

**K-12**  
**Parent & Student Handbook**



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**Iditarod Area School District**  
**October 2005**

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### **STUDENT POLICY GOALS**

The goals of student policies shall be:

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

### **SCHOOL ATTENDANCE AREAS**

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

### **SCHOOL CENSUS** (BP 5113a)

The superintendent shall establish procedures by which an annual census of

school-age and pre-school children shall be submitted from each community within the boundaries of the Iditarod Area School District.

**SCHOOL AGE** (BP 5111a)

A person who is seven (7) years of age before September 1, following the beginning of the school year, and who is under the age of twenty (20) and has not completed the twelfth grade, is of school age.

1. A person over school age may be admitted to a school in the district in which he/she is a resident at the discretion of the board. A person over school age may be charged tuition by the board.
2. No child under the age of five by September 1 may be admitted to Kindergarten.

**SCHOOL ADMISSION** (AR 5111)

**INITIAL ELEMENTARY SCHOOL ADMISSIONS**

Age of admission

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

**HIGH SCHOOL ADMISSIONS**

1. Any person who has successfully completed the work of the elementary school shall be eligible to enroll in the high school serving the attendance area in which he/she resides.
2. A student reaching the twentieth (20) birthday may complete the semester in which he/she is currently enrolled as a regular student. He/she may then continue in attendance as an adult student subject to the permission of the Superintendent. Adult student tuition may be charged at the discretion of the Board.

**SCHOOL DAY** (BP 6112)

Each day of the school term shall be a day in session except Saturdays, Sundays, school holidays, vacation days, and teacher in-service days. The board may approve Saturdays as a day in session only for emergency situations. The school day shall be arranged, scheduled or rescheduled by the administration so as to offer the greatest return educationally for the time spent, within the limitations of school facilities and requirements of state law and regulations.

## **EMERGENCY CLOSURES (BP 6114)**

The local administrator shall be authorized to close schools in the event of hazardous weather, epidemics, or other emergencies that threaten the health and safety of students and staff. All emergency closures shall be reported immediately to the Superintendent. It may be necessary to make up any days in session lost as a result of emergency closures. The Commissioner of Education of the State of Alaska may approve substituting an emergency closure day for a day in session because of conditions posing a threat to the health or safety of students. The Iditarod Area School District Crisis Response Plan is located in Board Policy 6114. Also each site has a Crisis Response Manual.

## **TRUANCY (BP 5113)**

Unless a child subject to compulsory attendance laws is exempted, excluded or expelled from school attendance, each five days of unlawful absence constitutes a separate violation of state law. (A.S. 14.30.020) The parents/guardians shall be notified of any absence over five days. The district, the parents/guardians, and the student shall work together to develop an appropriate plan for improving school attendance.

## **Attendance (BP 5110)**

**In grades Kindergarten - 12 credit/grades will be denied in any class in which a student is absent, for any reason other than school-sponsored activities, for more than fifteen(15) times in a semester.**

The School Board recognizes that individual student attendance in school is a vital aspect that affects the quality of instruction offered to all students.

Parents of students between the ages of 7 and 16 are expected to follow the provisions of Alaska School Law Section 14.30.010 to 14.30.050 which explains compulsory attendance expectations.

Each school in the District is also expected to develop a specific tardy policy to reduce tardiness at its site. These policies will be filed with the Superintendent's office by September 15<sup>th</sup> of each school year. Tardiness is defined as a student not being in his/her assigned classroom or seat in that classroom at the beginning of the period. A tardy becomes counted as ½ day unexcused absence after the tardiness exceeds 30 minutes.

- A. All absences, except school sponsored activities, are considered an absence, including but not limited to illness, family trips, religious holidays, emergencies at home, death in the family, medical appointments, and in-house or out of school suspensions.

