

**KIBSD**  
**SECONDARY STUDENT HANDBOOK**

**Student Handbook**  
**2023-2024**

**Kodiak Island Borough School District**  
722 Mill Bay Road  
Kodiak, AK 99615

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

## **Phone Numbers**

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<b>Ouzinkie School:</b>	<b>907.680.2204</b>
<b>Port Lions School:</b>	<b>907.454.2237</b>

**Section I: KODIAK RURAL SCHOOLS SPECIFIC**

District Mission Statement	Page 6
Introduction	
2019-2020 <b>School</b> Calendar	7
2019-2020 Test Dates for ACT, SAT and PSAT	8
<b>A) Rural School Information</b>	9
Assemblies	
Building Hours	
Building Surveillance	
Computer Labs & Laptops	
Deliveries to the School	
Food and Drink	
Food Service	
Hall Passes	
Library	10
Lockers	
Lost and Found	
Medication Procedures	
Nurse	
Parking and Student Vehicles	11
Personal Property	
Posters	
School Closure	
Student Dances	
Student Planners	12
Student Schedules and Changes	
Technology Use	
Telephone Use	
Textbooks	
Visitor's Pass	
<b>B) Rural Schools Activities/Sports</b>	13
Activities/Sports	
Eligibility	
<b>Section II: KIBSD STUDENT INFORMATION</b>	15
Students Rights, Responsibilites, and Limitations	
Freedom of Speech and Publication	16
Freedom of Assembly	
Freedom of Religion	
Freedom of Expression	
McKinney-Vento Homeless Education Assistance Act	17
Notice of Non-Discrimination, Harassment, Intimidation & Bullying	17
KIBSD Activities	

Activity Fees	
Practice and Attendance	
KIBSD Attendance	20
Compulsory Attendance	
Excused Attendance	
Pre-Arranged Absences	21
10-Day Rule	
15-Day Rule	
Skipping Class	
Tardies	
Withdrawal/Attendance/Failure(WF)	
Immunizations	22
Insurance	
<b>Section III: KIBSD ACADEMICS</b>	<b>23</b>
College Classes	
College Credit	
College Credit for High School Credit	
College Entrance Examinations	
Correspondence Courses	24
Foreign Exchange Program	
Grade Classification	
Grade Point Average (GPA) and Class Rank	
Grading	25
Graduation Requirements	26
Total Required Credits	
Principal's List	
Valedictorian	
Salutatorian	
Student Schedules and Changes	
Withdrawal from Class	
Withdrawal from School	
<b>Section IV: KIBSD STUDENT EXPECTATIONS</b>	<b>27</b>
KIBSD Student Learner Expectations	
Appeal Procedure for Disciplinary Action	30
Academic Honesty	31
Arson, Fire Alarms & Firecrackers	
Bullying, Harassment, and Intimidation	
Bus Privileges	
Cell Phones	
Cheating	32
Conduct	
Discipline Procedure	
Detention	
Dress Code	32

Drug and Alcohol Policy	34
Electronic Devices	36
Failure to Follow Classroom Rules	
Failure to Identify Self	
Failure to Serve Disciplinary Consequences	
Fighting	
Gang Activity	
Harassment	
In-School Suspension (ISS)	37
Obscenity and Profanity	
Off-Campus Events	
Out-of-School Suspension (OSS)	
Plagiarism	
Public Display of Affection	38
Referrals to Administrator	
In-School Suspension (ISS)	
Out-of-School Suspension (OSS)	
Appeal Procedure for Disciplinary Action	
Restricted Areas	
Skateboards and Bikes	
Skipping Class	
Theft	39
Threats and Intimidation	
Threats of Violence	
Tobacco	
Trespass	40
Unexcused Tardies	41
Unsafe Behavior	
Vandalism	
Weapons and Dangerous Instruments	
Willful Disobedience	
<b>Section V: SAFETY PROCEDURES</b>	42
Ash Fallout	
Earthquake Procedures	
Fire/Emergency Drills	
Lockdown/Other Safety Drills	

## **DISTRICT MISSION STATEMENT**

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

## **INTRODUCTION**

- Welcome to Kodiak Rural Schools! We encourage all students to take full advantage of the academic, athletic, and social opportunities we have within our schools. Students that are actively involved tend to enjoy school and feel successful. Each student should become familiar with the contents of the handbook.

**2022-2023 Test Dates for ACT, SAT and PSAT**

Kodiak High School CEEB Code: 020075  
**ACT & SAT exams @ Kodiak High School 7:40AM!**

<b>ACT Test Date</b>	<b>Registration Deadline</b>	<b>Late Fee Required - Registration</b>
September 10, 2022	August 5, 2022	September 20-October 4, 2022
October 22, 2022	September 16, 2022	November 1-15, 2022
December 10, 2022	November 4, 2022	December 20, 2022 – January 3, 2023
February 11, 2023	January 6, 2023	February 21- March 7, 2023
April 15, 2023	March 10, 2023	April 25- May 10, 2023
June 10, 2023	May 5, 2023	June 20-July 4, 2023
July 15, 2023*	June 16, 2023	July 25-August 8, 2023

Register at <http://www.actstudent.org/regist/dates.html> Exam site code: 191950

This link will bring you to the test dates screen with a link to register. Contact Ms. Marilyn Gail about cost waivers.. Calculators are allowed on the exam, get details from the ACT website and be familiar on how to use your calculator on test day.

Register at

<b>SAT Test Date</b>	<b>Registration Deadline</b>	<b>Late Fee Required – Online Registration</b>
December 3, 2022	November 3, 2022	November 22, 2022
March 11, 2023	February 10, 2023	February 28, 2023
May 6, 2023	April 7, 2023	April 25, 2023
June 3, 2023	May 4, 2023	May 23, 2023

<http://sat.collegeboard.org/register/sat-dates> Exam site code: 02200

This link will bring you to the test dates screen with a link to register. Contact Ms. Marilyn Gail for a fee-waiver or support completing the registration. Calculators are allowed on the exam, get details from the SAT website and be familiar on how to use your calculator on test day.

<b>PSAT Test Date</b>	<b>Registration Deadline</b>
October 12 or 15, 2022	TBA

Sophomores and juniors: Sign up for the PSAT exam through Ms. Marilyn Gail.

