

**CONCEPTS AND ROLES**

The focus of the school system is on the student. It is incumbent upon the School Board, district and school administration and teachers to provide for the physical and intellectual welfare of the students in their charge. The school district shall work closely with parents and the community in order to achieve a harmony of interests.

Students must be recognized and understood as individuals, each with his/her own unique abilities, social and economic background, ambitions and educational needs. The programs and services of the district must be designed and executed with this concept in mind.

Students are expected to accept personal responsibility for making maximum use of those educational opportunities afforded by applying themselves diligently to learning both in the classroom and in other school-sponsored settings. It is also expected that as a result of the total school experience students will come to appreciate the values of self-discipline, responsibility, respect for others, their country and its governmental processes.

Discrimination with respect to color, creed, race, sex, religion, marital status, ancestry, handicap, or national origin is prohibited as regards admission, attendance, and educational programming.

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*

*(cf. 5145.3 - Nondiscrimination)*

**Role of School Board**

The Board:

1. Establishes policies to provide the best attainable program of education for the district's students.
2. Ensures that all Federal, State, and Local statutory requirements regarding education are met.
3. Provides for the physical and mental well-being of students.
4. Determines policies regarding student behavior and attendance within the limits of the law.

**CONCEPTS AND ROLES** (continued)

5. Determines the boundaries of school attendance within the district if necessary.

**Role of Superintendent or Designee**

The Superintendent or designee:

1. Ensures that all District Administrators and Faculty adhere to the policies and administrative regulations adopted by the Board of Education.
2. Ensures that administrative regulations are in keeping with the intent of the policies adopted by the school board.
3. Directs the instruction, guidance and discipline of all students.
4. Assign students to alternative schools, programs, or grades as may improve their education, reduce the expense of maintaining schools, or relieve geographic or demographic conditions.
5. Enforces compliance with compulsory attendance laws.
6. Has immediate authority for the closing of schools in case of emergencies involving the health and safety of students.

## **Students**

BP 5021

## **PARENTS**

Any policy or administrative regulation referring to “Parents” will apply to any person(s) who has the legal authority to make a decision for and in behalf of a student.

## **NONCUSTODIAL PARENTS**

Parents of any student may access their child's student records, participate in school activities, visit the student at school and pick up the student after school. These rights shall be respected even if legal custody is vested in only one named parent, unless a court order restricts the right of the noncustodial parent. Parents may be asked to provide evidence of any completed or pending legal action which curtails the noncustodial parent's rights. School staff shall always abide by the most recent court order on the matter.

Upon request, the district shall provide noncustodial parents with school announcements and notices that are sent to the custodial parent.

Administrators, faculty, and staff are prohibited from participating in custody disputes unless subpoenaed to do so.

*(cf. 5125 Student Records)*  
*(cf. 5142 Student Safety)*

### *Legal Reference*

ALASKA STATUTE  
*25.20.130 Access to records of the child*

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT, 20 U.S.C. 1232g

**SCHOOL DISCIPLINE AND SAFETY**

Note: Each school district must have in place a school disciplinary and safety program. AS 14.33.110-.140. The purpose of the program is to implement community standards of school behavior that are developed with the collaboration of students, parents, guardians, teachers, school administrators, and advisory school boards in each community; and to protect and support teachers who enforce standards of student behavior and safety in the classroom. Effective October 2014, the program must be made available to students, parents, legal guardians, and the public, and must include written policies and procedures consistent with standards for use of restraint and seclusion, outlined in AS 14.33.125. The No Child Left Behind Act requires states to implement a system of school safety assessment. Under NCLB, districts are required to offer a school choice option in two instances: (1) when a student attends a “persistently dangerous school,” or (2) when a student has been the victim of a violent criminal offense. Alaska’s implementation of these federal mandates is found at 4 AAC 06 in newly added Article 2, Safe Schools.

The Board believes that all students have the right to a public education in a positive environment that fosters the maximum opportunity for learning. An effective school discipline and safety program is necessary to ensure a learning environment free of disruptions. The Board shall adopt, and the Superintendent shall implement and maintain, an effective school discipline and safety program. The discipline and safety program should reflect community standards of school behavior and safety that are developed with the collaboration of but not limited to students, parents, guardians, teachers, school administrators, and advisory school boards in each community.

- (cf. 1230 – Citizen Advisory Committees)*
- (cf. 1410 - Interagency Cooperation for Student and Staff Safety)*
- (cf. 4158 –Employee Security)*
- (cf. 5131 – Conduct)*
- (cf. 5131.1 – Bus Conduct)*
- (cf. 5131.4 – Campus Disturbances)*
- (cf. 5131.41 – Violent and Aggressive Conduct)*
- (cf. 5131.42 – Threats of Violence)*
- (cf. 5131.5 – Vandalism, Threats, and Graffiti)*
- (cf. 5131.6 – Alcohol, Tobacco, and Other Drugs)*
- (cf. 5131.63 – Anabolic Steroids)*
- (cf. 5131.7 – Weapons & Dangerous Instruments)*
- (cf. 5131.9 – Academic Honesty)*
- (cf. 5132 – Dress and Grooming)*
- (cf. 5136 – Gangs)*
- (cf. 5137 – Positive School Climate)*
- (cf. 5141.51- At-Risk Youth)*
- (cf. 5142.2 – School Safety Patrol)*
- (cf. 5142.3 – Restraint and Seclusion)*
- (cf. 5144 – Discipline)*
- (cf. 5144.1 – Suspension and Expulsion)*
- (cf. 5144.2 – Suspension and Expulsion/Due Process (Individuals with Exceptional Needs))*
- (cf. 5145.11 – Questioning and Apprehension)*
- (cf. 5145.12 – Search and Seizure)*
- (cf. 5145.5 – Nondiscrimination)*
- (cf. 5145.5 – Harassment)*
- (cf. 5145.7 – Sexual Harassment)*
- (cf. 5147 – Dropout prevention)*
- (cf. 6159- Individualized Education Program)*

**SCHOOL DISCIPLINE AND SAFETY** (continued)*Legal Citations (continued)**(cf. 6164.2 – Guidance and Counseling Services)**(cf. 6164.4 – Identification of Individuals with Exceptional Needs)**(cf. 6164.5 – Student Study Teams)**(cf. 6172 – Special Education)*

Note: School districts must adopt policies for implementing a student conflict resolution strategy. The strategy must provide for the nonviolent resolution or mediation of conflicts, and procedures for reporting and resolving conflicts. AS 14.33.120(a)(7). A district's school disciplinary and safety program must provide for a student conflict resolution strategy.

Providing young people with knowledge and skills to settle disputes peacefully is a critical component of an effective disciplinary and safety program. Students who possess skills in negotiation, mediation, and consensus decision making are able to explore peaceful solutions to conflict and to resolve these conflicts in a nonviolent manner. The Superintendent or designee shall implement and maintain a conflict resolution strategy for district students. The strategy will provide conflict resolution education and resources to students to learn skills in the nonviolent resolution and mediation of conflicts. The strategy should identify and teach effective approaches for students to follow in reporting and resolving conflicts.

Note: Effective October 2014, districts must include in the school disciplinary and safety program written policies and procedures consistent with standards for use of restraint and seclusion. The following language incorporates this requirement.

The district recognizes that a key component of its school disciplinary and safety program involves appropriate staff response when student behavior impacts on the safety of that student or others. The district prohibits the use of physical restraint and seclusion except in emergency situations as outlined in law and policy.

*(cf. 5142.3 – Restraint and Seclusion)*

Not less than once every three years, the District's discipline and safety program shall be reviewed to determine its consistency with community standards and shall be revised if appropriate. The review process shall make available the opportunity for collaborative input by but not limited to students, parents, guardians, and in each community.