- B. It is the belief of the School Board that family trips should be scheduled either during the summer vacation or at times when school is in session. For all absences it is the parents' and students' responsibility to initiate a plan with the teacher to make up schoolwork. The work must be completed and returned to the teacher no later than one week after the student returns to school.
  - . A student must be in attendance in the District a minimum of 20 school days, during any grading period, in order to receive a grade or credit on the next scheduled report card.
  - . When a student's absences exceed 10 days per semester, the Site Administrator shall, by written memo, indicate the number of absences and dates of absences and request the parent or guardian to improve their child's attendance at school.
  - . When the student's absences exceed 15 days per semester, the Site Administrator shall, by written memo, notify the parent and send a copy of the notice to the superintendent. A copy of the letter will be sent to the local legal authority or nearest state trooper's office requesting enforcement of Alaska's Compulsory Attendance Law.
- F. Each site administrator shall notify the students and parents of the attendance and absence policy at the beginning of the school year. Each student shall return to the school a copy of the Statement of Understanding from the Parent Student Handbook containing the parent and student signatures acknowledging that the parent and student fully understand the District's attendance expectations.
- G. Students shall provide a written excuse or telephone call from a parent or guardian indicating the reason for each absence from school immediately upon return to school.
  - . Students maintaining regular attendance and passing grades shall be eligible to participate in competitive sports activities or other school sponsored activities.
  - . No student will participate in a school activity or sport if tardy or absent from school the day of the scheduled activity.
  - . Any student absent from school for a period of ten consecutive school days will be dropped from the attendance rolls of the school unless satisfactory arrangements are made with the Site Administrator in advance.
- K. Any parent or guardian may appeal with explanation why a student is absent more than 15 days in a semester. An appeal should be made directly to the superintendent.

**STUDENT WELFARE (BP 5131a)**

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

**STUDENT INSURANCE PROGRAMS**

The Board shall not be required to provide at District expense health, accident, life, accidental death and dismemberment, or similar insurance coverage for students while they are on school grounds or engaged in school activities.

**PHYSICAL EXAMINATIONS** (BP 5141.3)

Prior to initial admission to a District school, or as soon thereafter as practicable, each student shall have a physical examination and a certificate of such examination shall be filed with the parents or guardian and the local school administrator. Additional examinations may be required prior to participation in certain strenuous activities as may be determined by the Alaska School Activities Association or the Superintendent.

**IMMUNIZATIONS** (BP 5141.31)

If in the judgment of the Alaska Commissioner of Health and Social Services, it is necessary for the welfare of the children or the general public in an area, the Board shall require the students attending school in that area to be immunized against the diseases by the Commissioner.

Immunizations are required prior to first entry in an Alaska public school District or non-public school offering pre-elementary education through graduation. A student shall be immunized against diphtheria, tetanus, polio, pertussis, measles, Mumps, Hepatitis A, Hepatitis B, and Rubella, except that pertussis is not required in students over six (6) And rubella is not required in children twelve (12) years or older.

This section does not apply if the child:

1. Has a valid immunization certificate defined as an international immunization certificate, or a statement by a physician listing the dates of immunization, or a copy of clinic or health center records showing the immunization requirement has been fulfilled
2. Has an affidavit signed by a physician (M.D.) or osteopath (D.O.) licensed to practice in Alaska affirming his opinion that immunizations would be injurious to the health and welfare of the child or members of his family or household;
3. Has an affidavit signed by the parent or guardian affirming that immunization conflicts with the tenants and practices of the church or religious denomination of which the applicant is a member. A student registering in a school in a community where regular medical services are not available on a weekly basis and does not have the required immunizations, may be provisionally permitted to a pre-elementary, elementary or secondary program for a reasonable period of time for the prevailing circumstances but not exceeding 90 days after enrollment. No children will be provisionally admitted except in exceptional circumstances. Where exceptions are granted, they shall be reported to and discussed with the communicable disease section of the Division of Public Health, Department of Health and Social Services, who then will be responsible for determining that the required immunizations are complete during the provisional period. If a parent or guardian is unable to

pay the costs of immunization or immunization is not available in the district or community, immunization shall be provided by state or federal public health services. Immunizations shall be recorded on each pupil's permanent health record form. The school district shall initiate action to exclude from school, any child to whom this section applies, but who has not been immunized as required.

**ADMINISTERING MEDICINES TO SUDENTS (BP 5141.21)**

Before a designated employee administers any prescribed or non-prescribed medication to any student during school hours, the district shall have received:

1. A written statement from the student's physician or pharmacy label detailing the prescribed method, amount and time schedules by which the medication is to be taken, and
2. A written statement from the student's parent/guardian requesting the district to assist the student in taking the medication as prescribed by the physician.