*Information is subject to change without notice from this handbook. Please contact school counselor for more details and/or questions.*

**SECTION I.**  
**Kodiak Rural Schools**  
**Student Information**

This handbook attempts to cover the basic expectations, rules, and policies governing the way students, staff, and others relate within KIBSD. Our hope is to provide for the general welfare of all involved, while respecting the rights and aspirations of the individual. **School Administration may at times change or modify the information within this book, without notice, in the best interest of the students or school.**

**ASSEMBLIES:** Kodiak Rural School schedules 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 student expectations apply.

**BUILDING HOURS:** The school day begins at 8:30 a.m. and ends: Monday at 3:30 p.m.; Tuesdays, Wednesdays and Thursdays at 3:25 p.m.; and Fridays at 2:25 p.m. 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.*

**BUILDING SURVEILLANCE:** Building facilities are monitored by surveillance system.

**COMPUTER LABS & LAPTOPS:** There are computer labs and laptop computers available for student use for school. It is the school's intent to maximize their use by students. Students are expected to abide by the Accepted Use Policy (AUP) and Laptop User Agreement when using computers and students may not use them without these documents signed and on file.

**DELIVERIES TO 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.

**FOOD AND DRINK:** No food or drink may be consumed in the entryway or hallways, except on special occasions. Water is permissible. Students are expected to deposit all litter in the wastebaskets, leaving the tables, benches, and floors clean.

**FOOD SERVICE:** Students may either bring their lunch or they may purchase breakfast or lunch in the school lunchroom. Kodiak Rural Schools participate in the Free and Reduced Price Meals Program.

**HALL PASSES:** All students must use a hall pass while in the halls and other non-instructional areas during class time while in town.

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

library.

**LOCKERS:** Lockers are provided to students for the storage and safe-keeping of student possessions. Students are responsible for their lockers. Lockers should be locked at all times, except when attended to by the student.

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

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

**All lockers are the property of the Kodiak Island Borough School District. (in part, School Board Policy 5145.12)**

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

**MEDICATION PROCEDURES:** Rural Schools recognizes that sometimes students may need to take prescribed medication during the school day as not to interfere with their health. In such cases;

1. A completed Medication Administration Authorization must be on file with the school nurse.
2. Medication must be secured in the nurse's office.
3. 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.
4. 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.

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

**PARKING AND STUDENT VEHICLES:** Parking on campus is a privilege. Students are to park in student-designated areas only. Students are required to exercise safe driving practices.

Students parking in teacher designated parking areas, handicapped parking areas, fire zones, borough building parking lot, or visitor parking areas are subject to disciplinary action.

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

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

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

**STUDENT DANCES:** Sometimes students may travel into town to attend student dances at KHS. All High School dances must be approved by the administration. Rural School Students will need to submit a photo and register with KHS administration by working through the Rural Schools Office. The following dance rules apply for the safety of students:

1. School rules and regulations will apply at dances.
2. Students will not be allowed to return once they leave the dance.
3. All music and dancing must remain appropriate and respectful.
4. For the safety of all, there will be no moshing, rough housing, twerking, grinding, or overtly provocative or sexually explicit dancing or behavior allowed.
5. Guest passes for school dances must be obtained in advance of each dance through the office and approved by administration. Guests will be required to show valid photo ID. Guests 21 or older are not allowed at school dances. Guests must be in good standing with KHS and accompanied by their sponsors at all times. Privileges may be denied or revoked by school administration at any time. Middle school students are prohibited.
6. Students are expected to sign in at each dance.
7. Students leaving before 10 p.m. are expected to sign out indicating the time that they leave.
8. Students will not be admitted after 10 p.m.
9. Attendance rules apply for admittance into any dance. (Students must be in attendance in all classes, all day or the day prior if the event falls on a weekend or holiday).

10. Dress code rules apply for school dances.
11. School staff may restrict any student from attending school dances due to safety concerns.

**STUDENT HANDBOOK/PLANNERS:** Students are expected to know the contents of their handbook/planner. Handbook/Planner contents can also be accessed on the Rural School website and on all issued devices.

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

**TECHNOLOGY USE:** Students using computers will sign a KIBSD Student Acceptable Use Policy Agreement and Laptop Agreement Form. These forms must be on file in order to use school computers. Failure to abide by these standards may result in a loss of computer privileges and other consequences as deemed appropriate.

**TELEPHONE USE:** Students may request to use the phone in the Main Office.

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

**VISITOR'S PASS:** Visitors that are not an employee at the high school shall check-in at the office. Parents are always welcome and encouraged to visit Rural Schools; however, they must report to the Main Office, receive a visitor's pass, and sign in the day of the visit. Non-rural school students will not be permitted on campus except for public activities or if prior arrangements have been made with administration.

**WITHDRAWAL FROM CLASS:** A high school administrator, counselor, and the parent(s) of the student must agree that a withdrawal will be in the best interest of the student, if the student is requesting to be withdrawn from a class. Any dropped class will be recorded on the student's transcript as a WP (withdrawal pass) or WF (withdrawal fail) depending on the student's progress at the time of the drop. **A WF will be calculated as an "F" in the student's GPA.**

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

## **RURAL SCHOOL ACTIVITIES**

**Subject to availability of funding and staff, we anticipate offering the following athletic activities: Archery • Basketball • Cheerleading • Volleyball • Marksmanship • Cross Country • Track.**

**Students participating in high school sports and government will be held to the ASAA & ASAG rules and regulations, including the follow specific guidelines for Rural Schools.**

**Partial Requirements:**

**Meet all ASAA & ASAG requirements. Must maintain at least an overall 2.0 GPA during the current semester to remain eligible.**

**Students who do not maintain an overall 2.0 GPA may regain eligibility during the current semester by achieving and maintaining an overall 2.0 GPA within the school's grading system.**

**All second-semester freshmen, sophomores and juniors, as well as seniors who are not on track to graduate must be enrolled in a minimum of five (5) semester units of credit, or the equivalent.**

**Seniors who are on track to graduate must be enrolled in a minimum of four (4) semester units of credit, or the equivalent.**

**Spring semester grades determine eligibility for fall semester activities for the following school year, with the exception of incoming freshmen and transfer students.**