*(cf. 9310 – Policy Manual)**(cf. 9311 – Board Policies)**(cf. 9313 – Administrative Regulations)*

**SCHOOL DISCIPLINE AND SAFETY** (continued)

Note: Annually, the district is to submit a report to the Department of Education and Early Development relating to the district's disciplinary and safety program, including incident numbers for infractions involving violence or weapons. This report is to be submitted at the same time the district submits its annual report on goals and priorities as required by AS 14.03.120(a). Additionally, the district is to report all incidents of suspension and expulsion resulting from harassment, intimidation, or bullying. Effective October 2014, the district is to annually report, not later than June 30, the total number of incidents involving the restraint or seclusion of a student as required by AS 14.33.125 and 4 AAC 06.175 (see BP 5142.3). The following language incorporates the reporting requirements for school discipline as set forth in AS 14.33.120, 14.33.210, 4 AAC 06.172 and 4 AAC 06.250.

The district will submit annual reports to the Department of Education and Early Development, as required by law. These reports will permit assessment of the district's School Discipline and Safety Program.

Note: One of the purposes of the school disciplinary and safety program is to protect and support teachers who enforce standards of student behavior and safety in the classroom. AS 14.33.110(3). The law provides that a teacher, teacher's assistant, a principal, or another person responsible for students may not be terminated or otherwise subjected to formal disciplinary action for lawful enforcement of a school disciplinary and safety program, including behavior standards. AS 14.33.130. It is recommended that a district desiring to take disciplinary action against a staff member for unreasonable or unlawful enforcement of student discipline should contact legal counsel. Finally, school employees are also protected from civil liability for acts or omissions arising out of enforcement of the disciplinary and safety program while in the course of employment, unless the act constitutes gross negligence or reckless or intentional misconduct. AS 14.33.140 and the No Child Left Behind Act.

The Board desires to give all administrators, teachers, and other employees the authority they need to implement and enforce the discipline and safety program. Personnel should adhere to lines of primary responsibility so that appropriate decision-making may take place at various levels in accordance with Board policy and administrative regulations. In fulfilling duties and responsibilities in student discipline and safety, all employees shall comply with Board policies, administrative regulations, and local, state, and federal laws. Employees will not be formally disciplined for enforcement of student discipline and safety rules so long as the enforcement is reasonable, lawful, and in compliance with Board policies and administrative regulations.

*(cf. 2110 – Organization Chart/Lines of Responsibility)*

*(cf. 4158 – Employee Security)*

*(cf. 5144 – Discipline)*

*(cf. 4119.21 -- Code of Ethics)*

*(cf. 4119.3 – Duties of Personnel)*

**SCHOOL DISCIPLINE AND SAFETY** (continued)

Note: On July 15 of each year, the Department of Education and Early Development will determine the safety status of the schools in the state. The Department will designate a school as safe, at-risk, or persistently dangerous. A district that has a school identified as persistently dangerous must provide notice within 10 days to all parents of students who attend the school that the school has been designated as persistently dangerous and that the parent has 30 days to request that the district transfer the student to a safe school within the district. A transfer must occur within 30 days of a transfer request. A district that has only one public school of the appropriate grade level is not required to create a second public school in order to offer a transfer option. Additionally, within 10 days of an incident in which a student is a victim of a violent criminal offense at school, a district shall notify the parents of the student that they may have their student transferred. If a parent requests a transfer, the district shall provide the transfer within 30 days. A student shall be eligible for a transfer if substantial evidence indicates that the student was a victim of a violent criminal offense on the grounds of the school attended by the student. If a district refuses to offer to transfer a student whom the student's parent believes was the victim of a violent criminal offense, the parent may, within 30 days of the refusal, appeal to the Commissioner of Education. Again, a district that has only one public school of the appropriate grade level is not required to create an additional public school in order to provide the option to transfer. A violent criminal offense does not have to be the subject of a criminal charge, and includes incidents that would establish the elements of the following violent criminal offenses: (1) an offense against the person under the Alaska Criminal Code, AS 11.41.100-11.41.530; (2) recruiting a gang member in the first degree, AS 11.61.160; and (3) misconduct involving weapons in the first degree, AS 11.61.195. A parent who has exercised the parent's option to transfer a student may have the student remain in the receiving school until the student completes the highest grade level offered by that school. A district that is required to offer a student a transfer to a safe school, but that does not contain a safe school of an appropriate grade level, must offer to transfer the student to the parent's choice of any school designated at Level 2 or higher under 4 AAC 06.835 and work with the parent to identify other suitable educational opportunities for the student, including transfer to another district or attending a statewide correspondence school. 4 AAC 06.200-.270.

The School Board further desires to give all students the opportunity to learn in an environment in which they feel safe. Should any school be identified as persistently dangerous under state law, students attending that school will be provided the opportunity to transfer to the parent's choice of one of two or more safe schools within the district. Informed parental choice will be facilitated by timely notice of the meaning of the persistently dangerous designation and the intervention steps the district plans to utilize to make the school safe. Additionally, any student who is the victim of a violent criminal offense that occurred on the grounds of the student's school will be provided the opportunity to transfer, consistent with state law.

*Legal References (see next page)*

**SCHOOL DISCIPLINE AND SAFETY** (continued)

*Legal References:*

UNITED STATES CODE

20 U.S.C. §§ 1400, et seq. *Individuals with Disabilities Education Act*  
No Child Left Behind Act of 2001, U.S.C. §§ 2361-2368 (P.L. 107-110)

ALASKA STATUTES

11.81.430 *Justification, use of force, special relationships*

11.81.900 *Definitions*

14.03.078 *Report*

14.03.160 *Suspension or expulsion of students for possessing weapons*

14.30.045 *Grounds for suspension or denial of admission*

14.30.180-.350 *Education for Exceptional Children*

14.33.120-.140 *School disciplinary and safety program*

14.33.210 *Reporting of incidents of harassment, intimidation or bullying*

ALASKA ADMINISTRATIVE CODE

4 AAC 06.060 *Suspension or denial of admission*

4 AAC 06.172 *Reporting of school disciplinary and safety program*

4 AAC 07.010-4 AAC 07.900 *Student rights and responsibilities*

4 AAC 06.175 *Reporting restraint and seclusion incidents.*

4 AAC 06.200-270 *Safe schools*

4 AAC 06.250 *Reporting*

4 AAC 52.010-.990 *Education for exceptional children*

20 AAC 10.020 *Code of ethics and teaching standards*

**STUDENT NUTRITION AND PHYSICAL ACTIVITY**

The vision of the Ketchikan Gateway Borough School Board is to create a culture and environment of wellness among our district staff and students. Therefore, the Superintendent, or designee, will implement administrative regulations that promote and protect health, wellbeing, and the ability to learn by supporting healthy eating and physical activity.

Furthermore, the Superintendent, or designee, shall adopt administrative regulations necessary only to ensure district compliance with the minimum requirements of the National School Lunch Act and all other laws and regulations regarding student nutrition and physical activity that are mandatory, or requisite for district participation in the National School Lunch Program.

*Legal References:*

UNITED STATES CODE

*Richard B. Russell National School Lunch Act, 42 U.S.C. 1751-1769j*

*Child Nutrition Act of 1996, 42 U.S.C. 1771-1793*

CODE OF FEDERAL REGULATIONS

*7 C.F.R. Parts 210 and 220, National School Lunch Program and Breakfast Program*

FEDERAL REGISTER

*Vol. 78, No. 125, Part II, Department of Agriculture*

**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT**

**Adoption Date: 7/12/2006**

**Revision Date: 2/27/08**

**Revision Date: 6/11/2014**

**Revision Date: 5/11/2016**

**Revision Date: 9/27/2017**

**STUDENT NUTRITION AND PHYSICAL ACTIVITY**

The Ketchikan Gateway Borough School District will provide environments that promote and protect health, well-being, and the ability to learn by supporting healthy eating and physical activity.

*(cf. 1020 – Youth Services)*

**A. Planning and Periodic Review**

The school district and individual schools within the district will create or work with an appropriate existing Wellness Committee that will assist in developing, implementing, monitoring, reviewing and, as necessary, revising school nutrition and physical activity goals. The Wellness Committee(s) should be composed of students, parents, food service personnel, school board, school administration, teachers, health professionals, physical education teachers and other interested community members.