Medication shall be in a properly labeled pharmacy bottle containing the name and telephone number of the pharmacy, the student's identification, name of the physician, and dosage of the medication to be given. The designated employee shall be responsible for the medication at school and shall administer it in accordance with the physician's indicated dosage schedule.

All medication must be delivered to the school by the parent/guardian or his/her adult representative.

The designated employee shall maintain a list of students needing medication during school hours, including the type of medication, times, and dosage plus a log of time and date when the medication was given. This list will be kept in the principal's office.

**STUDENT PSYCHOLOGICAL SERVICES**

The administration of psychological tests and the provision of psychological services shall only be by qualified personnel and strictly in accordance with the provisions of federal and state laws and the Regulations of the Alaska Department of Education. If the parent/guardian seeks an independent evaluation, the Psychologist that is used must meet the above qualifications. The expenses for this independent evaluation will be totally at the expense of the parent/guardian and not paid for by Iditarod Area School District.

**STUDENT ACTIVITY TRAVEL (BP 6145)**

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

- All school activity travel by students shall be paid for with school funds including either locally raised monies or funds that may be allocated for that purpose by the Board. All out of state travel must be approved by the IASD School Board.

- Students, coaches, and chaperones traveling with the school district during the cold weather months must wear full winter gear. Full winter gear consists of a heavy parka and snow pants or a one-piece snowsuit, a winter hat, heavy gloves, and winter boots. A sleeping bag is generally required also.

- At least one week prior or as soon as possible prior to the proposed travel, students, parents, or guardians must be sent a letter and a parental permission form. The letter must include at least the following: purpose of trip, destination, departure date and time return date and time, method of transportation, chaperone(s), name of school contact for further information. No student may travel unless the parents or guardian have received written details of the trip and unless the school has received written permission from the parents or guardian. If changes in travel plans occur, the parents or guardian must be notified immediately.

One week prior to the proposed travel or as soon as possible prior to travel, the local principal shall file with the Superintendent a statement of the travel plans.

1. All chaperones will read and sign Chaperones Guidelines.
2. All students that travel and their parents or guardians will read and sign Student Travel Contract.

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

1. Possession or use of alcohol or illegal drugs
2. Hostile or aggressive behavior
3. Leaving the group without permission or supervision
4. Any violation of the law

The following Parental Authorization Form shall be used for Student Travel:

### **SOLICITATION OF FUNDS FROM AND BY STUDENTS (BP 1321)**

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

## **ELIGIBILITY REQUIREMENTS FOR INTERSCHOLASTIC ACTIVITIES AND ALL SCHOOL TRIPS**

### **School Work**

1. Passing grades in all subjects
2. No zeros on any homework and classroom work.

### **Attendance Eligibility**

1. A student must be in attendance the full day of any scheduled competition.
2. A student that has one in-school detention or out of school suspension will be ineligible to compete for one week.
3. A student who has more than two tardies in one week will be ineligible to compete or travel for one week.

### **Attitude**

1. Students will display good attitudes and behavior in front of classmates and school staff. (Addressed in Work Habits Scoring Guide.)

## **STUDENT CONFERENCES**

Not less than once each quarter, teachers shall hold individual conferences with each student to discuss their progress and Student Individual Growth Plan.

## **COMMUNICATIONS WITH PARENTS (BP 5124)**

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

Teachers shall be required to document all conferences held with parents on the student report card.

## **HOMEWORK (BP 6154)**

Teachers shall assign homework as may be necessary and appropriate to supplement class work. Homework will be returned as quickly as possible with feed back from the teacher.

**CURRICULUM**

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

**GRADES FOR ACHIEVEMENT** (AR 5121a)

Grades for achievement shall be reported each quarter as follows:

A (90-100%)	Outstanding Achievement	4.0 grade points
B (80-89%)	Above Average Achievement	3.0 grade points
C (70-79%)	Average Achievement	2.0 grade points
D (60-69%)	Below Average Achievement	1.0 grade points
F (0-59%)	Little or no Achievement	0
I	Incomplete	0

In Kindergarten through third grade, teachers shall use narrative descriptions to indicate the student’s level of achievement and may also furnish examples of student work.