**If a student does not meet the requirements of eligibility, he/she has the right to petition the District Athletic Director.**

**During the activity season, the student must complete a weekly grade report, which must reflect a 2.0 GPA, with no failing grades.**

**Students who have unexcused absences or tardies during the week of travel will be ineligible for travel. On the day of travel, any student who is tardy or absent is ineligible to travel, unless approved by the administration.**

**A student must not have any serious disciplinary action during the week of the activity. This is defined as suspendable/expellable offenses such as, but not limited to, defiance of authority, fighting, weapons in school, possession or use of controlled substances (tobacco, alcohol, drugs) and acts of vandalism or destruction of school property.**

**Under the direction of the coach or sponsor, a student who is ineligible to participate in competition may take part in practice sessions during the week, but not on a day they are truant or suspended from class. Students allowed to practice, but not play in a game, may be required to sit on the bench with the team, as an inactive player. Any student with a severe behavior referral, OSS, or ISS will be excluded from play/practice in the next scheduled game or practices for the duration of the discipline period. If the student is**

**permanently removed from a team for disciplinary reasons, they are not allowed to practice or play any other sport that takes place during that semester.**

**Students with more than three (3) unexcused absences and five (5) excused absences from scheduled practices, as defined by the coach and outlined to the players, may be dropped from the activity.**

**Chemicals in any form - tobacco, marijuana, alcohol, nonprescription drugs (unless authorized beforehand), etc. are not to be used or possessed by students, and will not be tolerated.**

**Students traveling with a group/team will be required to remain together as a group/team throughout the duration of the activity. Violations may result in students being sent home at the parents expense.**

**If in the event weather is bad and the team/group is unable to return to their site, students will be required to attend classes at the nearest District school to which they are staying, until they are able to return to their site.**

**The administration, with input from coaches, retains final discretion concerning suspensions, eligibility, participation, and travel.**

**Students who have excessive/severe behavior infractions or 3 unexcused absences during an athletic season may be removed from the team. We hold our athletes to high expectations as representatives of the entire student body.**

**Travel away from each school site is dependent upon available funding and the availability of scheduled events. Students traveling with a team away from their site are expected to attend school on the day before, the day of travel, and the day following travel unless the coach or Athletic Director makes other arrangements. Students and parents will be notified of travel arrangements as they become available.**

**Students who participate in special and after school activities do better in school and enjoy school more.**

#### **School Activities**

- All school rules and regulations will apply at school activities.**
- Barring special circumstances, students who are absent from school or suspended (OSS or ISS) during the day are not allowed to attend school activities.**

**Please see Mr. Burton or Building Administration for more detailed information**

## **SECTION II.**

### **KIBSD Student Information**

The students of Kodiak Island Borough School District enjoy many rights and privileges, each with their respective responsibilities. The following is a list of the specific rights and responsibilities of Kodiak students.

Students should have a right to:

1. 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;
2. 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;
3. Receive courtesy and respect from others regardless of actual or perceived sex, race, color, religion, national origin, ethnic group, marital or parental status, and physical or mental disability;
4. Receive a written copy of the school's policies and procedures, including the Discipline Code and Student Rights;
5. Know what appropriate behavior is expected and what behaviors may result in disciplinary actions;
6. Know possible dispositions and outcomes for specific offenses;
7. Receive written notice of the reasons for disciplinary action taken against them in a timely fashion;
8. Due process of law in instances of disciplinary action for alleged violations of school regulations for which they may be suspended or removed from class by their teachers. Students with disabilities, 504 plans, Individual Education Plans, or who are "presumed to have a disability" have the right to procedural safeguards under the Individuals with Disabilities Education Act;
9. Be accompanied by a parent and/or representative at formal disciplinary conferences and hearings;
10. Be informed about diploma requirements, including courses and examinations and information on assistance to meet those requirements;
11. Be informed about required health, cognitive and language screening examinations;
12. 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;
13. Receive professional instruction;
14. 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;
15. Be informed of educational progress and receive periodic evaluations both informally and through formal progress reports.

16. Be notified in a timely manner of the possibility of failing a course;
17. Be notified of the right of appeal regarding holdover or failing grades;
18. Confidentiality in the handling of Family Educational Rights and Privacy Act-protected student records maintained by the school system;
19. Request or by parental request have their contact information withheld from institutions of higher learning and/or military recruiters as allowed by law;
20. Receive guidance, counseling, and advice for personal, social, educational, career, and vocational development;
21. 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.

### **Freedom of Speech and Publication**

Written materials— 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.

### **Freedom of Assembly: Freedom to Peaceful Protest and Demonstrations**

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.

Kodiak Island Borough School District 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.

### **Freedom of Religion**

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.

### **Freedom of Expression**

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.

Copies of School Board Policy are available from your school's office and online at [www.kibsd.org](http://www.kibsd.org). *Students are expected to abide by KIBSD School Board Policy and posted classroom rules.*

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

If your family lives in any of the following situations, then your preschool-aged and school-aged children have certain rights or protections, including: educational support, assistance with school supplies, free breakfast/lunch, and transportation assistance:

- Sharing the house of other persons due to loss of housing, economic hardship, or a similar reason (also referred to as “doubled-up” or “couch-surfing”)
- Living in substandard housing such as motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations
- Living in emergency or transitional shelters
- Abandoned in hospitals or
- Awaiting stable foster care placement

For further information, contact the District Homeless Liaison, 907-486-7550 or the National Center for Homeless Education at 800-308-2145.

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

The School Board is committed to equal opportunity for all individuals in education. School District programs and activities shall be free from discrimination based on age, gender, race, color, religion, national origin, ethnic group, marital or parental status, physical or mental disability or any other unlawful consideration. The School Board shall promote programs which ensure that discriminatory practices are eliminated in all District activities. School District programs and facilities, viewed in their entirety, shall be readily accessible to individuals with disabilities. The Superintendent shall ensure that interested persons, including individuals with disabilities, can obtain information about the programs, facilities and activities available to them. The Superintendent shall annually notify students and parents of the School District's policy on nondiscrimination and related complaint procedures. (*School Board Policy 0410*)

In addition, the Handbook Committee wishes to include the following protected categories of gender identity, gender expression, and sexual orientation to the above list. The School Board

shall ensure equal opportunities for all students in admission and access to academic courses, guidance and counseling programs, athletic programs, testing procedures, vocational education and other activities. Separate arrangements may be made for students according to sex during sex education programs and physical education activities involving bodily contact. (AS 14.18.050) School staff and volunteers must be especially careful to guard against inadvertent sex discrimination and stereotyping in instruction, guidance and supervision. (*in part, School Board Policy 5145.3*)

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

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

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

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

1. physically harms the student or damages the student's property;
2. has the effect of substantially interfering with the student's education;
3. is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
4. has the effect of substantially disrupting the orderly operation of the school.