The district and individual schools will promote opportunities to participate in the Wellness Committee(s) at least once a year through parent, staff, student, and stakeholder communication including: newsletters, public announcements, web- postings, parent communication, etc. The Wellness Committee(s) should be provided with appropriate information, clear guidelines to assist in the development, revision of recommended relevant policies, nutrition and physical activity goals. Goals will be based on available scientific evidence for improving school nutrition and physical activity programs from agencies such as the Centers for Disease Control (CDC), U.S. Department of Agriculture (USDA), Society for Health and Physical Educators (SHAPE) and National Association for Sport and Physical Education (NASPE). Goals of the policy and a description of the plan for measuring the implementation of this policy will be presented to the Board annually.

*(cf. 1000 – Concepts and Roles)*

**B. Nutrition**

All foods available in district schools during the school day shall be offered to students with consideration for promoting student health and reducing childhood obesity. Schools will provide students with access to a variety of affordable, nutritious and appealing foods that meet the health and nutrition needs of students; will accommodate, as much as possible, the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide a clean, safe and pleasant setting for students to eat.

**STUDENT NUTRITION AND PHYSICAL ACTIVITY** (continued)

Foods and beverages provided through the National School Lunch or School Breakfast Programs shall comply with federal nutrition standards under the School Meals Initiative. To the maximum extent practicable, all schools in the district will participate in available federal school meal programs.

Food Services shall make nutrition information on the meals served as part of the National School Breakfast and Lunch programs available to students and parents both at the point of consumption and on the district/school websites.

Schools will encourage all students to participate in school meal programs through student-oriented marketing and protect the identity of students who eat free and reduced priced meals. Teachers may allow students to eat breakfast in the classroom during the first ten minutes of the school day, as appropriate.

Schools will encourage all students to eat healthy and nutritious meals within the school dining environment and will, to the extent practicable, involve students in menu planning.

To the extent practicable, schools will schedule lunch as close to the middle of the school day as possible. After obtaining food, all students should have at least 20 minutes to eat lunch. Schools are encouraged to provide opportunities for mid-morning or mid-afternoon healthy snack breaks.

Schools will provide free potable water, such as drinking fountains, in the place where meals are served and elsewhere throughout the school buildings.

All food and beverages made available directly to students on campus (including, but not limited to vending, concessions, a la carte, student stores, classroom parties and fundraising during the school day, between the hours of 12:00 AM and 30 minutes after the conclusion of the instructional day, will be consistent with nutrition standards developed by the superintendent or designees in administrative regulations based on the National School Lunch Act, Nutritional Guidelines for All Foods also known as Smart Snacks at School (USDA) unless included under the annual fundraising exemption waiver as decided by designated personnel.

Schools will limit food and beverage marketing to the promotion of foods and beverages that meet the National School Lunch Act, Nutritional Guidelines for All Foods Sold in Schools. This includes, but is not limited to, the promotion or marketing of non-compliant food and beverage products on the exterior of vending machines, through posters, menu boards, food display racks, other food service equipment, cups used for beverage dispensing, coolers, trash cans, scoreboards, and school publications. Schools are not required to immediately replace these items, but will demonstrate progress

**STUDENT NUTRITION AND PHYSICAL ACTIVITY** (continued)

towards removing, covering, or replacing noncompliant advertising. This requirement does not apply to materials used for educational purposes in the classroom, such as teachers' use of soda advertisements as a media education tool; or when implementing a health or nutrition education curriculum.

Schools will provide age-appropriate nutrition education as part of the health and physical education curricula that respects the cultural practices of students, is skills and apply knowledge both inside and outside the school setting. The District will seek to provide evidence-based nutrition education curricula that foster lifelong healthy eating behaviors integrated into Comprehensive School Health Education.

Health curricula will include instruction on the benefits of good nutrition, how to read food labels, including but not limited to "nutrition facts" and ingredients lists, and the role nutrition plays in preventing chronic diseases and maintaining a healthy weight.

*(cf. 0210 – Goals for Student Learning)*

*(cf. 3550 – Food Service)*

*(cf. 3551 – Food Service Operations)*

*(cf. 3552 – Regular Lunch Program)*

*(cf. 3553 – Free and Reduced Price Meals)*

*(cf. 3554 – Other Food Sales)*

**C. Physical Education**

All students will be encouraged to be physically active before, during, and after school each day.

Health curricula will include instruction on the benefits of regular physical activity and the role physical activity plays in preventing chronic diseases and maintaining a healthy weight.

All physical activities, physical education and school sports programs will be closely coordinated with the overall school health program, especially health education so that students thoroughly understand the benefits of being physically active and master the self-management skills needed to stay active for a lifetime.

To the extent practicable, all schools will provide daily physical education opportunities for all students. All students in grades kindergarten through eight enrolled in physical education will be provided at least 100 minutes of physical education per week, during the period of enrollment. High school students enrolled in physical education will be provided at least 150 minutes of physical education per week, during their period of enrollment. Physical education shall be exclusive of health education and shall be available all four years of high school.

**STUDENT NUTRITION AND PHYSICAL ACTIVITY (continued)**

Upon approval, time spent in all-school organized, instructional physical activity, including but not limited to swimming, may be counted toward weekly physical education minutes.

Physical education shall be exclusive of health education. Physical activity should be a major component of physical education with at least 50% of course time spent in moderate to vigorous physical activity.

The school district will adopt a physical education curriculum that aligns with the Alaska State Standards for Physical Education for grades K-12, with grade level benchmarks. The curriculum shall be reviewed in accordance with the regular curriculum review and adoption schedule of the District.

Student achievement shall be assessed based on physical education standards, and a written physical education grade shall be reported for students according to the grading schedule of the District. A fitness assessment shall be performed using a valid and reliable tool and used to track student progress. Substitutions and/or pass-fail options for physical education are prohibited. Medical waivers with appropriate documentation shall be accepted and upheld. Accommodations will be made for those with medical, cultural, or religious considerations.

Physical education teachers will be provided with opportunities for annual professional development specific to physical education content. Physical education equipment shall be age-appropriate, inviting, and available in sufficient quantities for all students to be able to participate. Equipment shall be inspected regularly for safety and replaced as needed.

**D. Physical Activity**

All students in grades kindergarten through eight shall be provided opportunities for at least 90 percent of the Centers for Disease Control and Prevention recommended minutes of daily physical activity, 54 minutes per day, for each full school day. Physical activity minutes may be accumulated throughout the school day and may include minutes spent in moderate to vigorous activity in physical education classes, recess, and classroom based physical activity.

When practicable, recess shall be scheduled before lunch periods and take place outdoors. Elementary students must be provided with at least 20 minutes each day of recess.

**STUDENT NUTRITION AND PHYSICAL ACTIVITY** (continued)

Indoor and outdoor facilities should be available so that physical activity is safe and not dependent on the weather. Physical activity equipment will be age-appropriate, inviting, and available in sufficient quantities for all students to be active. Equipment should be inspected regularly for safety and replaced when needed.

Administrative regulations shall be developed to ensure that physical activity opportunities are provided in accordance with Alaska State Law 14.30.360 (amended in 2016 by Senate Bill 200 'Mandatory Physical Activity in Schools'.)

Teachers and other school and community personnel will not routinely use physical activity (e.g. running laps, pushups) as punishment or withhold opportunities for physical activity (e.g., recess, physical education, physical activity breaks) to encourage student achievement or desirable behavior. This is exclusive of academic eligibility requirements for interscholastic sports. Exceptions may be granted if student participation endangers the safety of other students, in which case an alternative physical activity should be identified.

The district/school will promote strategies/events designed to generate interest in and support active transport to school (walking school busses, 'bicycle trains', Walk/Bike to School Day).

**E. Communication with Parents**

The district/school will regularly, at least annually, inform and update the public, including students, parents, and the community, about the content and implementation of district/school policies that promote student wellness.

