

Code of Conduct Secondary Schools

A. INTRODUCTION

These rules and procedures are designed to be consistent with District philosophy and goals and with community expectations. The Ketchikan Gateway Borough School District is based on humanitarian and democratic principles and recognizes the rights and dignity of others. As a community of educators, we believe that building relationships with students is paramount to their success. This includes building collaborative relationships with students and their families, so together we can partner to ensure student success. The ultimate goal of school discipline is to build inclusive school communities that allow students to remain actively engaged in learning and minimize time taken from instruction and learning. We need the support of all stakeholders, especially our families, to make this goal a reality.

Our intentions for discipline are aligned with the following objectives:

- Provide students with ample opportunities to change behavior and nurture/restore relationships.
- Provide a program that is progressive and restorative by design.
- Provide understanding of appropriate though varied administrative responses to discipline referrals, concerns.
- Provide students, parents/guardians, and school personnel with clearly stated advanced knowledge of the courses of action to be followed in handling discipline matters.
- Provide professional learning and support to employ strategies and actions that align with the principles of a democratic society.

Our goal is to keep students in school and actively engaged in learning, using suspension and/or expulsion only as needed.

All staff and students partner to create a positive learning culture across all settings in the school community. While we encourage and value the building, and when necessary the restoration, of positive relationships, students are reminded that:

1. The exercise of any of a student's rights ceases when it impacts the rights of another individual or group.
2. No student has the right to disrupt the educational process within a school or designated learning environment.

3. All students have the right to due process in matters that affect their ability to actively engage in their learning. This includes suspension and expulsion.
4. The School Committee stresses that any form of physical punishment of students is against the law and strictly prohibited. Any permissible use of physical contact is covered through KGBSD and district provided training.
5. A search of a student or their personal property in the presence of a **second adult** may be performed if a school administrator considers that there is a reasonable suspicion concerning violation of school rules or policies.
6. The carrying or wearing of any object which may be considered or used as a weapon, including but not limited to firearms and knives of any size, is forbidden on school property and may result in an expulsion hearing, per federal law.

B. TEACHER RESPONSIBILITIES

1. Teachers will establish and implement a classroom level management plan to maintain a positive learning environment for all students as well as build relationships with students and families. Discipline issues should be resolved at the classroom level whenever possible. See Appendix 3 .
2. No pupil will be subjected to corporal punishment. Alaska Department of Education regulations define "corporal punishment" as the "application of physical force to the body of a student for disciplinary purposes." (4 AAC 07.900)
3. Corporal punishment does not include the use of reasonable and necessary physical restraint of a student to protect the student, or others, from physical injury, to obtain possession of a weapon or other dangerous object from a student, to maintain reasonable order in the classroom, or on school grounds, or to protect property from serious damage or destruction. The Ketchikan Gateway Borough School district provides training in, and makes use of, Crisis Prevention Institute (CPI) restraint techniques.

C. APPLICATION

These regulations apply to the following student conduct:

1. Conduct which occurs while a student is on school premises during, immediately before or immediately after school hours when supervision is provided.
2. Conduct which occurs while a student is at a school-sponsored event (before, during or after normal school hours).
3. Conduct which occurs while a student is traveling on District-provided or District-sponsored transportation to or from school or a school-sponsored event.
4. Conduct on school premises at any other time when the school is being used by a school-sponsored group.

5. Higher standards may exist for students involved in voluntary extracurricular activities or athletics.
6. Conduct during the course of any field trip or during the course of any other trip or activity sponsored by or under the supervision of the Board or of sponsors designated by the superintendent.
7. The Student Activities Handbook and the regulations adopted by the Alaska School Activities Association (ASAA) also apply to the code of conduct.

D. STUDENTS WITH DISABILITIES

1. Discipline of a student with disabilities will comply with the provisions of Section 10 of the Policy and Procedure Manual for the Special Education Student, and with all other required procedures and processes.
2. Such disciplinary procedures should be included in an individual education plan and discussed with the parent/caretaker during the individual education plan process.
3. In developing the individual education plan, the Student Services Team shall review the needs of the student and the manner in which the handicap may affect behavior.
4. If it is determined that the student cannot be expected to follow acceptable behavior patterns because of substantial interference from the handicapping condition, the individual educational plan must specify the procedures to be followed if unacceptable behavior occurs.
5. Nothing in this subsection is intended to negate or diminish the due process rights afforded to non-handicapped students.

E. REFERRAL PROCEDURE

1. Building administrators will develop a standard referral system to be used by Secondary school staff.
2. Staff members will refer students to the designated school administrator. Staff members will be required to submit a "Student Behavioral Referral" in writing, with evidence of a parent contact, and submit an incident to PowerSchool Log Entry.
3. The list of consequences for each offense describes the usual and customary consequences for each infraction, and subsequent infractions. Administrators will consider the seriousness and frequency of each offense, as well as other contributing factors, in determining which consequences are appropriate.
4. The age appropriateness of a particular consequence will be taken into consideration.
5. Corresponding Discipline Tracking PowerSchool entry may be completed when appropriate.

OFFENSES AND CONSEQUENCES

6.1 Verbal assault of a student, staff member, volunteer or other adult.

(Administrators may use any of these Tiers or a combination of these Tiers when appropriate.)

Tier 1	Tier 2	Tier 3
<ul style="list-style-type: none"> ● Contact with parent/caretaker. ● Student's names are submitted to the MTSS Team, social worker, counselor or other intervention persons. ● Conference with Student ● Conflict Resolution ● Written Reflection or Apology ● Time-out for student 	<ul style="list-style-type: none"> ● In-house suspension and/or OSS for a maximum of three (3) school days. ● Lunch/Afterschool Detention ● Conference with student and staff ● Behavioral Intervention Plan ● Loss of Privileges ● Restitution and/or work service. 	<ul style="list-style-type: none"> ● Referral to proper authority ● Out of school suspension for a maximum of three (3) school days. ● Conference with parent/caretaker prior to return of student to school required by the building administration.

6.2 Physical assault of a student, staff member, volunteer or other adult.

(Administrators may use any of these Tiers or a combination of these Tiers when appropriate.)

Student(s) will be removed from class and/or activities until investigation is complete.

Tier 1	Tier 2	Tier 3
	<ul style="list-style-type: none"> ● In-house suspension and/or OSS for a maximum of ten (10) school days up ● Restitution for personal damages and/or school property 	<ul style="list-style-type: none"> ● Out of school suspension for a maximum of ten (10) school days up to permanent expulsion. ● Conference with parent/caretaker prior to return of

	<ul style="list-style-type: none"> • Student's name may be submitted to the MTSS Team, Social Worker, counselor or other intervention persons. • Contact with parent/caretaker. 	<p>student to school may be required by the building administration.</p> <ul style="list-style-type: none"> • Referral to proper authority.
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6.3 Fighting: Mutual use of physical force by two or more students.

(Administrator may use any of these Tiers or a combination of these Tiers when appropriate)

Student(s) will be removed from class and/or activities until investigation is complete.