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

The School District's computer network, including access to the Internet via that network;

whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment, intimidation, or bullying. Users are responsible for the appropriateness of the material they transmit over the system.

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

1. Contains threats of violence against staff members, students, or their property;
2. Suggests or advocates physical harm to staff members or students;
3. Causes a student or staff member to experience a substantially detrimental effect on his or her physical or mental health;
4. 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;
5. Threatens vandalism to school property; or
6. Creates a significant disruption to the school's educational mission, purpose, and objectives

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

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

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

be circulated to all District schools and departments and incorporated in teacher and student handbooks.

*(School Board Policy 5145.7)*

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

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

## **KIBSD ATTENDANCE**

**COMPULSORY ATTENDANCE:** Class attendance is essential to the learning process. Absenteeism disrupts and hinders that process, not only for the absent student, but for his/her classmates. It is the District's belief that students need to be in school. Much of the learning that occurs in the classroom cannot be made up. The school has an obligation to promote good attendance and to deter absenteeism, truancy and tardiness. The main responsibility for regular attendance lies with the student and the parent/guardian. *(Alaska Statute 14.30.010)*

**EXCUSED ABSENCES** Absence from class can be excused by the student's legal guardian at the discretion of the administrators. Absences must be excused by the student's legal guardian within 48 hours of the occurrence or the absence will remain unexcused. Students with excused absences will be permitted to make up classroom work within a reasonable amount of time. Make-up work for unexcused absences will be up to the discretion of individual classroom teachers. Both excused and unexcused absences count toward the fifteen-day absence rule.

The following are criteria for excused absences:

1. Illness
2. Unavoidable emergencies in the home
3. Death in the family
4. Doctor or dental appointments
5. Prearranged situations in which the educational interest may be equally well served by

- the student's absence from school and
6. Religious instruction, participation in religious exercises, or religious holiday.
  7. Subsistence gathering up to 5 days per school year.

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

Students will not be marked absent if they attend their classes at the Rural Schools Office.

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

**10-DAY 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.

**15-ABSENCES RULE:** In grades 9-12, credit may be denied in any class in which a student is absent (**for any reason other than school-sponsored activities**) fifteen times or the equivalent in a block schedule in a semester. This includes both excused and unexcused absence. A student who has been denied credit under this section in two classes may be recommended for expulsion. *(in part, School Board Policy 5113)*

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

**TARDIES:** A student will be considered tardy if he/she is not in the classroom when the class instruction begins, for schools that utilize a bell system, this would mean student is seated before the tardy bell rings. It is the student's responsibility to make it to their class by the appropriate time. If a student is going to be late, it is highly recommended that a parent call/come into the office and excuse his/her student. Being late to class may cause the student to miss valuable teaching and may cause the student to fall behind on their academics. A meeting with a parent/guardian may be requested at any time a student has excessive tardies. (See Student Expectations Section for more information.)

**WITHDRAWAL/ATTENDANCE/FAILURE (WF):** A student withdrawn for non-attendance

will have a "WF" (Withdrawal Failure) recorded on his/her transcript. **A withdrawal fail (WF) will be calculated as an "F" in the student's GPA.**

Withdrawal from a class or course may not be allowed after the tenth day of class during each semester.

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

**IMMUNIZATIONS:** All students enrolled at Kodiak Rural School must be fully immunized according to Alaska State Regulations, unless covered by a medical or religious exemption. Please contact the school nurse if you have questions.

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

### SECTION III. KIBSD ACADEMICS

KIBSD has a focus on student academic achievement and lifelong success. The information in this section is subject to change from time to time in order to better meet the needs of our students with the availability of opportunities in and outside the school.

If you have specific questions about opportunities available, please contact your school office, counselor, or district level student services.

**COLLEGE CLASSES:** Students who seek high school credit for college classes that are not a part of an articulated/formal agreement between KIBSD and the Kodiak College are subject to guidelines available in the counseling offices.

**COLLEGE CREDIT:** KIBSD believes that creating multiple pathways open to all students is a foundational structure for developing college-ready students. Currently, we offer access to college credit through the following pathways:

- **Advanced Placement (AP) Courses:** Each semester, KIBSD will strive to offer AP courses to qualified students. A student who successfully completes an AP course and takes the AP exam for that course may be eligible for college credit through a process established by the college the student chooses to attend. Please keep in mind that KIBSD cannot determine in any way which AP courses and AP exam scores will be accepted by various colleges for credit. We encourage all students and families to familiarize themselves with the AP credit policies of the colleges they are considering.
- **Dual-credit courses through Kodiak College:** Dual-credit courses are offered through an agreement with Kodiak College. These courses can be found in the KIBSD course description handbook, which is available to all students and families online or in the Counseling Office. Please keep in mind that the transfer of any credits earned in dual-credit courses is determined by the college the student chooses to attend after graduation.

We encourage all families to explore the various ways a student can earn college credit while finishing his or her high school diploma. Information concerning these programs and other college workshops can be found in the school Counseling Office.

**COLLEGE CREDIT FOR HIGH SCHOOL CREDIT:** Students interested in using earned college credit to fulfill a high school credit requirement will need to get pre-approval from their counselor before enrolling in the college course. Students transferring into KIBSD schools with college credits will need to provide a copy of a college transcript to our counselor for evaluation of the course(s) being considered for credit. In these cases, KIBSD schools will make the determination about granting credit for college course.

**COLLEGE ENTRANCE EXAMINATIONS:** The PSAT is a practice college entrance exam. This exam is optional, and institutions of higher learning do not consider the exam scores in admissions decisions. In the fall, the PSAT is administered to sophomores and juniors. Please note that students who take the PSAT as sophomores must take it again as juniors in order to be eligible to enter the National Merit Scholarship Program.