Whenever it becomes evident to a teacher that a student is in danger of failing a course, the teacher shall arrange a conference with the student’s parent/guardian or send the parent/guardian a written report.

An incomplete is given only when a student’s work is not finished because of illness or other absences. If not made up within six weeks, the incomplete will become an F.

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

1. Preparation of assignment, including accuracy, legibility and promptness.
2. Contribution to classroom discussion.
3. Demonstrated understanding of concepts in tests.
4. Application of skills and principles to new situations.
5. Organization and presentation of written and oral reports.

6. Originality and reasoning ability when working through problems.

### **Graduation Requirements/High School**

All students are required to score proficient on all elements of the Alaska High School Graduation Qualifying Examination and complete 22 credits of studies from the approved courses of study.

Language Arts:	4 credits
English I	1 credit
English II	1 credit
Composition	½ credit
Speech	½ credit
Language Arts elective	1 credit
Social Studies	3 credits
U.S. People and Their History	1 credit
Alaska Studies/Land Claims	½ credit
World History	1 credit
U. S. Government	½ credit
Math	3 credits
Algebra I or	1 credit
Applied Math	1 credit
Math Electives	2 credits
Science	3 credits
Biology	1 credit
Earth Science	1 credit
Science Elective	1 credit
PE/Health	2 credits
Health	½ credit
P.E.	½ credit
Health/PE elective	1 credit
Vocational Education	2 credits
Practical Living Skills	½ credit
PSS Level 8	½ credit
Technology Level 7	½ credit
Voc. Ed. Elective	½ credit
Electives	5 credits
Selected from approved electives list or with principal approval)	

### **High School Student Placement**

Freshman	0 – 6 credits
Sophomore	7 – 12
Junior	13 – 18
Senior	19 and up

## **Honor Roll (AR 5121c)**

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

## **Academic Honesty (BP 5131.9)**

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

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

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

## **TEACHING ABOUT CONTROVERSIAL ISSUES (Apr 6144)**

Controversial issues may be discussed in the classroom, provided that:

1. The issue is related to the course of study and provides opportunities for critical thinking, for developing tolerance, and for understanding conflicting points of view.
2. The issue has a meaningful relationship to matters of concern to the students.
3. Available information about the issue is sufficient to allow alternative points of view to be discussed and evaluated on a factual basis.
4. All sides of the issue are given a proper hearing, using established facts as primary evidence.
5. The issue has points of view, which can be understood and defined by the students.
6. Discussion or study of the issue is instigated by the students or by the established curriculum, but not by a source outside of the schools.
7. The discussion does not reflect adversely upon persons because of their race, sex, color, creed, national origin, ancestry, handicap or occupation.
8. The oral or written presentation does not violate state or federal law.

The Superintendent or designee shall have the authority to judge whether the above conditions are being met. A controversial issue shall be defined as any problem or topic, which has evoked opposing viewpoints on the part of any mass media of communication or any organized group of individual. Upon request of the parents or guardian a student may be excused from attendance while controversial issues are being studied that are contrary to the family's religious or moral standards. Specific written complaints about subject matter being taught shall be heard first by the local administrator. If not satisfied, the complainant may be appealed up through the administrative chain of command and finally to the Board. No complaint shall be heard by the Board unless it has been processed through the level of Superintendent.

### **STUDENT VOLUNTEERS FOR SCHOOL AND PUBLIC SERVICE**

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

### **EMPLOYMENT OF STUDENTS**

The District may employ students in accordance with the Alaska Child Labor Laws. Prior to the employment of any student who is a minor, the District must have the written permission of the parents or guardian. Care shall be exercised to ensure that such employment does not interfere with the student's academic achievement.

### **Right to Nondiscrimination** (BP 5145.3)

District programs and activities shall be free from discrimination with respect to sex, race, color, religion, national origin, ethnic group, marital or parental status, and physical or mental disability. The School Board shall ensure equal opportunities for all students in admission and access to academic courses, guidance and counseling programs, athletic programs, testing procedures, vocational education and other activities. Separate arrangements may be made for students according to sex during sex education programs and physical education activities involving bodily contact (AS 14.18.050)

School staff and volunteers shall receive training in sex discrimination and stereotyping in instruction, guidance and supervision.

