorization from any adult.	Teacher discretion: could include verbal warning and reteaching.	Teacher discretion: could include parent contact and reflective activity in lunch/recess reflection.	Teacher discretion: could include parent contact, and after school reflection.
Horseplay	Horseplay refers to rough or boisterous physical behavior that is inappropriate for the school environment. This includes pushing, shoving, chasing, slapping, tripping, play fighting, tipping off hats, or any other physical interaction that may lead to injury, property damage, or disruption to the learning environment. While students may not intend harm, horseplay can quickly escalate into serious situations and is therefore prohibited on school grounds, buses, and during school-related activities.	Teacher discretion: could include redirection, restorative conversation	Teacher discretion: could include parent contact, lunch/recess reflections or after school reflection	Teacher discretion: could include parent contact, remove from class for remainder of class period.
Loitering or hall pass abuse/misuse	Loitering or being in an unauthorized area refers to a student being present in a location without a valid reason or without permission from staff. Examples include lingering in hallways or bathrooms, entering other classrooms during class, entering staff-only areas, or being in parts of the building far from their assigned classrooms or designated areas without a pass. This behavior disrupts supervision and safety expectations.	Teacher discretion: could include redirection, restorative conversation	Teacher discretion: could include parent contact, pass restriction, and lunch/recess reflection	Teacher discretion: could include parent contact, extended pass restriction, and after school reflection.

Tier 1 Behaviors:
Consequences identified below are the minimum and can be adjusted, based on the aggravating/mitigating chart.

Violation	Description	1st Offense	2nd Offense	3rd Offense
Profanity - undirected	This refers to the use of obscene, vulgar, or offensive language. This includes swearing, slurs, or inappropriate gestures.	Teacher discretion: could include redirection, restorative conversation.	Teacher discretion: could include parent contact, lunch/recess reflections or after school reflection.	Teacher discretion: could include parent contact, remove from class for remainder of class period.
Prohibited item (energy drinks)	Students are not permitted to bring or consume energy drinks on school grounds. This includes but is not limited to any drink labeled as "Energy Drink". Such as Red Bull, Monster, Prime, Rockstar, etc.	Confiscation of item, verbal warning	Confiscation of item, parent contact, and lunch/recess reflection.	Confiscation of item, parent contact, after school reflection.
Property damage (Minor)	Minor property damage refers to unintentional or low-level intentional damage to school property, personal belongings of others, or classroom materials. Examples include writing on desks, breaking pencils or small items, or mishandling materials in a way that causes limited damage. Restitution or repair may be required	Teacher discretion: could include repair and restitution, verbal warning	Teacher discretion: could include repair and restitution, parent contact, and reflection activity.	Teacher discretion: could include repair and restitution, parent contact, and after school reflection.
Public displays of affection	Inappropriate physical affection (e.g., extensive hugging, kissing) during school hours or in school spaces.	Teacher discretion: could include verbal warning and redirection	Teacher discretion: could include verbal warning, parent contact, lunch/recess reflections	Teacher discretion: could include parent contact, after school reflections.
Unsafe behavior	Unsafe behavior includes actions that create a potential risk of harm to oneself or others. This may involve climbing on furniture, tripping, running in the building, blocking doorways, or any conduct that disregards basic safety expectations in school settings or during school-sponsored activities.	Teacher discretion: could include redirection, restorative conversation.	Teacher discretion: could include parent contact, lunch/recess reflections or after school reflection.	Teacher discretion: could include parent contact, remove from class for remainder of class period.
Technology violation on iPad	Technology violations involve the misuse of school-issued devices such as iPads. Examples include accessing unauthorized websites or apps, playing games during instruction, bypassing filters, using the device to message or record others without permission, or failing to follow teacher or school guidelines. Students are expected to use technology responsibly and only for educational purposes.	Teacher Discretion: could include redirection, review of technology privileges (Tech agreement)	Teacher Discretion: could include parent contact, tech privileges suspended for up to 1 week.	Teacher Discretion: could include parent contact, after school reflections, and extended tech privileges suspended.
Throwing objects (Minor)	Minor item-throwing refers to the inappropriate tossing or launching of small, non-dangerous objects (such as paper balls, pencils, liquids, or erasers) that do not result in injury or damage but distract or disrupt the learning environment. Even if done playfully, this behavior is not permitted, as it may escalate into more serious safety concerns.	Teacher Discretion: could include redirection, restorative conversation	Teacher Discretion: could include parent contact and after school reflection.	Teacher Discretion: could include parent contact, remove from class for remainder of class period.
Voice level violation (screaming)	Voice level violations include speaking or yelling at a volume that is disruptive to the classroom or school environment. This includes screaming indoors, shouting across rooms or hallways, or using excessively loud voices in areas where moderation is expected, such as the library, office, or during transitions.	Teacher Discretion: could include redirection, restorative conversation	Teacher Discretion: could include parent contact, and after school reflection.	Teacher Discretion: could include parent contact, redirection, remove from class for remainder of class period.