Other available exams are the SAT I & II, ACT, and the Armed Services Vocational Aptitude Battery (ASVAB). Students applying to a four-year institution generally take the ACT or the SAT I. Most schools will accept either exam score. Some colleges, however, will specify which exam they prefer or require. Some specific schools will also require students to take one or more SAT II subject tests.

Please contact the Counseling Office for a detailed explanation of the cost associated with each exam and a detailed schedule of exam dates and times. For test registration purposes, contact the school counseling office for your school code and test center codes.

The Armed Services Vocational Aptitude Battery (ASVAB) is offered in the winter at Kodiak High School for juniors and seniors. It is an exam administered by and used by the military in determining military placement, among other things. It is also helpful for those not interested in the military, as the results also include a list of possible careers.

**CORRESPONDENCE COURSES:** Students interested in taking correspondence courses must contact their counselor for a referral. Correspondence classes are managed by AKTeach and fees for such courses are typically the responsibility of the student.

**FOREIGN EXCHANGE PROGRAM (Grades 10-12):** Any student participating in a foreign exchange program is required to meet with his/her counselor prior to leaving to ensure that student stays on track to graduate with his/her class and ensure transfer grades.

**GRADE CLASSIFICATION:** Students will be classified based on how many years they have attended high school.

1st year – Freshman	3rd year – Junior
2nd year – Sophomore	4th year/beyond – Senior

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

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

- a) To provide the teacher, student, and parent as accurate a picture as possible of the

student's learning and to encourage a dialogue about how the student can master the material for the class.

- b) To support the development of positive and consistent work habits and behaviors for all students.
- c) To ensure students are graded on what they know and can demonstrate they can do.

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

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

<b>GRADE</b>	<b>PERCENTAGE</b>	<b>GPA Scale</b>	<b>Weighted Advanced Placement Classes</b>
A+	97-100	4.0	5.0
A	93-96	4.0	5.0
A-	90-92	4.0	5.0
B+	87-89	3.0	4.0
B	83-86	3.0	4.0
B-	80-82	3.0	4.0
C+	77-79	2.0	3.0
C	73-76	2.0	3.0
C-	70-72	2.0	3.0
D+	67-69	1.0	2.0
D	63-66	1.0	2.0
D-	60-62	1.0	2.0
F	0-59	0.0	0.0

**KODIAK ISLAND BOROUGH SCHOOL DISTRICT  
GRADUATION REQUIREMENTS:**

English	4.0 credits
Science	3.0 credits
Physical Ed	1.5 credit * (1/2 credit may be earned per year through participation and completion of an ASAA interscholastic sports activity for a maximum of 1.5 credits.)
Health	1.0 credit
Social Studies	3.0 credits (1.0 must be USHistory, .5 must be AK History)
Mathematics	3.0 credits (1.0 must be Algebra I/ or higher)
Career Technology	1.0 credit
Electives	8.0

**Total Required Credits**  
24.5

*(in part, School Board Policy BP 6146.1)*

It is the students' and parents' responsibility in conjunction with the counselors, to monitor credits towards graduation. If a student fails a class, it is possible that the class will need to be rescheduled for the next semester or year. The Counseling Office will assist students in this process. Please feel free to call the Counseling Office with questions.

**Honors Diploma**

To be eligible for the honors diploma, a student must satisfy all graduation requirements, have a cumulative graduating GPA of 3.5.

**Honor Roll**

Outstanding academic achievement is recognized by an Honor Roll. To be eligible for the honor roll a student must have a 3.0 GPA and no F grades for the semester.

**SECTION IV.**  
**KIBSD STUDENT LEARNER EXPECTATIONS**

**1. POSSESS A BROAD KNOWLEDGE BASE.**

- a. Know and be able to discuss the critical body of knowledge in science, mathematics, literature/language arts, history, geography, and health.
- b. Apply that knowledge to everyday life situations.
- c. Use what is already known to acquire new knowledge, develop new skills, and expand understanding.

**2. COMMUNICATE EFFECTIVELY.**

- a. Express ideas clearly, both verbally and in writing.
- a. Be a good listener and be able to follow verbal directions.
- b. Read, understand, and respond to written information.
- c. Integrate the use of a variety of communication forms and use a wide range of communication skills.

**3. USE TECHNOLOGICAL SKILLS.**

- a. Use computers and other technologies to manage data and to facilitate communication.
- b. Use a calculator in appropriate situations.
- c. Become familiar with technology at an appropriate level as it is used in an individual's everyday life.

**4. THINK LOGICALLY AND CRITICALLY.**

- a. Solve problems using different methods of questioning, reasoning, and analysis.
- b. Be able to process, use, and evaluate information.
- c. Evaluate ideas through discussion with others.
- d. Understand and apply the decision-making process in a variety of settings.

**5. EXPLORE CREATIVE TALENTS.**

- a. Generate new and creative ideas by taking risks in a variety of contexts.

**6. ACCEPT RESPONSIBILITY FOR PERSONAL AND ECONOMIC WELL-BEING.**

- a. Demonstrate skills and work habits necessary for employment.
- b. Possess consumer skills necessary for making informed choices.
- c. Know how to set and achieve personal goals.
- d. Develop skills and knowledge which can be used in the pursuit of lifelong personal fitness.
- e. Manage and evaluate behavior as a group member.

## **7. BE A RESPONSIBLE CITIZEN.**

- a. Understand and participate in the democratic process.
- b. Demonstrate respect for cultures and people.
- c. Be aware of the environment and evaluate the use of resources.
- d. Take responsibility for personal actions and act ethically.
- e. Demonstrate an understanding of, and responsibility for, global and environmental issues.

## **8. BE AN ENTHUSIASTIC LEARNER.**

- a. Make a commitment to create quality work and strive for excellence.
- b. Use a variety of learning strategies, personal skills, and time management skills to enhance learning.
- c. Reflect on and evaluate learning for the purpose of improvement.

It is the aim of Kodiak Island Borough School District to establish an appropriate learning environment in which each student shall be personally responsible for conduct conducive to good learning. To this end, parents shall be recognized as partners in the education of their children and, therefore, responsible for assisting the school in securing appropriate behavior and an appropriate educational atmosphere.