Parents will be actively notified and provided access to this policy and all subsequent reports and updates as well as the position title and contact information of the designated district/school official(s) coordinating the school wellness policy committee(s) or advisory group(s)

The district will support the efforts of parents to provide a healthy diet and daily physical activity for their children. Schools will encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet nutrition standards. The district will provide parents and the public with information on healthy foods that meet the requirements of the National School Lunch Act, Nutritional Guidelines for All Foods Sold in Schools also known as Smart Snacks at School (USDA) standards and ideas for policy compliant foods for vending, concessions, a la carte, student stores, classroom parties and fundraising activities (*Federal Register/Vol. 78, No. 125.*)

**STUDENT NUTRITION AND PHYSICAL ACTIVITY** (continued)

The district/school will provide information about physical education and other school-based physical activity opportunities before, during and after the school day; and support parents' efforts to provide their children with opportunities to be physically active outside of school. Such supports will include sharing information through a website, newsletter, or other take-home materials, special events, or physical education homework.

*(cf. 6020 – Parent Involvement)*

**F. Monitoring, Compliance and Evaluation**

The superintendent or designee(s) as indicated in the annual policy notification will ensure compliance with this policy and accompanying administrative regulations. A comprehensive assessment of implementation of the local wellness policy will be conducted, at a minimum, every three years. Administrative regulations will be developed to ensure that information will be gathered to assist the Board and district in assessing the implementation of this policy and to ensure that necessary documentation is maintained in preparation for the triennial Administrative Review conducted by Child Nutrition Programs, Department of Education and Early Development. At a minimum, the district must retain records to document local school wellness policy; documentation demonstrating compliance with community involvement requirements (see Section A); documentation of the triennial assessment of the local school wellness policy; and documentation to demonstrate compliance with the annual public notification requirements.

The Superintendent or designee will designate one or more persons to be responsible for ensuring that each school within the district complies with this policy, and that school activities, including fundraisers and celebrations, are consistent with district nutrition and physical activity goals.

The school board will receive a summary report annually on district-wide compliance with the established nutrition and physical activity policies, based on input from the schools within the district. The district will conduct a survey, selected by the superintendent or designee not less than every three years to measure progress. The district will annually measure progress by a variety of tools and indicators selected by the superintendent or designee, such as absenteeism rates, focus groups, and/or surveys in collaboration with community agencies. This report is distributed to advisory councils, parent/teacher organizations, school principals, and school health services personnel in the district. When new standards, rules, or regulations for nutrition and wellness are created, the wellness policy will be updated to follow those standards.

**STUDENT NUTRITION AND PHYSICAL ACTIVITY** (continued)

## NUTRITION

- The school district will work towards requiring that all high school students complete a full credit of health, including one quarter of nutrition.
- Food Services will strive to meet the bronze level criteria for the Healthier US Schools Challenge in all meals provided.
- No flavored milk shall be sold as part of the National School Lunch or Breakfast Programs.
- Food Services staff will be encouraged to participate in continuing education as it relates to nutrition and meal planning (including but not limited to conferences, webinars and trainings).
- When practicable, Alaska farm and fish products will be utilized in meals and snacks.
- Healthy choices, such as salads and fruits, will be prominently displayed the dining areas to encourage students to make healthy choices.
- Dining areas will include posters to promote healthful foods.
- Educational materials and displays in the schools will be free of brands and illustrations of unhealthful foods within reason.
- Food rewards or incentives shall not be used in the classrooms to encourage student achievement or desirable behavior.
- Schools will not withhold food or beverages as a punishment.
- No mandatory meetings for students will be held during lunch.

To the extent practicable:

(a) Classroom nutrition education shall be reinforced in the school dining room or cafeteria setting as well as in the classroom, with coordination among the nutrition service staff, administrators and teachers.

(b) Students shall receive consistent nutrition messages from schools and the district. This includes in classrooms, cafeterias, outreach programs and other school-based activities.

(c) Nutrition education will be taught by a certified/licensed health education teacher.

(d) Schools will strive to establish or support an instructional garden within nutrition education and the core curriculum that provides students with experiences in planting, harvesting, preparing, serving and tasting.

(e) A “grab ‘n go” breakfast option will be available to all students.

**STUDENT NUTRITION AND PHYSICAL ACTIVITY** (continued)

## Nutrition Standards in the National School Lunch and Breakfast Programs

	Breakfast Meal Pattern			Lunch Meal Pattern		
	Grades K-5	Grades 6-8	Grades 9-12	Grades K-5	Grades 6-8	Grades 9-12
Meal Pattern	Amount of Food Per Week (Minimum Per Day)					
Fruit (cups)	5 (1)	5 (1)	5 (1)	2½ (½)	2½ (½)	5 (1)
Vegetables (cups)	0	0	0	3¾ (¾)	3¾ (¾)	3¾ (¾)
Dark green	0	0	0	½	½	½
Red/Orange	0	0	0	¾	¾	1¼
Beans/Peas (Legumes)	0	0	0	½	½	½
Starchy	0	0	0	½	½	½
Other	0	0	0	½	½	¾
Addition Veg to Reach Total	0	0	0	1	1	1½
Grains (oz eq)	7-10 (1)	8-10 (1)	9-10 (1)	8-9 (1)	8-10 (1)	10-12 (2)
Meats/Meat Alternatives	0	0	0	8-10 (1)	9-10 (1)	10-12 (2)
Fluid Milk (cups)	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)
Other Specifications: Daily Amount Based on the Average for a 5-Day Week						
Min-max calories (kcal)	350-500	400-550	450-600	550-650	600-700	750-850
Saturated Fat (% of total calories)	<10%	<10%	<10%	<10%	<10%	<10%
Sodium (mg)	≤ 430	≤ 470	≤ 500	≤ 640	≤ 710	≤ 740
<u>Trans fat</u>	Nutrition label or manufacturer specifications must indicate zero grams of <u>trans fat</u> per serving.					

All food\* and beverages outside of the School Meal Programs (including but not limited to vending, concessions, a la carte, student stores, parties and fundraising), sold or served directly to students on the school campus (all areas of the property under jurisdiction of the school that are accessible to students) between the hours of 12:00 AM and 30 minutes after the conclusion of the instructional day, must meet the nutrition standards for “Smart Snacks in School” under the Healthy Hunger Free Kids Act, unless under the fundraising exemption waiver as decided by designated personnel. (See *Exhibit*.)

**STUDENT NUTRITION AND PHYSICAL ACTIVITY** (continued)

## Nutrition Standards for Foods

1. Any food sold or served in schools must:
  - Be a “whole grain-rich” grain product; or
  - Have as the first ingredient a fruit, a vegetable, a dairy product, or a protein food; or
  - Be a combination food that contains at least  $\frac{1}{4}$  cup of fruit and/or vegetable; or
  - Contain 10% of the Daily Value (DV) of one of the nutrients of public health concern in the 2010 Dietary Guidelines for Americans (calcium, potassium, Vitamin D, or dietary fiber)\*\*
  
2. Foods must also meet several nutrient requirements:
  - Calorie limits:
    - Snack items:  $\leq 200$  calories
    - Entrée items:  $\leq 350$  calories
  - Sodium limits:
    - Snack items:  $\leq 230$  mg\*\*\*
    - Entrée items:  $\leq 480$  mg
  - Fat limits:
    - Total fat:  $\leq 35\%$  of calories
    - Saturated fat:  $< 10\%$  of calories
    - Trans fat: zero grams
  - Sugar limit:
    - $\leq 35\%$  of weight from total sugars in foods

Accompaniments such as cream cheese, salad dressing and butter must be included in the nutrient profile as part of the food item.

*\*Traditional or cultural foods may be exempted from the food standards described above for educational and/or special school or classroom events when offered free of charge.*

*\*\* On July 1, 2016 foods may not qualify using the 10% DV criteria.*

*\*\*\*On July 1, 2016, snack items must contain  $\leq 200$  mg sodium per item.*

**STUDENT NUTRITION AND PHYSICAL ACTIVITY** (continued)

Nutrition Standards for Beverages

All schools may sell or serve:

- Plain water (with or without carbonation)
- Unflavored low fat milk
- Unflavored or flavored fat free milk and milk alternatives permitted by NSLP/SBP
- 100% fruit or vegetable juice and
- 100% fruit or vegetable juice diluted with water (with or without carbonation), and no added sweeteners

Elementary schools may sell or serve up to 8-ounce portions, while middle schools and high schools may sell or serve up to 12-ounce portions of milk and juice. There is no portion size limit for plain water.