Tier 2 Behaviors:

Consequences identified below are the minimum and can be adjusted, based on the aggravating/mitigating chart.

Violation	Description	1st Offense	2nd Offense	3rd Offense
Repeated Tier 1 behaviors	When a student exhibits the same Tier 1 violation four or more times, it may be reclassified as a Tier 2 behavior. This shift reflects the need for more intensive support and intervention. A pattern of repeated behavior indicates that previous strategies may not have been effective and that additional problem-solving, family collaboration, or behavior planning may be necessary.	Admin referral in PowerSchool, parent contact, half day of in-school suspension	Admin referral in PowerSchool, parent conference, full day in-school suspension	Admin referral in PowerSchool, Saturday school
Dangerous/unsafe behavior	Actions that pose a serious threat of harm to self or others. This includes tampering with safety equipment, reckless horseplay, repeated refusal to follow safety directives, and one-sided physical confrontations—where a student initiates or targets another individual who does not respond in kind.	Admin referral in PowerSchool, parent contact, full of day in-school suspension, reflective or restorative conversation and/or assignment.	Admin referral in PowerSchool, parent conference, parent pick up for remainder of the day.	Admin referral in PowerSchool, parent contact, 1 day out of school suspension.
Failure to attend or participate in reflections	Failure to attend a reflective session or failure to participate in assigned reflection tasks or restorative sessions.	Admin referral in PowerSchool, parent contact, half day of in-school suspension.	Admin referral in PowerSchool, parent contact, full day of in-school suspension.	Admin referral in PowerSchool, parent contact, Saturday school.
Inappropriate consensual sexual contact	Any consensual physical contact of a sexual or intimate nature between students that is not appropriate for the school setting. This includes, but is not limited to, intentional touching of another student's private areas, such as over or under clothing, or behaviors like striking or grabbing another student in the groin area, even when intended as a joke or prank. <i>This could lead to Title IX proceedings.</i>	Admin referral in PowerSchool, parent contact, reteach, disciplinary conference, after school reflection. <i>This could lead to Title IX proceedings.</i>	Admin referral in PowerSchool, parent contact, full day in-school suspension. <i>This could lead to Title IX proceedings.</i>	Admin referral in PowerSchool, parent contact, 1 day out of school suspension. <i>This could lead to Title IX proceedings.</i>
Insubordination/Willful defiance	Refusal to comply with adult directives or deliberate disregard of school expectations.	Admin referral in PowerSchool, parent contact, after school reflection.	Admin referral in PowerSchool, parent contact, half day of in-school reflection.	Admin referral in PowerSchool, parent conference, full day of in-school suspension.
Leaving school property w/out permission	Leaving the building or school grounds without staff approval. This includes leaving an assigned area during field trips or other school sponsored activities (Dances/Friday Night Live, etc.).	Admin referral in PowerSchool, parent contact, half day in-school reflection.	Admin referral in PowerSchool, parent conference, full day in-school suspension.	Admin referral in PowerSchool, parent contact, Saturday school.
Skipping Class	Not showing up to class on purpose without a valid excuse. Missing more than 20 minutes of class or instruction.	Admin referral in PowerSchool, parent contact, and one after school reflection.	Admin referral in PowerSchool, parent conference, and two after school reflections.	Admin referral in PowerSchool, parent contact, and Saturday school.
Theft (Under \$100)	Taking or attempting to take property without permission when the value is less than \$100.	Admin referral in PowerSchool, parent contact, return/replace stolen item, and after school reflection.	Admin referral in PowerSchool, parent contact, return/replace stolen item, half day in-school reflection	Admin referral in PowerSchool, parent contact, return/replace stolen item, full day in-school suspension.
Threatening behavior	Any spoken, written, gestured, or electronically communicated expression of intent to harm or intimidate another person, regardless of whether the threat is carried out. This includes threats of physical violence, property damage, or statements that cause fear, anxiety, or disruption to another student's or staff member's sense of safety. No threat of violence will be considered a joke. All students shall report all threats of violence, including jokes and threats of suicide, to a teacher or school principal. Any threats of violence may be reported to law enforcement. (Pursuant to School Board Policy 5131.42) <i>Incidents that occur outside of school hours, on social media, and do not involve threats at school are recommended to be reported to the police.</i>	Admin referral in PowerSchool, parent contact, and half day in-school suspension	Admin referral in PowerSchool, parent conference, and full day in-school suspension	Admin referral in PowerSchool, parent contact, and Saturday school.