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

### **School Board**

The School Board is responsible for prescribing the rules for the government and discipline of the schools under its jurisdiction. Consequences for misconduct will be fair and developmentally appropriate in light of the circumstances. The School Board holds the certificated personnel responsible for the proper conduct and control of student under their charge within the behavioral guidelines established by the School Board in conjunction with the administration. The School Board shall provide all reasonable support to certificated personnel with respect to student expectations. (*School Board Policy 5131*)

### **Superintendent**

The Superintendent or designee shall establish the necessary procedures to implement and enforce the School Board's discipline policy. He/she shall notify the parents/guardians of all students of the availability of the School District's policy and procedures related to conduct and discipline. (*School Board Policy 5131*)

### **School Principal**

The school principal shall initiate and enforce a set of school rules, in keeping with School District policy and regulation, which will facilitate effective learning and promote attitudes and

habits of good citizenship.

The principal or designee shall provide instruction to students regarding their rights and responsibilities.

The principal shall support the classroom teacher in his/her efforts to promote improved and acceptable behavior in students. (*School Board Policy 5131*)

### **Teachers**

Appropriate classroom behavior allows teachers to communicate more effectively with students. Teachers shall conduct a well-planned effective classroom program and initiate and enforce a set of classroom regulations that facilitate effective learning.

Teachers shall cooperate with administrators and other classroom teachers in enforcing general school rules and appropriate campus behavior. (*School Board Policy 5131*)

### **Parents/Guardians**

Parents/guardians are expected to comply with the laws governing the conduct and education of their children. They shall also be expected to cooperate with school authorities regarding the behavior of their children. Parents/guardians may be held liable for misconduct of their children to the extent provided by law. (*School Board Policy 5131*)

### **Students**

Students shall be properly instructed in the rules and regulations pertaining to acceptable conduct as set by the School Board. All students shall comply with the regulations of the School District, comply with the course of study and submit to the authority of the teachers and administration of the schools.

Students should have their freedom and be encouraged to express their individuality in any way as long as their conduct does not infringe upon the freedom of other students or interfere with the instructional program.

Students who violate the law or the rules and regulations of the School District may be subject to the transfer to alternative programs, discipline, suspension, or expulsion. (*School Board Policy 5131*)

### **Consequences and Behavior Modifications**

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

For possible infractions, the following may take place:

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

provided to the student.

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

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

1. Counseling
2. Detention
3. Parent/guardian contact
4. Suspension or expulsion from school (*pursuant to School Board Policy 5144.1*)
5. Referral to community-based services and/or other academic programs (i.e. alternatives to out-of-school suspension)
6. Community service (with parent approval)
7. Parent/guardian/student conference with the school principal and/or designees
8. Contact law enforcement

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

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

The grievance/appeal procedure is as follows:

- **Level One:** A student with a grievance shall present a written grievance/complaint to the principal within five (5) school days of when the student knew of the basis for the grievance. The principal shall make a decision known to the student in writing within five (5) school days of receipt of the written grievance. If the grievance is not resolved at Level One, the grievance may proceed to Level Two.
- **Level Two:** Within five (5) school days of receipt of the principal's written decision, the student may appeal the grievance to the superintendent. The superintendent shall meet with the student within five (5) school days of receipt of the written grievance. The superintendent shall render a written decision regarding the grievance within five (5) school days of meeting with the student. If the grievance is not resolved at Level Two, the grievance may proceed.
- **Level Three:** Within five (5) school days of receipt of the superintendent's written decision, the student may appeal the grievance to the School Board. The School Board or a subcommittee of the School Board shall meet with interested parties within five (5) school days. The School Board or subcommittee of the School Board shall render a written decision regarding the grievance within five (5) school days.

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

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

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

### **AGGRESSIVE/VIOLENT CONDUCT**

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

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

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

**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. Bus drivers have the authority to submit written discipline referrals to the school administration. Safety of all students is the priority, and any behavior which endangers the well-being of others will not be permitted. If you have any questions concerning busing, please call First Student 486-3600 or the school. *(Pursuant to School Board Policy 5131.1)*

**CELL PHONES:** The school is not responsible for lost/ stolen cell phones or personal electronics. Students who bring such items to school do so at their own risk. Cell phones and personal electronics are not allowed inside the school between 8:00 am and 3:30 pm. Cell phones

and personal electronics seen in the school will be confiscated and delivered to administration or Head Teacher.

***Specific cell phone guidelines may be developed by individual schools***

**1<sup>st</sup> offense:** Student will pick up the phone at the end of the day from the office.

**2<sup>nd</sup> offense:** Parent/guardian will pick up the phone at the end of the day from the office.

**3<sup>rd</sup> offense:** Student will not be allowed to have a cell phones or personal electronics at school at any time, and will be subject to disciplinary action.

Failure to hand over a cell phone when requested by a teacher will result in disciplinary action.

**CHEATING:** (*See Academic Honesty*)

**CONDUCT:** The School Board believes that all students have the right to a public education in a positive environment free from disruptions which interfere with teaching and learning activities. In order to promote an atmosphere conducive to learning, it is imperative that the School Board, parents/guardians, students, teachers and the administration be cognizant of their responsibilities related to student conduct. (*in part, School Board Policy BP 5131*)

**DETENTION:** Detentions must be served when assigned to avoid further discipline. Failure to serve detention on the day it is assigned may result in additional days of detention and a parent meeting to discuss the behaviors seen at school. Athletics or activities do not excuse a student from serving a disciplinary consequence and may prevent a student from participation in an activity. Teachers and administration may assign detention.