Tier 1	Tier 2	Tier 3
<ul style="list-style-type: none"> • Contact with parent/caretaker. • Student's name submitted to the MTSS Team, social worker, counselor or other intervention persons. • Conference with Students involved in the incident • Conflict Resolution • Written Reflection or Apology • Time-out for student(s) • Loss of Privileges 	<ul style="list-style-type: none"> • In-house suspension and/or OSS for a maximum of ten (10) school days up • Restitution and/or work services for personal damages and/or school property • Behavior Plan Developed • Lunch/After School Detention 	<ul style="list-style-type: none"> • Out of school suspension for a maximum of ten (10) school days up to permanent expulsion. • Conference with parent/caretaker prior to return of student to school may be required by the building administration. • Referral to proper authority.

6.4 Theft or damage: Any deliberate damage to or theft of property belonging to the District or to an individual (including, but not limited to, books, technology, locks, and lockers).

(Administrator may use any of these Tiers or a combination of these Tiers when appropriate)

Tier 1	Tier 2	Tier 3
<ul style="list-style-type: none"> ● Contact with parent/caretaker. ● Student's name submitted to the MTSS Team, social worker, counselor or other intervention persons. ● Conference with Student ● Written Reflection or Apology ● Time-out for student, with possible activity suspension. ● Restitution and/or work service. 	<ul style="list-style-type: none"> ● In-house suspension and/or OSS for a maximum of five (5) school days. ● Lunch/Afterschool Detention ● Conference with student and staff ● Behavioral Intervention Plan ● Loss of Privileges 	<ul style="list-style-type: none"> ● Referral to proper authority ● Out of school suspension for a maximum of five (5) school days. ● Conference with parent/caretaker prior to return of student to school required by the building administration.

6.5 Alcohol and Drugs: Possession, use or being under the influence of an alcoholic beverage or of any other drug. This rule applies to look-alike drugs and to those represented as being a controlled substance. The proper possession or use of drug paraphernalia, prescribed use of medication obtained by medical prescription from a physician or a registered pharmacist, or over-the-counter medication authorized by a parent/caretaker in writing, shall not be considered a violation of this rule. Any student determined to be under the influence of alcohol or drugs will be released to their parent / guardian.

(Administrator may use any of these Tiers or a combination of these Tiers when appropriate)

Student(s) will be removed from class and/or activities until investigation is complete.

Tier 1	Tier 2	Tier 3
<ul style="list-style-type: none"> ● Contact with parent/caretaker. ● Confiscation of item(s). ● Item(s) turned over to proper authority. ● Student's names are submitted to the MTSS Team, social worker, counselor or other intervention persons. ● Conference with Student ● Written Reflection or Apology ● Time-out for student ● Restitution and/or work service. ● Participation in Education of Alcohol/ Drug use 	<ul style="list-style-type: none"> ● In-house suspension and/or OSS for a maximum of ten (10) school days. ● Lunch/Afterschool Detention ● Conference with student and staff ● Behavioral Intervention Plan ● Loss of Privileges ● Referral to Youth Court 	<ul style="list-style-type: none"> ● Referral to proper authority ● Out of school suspension for a maximum of ten (10) school days or expulsion ● Conference with parent/caretaker prior to return of student to school required by the building administration.

6.5.1 Selling or Distributing Alcohol or Drug: Selling or distributing an alcoholic beverage or any drug or drug paraphernalia. This rule applies to look-alike drugs and to those represented as being controlled substances. The District will support law enforcement efforts to enforce the Drug Free School Zone laws. (Administrator may use any of these Tiers or a combination of these Tiers when appropriate). Referral to proper authority.

Student(s) will be removed from class and/or activities until investigation is complete.

Tier 1	Tier 2	Tier 3
	<ul style="list-style-type: none"> ● Conference with student ● Contact with parent/caretaker. ● Confiscation of item(s) ● Item(s) turned over to proper authority. ● In-house suspension for a maximum of ten (10) school days. ● Behavioral Intervention Plan ● Loss of Privileges ● Referral to Youth Court ● Student's name submitted to the MTSS Team, social worker, counselor or other intervention persons. ● Conference with Student 	<ul style="list-style-type: none"> ● Out of school suspension for a maximum of ten (10) school days or expulsion ● Conference with parent/caretaker prior to return of student to school required by the building administration.

6.6 Tobacco: Smoking, possessing, selling or distributing tobacco or tobacco products. This includes vaping devices, cartridges, refills, and similar paraphernalia.

Tier 1	Tier 2	Tier 3
<ul style="list-style-type: none"> ● Contact with parent/caretaker. ● Confiscation of item(s). ● Item(s) turned over to proper authority. ● Student's name submitted to the MTSS Team, social worker, counselor or other intervention persons. ● Conference with Student ● Restitution and/or work service. ● Participation in Education of Tobacco use 	<ul style="list-style-type: none"> ● In-house suspension and/or OSS for a maximum of three (3) school days per offense. ● Lunch/Afterschool Detention ● Conference with student and staff ● Behavioral Intervention Plan ● Loss of Privileges ● Referral to Youth Court 	<ul style="list-style-type: none"> ● Referral to proper authority ● Out of school suspension for a maximum of three (3) school days. ● Conference with parent/caretaker prior to return of student to school required by the building administration.

6.7 Insubordinate Behavior: Behaviors which are defined as insubordinate include but are not limited to: disobeying or defying the reasonable/prudent direction of District personnel; profane or rude behavior; reckless conduct which creates a risk of harm to anyone; failure to follow normal safety rules and procedures; disruptive conduct which has the effect of disrupting the learning environment; and dishonesty or lying to staff members
Student(s) will be removed from class and/or activities until investigation is complete.

Tier 1	Tier 2	Tier 3
<ul style="list-style-type: none"> ● Contact with parent/caretaker. ● Student's name submitted to the MTSS Team, social worker, counselor or other intervention persons. ● Conference with Student ● Conflict Resolution ● Written Reflection or Apology ● Time-out for student ● Restitution and/or work service. ● Loss of Privileges 	<ul style="list-style-type: none"> ● In-house suspension and/or OSS for a maximum of three (3) school days. ● Lunch/Afterschool Detention ● Conference with student and staff ● Behavioral Intervention Plan 	<ul style="list-style-type: none"> ● Referral to proper authority ● Out of school suspension for a maximum of three (3) school days. ● Conference with parent/caretaker prior to return of student to school required by the building administration.