Tier 3 Behaviors:

Consequences identified below are the minimum and can be adjusted, based on the aggravating/mitigating chart.

Violation	Description	1st Offense	2nd Offense	3rd Offense
Repeated Tier 1 /Tier 2 behaviors	When a student exhibits the same Tier 1 or Tier 2 violations four or more times, it may be reclassified as a Tier 3 behavior. This shift reflects the need for more intensive support and intervention. A pattern of repeated behavior indicates that previous strategies may not have been effective and that additional problem-solving, family collaboration, or behavior planning may be necessary.	Admin referral in PowerSchool, parent contact, step increase from previous consequences.	Admin referral in PowerSchool, parent contact, step increase from previous consequences.	Admin referral in PowerSchool, parent contact, step increase from previous consequences.
Alcohol (Possession, consumption, distribution, or under the influence of)	Students are not allowed to possess, use, distribute, or attempt to sell alcohol—or any substance that looks like or is claimed to be alcohol—on school property, at school events, on school buses, or under school supervision. Students who appear to be under the influence, have alcohol in their possession, or are using alcohol will face disciplinary consequences, which may include suspension or expulsion. Any student caught selling or attempting to sell alcohol, even on a first offense, will be referred for expulsion and law enforcement will be contacted. (Pursuant to School Board Policy 5131.6)	Admin referral in PowerSchool, parent conference, 1 day out of school suspension, 1 day in-school suspension. <i>KPD Minor Crime report will be submitted.</i>	Admin referral in PowerSchool, parent conference, 2 days out of school suspension, 2 days in-school suspension. <i>KPD Minor Crime report will be submitted.</i>	Admin referral in PowerSchool, parent conference, 3 days out of school suspension, 2 days in-school suspension. <i>KPD Minor Crime report will be submitted.</i>
Arson, fire alarm, 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 may result in suspension/expulsion from school and/or criminal referral.	Admin referral in PowerSchool, parent conference, 1 day out of school suspension, 1 day in-school suspension, police referral.	Admin referral in PowerSchool, parent conference, 2 days out of school suspension, 2 days in-school suspension, police referral.	Admin referral in PowerSchool, parent conference, 3 days out of school suspension, 2 days in-school suspension, police referral.
Assault	Assault is when a student intentionally causes or attempts to cause physical harm to another person who is not fighting back or not engaging willingly. This includes unprovoked attacks or acts of aggression where the other party does not participate in the violence. Examples include (but are not limited to): · Jumping or ambushing another student. · Attacking someone who is trying to walk away or avoid conflict. Law enforcement will be notified for assault depending on context. KPD Minor Crime report will be submitted.	Admin referral in PowerSchool, parent conference, 1 day out of school suspension, 1 day in-school suspension. <i>KPD Minor Crime report will be submitted.</i>	Admin referral in PowerSchool, parent conference, 2 days out of school suspension, 2 days in-school suspension. <i>KPD Minor Crime report will be submitted.</i>	Admin referral in PowerSchool, parent conference, 3 days out of school suspension, 2 days in-school suspension. <i>KPD Minor Crime report will be submitted.</i>

Tier 3 Behaviors:

Consequences identified below are the minimum and can be adjusted, based on the aggravating/mitigating chart.