Additional beverage options for high school students include

- No more than 20-ounce portions of:
  - Calorie-free, flavored water (with or without carbonation); and
  - Other flavored and/or carbonated beverages that are labeled to contain  
< 5 calories per 8 fluid ounces or ≤ 10 calories per 20 fluid ounces.
- No more than 12-ounce portions of:
  - Beverages with ≤ 40 calories per 8 fluid ounces, or ≤ 60 calories per 12 fluid ounces.

Note on Fundraisers:

- The sale of food items that meet the nutrition requirements above at fundraisers are not limited under this administrative regulation.
- The nutrition standards do not apply during non-school hours, on weekends and at off-campus fundraising events or to items intended for consumption off campus.

*(cf. 0210 – Goals for Student Learning)*

*(cf. 3550 – Food Service)*

*(cf. 3551 – Food Service Operation)*

*(cf. 3552 – Regular lunch Program)*

*(cf. 3553 – Free and Reduced Price Meals)*

*(cf. 3554 – Other Food Sales)*

*(cf. 6163.4 – School Gardens, Greenhouses, and Farms)*

**STUDENT NUTRITION AND PHYSICAL ACTIVITY** (continued)

PHYSICAL ACTIVITY OPPORTUNITIES

- Schools shall strive to allow students the opportunity for moderate physical activity each day to include time before, during, and after school.
- Schools will encourage students to walk or bike to school where feasible as a way to promote physical activity.
- Schools will discourage extended periods of inactivity.

OTHER

Staff will be encouraged to model healthy eating and physical activity as a valuable part of daily life.

**ADMISSION**

The School Board believes that all children should have the opportunity to receive a free appropriate public education. Staff shall encourage parents to enroll all school-aged children in school.

The Board reserves the right to verify the residency or anticipated residency of any student and the validity of any affidavit of guardianship. These admission policies are not intended to be a barrier to the enrollment and retention of homeless children and youth.

The Superintendent or designee shall verify compliance with all entrance requirements established by law or Board policy.

*(cf. 5112.1 - Exemptions from Attendance)*

*(cf. 5112.2 - Exclusions from Attendance)*

*(cf. 5112.6-Education for Homeless Children and Youths)*

*(cf. 5116 - School Attendance Boundaries)*

*(cf. 5141.31 - Immunizations)*

A child five years of age on or before September 1 may be admitted to kindergarten. A child six years of age on or before September 1 may be admitted to first grade. The Board may admit students under school age who exhibit the ability to perform in the superior range. Students under school age who were previously enrolled in public school shall be admitted to school at the grade level determined by the Superintendent or designee. *(AS 14.03.080)*

Superior performance will be determined by assessment for students whose birth date is before October 1st.

The Superintendent or his designee will determine the battery of assessment tools to be used to determine eligibility for early entrance into kindergarten.

*Legal Reference:*ALASKA STATUTES

*14.30.010 When attendance compulsory*

*14.03.020 School year*

*14.03.070 School age*

*14.03.080 Free education*

*14.30.045 Grounds for suspension or denial of admission*

ALASKA ADMINISTRATIVE CODE

*4 AAC 06.055 Immunizations required*

*4 AAC 07.076 Determination of School Age*

UNITED STATES CODE

*42 U.S.C. 11432 - 11433 McKinney-Vento Homeless Assistance Act*

**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT**

**Revision Date: 11/15/07**

**Revision Date: 1/27/2010**

**Revision Date: 6/10/2015**

**ADMISSION****Age of Admission**

Proof of age shall be required of all enrolling students. The legal evidences of age, in order of desirability, are a birth certificate, baptismal certificate, passport, immigration certificate, Bible record, or affidavit from the parent/guardian.

**TRANSFERS****Transfers into the District**

Students who apply for admission to district schools will be placed at the grade level they have reached elsewhere pending observation and evaluation of their academic, social and emotional performance by their teachers, guidance personnel and the principal or designee.

Within 15 days of the student's enrollment, staff shall complete its observation and evaluation and the principal or designee shall determine the student's appropriate grade placement.

*(cf. 5111 - Admission)*

*(cf. 5141.31 - Immunizations)*

*(cf. 6146.3 - Reciprocity on Standards of Proficiency/Graduation Requirements)*

**EARLY ENTRY TO KINDERGARTEN**

Children who turn 5 years old by midnight on September 1 are eligible for regular entry into kindergarten. Children born after this date may be eligible for early entry if they reach the age requirement prior to October 1.

**For consideration for early entrance into kindergarten, the following procedures have been established:**

1. Parents will need to *obtain at their expense* an evaluation (criteria and content are listed below) from a *licensed* private psychologist. The evaluator must be licensed by the State of Alaska to practice psychology.
2. A written report (see criteria below) must be submitted for review. It is recommended that the psychologist selected be given a copy of this letter to ensure their evaluation and report conforms to the District's criteria.
3. The psychologist's report is to be submitted to the Principal of your area school for review and verification prior to August 1.

**Early Entry to Kindergarten** (cont).

4. Requests for early entry to kindergarten *will not* be accepted after July 15.

**Subsidized Evaluations**

The Ketchikan Gateway Borough School District will evaluate at no cost, children who would qualify for free or reduced lunches if they were enrolled in the Ketchikan Gateway Borough School District. The eligibility guidelines are attached for your review. If you have questions regarding a subsidized evaluation, you may contact the Office of Special Education at 247-2114.

**Criteria for Early Entry to Kindergarten**

**The child must successfully meet all of the following three criteria in order to be eligible for early entry to kindergarten:**

1. Full Scale Intelligence quotient (IQ) in the Superior Range (e.g. IQ of 120 or higher) on the Wechsler Preschool and Primary Scale of Intelligence – 3<sup>rd</sup> Edition (WPPSI-II). The target IQ score includes the top 10th percentile. The top ten percent of the population typically scores this high. Only the WPPSI-III will be accepted.
2. Visual motor skills in the above average range as assessed by the Test of Visual Motor Integration-4<sup>th</sup> Edition-R (Keith E. Beery, 1997)
3. Social/emotional skills commensurate with those of age-appropriate kindergarten peers as determined on the basis of a trial placement in kindergarten that may last up to, but depending upon the child's behavior may be shorter than, four weeks. Only children unequivocally meeting criteria on items 1-2 are eligible for a trial placement in kindergarten.

## **Early Entry to Kindergarten**

**Ketchikan Gateway Borough School District  
333 Schoenbar Road  
Ketchikan, Alaska 99901**

Dear Parent:

(PLEASE PROVIDE A COPY OF THIS LETTER TO THE PSYCHOLOGIST YOU SELECT TO EVALUTE YOUR CHILD.)

You have asked about early entry to kindergarten. General information and procedures are provided below.

### ***Which children are eligible to be considered for early entry to kindergarten?***

Children who turn 5 years old by midnight on September 1 are eligible for regular entry into kindergarten. Children born after this date may be eligible for early entry if they reach the age requirement prior to October 1.

### ***What do I need to do to have my child considered for early entry?***

#### **For eligible children, the following procedures have been established:**

1. Parents will need to obtain at their expense an evaluation (*criteria and content are listed below*) from a *licensed* private psychologist. The evaluator must be licensed by the State of Alaska to practice psychology.
2. A written report (*see criteria below*) must be submitted for review. It is recommended that the psychologist selected be given a copy of this letter to ensure their evaluation and report conforms to the District's criteria.
3. The psychologist's report is to be submitted to the Principal of your area school for review and verification prior to August 1.
4. Requests for early entry to kindergarten *will not* be accepted after July 15. While kindergarten students start a little later than other students, these days allow for the developmental profile process to take place, and is still considered a week of school for all students.