6.8 Sexual Harassment: Any unwelcome sexual advance, request for sexual favors, sexual statement or physical contact, including sexist remarks or behavior, which results in a tense and/or unproductive learning or work environment. Conduct of an unwelcome sexual nature which: is indicated to be term or condition of an individual's academic or employment experience; is used as a basis for academic or employment decisions; interferes with an individual's academic or employment performance; or creates an intimidating, hostile or offensive academic or employment environment is included in this definition. Sexual Harassment claims will be handled in accordance with the District's Title IX policy. *Student(s) will be removed from class and/or activities until investigation is complete.*

Tier 1	Tier 2	Tier 3
	<ul style="list-style-type: none"> ● Item(s) turned over to proper authority. ● In-house suspension for a maximum of ten (10) school days. ● Conference with student and staff ● Behavioral Intervention Plan ● School based no contact plan ● Loss of Privileges ● Contact with parent/caretaker. ● Student's name submitted to the MTSS Team, social worker, counselor or other intervention persons. ● Conference with Student 	<ul style="list-style-type: none"> ● Referral to proper authority ● Out of school suspension for a maximum of ten (10) school days or expulsion ● Conference with parent/caretaker prior to return of student to school required by the building administration.

6.9 Weapons Generally: Any student who transmits or brings a weapon onto school premises or to any school- sponsored activity or who possesses, uses, displays, sells, purchases, or otherwise exercises control over a weapon on school premises or at any school-sponsored activity will be subject to discipline as provided for in this regulation. To protect all students, the District is also including in this prohibition all weapons that have the appearance of being real. Even if a student contends he/she brought a weapon to school premises or to a school-sponsored activity for bona fide educational purposes, such conduct constitutes a violation of this prohibition unless the student or his/her parent/caretaker has obtained prior written consent from the building principal. ***Student(s) will be removed from class and/or activities until investigation is complete.***

A deadly weapon: anything designed for and capable of causing death or serious physical injury, including any firearm, a knife, an axe, a club, metal knuckles, or an explosive; or a defensive weapon: an electric stun gun, or a device to dispense mace or a similar chemical agent, that is not designed to cause death or serious physical injury; or a dangerous instrument: anything that, under the circumstances in which it is used, attempted to be used, or threatened to be used, is capable of causing death or serious physical injury. (AS 11.81.900)

A school district shall suspend for at least 30 days, or expel for the school year or permanently, a student who violates AS 11.61.210(a)(8) while possessing a deadly weapon, other than a firearm. (AS 14.03.160 (abridged))

The Superintendent of a school district may on a case-by-case basis reduce or otherwise modify the expulsion or suspension of a student.

6.10 Firearms, Dangerous Instruments, and Destructive Devices: Any student who transmits or brings any firearm or destructive device onto school premises or to any school-sponsored activity or who possesses, uses, displays, sells, purchases, or otherwise exercises control over a firearm or destructive device on school premises or at any school-sponsored activity will be subject to discipline as set forth in this policy. Firearms and destructive devices are not under any circumstances allowed at school or to be present at school activities to which school discipline policies are applicable. Because of the inherently dangerous nature of firearms and destructive devices, ***Student(s) will be removed from class and/or activities until investigation is complete.*** Contact the Superintendent Immediately.

6.11 Dress Code Policy: The District believes that appropriate dress and grooming contributes to a productive learning environment. Students have the right to make individual choices from a wide range of clothing and grooming styles, but they must not present a health or safety hazard, or a distraction that interferes with the educational process. Clothing and personal adornment styles change frequently and any dress code which explicitly defines acceptable school wear quickly becomes outdated. Therefore, the Ketchikan Gateway Borough School District school administrators have utilized the following general guidelines to make case by case judgments regarding appropriateness of school attire.

GUIDELINES

DISRUPTIVE CLOTHING/ADORNMENTS – Any clothing or adornment which causes reactions by other students causing the teacher to lose the attention of the students, to modify or cease instructional activities, or to deal with student confrontations or complaints.

SLOGANS/ILLUSTRATIONS – Slogans or illustrations which promote the use and/or glorification of drugs, weapons, alcohol or tobacco are not acceptable. Profane, vulgar, racial, ethnic or sexist slogans or illustrations on articles of clothing also are not acceptable.

REVEALING APPAREL – Any apparel or attire that does not conceal undergarments is not acceptable.

DANGEROUS ATTIRE – Attire which may be used as a weapon may not be worn, e.g.: chains, items with spikes or studs.

“COLORS” – The presence of any apparel, jewelry, accessory, notebook, or manner of grooming which, by virtue of its color, arrangement, trademark or any other attribute, denotes or advocates membership in a group or gang which advocates drug use, racial or ethnic disharmony, or which advocates violence or other disruptive behavior, is prohibited.

UNSAFE APPAREL – Any attire or adornment which creates a safety hazard for the wearer or others is prohibited. Included within this criteria is the expectation that all students will wear shoes.

SPECIFIC CLOTHING REQUIREMENTS – Specific learning activities in shops, labs, on-the-job training in business/industry, or co-curricular activities may have additional clothing and appearance regulations.

Tier 1	Tier 2	Tier 3
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<ul style="list-style-type: none"> • Students are asked to change clothes. • Students are asked to turn clothing inside-out. • Parents/Caretaker are notified. 	<ul style="list-style-type: none"> • Parent is asked to pick up the child to change clothes. • In-house suspension for a maximum of three (3) school days. • Behavioral Intervention Plan • Loss of Privileges. • Student's names are submitted to the MTSS Team, social worker, counselor or other intervention persons. 	<ul style="list-style-type: none"> • Referral to proper authority • Out of school suspension for a maximum of three (3) school days or expulsion • Conference with parent/caretaker prior to return of student to school required by the building administration.
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6.12 Unethical or Dishonest Behavior: Cheating on an examination or class assignment (including plagiarism); deliberately making a false statement or presenting false information regarding an educational matter.

Tier 1	Tier 2	Tier 3
<ul style="list-style-type: none"> • Contact with student and parent/caretaker. • Referral to the School Counselor. • Resubmission of the assignment or an alternate assignment 	<ul style="list-style-type: none"> • In-house suspension for a maximum of one (1) school day. • Partial or No credit may be given for an assignment which he/she has been found cheated on. 	<ul style="list-style-type: none"> • Referral to proper authority • In-house suspension for a maximum of three (3) school days.

6.13 Harassment, Intimidation and Bullying: An intentional written, oral, or physical act, when the act is undertaken with the intent of threatening, intimidating, harassing, or frightening the student, and: physically harms the student or damages the student's property; has the effect of substantially interfering with the student's

education; is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school. Harassment, Intimidation, and Bullying will be investigated in accordance with the District’s Title IX Inquiry/Investigations process.

- *Perpetrator is informed of the District's zero tolerance policy and retaliation.*
- *Perpetrator is warned to cease all forms of intimidation.*

Tier 1	Tier 2	Tier 3
<ul style="list-style-type: none"> ● Contact with parent /caretaker. ● Student's name is submitted to the MTSS Team, social worker, counselor or other intervention persons. ● Conference with Student ● Time-out for student 	<ul style="list-style-type: none"> ● In-house suspension and/or OSS for a maximum of three (3) school days. ● Lunch/Afterschool Detention ● Conference with student and staff ● Behavioral Intervention Plan ● Conflict Resolution ● Written Reflection or Apology ● Restitution and/or work service. ● Loss of Privileges 	<ul style="list-style-type: none"> ● Referral to proper authority ● Out of school suspension for a maximum of five (5) school days. ● Conference with parent/caretaker prior to return of student to school required by the building administration.