Violation	Description	1st Offense	2nd Offense	3rd Offense
Bullying (includes harassment, cyber bullying)	Bullying and/or harassment of any kind is not tolerated. It creates an unsafe environment and goes against our school values. Examples of bullying/harassment include (but are not limited to): •Repeated name-calling, insults, or threats. •Spreading rumors or sharing private information to cause harm. •Unwanted physical contact or inappropriate comments •Cyberbullying through messages, posts, or images. •Pressuring someone to do something they don't want to do (hazing). All students are strongly encouraged—and all staff are required—to report bullying/ harassment right away to any school administrator or trusted adult. (Pursuant to School Board Policy 5131.43)	Admin referral in PowerSchool, parent contact, 2 days of in-school suspension	Admin referral in PowerSchool, parent conference, 1 day out of school suspension, 1 day in-school suspension.	Admin referral in PowerSchool, parent conference, 3 days of out of school suspension.
Dangerous object	Having an item that can potentially cause harm, threaten safety, or be perceived as a weapon. This may include but is not limited to lighters, pocket knives (blade < 2.5 inches long), fireworks, tasers, or other sharp or hazardous items. Note: This does not include firearms, which fall under "possession of a weapon."	Admin referral in PowerSchool, parent contact, 2 days of in-school suspension.	Admin referral in PowerSchool, parent conference, 1 day out of school suspension, 1 day in-school suspension.	Admin referral in PowerSchool, parent conference, 3 days of OSS
Disrespect towards a staff member	Speaking to or behaving toward a staff member in a way that is intentionally rude, defiant, threatening, or undermining authority.	Admin referral in PowerSchool, parent contact, 1 day in-school suspension	Admin referral in PowerSchool, parent contact, 2 days of in-school suspension	Admin referral in PowerSchool, parent contact, 2 days out of school suspension
Fighting/Mutual combat (includes instigation/filming fights)	Fighting is defined as a physical altercation involving mutual anger or hostility, including but not limited to striking, kicking, or any other form of physical violence. Students who instigate, provoke, or escalate such altercations—whether they physically engage or not—may also face disciplinary consequences. Additionally, students who record, promote, or encourage a fight—instead of seeking help or walking away— may be considered as contributing to the incident and subject to disciplinary action.	Admin referral in PowerSchool, parent contact, 1 day out of school suspension, 1 day in-school suspension.	Admin referral in PowerSchool, parent conference, 2 days out of school suspension, 2 days in-school suspension.	Admin referral in PowerSchool, parent conference, 3 days out of school suspension, 2 days in-school suspension.
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. (Pursuant to School Board Policy 5136)	Admin referral in PowerSchool, parent contact, can include out of school suspension or expulsion.	Admin referral in PowerSchool, parent contact, can include out of school suspension or expulsion.	Admin referral in PowerSchool, parent contact, can include out of school suspension or expulsion.

Tier 3 Behaviors:

Consequences identified below are the minimum and can be adjusted, based on the aggravating/mitigating chart.

Violation	Description	1st Offense	2nd Offense	3rd Offense
Illicit drugs and/or look alike (Possession, consumption, paraphernalia, distribution, or under the influence of)	Students are strictly prohibited from possessing, using, distributing, or attempting to sell any of the following: <ul style="list-style-type: none"> ·Illegal drugs or controlled substances. ·Inhalants or drug paraphernalia. ·Substances designed to imitate or mimic illegal drugs. ·Items claimed or represented to be illegal drugs, even if they are not. Students who appear to be under the influence or are found in possession of these substances or related items, will face disciplinary consequences that may include suspension or expulsion. Any student caught selling or attempting to sell illegal drugs, look-alike substances, or drug-related items—even on a first offense—will be referred for expulsion and law enforcement will be contacted. (Pursuant to School Board Policy 5131.6)	Admin referral in PowerSchool, parent conference, 2 days out of school suspension, 2 days in-school suspension. <i>KPD Minor Crime report will be submitted.</i>	Admin referral in PowerSchool, parent conference, 3 days out of school suspension, 2 days in-school suspension. <i>KPD Minor Crime report will be submitted.</i>	Admin referral in PowerSchool, parent conference, 5+ days out of school suspension. <i>KPD Minor Crime report will be submitted.</i>
Inappropriate exposure	Deliberately exposing one's own private body parts or pressuring, encouraging, or causing another student to do so—whether in person or through photos or videos—in a manner that violates personal privacy, school expectations, or creates an unsafe or disruptive environment. This includes, but is not limited to, acts such as pantsing, flashing, and mooning. <i>This could lead to Title IX proceedings.</i>	Admin referral in PowerSchool, parent contact, 1 day in-school suspension. <i>This could lead to Title IX proceedings.</i>	Admin referral in PowerSchool, parent conference, 1 day out of school suspension and 1 day in-school suspension. <i>This could lead to Title IX proceedings.</i>	Admin referral in PowerSchool, parent conference, 3 days out of school suspension. <i>This could lead to Title IX proceedings.</i>
Medication, over the counter or prescription	Possessing, using, or distributing any over the counter or prescription medication without prior approval from the school nurse or authorized staff. This includes sharing medication with other students, or receiving medication from another student, regardless of intent.	Admin referral in PowerSchool, parent contact, half day of in-school suspension.	Admin referral in PowerSchool, parent contact, 1 day of in-school suspension.	Admin referral in PowerSchool, parent conference, 1 day out of school suspension.
Pornography (Possession or distribution)	Having, sharing, or accessing sexually explicit content (digital or physical) while at school, at school events, or on school devices. This includes sending or receiving such content via AirDrop, text, or social media. <i>Law enforcement may be involved for pornography depending on context. This could lead to Title IX proceedings.</i>	Admin referral in PowerSchool, parent contact, review tech expectations, half day in-school suspension. <i>This could lead to Title IX proceedings.</i>	Admin referral in PowerSchool, parent conference, possible tech restrictions, 1 day in-school suspension. <i>This could lead to Title IX proceedings.</i>	Admin referral in PowerSchool, parent contact, possible tech restrictions, 2 days in-school suspension. <i>This could lead to Title IX proceedings.</i>
Profanity towards staff	Using obscene, vulgar, or profane language toward a teacher or staff member in a clearly aggressive, defiant, or disrespectful way.	Admin referral in PowerSchool, parent contact, 1 day in-school suspension.	Admin referral in PowerSchool, parent contact, 2 days in-school suspension.	Admin referral in PowerSchool, parent conference, 2 days out of school suspension.
Racial slur/hate speech	Using language or symbols that demean, target, or insult someone based on race, ethnicity, religion, gender, sexual orientation, or identity. Includes verbal, written, or digital forms. <i>Law enforcement may be involved for hate speech depending on context.</i>	Admin referral in PowerSchool, parent contact, disciplinary conference.	Admin referral in PowerSchool, parent contact, 1 day in-school suspension.	Admin referral in PowerSchool, parent conference, 1 day out of school suspension.