**KIBSD DRESS CODE:**

School Administration may address each incident on a case by case situation. Dress Code for any K-12 student at Old Harbor and at any school-related event. Expectations are as follows. We expect students to dress appropriately for school. The daily clothing/attire should be appropriate for school and should not be disruptive of school operations and the educational process. In addition, but not limited to the list below, the student must follow these guidelines:

- 1) Clothing that is deemed offensive, promotes alcohol/drug use, and displays sexually explicit pictures, profanity or which is (or purports to be) gang affiliated is prohibited. Clothing with revealing holes, cuts or tears, and/or safety pins is considered inappropriate.
- 2) Regular-fit pants should be worn at the waist at all times. If used, belts must be worn appropriately with the belt and the ends in the belt loops. All undergarments should not be visible.
- 3) If wearing “low rise” pants, tops are to cover the midriff while standing, sitting, or when hands are raised above their heads. Shoulders must be covered. Bare midriffs, low cut tops, halter tops, tank tops, miniskirts, or other clothing deemed disruptive to the

educational process are unacceptable at school. Skirts and shorts must not be worn more than 4 inches above the knee. Appropriate undergarments must be worn and covered at all times.

- 4) Only the manufacturer's lettering on hats and other clothing is allowed. Customizing (writing or drawing on) or altering hats or clothing in any way is prohibited (e.g. numbers, words).
- 5) Bandannas, visors, sunglasses, or other headwear may not be worn in the school building without medical authorization. Hats are allowed in high school classes at the discretion of each teacher.
- 6) Safe and appropriate footwear must be worn at all times.
- 7) To ensure student safety, body piercing with rings should be limited. Spiked accessories, chains including those attached to wallets, belt loops, jewelry, or other accessories/items are not allowed.

Students who do not meet the dress guidelines will be asked to change clothing that is not in compliance and will be subject to disciplinary action. Clothing items may be confiscated and returned to parents/guardians at a later time. Multiple offenders will be referred to administration.

**\*\*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*)**

#### **DRUG and ALCOHOL POLICY:**

If School Administration has reasonable suspicion that a student may be under the influence of alcohol or drugs, a student may be suspended from school for up to 10 days.

Specifically, the School Board prohibits the actual or attempted sale, distribution, use or possession by a student of alcohol, prohibited drugs or inhalants, drug paraphernalia, substances that are designed to look or act like prohibited drugs or alcohol, or substances purported to be prohibited drugs or alcohol. Prohibited drugs are defined as:

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

Students appearing under the influence, possessing, or using alcohol or other drugs or related paraphernalia shall be subject to disciplinary procedures which may result in suspension or expulsion. (*in part, School Board Policy 5131.6*)

**FIRST OFFENSE:**

1. Contact with parent/guardian.
2. Possible suspension from school for 5-10 days. A student may return five days early from a ten-day suspension if they complete the Guidance Intervention Plan (GIP).
3. Restriction from school grounds and activities during suspension.
4. Required parent/guardian/student conference with the school principal and/or designees prior to re-admittance.
5. Law enforcement will be contacted for any student in possession of drugs and/or alcohol, and or related paraphernalia while on school grounds or during a school-sponsored activity.

**SECOND OFFENSE:**

1. Contact with parent/guardian.
2. Possible suspension from school for 10 days.
3. Restriction from school grounds and activities during suspension.
4. Required parent/guardian/student conference with the school principal and/or designees prior to re-admittance.
5. Law enforcement will be contacted for any student in possession of drugs and/or alcohol and/or related paraphernalia while on school grounds or during a school-sponsored activity.
6. Students may also be dropped with loss of credit from any class where safety is jeopardized (welding, auto shop, wood shop, culinary, chemistry, etc.)

**THIRD OFFENSE:**

1. Contact with parent/guardian.
2. Suspension from school for 10 days.
3. Recommendation for expulsion.
4. Restriction from school grounds and activities during suspension.
5. Law enforcement will be contacted for any student in possession of drugs and/or alcohol and/or related paraphernalia while on school grounds or during a school-sponsored activity.

**DISTRIBUTION:** A student apprehended on a first offense for selling, or attempting to sell; alcohol, illegal drugs, substances designed to look like illegal drugs, or related paraphernalia, or substances purported to be illegal drugs will result in a recommendation for expulsion and law enforcement will be contacted.

**ELECTRONIC DEVICES:** Electronic devices include but are not limited to tablets, laptops, headphones, iPods, cameras, etc. KIBSD is not responsible for lost/stolen electronic devices. Students who bring such devices to school do so at their own risk. Electronic devices follow the same procedures as cell phones which are noted previously in this handbook. The expectation is,

while students are in class, electronic devices will be out of sight and turned off unless directly instructed by the teacher for responsible classroom use. Devices may be used before school, lunch break and after school outside of the building.

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

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

**FAILURE TO SERVE DISCIPLINARY CONSEQUENCES:** Failure to serve a detention or other disciplinary consequences assigned will result in additional consequences.

**FIGHTING: (SEE ALSO: AGGRESSIVE/VIOLENT CONDUCT)**

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

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

**GANG ACTIVITY:** Gang activity, gang presence, and indications of gang presence or activity (including gang clothing) interfere with and are disruptive to a positive school environment and are prohibited. This policy applies to all people on or about school property, at any school activity, on a school bus, or at a school bus stop. Violators of this policy are subject to disciplinary action, up to possible expulsion. *(pursuant to School Board Policy 5136)*

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

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

**KNIVES OR KNIFE POSSESSION:** 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 a 30 day Out Of School Suspension (OSS).

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

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

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

**PLAGIARISM:** (*SEE ACADEMIC HONESTY*)

Plagiarism occurs when the student submitting the paper for a course does one or more of the following:

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

If the student is caught plagiarizing, Kodiak High School's usual procedure is as follows:

- The teacher will work with the student on an appropriate outcome for the plagiarized assignment.
- The student's parents/guardians will be contacted by the teacher and informed of his/her plagiarism.
- A written disciplinary referral will be placed in the student's KHS student file.

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

**PUBLIC DISPLAY OF AFFECTION:** Inappropriate displays of affection as determined by a reasonable standard are prohibited. ‘Hug and Release’

Students will be asked to separate and discontinue behavior by staff member. If behavior continues or students do not comply, a referral to administrator may be required.

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

**RESTRICTED AREAS:** Students are not to be in restricted areas, including but not limited to the area behind the main school building, gym, old junior high building, locker rooms, construction areas or any private property near the school.