6.14 Cell Phone Use (BP 5138)

Cell phones are valuable and important communicative devices in today’s world. However, use of cell phones during the instructional day seriously impedes and distracts from the learning process.

Tier 1	Tier 2	Tier 3
<ul style="list-style-type: none"> ● Contact with student and parent/caretaker. ● Office storage of Cell Phone to be picked up by student during school hours 	<ul style="list-style-type: none"> ● Office Storage of Cell Phone to be picked up by parent/caretaker during school hours ● Lunch/Afterschool Detention 	<ul style="list-style-type: none"> ● Multiple offenses may be categorized as insubordination. ● Additional device restrictions may be established

6.15 School Provided Technologies (BP 5139, BP 6164)

Each student will be issued a computer/chrome book. If a student uses their computer inappropriately (Games, Chat, etc.) while in school, that student may have his/her computer taken away for that period and be required to do an alternative assignment or make up the work at another time. Continued misuse of the computer is insubordination and will result in further consequences as per SMS's Code of Conduct.

All technology usage must comply with the [KGBSD Acceptable Use Policy](#).

Students are responsible for the cost of lost or damaged school-provided technology

6.16 Skipping School/Cutting Class/Truancy

Cutting class/skipping school/Truancy is defined as the deliberate absence of a student from class without the knowledge or prior consent of the parent/guardian.

Tier 1	Tier 2	Tier 3
<ul style="list-style-type: none"> ● Contact with student and parent/caretaker. ● Lunch or after school Detention ● No participation in Activities on day of infraction 	<ul style="list-style-type: none"> ● Detention and/or Loss of Privileges (such as off campus lunch) ● Behavior Contract ● Restitution and/or work service. ● Referral to MTSS Team 	<ul style="list-style-type: none"> ● Referral to proper authority ● Possible Saturday School ● In-house suspension and/or OSS for a maximum of three (3) school days. ● Suspended participation in Activities

6.17 Tardies: A tardy is defined as not arriving to class, ready to learn, before the scheduled class begins.

Tier 1	Tier 2	Tier 3
<ul style="list-style-type: none"> • Teacher Conference with student 	<ul style="list-style-type: none"> • Administration conference with students • Detention and/ or loss of privilege 	<ul style="list-style-type: none"> • Contact with parent/caretaker • Behavior contract between student and administrator

6.18 Attendance: Strong school attendance shows a positive correlation to students having healthier peer relationships and self-image, as well as higher academic achievement. There are two types of absence, excused and unexcused. Valid reasons for an excused absence are listed in the Attendance appendix below. Unexcused absences are those for which there is not a legal, excusable reason for the absence. Truancy is defined as the deliberate absence of a student from class without the knowledge and prior consent of the parent/guardian.

*Alternative Schools may have an unique attendance policy

Tier 1	Tier 2	Tier 3
<ul style="list-style-type: none"> • Teacher Conference with student • No participation in Activities on day of infraction 	<ul style="list-style-type: none"> • Administration conference with students • Detention and/ or loss of privilege • Referral to MTSS Team 	<ul style="list-style-type: none"> • Contact with parent/caretaker • Behavior contract between student and administrator • Meeting w/ Superintendent or Designee

Title IX

Students' Rights, Responsibilities and Appeal Procedure

Principals and teachers have the responsibility to keep the school safe and secure. Students have the responsibility to always behave in a safe and secure manner. When student behavior is not responsible, consequences result.

If there are any questions relating to student rights, contact the principal. Ketchikan Schools are committed to providing an effective means for parents and the community to voice concerns and complaints. In general, the complaint should be received and addressed

at the level closest to which the complaint originated. For example, if it involves a teacher, first talk to that individual. If you are still concerned, talk with the principal. Then if you are still concerned, make an appointment to talk with the Superintendent or designee.

A grievance as defined herein is a written complaint, registered by identifiable individuals, involving an alleged violation of the Federal laws or regulations governing Title IX, Section 504, and Title II by the local educational agency. A grievance is a formal complaint regarding specific decisions made by school personnel. A grievance may be submitted in specific circumstances such as when a student or parent believes that board policy or law has been misapplied, misinterpreted, or violated. Any claims of discrimination on the basis of race, color, national origin, sex, pregnancy, religion, age, or disability also may be submitted as a grievance.

The Ketchikan School District recognizes that in accordance with Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, a procedure is required whereby parents, employees and students can be assured of a prompt and thorough disposition of their grievances.

A grievance must be filed as soon as possible but no longer than 30 days after disclosure or discovery of the facts giving rise to the grievance. A student who has a grievance must provide the following information in writing to the principal:

- The name of the school district employee or other individual whose decision or action is at issue;
- The specific decision(s) or actions at issue;

Any board policy or law that the parent or student believes has been misapplied, misinterpreted, or violated; and

- The specific resolution desired

The right to file a complaint shall be afforded to any parent, employee, and/or student, and the general public and shall begin with a written statement by said parent, employee, and/or student alleging a violation of the Federal law or include, as a minimum, the following information:

1. The name and address of the party or parties alleging the violation, and
2. A description of the alleged violation of the Federal law or regulation by the local educational agency.

Persons who desire to register complaints relative to Title IX of the Educational Amendments of 1972 should direct these complaints or other inquiries to the Title IX Coordinator at:

Ketchikan Gateway Borough School District
Tel: (907) 225-9118
Email: TitleIX@K21schools.org

Persons who register complaints relative to Section 504 of the Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act of 1990 should direct these inquiries to the

Section 504 Coordinator of the ADA Coordinator at:
Ketchikan Gateway Borough School District
Tel: (907) 225-9118
Email: HR@K21schools.org

Upon receipt of a complaint the, Ketchikan Gateway Borough School District shall adhere to the following procedures:

1. The principal shall investigate the alleged violation within fifteen (15) days from the date it is received and shall render a written resolution of the complaint within thirty (30) days.

The principal shall provide an opportunity for the complainant or the complainant's representative, or both, to present evidence, including an opportunity to question the parties involved.

2. Upon receipt of the principal's resolution to the complaint, the party alleging the violation has the right to appeal this decision to the Superintendent within thirty (30) days.
3. The superintendent will render a final decision within thirty (30) days from the date the appeal is received.

8. SUSPENSION/EXPULSION: The District will adhere to State law and Department of Education regulations with regard to any and all suspension and expulsion considerations.

8.1 Grounds for Suspension or Denial of Admission:

Pursuant to AS 14.30.045 a school age child may be suspended from or denied admission to the public school which the child is otherwise entitled to attend only for the following causes:

- a. Continued willful disobedience or open and persistent defiance of reasonable school authority;
- b. Behavior which is harmful to the welfare, safety, or morale of other pupils;
- c. A physical or mental condition which in the opinion of a competent medical authority will render the child unable to reasonably benefit from the programs available;
- d. A physical or mental condition which in the opinion of a competent medical authority will cause the attendance of the child to be harmful to the welfare of other pupils;
- e. Conviction of a felony which the school board determines will cause the attendance of the child to be harmful to the welfare or education of other pupils.
- f. Any incoming student new to the KGBSD that has been Expelled from another district.