### **Right of Expression** (BP 5145.2)

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

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

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

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

### **Right to Privacy**

Students, their lockers, and their desks shall be immune from search, except for general searches as provided below, by school officials except in the case that there is reasonable cause to believe that illegal, dangerous, disruptive, or prohibited items are present. Such search shall be for a specific item(s) and take place in the presence of the student and a third party if each can be located. No search shall be made without first attempting to contact the student, except in the case that the suspected item(s) poses a threat to life or property. The above provisions do not apply to general searches conducted for a specific purpose(s) announced at least forty-eight (48) hours prior to the search. All illegal, dangerous, disruptive, or prohibited items obtained in searches may be temporarily seized by school authorities and may, at the discretion of the local school administrator, be turned over to the police.

### **Right to Confidentiality and Access to Student Records** (BP 5125)

Confidentiality and access to student records shall be governed by the provisions of the "Family Education Rights and Privacy Act"(PL93-380). A complete copy of the District policy regarding student records shall be available to students and to parents or guardians upon request to the local administrator.

### **Right to Due Process**

The Constitutional rights assured to individuals includes the guaranty that no person shall be deprived of life, liberty, or property without due process of law. Students are recognized as persons under the Constitution and a system of constitutionally and legally sound procedures have been developed for the administration of discipline in the schools. The hallmark of the exercise of disciplinary authority shall be fairness. Before the imposition of a sanction, a student shall be given an opportunity to contest any alleged facts leading to the proposed disciplinary action, and to present his/her version of the facts.

Students shall have the right to due process in matters including, but not limited to simple discipline, the denial of admission to school, or the suspension or expulsion

from school. Students may be denied admission, suspended, or expelled for the following causes only:

1. Continued willful disobedience or open and persistent defiance of reasonable school authority.
2. Behavior which is inimicable to the welfare safety or morals of other students.
3. A physical or mental condition which, in the opinion of a competent medical authority, will render the student unable to benefit reasonably from the programs available.
4. A physical or mental condition which, in the opinion of a competent medical authority, will cause the presence of the child to be inimical to the welfare of the other students; or
5. Conviction of a felony, which the Board determines will cause the presence of the student to be inimicable to the welfare or education of other students.

### **Simple Discipline**

Simple Discipline is any disciplinary action taken against a student other than suspension, expulsion or denial of admission. Only the Superintendent, principal, local school administrator, or a professional staff member of the District may administer simple discipline. Before simple discipline is administered, the student shall first be told, orally and in writing, what he/she is accused of doing and what the basis of the accusation is. The student shall have the opportunity to present his/her version of the facts. Simple disciplinary actions may be appealed through the complaint procedure.

#### **1. Right to Complaint Procedure**

The complaint procedure may be used to appeal decisions made at the school or District level except for those decisions covered under suspension, expulsion, and denial of admission. It may also be used if a student feels his/her rights have been violated.

Every attempt shall be made to resolve problems informally at the lowest possible level. If this fails, the student may make a written request for a hearing. The local school administrator shall hold the hearing within five (5) days of the request and shall render a written decision with five (5) days of the hearing. The student may appeal an unfavorable decision in writing to the principal within five (5) days of receipt of the decision.

The principal shall hold a hearing within ten (10) days and submit a written decision within five (5) days of the hearing. The student may appeal a unfavorable decision to the Superintendent.

The Superintendent shall hold a hearing within ten (10) days and render a written decision within five (5) days of the hearing. The Superintendent's decision may be appealed to the IASD School Board .

At complaint hearings, the student and/or his counsel may present evidence and witnesses and the student's parents or guardian may be present.

## **Student Discipline Procedures**

Each new school year, when the student enters the school, the school administrator shall meet with the student and the student's parents or guardian to discuss the student's behavior and the school's discipline procedures. The school administrator shall also discuss the student's academic progress and the school's academic policies. The school administrator shall also discuss the student's extracurricular activities and the school's policies regarding those activities. The school administrator shall also discuss the student's attendance and the school's policies regarding attendance. The school administrator shall also discuss the student's behavior and the school's discipline procedures. The school administrator shall also discuss the student's academic progress and the school's academic policies. The school administrator shall also discuss the student's extracurricular activities and the school's policies regarding those activities. The school administrator shall also discuss the student's attendance and the school's policies regarding attendance.