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

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

- 1<sup>st</sup> Offense, After three skipped classes student will no longer be permitted to leave campus during lunch for the remainder of the semester. A phone call will be made to parent/guardian.
- 2<sup>nd</sup> Offense. After six skipped classes, student will serve 5 days of lunch detention. A phone call will be made to parent/guardian.
- 3<sup>rd</sup> Offense, After eight skipped classes, student will serve an additional 5 days of lunch detention and no longer have free device/computer time for the remainder of that semester. A phone call will be made to parent/guardian.
- Each skipped class after nine may result in a day of OSS and parent/guardian, teacher, administrator meeting before readmitting to school.

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

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

**THREATS OF VIOLENCE:**

Students should be educated in an environment which is free from harm and threats of harm. Threats of violence are prohibited. Students shall not make any threats, suggestions, or predictions of violence against any person or group or to the school building, whether made orally, in writing, or via electronic communication. No threat of violence will be considered a joke. Any bomb threats or threats of violence, whether or not made during school hours or on school grounds, shall result in immediate disciplinary action, up to and including suspension and/or expulsion.

All students shall report any and all threats of violence, including jokes and threats of suicide, by reporting the threat to a teacher or school principal.

The School District reserves the right to hold the student responsible for any costs and/or damages incurred by the School District because of a threat.

Any threats of violence may be reported to law enforcement.

After an investigation is conducted by school officials, the level of consequence will be based upon the results of that investigation. A minimum of ten days of Out-of-School (OSS) may result from the lowest of consequences up to a 365-day expulsion and not allowed on school premises during the time of expulsion. (*in part, School Board Policy 5131.42*)

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

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

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

(*School Board Policy 5131.62*)

Any student who possesses or uses tobacco, including vaporizer pens and vaporizer juice, while

under the jurisdiction of the school may result in the following action:

**First Offense:**

1. Contact with parent or guardian
2. Two days of OSS
3. Possible contact of law enforcement

**Second Offense:**

1. Contact with parent or guardian
2. Four days of OSS
3. Possible contact of law enforcement

**Third Offense:**

1. Contact with parent or guardian
2. Ten days of OSS
3. Possible contact of law enforcement

**TRESPASS:** A person is considered to be trespassing if he/she enters or remains on school property in a restricted or unauthorized area without permission or refuses to leave the school property upon request. The Consequence and/or Behavior Modifications may be based on the severity of the behavior and as well as past behaviors. School Staff are instructed to contact VPSO or Troopers immediately when such behavior occurs.

**UNEXCUSED TARDIES:** A student will be considered tardy if he/she is not in the classroom when the tardy bell rings. It is the student's responsibility to make it to their class by the tardy bell. If a student is going to be late, it is highly recommended that a parent call/come into the office and excuse their student. Being late to class may cause the student to miss valuable teaching and may cause the student to fall behind on their academics. A meeting with a parent/guardian will be requested at any time a student has excessive tardies.

- 1<sup>st</sup> Offense, After five tardies to the same class a student may receive one day of detention. A phone call will be made to parent/guardian.
- 2<sup>nd</sup> Offense, After seven tardies to the same class, a student may receive two days of detention. A phone call will be made to parent/guardian to set up a meeting between the student, parent/guardian and teacher.
- 3<sup>rd</sup> Offense, After nine tardies to the same class, student may receive three days of detention. A phone call will be made to parent/guardian to set up a meeting between the student, parent/guardian, teacher and administrator.

**UNSAFE BEHAVIOR:** Students behaving in an unsafe and/or inappropriate manner in classes, including but not limited to labs, shop, or physical education may be removed from that class. If this occurs, the student may receive a failing grade and, therefore, would receive no credit in that particular class. Unsafe behavior will not be tolerated, and a student may be immediately removed from the class. The Consequence and/or Behavior Modifications may be based on the severity of the behavior and as well as past behaviors.

**VANDALISM, THEFT, GRAFFITI:** Destroying, defacing, or damaging objects/materials belonging to the school, school personnel, or other person is strictly prohibited and consequences will take place. 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 5131.5*)

**WEAPONS AND DANGEROUS INSTRUMENTS:**

Students shall not bring, possess, or use deadly weapons, firearms, dangerous instruments, or their replicas in school buildings, on school grounds, or District-provided transportation, or at any school-related or school-sponsored activity away from school, unless written permission has been previously obtained from the Superintendent or designee specifically authorizing that possession or use. Students who violate this policy are subject to disciplinary action in accordance with District policy and procedures. (*in part, School Board Policy 5131.7*)

**FIRST OFFENSE:**

- 1 Contact with parent/guardian.
- 2 Possible suspension from school for 10 days to 30 days, depending upon the violation.
- 3 Restriction from school grounds and activities during suspension.
- 4 Required parent/guardian/student conference with the school principal and/or designees prior to re-admittance.
- 5 Law enforcement will be contacted for any student in possession of weapons or dangerous instruments while on school grounds or during a school-sponsored activity.

**ADDITIONAL OFFENSES:**

- 1 Contact with parent/guardian.
- 2 Possible suspension from school for 10 days to 30 days, depending upon the violation.
- 3 Recommendation for expulsion.
- 4 Restriction from school grounds and activities during suspension.
- 5 Law enforcement will be contacted for any student in possession of weapons or dangerous instruments while on school grounds or during a school-sponsored activity.

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

**Students in Good Standing** may be permitted to leaving campus during lunch. Off Campus privileges will be revoked at anytime for subsequent poor behavior and/or drop in academic progress.

<p style="text-align: center;"><b>SECTION V.</b> <b>KIBSD Student Safety Information</b></p>
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Your child's safety at all KIBSD schools is the most important thing for our educators. In the event of an issue or emergency at school, it is important that students and visitors follow the instructions of the safety and crisis personnel at each school. Each school will develop

procedures and steps for various situations that may arise.

Please take time to read over the basic steps for various situations.

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

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

**FIRE / EMERGENCY :** Schools will hold fire/ emergency drills. Teachers will direct students from the school building through the proper exit. Students must remain with their class during the drill, stand clear of the path of fire department vehicles, and may reenter the building only when directed to do so by an administrator or designee. Students who fail to exit the building promptly shall be subject to disciplinary action.

**BUILDING EVACUATION/OTHER SAFETY DRILLS:** Drills will be conducted throughout the school year. Students will follow directions given during the drills. Specific details will not be published to preserve safety.

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

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<p>If you are unsure of any of the information in this handboo or need additional information.. Please contact the school office.</p>
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