8.2 Suspension or Denial of Admission (4 AAC 06.060)

8.2.1 A pupil suspended or expelled under this section may appeal to the District Board.

8.2.2 Expulsion or denial of admission of a pupil shall be solely upon the action of the governing school board in the school district.

8.3 Expulsion: (BP 5144.1)

The District recognizes that maintaining an environment which promotes learning and protects the health, safety and welfare of all students may require the suspension or expulsion of a student from regular classroom instruction. District policies and school site rules shall clearly identify student behavior standards. The superintendent or principals may impose suspension when other means of correction fail to bring about proper conduct or for serious misconduct. The Board may expel a student for severe or prolonged breaches of discipline. Except for single acts of a grave nature, expulsion is usually used only when there is a history of misconduct, when other forms of discipline, including suspensions, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to other students. Suspended or expelled students shall be excluded from all school-related extracurricular activities during the suspension or expulsion. The Board shall provide for the fair treatment of students facing suspension and/or expulsion by affording them their due process rights under the law. The superintendent or his/her designee shall specify procedures for notices and appeals.

8.4 Process and Procedures

To the extent applicable, the process and procedures to be observed for determining whether and the extent to which disciplinary action will be taken pursuant to this policy are set forth elsewhere in District policy and regulation. (See "Due Process and following, below). To the extent that suspension, expulsion or denial of admission are to be considered as possible outcomes, the process observed will comply with applicable law, including but not limited to Alaska Statutes and Department of Education Regulations.

The District intends that the process to be observed will provide a framework for reasonable and fair decision making. If a student or his/her parents contend that the District is not providing appropriate process or procedures, it is incumbent upon them to bring the concern to the attention of the District in a timely fashion, so that the District will have a reasonable opportunity to alleviate or mitigate the concern. Failure to timely raise the concern will constitute a binding waiver of any and all objections not timely made. ("Timely" is defined in Appendix B, attached hereto.)

8.5 Due Process

8.5.1. Authority to Suspend

8.5.1.1 The principal may suspend a student from school for not more than ten (10) consecutive school days for any of the causes set forth in the "Grounds" section of this regulation.

8.5.1.2 The superintendent may suspend a student from school for not more than twenty (20) consecutive school days for any of the causes set forth in the "Grounds" section of this regulation.

8.5.1.3 If the expulsion of a suspended student is being considered by the Board, the superintendent or his/her designee may, in writing, extend the suspension until such time as the Board has made a decision.

8.5.2 Short Term Suspension Procedures (10 days or less)

8.5.2.1 Informal Conference: Suspension shall be preceded by an informal conference conducted by the principal/assistant principal between the student, and whenever practicable, the teacher, supervisor or school employee who referred the student to the principal. At the conference, the student shall be informed of the reason for the disciplinary action and the evidence against him/her and shall be given the opportunity to explain his/her version and evidence in support of his/her defense. If, at the end of this conference, the principal/assistant principal believes the student is guilty of the misconduct charged, the student may be suspended for 10 school days or less.

The conference may be omitted if the principal or his/her designee determines that an emergency situation exists. An "emergency situation" involves a clear and present danger to the lives, safety or health of students or school personnel. If the pre-suspension conference is not held, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of a conference. The conference shall be held within two school days, unless the student waives his/her right to it or is physically unable to attend for any reason. If the student is physically unable to attend within the time stated, the conference will be held as soon as the student is physically able to return to school.

8.5.2.2 Notice to Parents/Guardians

8.5.2.2.1. At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension.

8.5.2.2.2 This notice shall state the reasons for suspension and the date and time when the student may return to school, and may request that the parent/guardian confer with school authorities regarding matters pertinent to the suspension.

8.5.3 Authority to Expel

A student may be expelled only by the Board. A student may be expelled for any of the reasons provided for in Section 8.1. The superintendent or principal shall recommend a student's expulsion for any of the following acts, unless the principal or superintendent finds, and reports in writing to the Board, that expulsion is inappropriate due to particular circumstances which shall be set out in the report of the incident:

- a. Causing serious physical injury to another person, except in self-defense.
- b. Possession of any firearm, knife, explosive or other dangerous object at school or at a school activity off school grounds.
- c. Unlawful sale of any controlled substance.
- d. Robbery or extortion.

8.5.4 Student Appeal Process

8.5.4.1 Students, parents, and caretakers may use the student appeal form to appeal an administrative decision within 10 days of alleged infraction.

(Appendix 5)

8.5.4.2 Students, Parents, and Caretaker should have tried to resolve issues at the lowest level possible. A meeting between parties should have taken place before the Student Appeal can be submitted.

8.5.4.3 Once a School Administrator receives an appeal form they have 10 school days to respond.

8.5.4.4 If the Student, Parent, or Caretaker is not satisfied with the result their parents can appeal directly to the Superintendent or designee.

8.5.5 Expulsion Procedures

8.5.5.1 Student's Right to Hearing

The student is entitled to a hearing to determine whether the student should be expelled. The hearing shall be held within ten (10) school days after the principal or his/her designee determined that cause for expulsion exists. Once the hearing starts, all matters shall be pursued with reasonable diligence and concluded without unnecessary delay.

8.5.5.2 Written Notice of the Hearing

Written notice of the hearing shall be forwarded to the student and the student's parent/guardian at least five (5) calendar days before the date of the hearing. The notice shall include:

- a. The date and place of the hearing.
- b. A statement of the specific facts and charges upon which the proposed expulsion is based.
- c. A copy of the District's discipline rules which relate to the alleged violation.
- d. The opportunity for the student or the student's parent/guardian to appear in person or to employ and be represented by counsel.
- e. The right to inspect and obtain copies of all documents to be used at the hearing.
- f. The opportunity to confront and question all witnesses who testify at the hearing.
- g. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf, including witnesses.

8.5.5.3 Conduct of Hearing

- a. The District shall conduct a hearing to consider the expulsion of the student in a session closed to the public. The superintendent shall appoint a hearing officer. The hearing officer shall not be a member of the Board or on the staff of the school in which the student is enrolled.
- b. A record of the hearing shall be made and may be maintained by any means, including electronic recording, so long as a reasonably accurate written and complete transcription of the proceedings can be made.
- c. While technical rules of evidence do not apply to such hearings, evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. Findings of fact shall be based solely on the evidence at the hearing. While no evidence shall be based solely on hearsay, sworn declarations may be admitted as testimony from witnesses whose disclosure may subject them to an unreasonable risk of harm.
- d. In cases where a search of a student's person or property has occurred, evidence describing the reason for conducting the search shall be included in the record of the hearing. The hearing officer shall,

within three (3) school days after the hearing, determine whether to recommend expulsion of the student to the Board. If expulsion is not recommended, the student shall be immediately reinstated. If expulsion is recommended, findings of fact in support of the recommendation shall be prepared and submitted to the Board.