## **How I Run My Love and Logic Classroom**

**I will treat you with respect, so you will know how to treat me.  
Feel free to do anything that doesn't cause a problem for anyone else.  
If you cause a problem I will ask you to solve it.  
If you can't solve the problem, or choose not to, I will do something.  
What I do, will depend on the special person, and special situation.**

**If you feel something is unfair, whisper to me, "I'm not sure that's fair," and we will talk.**

### **Skipping Class (AR 5113a)**

(This is when a student is not in class; they walk off campus or skip without a valid reason or stay home after lunch, or leave for an hour or more without excuse.)

- First offense parent, teacher, student conference and one half a day in-school suspension.
- Second offense parent, teacher, student, principal conference and one full day in school suspension.
- Suspension out of school is always an option.

### **Vandalism, Theft and Graffiti (AR 5131.5a)**

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

- A. Class I Vandalism shall be defined as any damage resulting in less than one hundred dollars in material or labor.
- First offense student/parent reimbursement, loss of student activities for 30 days, mandatory meeting with the ASB, principal, the student, and mandatory counseling.

- Second offense, out of school suspension for two days pending action from the Superintendent of the District.
- B. Class II Vandalism shall be defined as any damage in excess of one hundred dollars in materials and labor.
  - First offense 1, 2, 3 and 4 under Class I Vandalism and file a report with the nearest law enforcement agency.
  - Second offense, 1, 2, 3 and 4 under Class I Vandalism and mandatory out of school suspension as determined by the principal, in compliance with District policy and procedures, and report to the nearest law enforcement agency.
- . Burglary shall be defined as the act of breaking into a building illegally.
  - Report to nearest law enforcement agency for appropriate action.
  - Mandatory out of school suspension as determined by principal, in compliance with District policy and procedures.
  - Student responsible for all damages, loss of all student activities for 60 days.

**Threats (Verbal towards students, bullying) (BP 5137)**

(The schools shall not tolerate any comments or gestures which are vulgar or obscene or which denigrate others on account of sex, race, color, religion, ancestry, national origin, disability or disadvantage. Students shall be subject to disciplinary procedures for bullying other students or for using insults, slurs, or fighting words, which may disrupt school activities.)

- First offense, principal, parents, teacher, student conference with one to five days out of school suspension, referred to counseling.
- Second offense, principal, parents, teacher, student conference with five day out of school suspension, counseling mandatory, law officials contacted.
- Third offense same as second offense with seven days out of school suspension.

**Fighting**

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

**Tobacco Possession or Use (This includes snuff) (BP 5131.6)**

- First offense parents contacted, principal conference, one day in school suspension.
- Second offense parents contacted, principal conference, two day in school suspension.
- (State law requires the VPSO or other law enforcement officers be contacted)
- Suspension out of school is always an option.

**Alcohol or Drug Possession or Use (AR 5131)**

- ❑ First offense ten-day mandatory out of school suspension. Refer to policy manual for other options.
- ❑ Second offense. The student shall not be re-admitted to school until the student has undergone an assessment by a counselor or agency approved by the school administration and has agreed upon a plan to meet the recommendations of such assessment.
- ❑ Third offense, see IASD policy manual.

**Threats/Verbal Towards Any Staff Member**

- ❑ First offense 1 to 5 day out of school suspension, law officers contacted, counseling required, parent, student, and principal conference required before the student returns to school.
- ❑ Second offense 8 days out of school suspension; follow same procedures as first offense.

**Physical Towards Staff**

- ❑ First offense report given to law officer, seven day out of school suspension, counseling required, superintendent contacted, parent conference required before student returns to school.
- ❑ Second offense follows above steps with ten day out of school suspension, issue taken to IASD School Board.

**Weapons and Dangerous Instruments (BP 5131.7a)**

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

**Student Trips**

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

**RESPONSIBILITIES OF STUDENTS**

**1. Responsibility to Attend School**

Every resident of the Iditarod Area School District between the ages of seven (7) and sixteen (16) shall have the responsibility to attend school as provided by AS14. 30.010 unless the student falls within one of the enumerated exceptions

listed in the statute. Students enrolled in school shall have the responsibility to attend school and classes regularly and on time throughout the school year.