Private psychologists establish their own fees for evaluation services. Therefore, fees will vary from one psychologist to another. However, it is not unreasonable to expect fees for an early entry to kindergarten evaluation to cost \$350 or more. It is recommended that you review information presented below and that you contact several psychologists to discuss their fees before scheduling an appointment. You may select a licensed psychologist from those listed under Psychologists in the Yellow Pages of the telephone directory.

## **OTHER FACTORS**

### **What if my child does not meet the district age requirement but was enrolled in a kindergarten in another school or district, can he/she be enrolled in the KGBSD?**

A child under school age shall be admitted to school in the district of which he/she is a resident if immediately before he/she became a resident of the Ketchikan Gateway Borough School District, the family relocated to Alaska and the child was legally enrolled in the public schools of another district or state. Transfer pupils from public or private schools outside of Alaska who have been regular students entered in accordance with applicable state laws or regulations will be accepted initially within the school year in Ketchikan Gateway Borough School District at the same grade level. Pupils transferring from kindergarten or first grade in private and denominational schools in Alaska, which have complied with Chapter 42, Section 60 – Department of Education Rules shall be eligible to transfer during the school year to the same grade in the District if the child originally entered at an age in accordance with State law. That is, if the child becomes five years of age before September 1 for kindergarten entrance or six before September 1 for first grade entrance.

### **Subsidized Evaluations**

The Ketchikan Gateway Borough School District will evaluate at no cost, children who would qualify for free or reduced lunches if they were enrolled in the Ketchikan Gateway Borough School District. The eligibility guidelines are attached for your review. If you have questions regarding a subsidized evaluation, you may contact the Office of Special Education at 247-2114.

### **Criteria for Early Entry to Kindergarten**

**The child must successfully meet all of the following three criteria in order to be eligible for early entry to kindergarten:**

1. Full Scale Intelligence quotient (IQ) in the Superior Range (e.g. IQ of 120 or higher) on the Wechsler Preschool and Primary Scale of Intelligence – 3<sup>rd</sup> Edition (WPPSI-II). The target IQ score includes the top 10th percentile. The top ten percent of the population typically scores this high. Only the WPPSI-III will be accepted.
2. Visual motor skills in the above average range as assessed by the Test of Visual Motor Integration-4<sup>th</sup> Edition-R (Keith E. Beery, 1997)
3. Social/emotional skills commensurate with those of age-appropriate kindergarten peers as determined on the basis of a trial placement\* in kindergarten that may last up to, but depending upon the child's behavior may be shorter than, four weeks. Only children unequivocally meeting criteria on items 1-2 are eligible for a trial placement in kindergarten.

*\*The purpose of the trial placement is to determine if the child has the social/emotional maturation to adjust to the challenges of the kindergarten/school environment. The trial placement is being used because observation of the child's social/emotional behavior in the real-world setting of the kindergarten teacher will observe the child's ability to meet the social and behavioral demands of the kindergarten/school environment. During this time, if the school psychologist and kindergarten teacher, based on their joint observations, with the concurrence of the building principal, determine that the child is not meeting the social and behavioral demands of the kindergarten/school environment, the child will be considered to have not successfully met all three criteria for early entry to kindergarten and will be withdrawn from school.*

### **Criteria for Psychologist's Assessment Report**

The psychologist's report must contain the WPPSI-III scaled scores for all subtests administered in addition to the Verbal, Performance and Full Scale standard scores. The standard scores calculated from the DTVMI must also be reported. Clinical observations of the child's performance and behavior during the assessment are appropriate. **The basis for considering a child for early entry to kindergarten will be the child's rubric scores, not the psychologist's recommendations.**

### ***What happens during the trial placement?***

The kindergarten teacher, principal and school psychologist will observe your child for adjustment in the following domains: social/emotional interactions, work habits, attitude, organization, motor skills and independent work skills. An under-age child must be rated as high average to excellent in all areas to increase likelihood of long-term success. A meeting will be held with you after two weeks of the trial placement. Progress reviewed and a decision made to continue for another two weeks or termination of the trial will be made at that time. A school team decision to terminate early kindergarten placement at the end of the four-week trial will be final.

### ***What factors should I consider in making this decision?***

Kindergartens have evolved from programs that emphasized social development and learning through play and exploration to a stronger academic focus. Curriculum today includes reading, math, social studies, science, music, art and physical education.

A child who is not developmentally ready for kindergarten can experience stress and failure. Young children internalize difficulties with reactions of "something is wrong with me" rather than "this was not a good decision for me." Honestly judge if your child exhibits the following traits when considering requesting early entry.

**My Child:**

- Finishes simple tasks without frustration and reminders; perseveres
- Has advanced language skills in comparison to others the same age
- Has an advanced vocabulary in comparison to others the same age
- Exhibits advanced intellectual skills (learns quickly)
- Has complete control of pencils and scissors – can copy and cut symbols/shapes accurately
- Knows how to share
- Takes turns, has patience, uses good manners
- Easily delays need for adult attention
- Separates easily from parents
- Initiates friendships, resolves conflicts
- Demonstrates leadership with older playmates
- Counts objects, pointing to each one correctly as counting
- Has learned to read and understands the text not just pictures

***What does research show about age and school performance?***

Research indicates that, in general, children in the upper age limits for a grade are more mature physically, socially and intellectually. Older children are more frequently chosen as playground leaders, class presidents, team captains, and are held in higher esteem by their peers. The youngest in a grade level are more frequently referred for special education services or considered for retention. The less bright but older and developmentally more mature pupils were able to do more with the ability they had than were the brighter, younger students.

***What if things don't work out?***

Statistically, there is a good chance you will face a recommendation not to continue with a trial placement. You must have a back up plan for child-care in case your child does not have a successful experience during the trial placement. Have a plan for how you will introduce not only the trial placement but how you will discuss with the child the decision to return to daycare or home rather than remain at school. Children's emotional reactions will often mirror that of the parents. If you are calm and express the opinion that the adults decide what is best for children and the adults decided kindergarten was not the best placement, children can accept that easier than tearful or angry explanations. If the kindergarten placement is not continued it is important to let the child know there is nothing he/she did that caused this decision. Perhaps the conversation can focus on "Those children were just too old for you...Mommy decided the best place for you was at..." Discuss the trial placement as "something the grownups decided to try for a little while. The grownups will decide if they want to keep you with older kids or kids your own age."

***What about articles I read about detriments to holding children back from school?***

Those articles are referring to children whose age matches that of the school guidelines for school entry. Those studies followed children whose parents opted not to enter them in school despite meeting the age criteria or children retained in a grade. Those articles are not addressing children who do not meet the age cut-off and whose parents want them entered ahead of schedule.

***Who makes the final decision at the end of the trial placement?***

The school team will consist of the school principal, the classroom teacher(s), the parent(s), and the school psychologist. This team will determine whether the student should continue with kindergarten. If consensus cannot be reached with the team, the principal will consider all information and the final decision will rest with the school principal.

**Final Caution**

A final word of caution is offered as you consider your decision. New state standards for education have just been implemented in the schools. These standards raise expectations for children at all grade levels. Will your child be ready emotionally and intellectually to meet those expectations or would another year of development weigh more heavily in his/her favor?

If you have questions about early entry to kindergarten, they may be addressed to the Director of Special Education at 247-2114.

**PART-TIME ENROLLMENT**

Note: AS 14.03.095 requires school districts to allow part-time enrollment of students enrolled in private school, correspondence, or home school programs. However, part-time enrollment is not required if enrollment would be denied even if the enrollee were a full-time student. Enrollment may be denied to full-time students only for the following reasons: a physical or mental condition that creates a risk to others or renders the child unable to benefit from the school program; continued willful disobedience of school authority; behavior injurious to the welfare or safety of others; or conviction of a felony which is injurious to the welfare of others. AS 14.30.045. Enrollment may also be denied if it would result in the expenditure of public funds for the direct benefit of a private school.

The Board encourages all school age students who reside within the district to take advantage of the educational opportunities available at our schools. School aged children who are primarily enrolled in private school, correspondence school, home school, or other programs of that nature are eligible to enroll as part-time students in the district.