8.5.5 Final Action by the Board

8.5.5.1 The final action to expel must be taken by the Board at a public meeting.

8.5.6 Written Notice to Expel

8.5.6.1 The superintendent or his/her designee shall send written notice of the decision to expel to the student or parent/guardian.

8.5.7 Suspension and Expulsion: Identified Disabled Students

8.5.7.1 A student enrolled in a special education program is subject to the same grounds for suspension which apply to non handicapped students. The superintendent or his/her designee may suspend a special education student for up to, but not more than, 10 school days for a single incident of misconduct. In the case of a truly dangerous child, a suspension may exceed ten (10) school days, or the student's placement may be changed, or both, if the parent/guardian so agrees or if a court order so provides.

8.5.7.2 The Board may expel a special education student only if an individualized educational program team has determined that a) the misconduct was not caused by, or a direct manifestation of, the student's identified handicap and b) the student was appropriately placed at the time the misconduct occurred.

8.5.7.3 Procedures and time lines governing the discipline (including, but not limited to, suspension and expulsion) of special education students are set forth in the Policy and Procedure Handbook for Special Education for the District.

KGBSD School Board References:

- BP 5144 Discipline**
- BP 5144.1 Suspension and Expulsion**
- BP 5142.3 Restraint and Seclusion**
- BP 5131 Conduct**
- BP 5030 School Discipline and Safety**
- BP 5131.3 Bus Conduct**
- BP 5131.4 Campus Disturbances**
- BP 5131.6 Alcohol Tobacco and Other Drugs**
- BP 5131.51 District Sponsored Student Activities ATOD testing**
- BP 5131.7 Weapons and Dangerous Instruments**
- BP 5132 Dress and Grooming**
- BP 5138 Student Personal Electronic Device and Cell Phone Use**

Legal References:

- AS 14.30.045** Grounds for suspension or denial of admission.
- AS 14.30.047** Admission or readmission, when cause no longer exists. 4 AAC 06.060 Suspension or denial of admission.
- 4 AAC 07.010-07.900** Student Rights and Responsibilities.

APPENDIX 1 - COMPULSORY EDUCATION

I.I. Alaska Statute 14.30.010. When attendance is compulsory.

- A. Every child between seven and 16 years of age shall attend school at the public school in the District where the child resides during each school term. Every parent, guardian or other person having the responsibility for or control of a child between seven and 16 years of age shall maintain the child in attendance at a public school in the district in which the child resides during the entire school term, except as provided in (b) of this section.
- B. This section does not apply if a child:
 - 1. Is provided an academic education comparable to that offered by the public schools in the area, either by
 - a. attendance at a private school in which the teachers are certified according to AS 14.20.020;
 - b. tutoring by personnel certificated according to AS 14.20.020; or
 - c. attendance at an educational program operated in compliance with AS 14.45.100 - 14.45.200 by a religious or other private school;
 - 2. attends a school operated by the federal government;
 - 3. has a physical or mental condition which a competent medical authority determines will make attendance impractical;
 - 4. is in the custody of a court or law enforcement authorities;
 - 5. is temporarily ill or injured;

6. has been suspended or denied admittance according to AS 14.30.045;
7. resides more than two miles from either a public school or a route on which transportation is provided by the school authorities, except that this subsection does not apply if the child resides within two miles of a federal or private school that the child is eligible and able to attend;
8. is excused by action of the school board of the district at a regular meeting or by the district superintendent subject to approval by the school board of the district at the next regular meeting;
9. has completed the 12th grade;
10. is enrolled in
 - a. the state boarding school established under AS 14.16; or
 - b. a full-time program of correspondence study approved by the department; in those school districts providing an approved correspondence study program, a student may be enrolled either in the district correspondence program or in the centralized correspondence study program;
11. is equally well-served by an educational experience approved by the school board as serving the child's educational interests despite an absence from school, the request for excuse is made in writing by the child's parents or guardian, and approved by the principal or administrator of the school that the child attends.

II. Alaska Statute 14.30.020. Violations. A person who knowingly fails to comply with AS 14.30.010 is guilty of a violation. Each five days of unlawful absence under AS 14.30.010 is a separate violation.

III. Alaska Statute 14.30.030. Report of violations and procedures. The chief administrative officer of a school district or regional educational attendance area (Superintendent) shall report all apparent violations of AS 14.30.010 to the governing body of the district (School Board). The governing body shall, on receiving the report or on the complaint of any person, provide for a full and impartial investigation of all charges of violation. In private or federal schools, the chief administrative officer shall make a full and impartial investigation of all apparent violations. If it reasonably appears upon investigation that a person has violated AS 14.30.010, the governing body of a district school or regional educational attendance area (School Board), or the chief administrative officer of a private or federal school, shall make and file with the district court a complaint against the person, charging the violation.

IV. Alaska Statute 11.81.900(57) defines "violation" as a non criminal offense punishable only by a fine, but not by imprisonment or other penalty. It further states that conviction of a violation does not give rise to any disability or legal disadvantage based on conviction of a crime and that a person charged with a violation is not entitled to a trial by jury or to have a public defender or other counsel appointed at public expense to represent the person.

V. Alaska Statute 12.55.035 Fines(5) sets forth the fine (\$300 for violation)

APPENDIX 2 - DEFINITIONS

Aggressive behavior: physical behaviors directed toward another person including, but not limited to, kicking, hitting, biting, shoving, tripping or slapping.

Assault, physical: to intentionally, knowingly and recklessly cause or act in an attempt to cause physical injury to another; assault includes, but is not limited to, aggressive behavior.

Assault, verbal: to place another person in fear of imminent physical injury by words and/or conduct.

Bullying, Harassment and Intimidation:. An intentional written, oral, or physical act, when the act is undertaken with the intent of threatening, intimidating, harassing, or frightening the student, and: physically harms the student or damages the student's property; has the effect of substantially interfering with the student's education; is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school.

Caretaker: any adult 21 years or older whose relationship with the family is such that he/she does or is willing to provide support services to the student and family.

Chronic Illness: a prolonged; lingering illness. Example: asthma

Destructive device: includes any explosive, incendiary or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, any missile having an explosive or incendiary charge of more than one-quarter ounce, any mine, or device similar to the devices described as destructive devices. The prohibition of destructive devices also includes any combination of parts designed or intended for use in converting any device into a destructive device, as described above, or from which a destructive device can be readily assembled.

Detention: assignment to a designated area before, during or after school.

Drug: a substance recognized as a drug in the Official United States Pharmacopoeia, Official Homeopathic Pharmacopoeia of the United States, or Official National Formulary, or any supplement to these publications; a substance intended for use in the diagnosis, cure, mitigation, treatment, or prevention of disease in humans or animals; a substance, other than food, intended to affect the structure or any function of the body of humans or animals; and a substance intended for use as a component of any article specified in this definition.