**2. Responsibility for School Improvement.**

Students shall have the responsibility to contribute to the improvement of the school program.

**3. Responsibility to Show Respect**

Students shall have the responsibility to show respect for the rights of others and to contribute ideas in a manner that is not destructive or degrading to others.

**4. Responsibility to Obey Regulations**

**5. Responsibility of Care for Facilities and Equipment**

Students shall have the responsibility to use school facilities, equipment, books, materials, etc. in a manner that is not willfully or carelessly destructive.

**a. Student Search**

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

**b. Student Chemical Abuse**

Students by their own actions/mannerisms who are suspected of having consumed intoxicating beverages, toxic vapors, or use illegal drugs, will be reported to the site administrator. If the site administrator determines the student's behavior and/or actions indicate possible chemical abuse or dependency, this student will be treated by the specific courses of action designated under the possession section. Students who possess, use, sell or give away, intoxicating beverages, or illegal drugs (chemicals) will be immediately brought to the attention of the designated site administrator.

**c. Intervention**

(1) Designated site administrator will examine evidence against the student, and will decide at that time whether to implement or not implement policy.

(2) If policy is implemented parent/guardians will be notified and student will be sent home.

(3) Parent/Administrator conference will be scheduled and Iditarod Area School District Official Drug and Alcohol Policy will be explained and the Parent Notification Form will be completed.

The principal shall take appropriate disciplinary action, which the principal determines is proper in accordance with existing Board policies. The principal shall recommend expulsion for not less than one (1) calendar year of any student determined to be in violation of the district's policies and regulations concerning weapons and dangerous instruments. The Superintendent shall immediately proceed to expel any student in violation of this policy for a period not less than one (1) calendar year. The Superintendent may modify any period of expulsion if he or she determines, on a case-by-case basis, that the public interest is served by a longer or shorter period of expulsion after considering all factors in aggravation and mitigation of the violation.

#### **REPORTING REQUIREMENTS:**

The Superintendent shall be responsible for reporting all violations of this policy to the school Board. In addition, the superintendent shall provide a report to the Alaska Department of Education, which describes the circumstances surrounding expulsions imposed on student violators of this policy. This report shall include, at a minimum, the following: (1) The name of the school concerned; (2) the number of students expelled from such school; and (3) the types of weapons or dangerous instruments concerned.

#### **Social Activities**

All social activities on school property or sponsored by the school shall be subject to the approval of the local school administrator and shall be properly supervised.

#### **Leaving School Grounds Open/Closed Campus (BP 5112.5)**

The School Board establishes a "closed campus" at district schools. The requirement to keep students on campus is part of the Board's efforts to maintain a safe school climate and to reduce afternoon absenteeism. Once students arrive at school, they must remain on campus until the end of the school day unless they have brought written authorization from their parents/guardians and received permission from school authorities to leave for a specific purpose.

#### **Food and Drink**

Food and drink shall not be consumed on school property except at such times and places as may be designated by the local school administrator. When students consume pop, candy, or other items that contain sugar it does affect the behavior and educational response of most students.

## **Other Regulations**

Reasonable student rules and regulations may be enacted and disseminated from time to time by the local school administrator, principal, Superintendent, or Board as may be necessary and appropriate. Teachers may establish reasonable, necessary, and appropriate classroom rules and regulations in conforming to Alaska law, Board policies, and the rules and regulations as may be established in accordance with the provisions above. Any changes should be given to all students and parents in advance.

## **STUDENT RECORDS** (AR 5125)

### **A. PREAMBLE**

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

### **B. DEFINITIONS**

#### **1. Student Records**

A "student's record" consists of records, files, documents, and other materials which contain data directly related to a student and are maintained by the District or by a person acting for the District and are intended for District use. Such record encompasses all the material incorporated in the student's cumulative record folder and includes, but is not necessarily limited to, identifying data, academic work completed, level or achievement (grades, standardized achievement test scores), daily attendance data, scores on standardized intelligence, aptitude and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports or serious or recurrent behavior patterns. Such records shall be the property of the District, access to and correction and disposition of which shall be governed by their policy in conformity with the Family Educational Rights and Privacy Act of 1974 (P.L. 93-380)"