Tier 3 Behaviors:
Consequences identified below are the minimum and can be adjusted, based on the aggravating/mitigating chart.

Violation	Description	1st Offense	2nd Offense	3rd Offense
Sexual harassment	Unwanted verbal, physical, or written conduct of a sexual nature that makes another person feel uncomfortable, unsafe, or targeted. This may include comments, jokes, gestures, or physical contact. <i>This could lead to Title IX proceedings.</i>	Admin referral in PowerSchool. <i>This will open Title IX proceedings and possibly other disciplinary actions.</i>	Admin referral in PowerSchool. <i>This will open Title IX proceedings and possibly other disciplinary actions.</i>	Admin referral in PowerSchool. <i>This will open Title IX proceedings and possibly other disciplinary actions.</i>
Theft (over \$100)	Taking property (money or items) valued at more than \$100 without permission, including both school and personal property. <i>KPD Minor Crime Report will be filed for theft over \$750.</i>	Admin referral in PowerSchool, parent contact, return/replace stolen item, and half day in-school reflection.	Admin referral in PowerSchool, parent contact, return/replace stolen item, full day in-school suspension.	Admin referral in PowerSchool, parent contact, return/replace stolen item, 2 days in-school suspension.
Tobacco, tobacco products, vape, e-cigarettes and paraphernalia	Students are not allowed to possess, use, distribute, or attempt to sell any of the following on school grounds, during school hours, at school-sponsored events, or under the supervision of school staff: · Inhalants, drug paraphernalia, or any substance designed to look or act like drugs. · Substances that are claimed to be illegal or controlled drugs, even if they are not. · Nicotine or tobacco products, including vapes, vaporizer juice, e-cigarettes, and similar items. · Look-alike nicotine or tobacco products, even if they do not contain nicotine. Students who appear to be under the influence, or who possess or use these substances or related paraphernalia, will face disciplinary action, which may include suspension or expulsion. Note: The use of FDA-approved nicotine replacement products (such as patches or gum) for the purpose of quitting tobacco use is allowed, but only with proper authorization from the school nurse or administration. (Pursuant to School Board Policy 5131.62)	Admin referral in PowerSchool, parent contact, 2 days in-school suspension (reduced to 1 if vape education reflection is completed), INDEPTH tobacco cessation class attendance required (4 week class, after school)	Admin referral in PowerSchool, parent contact, 3 days in-school suspension.	Admin referral in PowerSchool, parent contact, 5 days in-school suspension.
Vandalism	Deliberately damaging school or personal property in a significant way. Includes graffiti, destruction of technology, broken furniture, or other intentional damage that requires repair or replacement. Students will be required to pay damages to any school property. (Pursuant to School Board Policy 5131.5)	Admin referral in PowerSchool, parent contact, 1 day in-school suspension, pay for damages.	Admin referral in PowerSchool, parent conference, 2 days in-school suspension, pay for damages.	Admin referral in PowerSchool, parent contact, 1 day out of school suspension, pay for damages.
Weapons, possession of	Possessing a firearm (real or replica), explosive device, or any object designed specifically to cause serious injury or death. Possession of a weapon is a major safety violation and will be referred to law enforcement in addition to school consequences. 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 ½ inches or longer may receive up to a 30 day out-of-school suspension. <i>Law enforcement must be contacted for possession of a weapon. KPD Minor Crime report will be submitted.</i>	Admin referral in PowerSchool, parent conference, up to a 30 day out of school suspension, pending police/district investigation, possible expulsion from school.		