**Definition of Part-time Student**

A part-time student is a pupil who attends a district school for a length of time each day which is less than the full school day. A part-time student may be primarily enrolled in a private school, correspondence program, home school, or other program of a similar nature and also seek enrollment in the district in order to take advantage of classes and other programs offered in a single district elementary school, middle school or high school.

A child between the age of seven and sixteen years is required to be enrolled full-time in a public school or other state approved educational program. A child will not be permitted to enroll as a part-time student unless the child is also enrolled in a private school, correspondence program, or home school program, unless part-time enrollment is otherwise authorized by law.

Part-time students may enroll in courses subject to space availability. Enrollment will be available to part-time students in a specific course if there is space available. The determination of space availability will be made by district administrators applying the same criteria that would be used in determining whether space remains available for enrollment by full-time students.

**PART-TIME ENROLLMENT** (continued)**Academic Access**

1. Part-time students must meet the same course prerequisites that are required of full-time students. The district reserves the right to require testing or use any other means it deems appropriate to determine grade-level placement of any student seeking part-time enrollment in an academic course.

*(cf. 5111 - Admission)*

*(cf. 5118 - Transfers)*

2. Subject to other provisions of this policy, part-time enrollment is available for all courses regularly scheduled during the school day. Additional courses will not be added to meet the demand of part-time students except in those cases where additional courses would be added if the demand were created by full-time students.
3. A part-time student may enroll at the district school the student would attend if enrolled in the district full-time. Part-time students may request boundary exceptions on the same basis as full-time students. No part-time student will be permitted to enroll in more than one district school at a time.

*(cf. 5116 - School Attendance Boundaries)*

4. Part-time students will be allowed access to playgrounds, libraries and computer labs.
5. A part-time student may not enroll if enrollment would be denied even if the enrollee were a full-time student.

*(cf. 5112 - Exclusion)*

*(cf. 5144 - Discipline)*

*(cf. 5145 - various Rights and Responsibilities)*

**Compliance with District Policies, Rules, and Procedures**

All applicable district policies, rules and procedures apply to part-time students enrolled in district schools. In seeking part-time enrollment, enrollees agree to comply with all rules and procedures, including those governing student decorum.

**PART-TIME ENROLLMENT** (continued)

**Transportation**

Part-time students may use the district's pupil transportation system on the same basis as full-time students. In all other circumstances, the part-time student and/or his or her parent/guardian will be responsible for the student's transportation to and from school.

**Extracurricular and Co-curricular Activities**

A part-time student may participate in extracurricular and co-curricular activities provided that the student meets all eligibility requirements of the district and the Alaska School Activities Association. It is the responsibility of the parent/guardian to obtain and make available to the district all necessary report cards/transcripts/grades and/or other indicators that are required by the district to determine eligibility for extracurricular and co-curricular activities.

*(cf. 6145 - Extracurricular and Co-curricular Activities)*

*(cf. 6145.2 - Interscholastic Competition)*

*(cf. 6145.21 - Sportsmanship)*

*Legal Reference:*

ALASKA STATUTES

AS 14.03.095 *Part time school attendance*

AS 14.30.010 *When attendance compulsory*

AS 14.30.045 *Grounds for suspension or denial of admission*

AS 14.30.125 *Immunization*

ALASKA ADMINISTRATIVE CODE

4 AAC 05.035 *Part-Time Enrollment in a Public School*

4 AAC 09.040 *Counting of Correspondence Students and Part-Time Public School Students*

4 AAC 06.055 *Immunizations Required*

*Added 9/97*

**PART-TIME ENROLLMENT PROCEDURES**

1. Enrollment requests will be received by the building administrator.
2. Applications for part-time enrollment will be available at the district schools ten (10) days prior to the first day of each semester.
3. Parents/guardians of part time students will follow all related district enrollment procedures and must provide transcripts, birth certificate, and immunization records as required by Alaska law 4 AAC 06.055.

*(cf. 5141.31 - Immunizations)*

4. The application for part-time enrollment must include a signed statement by the student and parent/guardian that they will comply with the policies and procedures of the District, including those rules governing student conduct. The application must also contain a signed statement by the parent/guardian that the part-time enrollment does not result in the expenditure of public money for the direct benefit of a private school. The application may contain other requirements as established by the Superintendent or designee.
5. Part-time enrollment applications will be processed on a first-come, first-served basis.
6. The building administrator will notify the Superintendent or his/her designee as to the enrollment of students who are primarily enrolled outside of the district.

**Transcripts/Grades**

Parents/guardians of students who are not primarily enrolled in district schools will be responsible for obtaining the necessary report cards/transcripts and/or other indicators of academic progress and providing them to the district.

Part-time students will receive grades based on impartial, consistent observation of the quality of the student's work in the course(s) in which the student is enrolled. Part-time students will be graded by use of the grading procedures utilized for all students enrolled in the district.

*(cf. 5121 - Grades evaluation of Student Achievement)*

**EXEMPTIONS FROM ATTENDANCE**

The School Board is responsible for enforcing state compulsory attendance laws. The Board may excuse a child from compulsory public school attendance as allowed by law. Parents/guardians of children granted exemption shall not incur penalties for violations of the compulsory attendance laws.

*(cf. 5112.2 - Exclusions from Attendance)*  
*(cf. 5113 - Absences and Excuses)*  
*(cf. 5144 - Discipline)*  
*(cf. 5144.1 - Suspension/Expulsion)*  
*(cf. AR 5131 - Code of Conduct)*

*Legal Reference:*

ALASKA STATUTES

*14.30.010 When attendance compulsory*

*14.30.020 Violations*

*14.30.030 Prevention and reduction of truancy*

*14.30.340 When not required to enroll*

*14.45.030-14.45.200 Private and denominational schools*

*Revised 9/97*

**ATTENDANCE REGULATIONS**

Requests for exemption from compulsory full-time attendance must include satisfactory evidence of conditions upon which an exemption can be legally justified. A child may be exempt from compulsory public school attendance if he/she:

1. is provided a comparable academic education by attending private school in which teachers are certified, or by being tutored by certified personnel, or by attending a religious or private school operated in compliance with AS 14.45.100 - 14.45.200;
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 expelled under AS 14.03.160 or suspended or denied admittance under AS 14.30.045;
7. resides more than two miles from a public school or public school transportation route and no federal or private schools are available to him/her within two miles of his/her home;
8. is excused by Board action or by action of the Superintendent subject to Board approval;
9. has completed 12th grade;
10. is enrolled in the state boarding school or in a full-time state-approved correspondence study program;
11. is equally well-served in educational experience approved by the Board contingent upon the written request of the parent/guardian and approval of the school principal;
12. is being educated in the child's home by a parent or legal guardian.

**EXCLUSIONS FROM ATTENDANCE**

The School Board recognizes that there may be cases where denying admission is necessary because a student's presence in school presents a danger to the life, safety or health of students or school personnel.

The Board may exclude students from school because of a physical or mental condition which in the opinion of a competent medical authority will render the student unable to reasonably benefit from the programs available or will cause the attendance of the student to be harmful to the welfare of other students.

*(cf. 5141.22 - Infectious Diseases)*

*(cf. 6159 - Individualized Education Plan)*

*(cf. 6164.3 – Student Mental Health – Medication and Services)*

Students and their parents/guardians will be afforded due process rights to which they are entitled by law, Board policy or administrative regulations.

*(cf. 5144.1 - Suspension/Expulsion)*

*Legal Reference:*

ALASKA STATUTES

*14.30.045 Grounds for suspension or denial of admission*

*14.30.047 Admission or readmission, when cause no longer exists*

*14.30.171 Prohibited actions*

ALASKA ADMINISTRATIVE CODE

*4 AAC 06.060 Suspension or denial of admission*

**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT**

**Adoption Date: 10/13/99**

**Revision Date: 1/9/08**

**Revision Date: 9/22/2010**

**EXCLUSIONS FROM ATTENDANCE**

The Superintendent or designee may exclude without prior notice of exclusion any student who:

1. resides in an area subject to quarantine.
2. is exempt from a medical examination but is believed to suffer from a contagious or infectious disease.
3. is determined to be a clear and present danger to the life, safety, or health of students or school personnel.