Drug Free School Zone: Federal and State statutes provide for penalties for the distribution of drugs within 500 feet of a school, the "Drug Free School Zone", subject to the following conditions: Does not require knowledge of the proximity of a school.

Does not require evidence that children are currently or likely to congregate. Does not require proof that the sale of drugs had a detrimental effect on children.

Drug paraphernalia: includes, but is not limited to, any item or device used to conceal, store, process, prepare, inject, ingest, inhale or otherwise introduce a drug into the human body.

Expulsion: administrative removal of a student from the physical and academic school premises, including school activities, for at least the remainder of the current semester, but not to exceed one (1) year.

Fighting: mutual use of physical force by two or more students in circumstances in which it is not possible to determine the aggressor.

Firearm: includes any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. Firearms include the frame or receiver of any such weapon and any firearm muffler or firearm silencer. Firearms also include any type of weapon by whatever name which will or may be readily converted to expel a projectile by the action of an explosive or other propellant and which has any barrel or bore of more than one half inch in diameter.

Gang: a group that (a) claims a physical territory, (b) engages in criminal, discriminatory or antisocial activities and (c) displays two or more of the following characteristics: (1) interacts among itself to the exclusion of others, (2) adopts recruitment criteria for eligibility and membership, (3) adopts symbols of membership.

Harass: to persistently act in a manner (verbal or physical) which serves to distress, annoy, or torment another person.

In loco parentis: legal obligation applied to the District or its agents to act in place of parent in a manner which would provide an appropriate environment conducive to education.

In-house suspension: removal of student from classroom and school activities by an administrator or designee and assignment to a designated room or area within the school building.

MTSS Team: a group of school building staff members who assess the educational and developmental needs of students.

Physical injury: a physical pain or an impairment of physical condition [AS 11.81.900(41)].

Proper Authority: the criminal referral system.

Prudent: capable of exercising sound judgment in practical matters.

Reasonable: using or showing reason; or sound judgment, sensible.

Restitution: reimbursement for actual loss or damage by court order or by the Superintendent's office. (At the discretion of the principal or his/her designee, restitution may be accompanied by community work service.)

Sexual harassment: any unwelcome sexual advance, requests for sexual favors, sexual statement or physical contact, including sexist remarks or behavior, which results in a tense and/or unproductive learning or work environment. Conduct of an unwelcome sexual nature which (a) is indicated to be term or condition of an individual's academic or employment experience, (b) is used as a basis for academic or employment decisions, (c) interferes with an individual's academic or employment performance, or (d) creates an intimidating, hostile or offensive academic or employment environment is included in the definition. "Sexual harassment" is defined in more detail in the District's administrative regulations dealing with sexual harassment.

Social activities: any non-academic school activity in which a student would normally participate, including but not limited to recess, lunch hour and assemblies.

Suspension: temporary removal of a student from school building and property and from participation in activities.

Theft: the taking of property without the owner's consent.

Timely: two school days (see Due Process - a parent has two school days from the time of notification of procedural results to alleviate or mitigate a concern.)

Truancy: willful and unjustified failure to attend school by one who is required to attend; skipping

Weapon: any knife, club, ax, metal knuckles, and other object designed for or capable of causing death or serious physical injury under the circumstances in which it is used, attempted to be used or threatened to be used, including any weapons that have the appearance of being real.

Youth Services team: a community-based group of agency-school personnel dealing with youth-related issues and focusing on the prevention of delinquency.

Appendix 3 - ATTENDANCE

Strong school attendance shows a positive correlation to students having healthier peer relationships and self-image, as well as higher academic achievement. On the other hand, tardiness and poor attendance affect children socially and academically. Students may feel awkward walking in late to a class, and other children will notice when a peer is absent in class to help with a project or collaborate in learning, for example. If a student's tardiness or attendance becomes disruptive to their education, a meeting will be scheduled to make a plan so that attendance will not continue to negatively impact your child's education. Just as employees are required to follow specific procedures in the workplace, students are expected to know and follow the KGBSD district attendance procedures. While parents are required to excuse students, it is good workplace preparation for a student's future to learn and follow the attendance process as outlined. Based on these beliefs, the District will enforce the Alaska Compulsory Education statutes for those students residing within our District. Truancy is defined as the deliberate absence of a student from class without the knowledge or prior consent of the parent/guardian.

Absences due to vacations are discouraged. We hope you can make your vacation plans during any of the regular school vacation times.

A. ABSENCES

There are two types of absence, excused and unexcused. Valid reasons for an excused absence are listed below. Unexcused absences are those for which there is not a legal, excusable reason for the absence. Truancy is defined as the deliberate absence of a student from class without the knowledge and prior consent of the parent/guardian.

Truancy/Skipping classes will result in disciplinary action (see Code of Conduct). Being absent from a class for more than 10 minutes may be considered as an absence.

LEGAL REASONS FOR AN EXCUSED ABSENCE (BP 5113)

1. Sickness, flu/communicable diseases, or other medical diagnoses. Students with ongoing and/or major illness and who are under the verified care of a doctor may be granted extra days for absence. Home study may be provided for extended medical leave.
2. School-sponsored activities; e.g., local and regional athletic events, AASG, etc.
3. Death in the family
4. Students participating in sanctioned club sports. Absences must be pre arranged through the activities office.
5. Family trips or employment (such as commercial fishing, family business) -- special arrangements must be made with the office. A Pre-Arranged Absence form must be on file in the high school office a minimum of three days before departure.

B. HOME NOTIFICATION

Attendance records are kept each period. Every effort is made to notify parents by phone when a student is absent and the school does not have prior notification. The school system will automatically call parent/guardians when a student is marked tardy or absent in a class.

ABSENCES REPORTING

A note or a phone call by parent/guardian explaining daily absences is needed. Please call or email the main office.

1. All absences are documented daily by staff and verified by the parent through a phone call or email. If we have not been notified by the time attendance is recorded

in the office, we will call to verify the absence. This procedure ensures student safety.

2. If a student is absent for 5 consecutive days due to medical/illness, after communicating with school officials, we may request a doctor's note to excuse the absence. *Please consult the attending medical facility and your insurance provider to predetermine medical costs. KGBSD is not responsible for medical charges associated with your child.*
3. Step 1: After five (5) cumulative days of absences (non school-related) per semester, a letter will be sent home describing the attendance concern along with a copy of the Alaska State Compulsory Attendance Law.
4. Step 2: After ten (10) absences (non school-related) per semester, a second letter will be sent home describing the attendance concern along with a copy of the Alaska State Compulsory Attendance Law.
5. Step 3: Students who have absences (non school-related) beyond 15 days per semester, parents will be notified by the school office to make an appointment with the principal and school counselor to assess any concerns, including medical that may be keeping the child from attending school on a regular basis so other supports or concerns can be addressed. This includes a doctor's verification and/or other professional evaluations.

MAKEUP WORK

Students absent from school for any reason are responsible for the completion of assignments missed due to their absence. Staff and faculty shall not differentiate between excused and unexcused absences when accepting late work or supporting a student who has missed work due to absences. Missing work completed or turned in after the end of the associated grading period may not be accepted for credit or changes in grades. (BP 5113) The student needs to confer with the teacher prior to the absence and upon the first day returning to school, to create a plan for learning and to get the assignments missed. Makeup work due dates are to be arranged between the teacher and student, before the absence if possible. If work is not turned in during the agreed-upon time frame, a student may be denied credit for that assignment. Absences associated with truancy may result in reduced or no credit for assignments that were assigned or due on the date of the student unallowed absence(s). Teachers will ensure that students will have access to the information to allow the opportunity for learning to continue.

If there are extenuating circumstances, a parent/guardian has the option of the appeal process (Appendix 5), beginning with the teacher.

C. TARDIES

Tardiness is disruptive to the classroom environment and infringes on others' learning rights. Students are expected to be at their assigned learning stations on time. A "tardy" means the student was less than ten (10) minutes late for class. Students arriving to class more than 10 minutes late may be marked absent or have longer detention times. Arriving more than 10 minutes late may result in loss of credit on class assignments. After five (5) tardies per semester, students will be assigned 30 minutes of detention for each additional tardy. Habitual tardiness may result in additional consequences through school administration.

D. CHECKING OUT

Students who leave school grounds for any reason (excluding open-campus lunch), including students leaving on a school-sponsored trip, are to check out through the office. Returning students must check in to the office before re-entering class. Failure to check out through the office may result in disciplinary action. Parents are advised to call the school on the morning of a student's absence, when possible. Please call or email the main office.

E. EXCESSIVE ABSENCES

When the total number of absences (excluding school participation absences as defined above) reaches ten (10) days per semester, a meeting with the principal and family will occur. The student may be subject to the following additional consequences:

1. The student may not be allowed to travel on any school-sponsored trips for the remainder of the semester. The principal may allow a waiver if the student raises their grades to an acceptable level.
2. The student may be removed from classes where they cannot earn credit and assigned to alternative courses.
 - a. Elective classes may be eliminated from the student's schedule and only those classes required for graduation will be permitted.

If a student wishes to appeal these consequences because of attendance problems, he/she must contact the principal and follow proper Due Process procedures, as outlined at the end of this handbook.

For long-term, pre-arranged absences, the Pre-Arranged Absence form must be completed through the School office a minimum of *three* days prior to the absence beginning.

Appendix 4: Classroom Behavior Interventions Examples

Areas of the classroom are clearly defined with visual/structural parameters.
Each learning environment has a clear purpose or function.
Each learning environment is free of distractions (i.e. unnecessary furniture, visuals, etc.)
Children are seated and positioned to maximize focus on task or teacher directed learning.
Materials needed for activities are in appropriate places in the classroom where students can access them easily.
Materials are clearly labeled/marked for all students to see.
Materials are age and developmentally appropriate for the students.
Activities have a clear functional purpose to support the lesson taught.
Activities are age and developmentally appropriate.
A variety of activity-types are available including sedentary, active, group, independent, cooperative, teacher directed, and independent activities.
Students are actively engaged in instruction and/or social activities during free time.
Each student is engaged in at least part of each classroom activity, using same or similar materials as other students, and carrying out objectives that are “invisibly” embedded in the ongoing activity
In large group activities, students are actively addressed at least every 2-3 minutes by “lead” teacher.
A variety of instructional strategies are being used.
Direct instruction is used as necessary to teach initial acquisition of skills.
Skills taught in direct instruction are practiced/generalized into classroom/group activities as soon as possible.
Data is collected to assess mastery and progress is documented on an ongoing basis.
A classroom daily schedule of class activities is posted where all students and staff can see it and follow it.
The classroom schedule is consistent and predictable from day to day.

Ketchikan Gateway Borough School District

Targeted students have appropriate individual schedules which include each major transition.
There are clear and consistent signals used to indicate transitions.
Transition path is clear and easy to navigate.
No major distractions are present along the transition path.
Activities are prepared and ready for students as they reach the transition areas.
Procedures for materials storage and accessing materials are taught, reviewed, and reinforced on a regular basis.
Procedures regarding classroom boundaries (teacher's desk, storage areas, etc.) are taught, reviewed, and reinforced on a regular basis.
Routines for entering, exiting, and moving within the classroom are taught, reviewed, and reinforced on a regular basis.
Procedures for getting help, getting a drink, going to the bathroom, pencil sharpening, etc. are taught, reviewed, and reinforced on a regular basis.
Procedures for free-time and/or quiet areas are posted, taught, reviewed, and reinforced on a regular basis.
Procedures for transitions at recess, lunch, dismissal, and other predictable times are taught, reviewed, and reinforced on a regular basis.
Homework policies are reviewed and reinforced on a regular basis.
Classroom expectations are established in conjunction with students.
Classroom expectations are stated in positive language.
Classroom expectations are limited to no more than 3-5 rules.
Classroom expectations are posted, taught, reviewed, and reinforced on a regular basis.
Social praise is used at a 5 to 1 "magic ratio".
Class wide reinforcement system(s) is/are in place.
Ongoing reinforcer assessments are conducted and updated as necessary.
A variety of student selected rewards are available.

Ketchikan Gateway Borough School District

Individual token systems and behavior contracts are used as necessary.

Student motivation is kept high through frequent changes in materials/activities/learning modalities.

Staff utilize proactive strategies to manage behaviors rather than negative/punitive consequences.

Students who exhibit a pattern of behavior difficulties have behavior plans/behavior contracts.

Appendix 5 - Student Appeal Form

Student Appeal Form

Student Name: _____ **School:** _____
Grade: _____ **Student ID (If known):** _____

Which consequence are you wishing to appeal:

<input type="checkbox"/> Verbal Assault	<input type="checkbox"/> Physical Assault	<input type="checkbox"/> Fighting	<input type="checkbox"/> Theft / Damage
<input type="checkbox"/> Alcohol, Tobacco or Drugs	<input type="checkbox"/> Grades	<input type="checkbox"/> Insubordinate Behavior	<input type="checkbox"/> Sexual Harassment
<input type="checkbox"/> Weapons	<input type="checkbox"/> Dress	<input type="checkbox"/> Unethical / Dishonest behavior	<input type="checkbox"/> Harassment, Intimidation, or Bullying
<input type="checkbox"/> Inappropriate Cell Phone Use	<input type="checkbox"/> Cutting Class / Skipping School	<input type="checkbox"/> ATOD violation	<input type="checkbox"/> Other

Reasons why the school should consider your appeal:

Resolution:

What are you wanting from the appeal?

Who is completing this form: Student Parent Caretaker

Signature _____ **Printed Name:** _____ **Date:** _____

*Please email or fax the completed form and supporting documents to the principal
 please attach any documents, pictures, and letters to complete the Appeal form

For Office Use only		
Assigned to: _____	Date: _____	
(Circle) Request Denied	Appeal Approval	Change of Consequence