However, the Superintendent or designee shall send a notice of exclusion and due process hearing procedures as soon as reasonably possible after the exclusion.

A student denied admission because of a physical or mental condition shall be permitted attendance when the cause for exclusion no longer exists.

*(AS 14.30.047)*

**OPEN/CLOSED CAMPUS****Closed Campus: All Elementary & Schoenbar Middle School**

The School Board establishes a "closed campus" at district elementary and middle 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. Students who leave campus without such authorization shall be classified as truant and subject to disciplinary action.

**Open Campus: Revilla and Ketchikan High School**

The School Board establishes an "open campus" at district high schools. By allowing our students to leave campus during the lunch period and for snack break, the Board entrusts them with an opportunity to learn responsibility and demonstrate good citizenship. Students shall not leave the school grounds at any other time during the school day without written authorization of their parents/guardians and permission of school authorities. Students who leave school without such authorization shall be classified as truant and subject to disciplinary action.

*(cf. 5113 - Absences and Excuses)*

## **Students**

### **EDUCATION FOR HOMELESS CHILDREN AND YOUTHS**

The Board believes that all students should have stability in school attendance and services and that this stability should not be denied as a result of the homelessness. To this end, it is the Board's intent to remove barriers to the enrollment and retention of homeless children and youths in school. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided District services for which they are eligible, including Title I, similar state programs, special education, ELL education, vocational and technical education programs, gifted and talented programs, and school nutrition programs. Homeless students will not be segregated in a separate school or in a separate program within a school.

*(cf. 5111 - Admission)*

*(cf. 5112.1 - Exemptions from Attendance)*

*(cf. 5112.2 - Exclusions from Attendance)*

### **Homeless Student Liaison**

The Superintendent shall designate at least one staff person to serve as a homeless student liaison to fulfill the duties set forth in law. The liaison shall work to identify homeless children and facilitate each homeless child's access to and success in school. The liaison will: assist parents, students, and unaccompanied youth in enrolling and attending school; mediate disputes concerning school enrollment; assist in making transportation arrangements; assist in requesting the student's records; provide information and give referrals on services and opportunities; and assist any homeless child who is not in the custody of a parent or guardian with enrollment decisions. The liaison will also be responsible for periodic review and evaluation of this policy and recommending changes to reduce barriers for homeless children enrolling in and attending school.

## **EDUCATION FOR HOMELESS CHILDREN AND YOUTHS** (continued)

### **Homeless Student Defined**

Note: Homeless student is defined in the No Child Left Behind Act. Districts must ensure that all students who fall within the federal definition are served by the policy.

A homeless child is defined as a child or youth between the ages of 5 and 21 who lacks a fixed, regular and adequate nighttime residence. This definition may include a child or youth who is living on the street, in a car, tent or abandoned building or some other form of shelter not designed as a permanent home; who is living in a community shelter facility; or who is living with non-nuclear family members or with friends, who may or may not have legal guardianship over the child or youth of school age.

### **School Enrollment and Attendance**

Note: For purposes of the enrollment procedures below, "school of origin" is defined in NCLB as the school the student attended at the time of becoming homeless. If the student became homeless at a time when the student was not in school, including summer break, the last school attended shall be the school of origin.

The District, in consultation with the child's parent or guardian, will consider the best interest of the child in determining whether the child should be enrolled in the school of origin or the current neighborhood school. To the extent feasible, homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing, except when contrary to the wishes of the parent or guardian. Instead of remaining in the school of origin, parents or guardians of homeless students may request enrollment in the school in which attendance area the student is actually living, or other schools.

*(cf. 5116 – School Attendance Boundaries)*  
*(cf. 5117 – Interdistrict Attendance)*

The school selected shall immediately enroll the homeless child, even if the child is unable to produce records normally required for enrollment, such as previous academic records, immunization and health exam records, proof of residency, or other documentation. However, the District may require a parent or guardian of a homeless student to submit contact information.

*(cf. 5141.3 – Health Examinations)*  
*(cf. 5141.31 – Immunizations)*

**EDUCATION FOR HOMELESS CHILDREN AND YOUTHS** (continued)

The District must provide a written explanation, including a statement regarding the right to appeal, to the homeless student's parent or guardian, or the homeless student if unaccompanied, if the District sends the child or youth to a school other than the school of origin or other than a school requested by the parent or guardian. If a dispute arises over school selection, the child shall immediately be admitted to the school in which enrollment is sought by the child's parent or guardian or by the child, if unaccompanied, pending resolution of the dispute. The child, parent or guardian shall be referred to the Homeless Student Liaison, who will carry out the dispute resolution process as expeditiously as possible.

**Transportation**

In the event that it is in the best interest of the homeless child or youth to attend the school of origin, transportation to and from that school may be provided at the request of the parent or guardian or, in the case of an unaccompanied student, the Homeless Student Liaison. Policies or practices regarding transportation of students which might cause a barrier to the attendance of a homeless child or youth may be waived by the Superintendent.

**Records**

Any records ordinarily kept by the school, including immunization records, academic records, birth certificates, guardianship records and evaluations for special services or programs of each homeless child shall be maintained so that appropriate services may be given to the student, so that necessary referrals can be made, and so that records may be transferred in a timely fashion when a homeless child or youth enters a new school district. Copies of records shall be made available upon request to students or parents.

*Legal Reference:*

*UNITED STATES CODE  
McKinney-Vento Homeless Educational Assistance Improvements Act of 2001, 42 U.S.C. §§ 11431, et  
seq.  
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g*

*(Adapted from AASB policy of 1/03)*

**ABSENCES AND EXCUSES**

The School Board believes that regular attendance plays a key role in the success a student achieves in school. The Board recognizes its responsibility under the law to ensure that students attend school regularly. The School District shall abide by all state and local attendance laws. The Board shall require parents/guardians of children to abide by all state and local attendance laws and may use any legal means to correct the problems of excessive absence or truancy.

*(cf. 5112.1 - Exemptions from Attendance)*

*(cf. 5112.2 - Exclusions from Attendance)*

*(cf AR 5131 – Code of Conduct)*

**Excused Absences**

The Superintendent or designee may excuse student absences for health reasons, family emergencies or other reasons the Superintendent or designee determines constitute good cause.

*(cf. 6154 - Homework/Makeup Work)*

*(cf. AR 7.02.05 – Exceptional Circumstances)*

**Unexcused Absences/Truancy**

The Board is committed to keeping students in school. Truancy is defined as the absence of a student from class without the knowledge or prior consent of the parent/guardian. The Superintendent or designee shall implement all steps appropriate to reduce student absences and to ensure that all children residing within the district are receiving appropriate educational services as required by law.

A habitual truant shall be defined as a student having five or more unexcused absences in a semester. A student failing to attend school during any part of the semester after the Ketchikan Gateway Borough School District has given notice that s(he) is a habitual truant constitutes a violation. Violations may result in a citation with mandatory fines and possible court appearances. Citations may be issued by the truancy officer or any other Ketchikan Gateway Borough or City of Ketchikan employee designated for that purpose.

*(cf. 5147 - Dropout Prevention)*

*(cf. 6164.5 - Student Study Teams)*

**ABSENCES AND EXCUSES** (continued)

*(cf. 6176 - Weekend/Saturday Classes)*  
*(cf. AR 5131 – Code of Conduct)*  
*(cf. 5121 - Grades/Evaluation of Student Achievement)*

The Superintendent or designee shall report to the Board any apparent violations of compulsory attendance laws. The Board shall investigate such reports and any public complaints of violations of state and/or local compulsory attendance laws.

*Legal Reference:*

ALASKA STATUTES

*14.03.070 School age*  
*14.17.500 Student count estimates*  
*14.17.160 Student counting periods*  
*14.30.010 When attendance compulsory*  
*14.30.020 Violations*  
*14.30.030 Prevention and reduction of truancy*

ALASKA ADMINISTRATIVE CODE

*4 AAC 09.005-4 AAC 09.105 State aid*

**SCHOOL ATTENDANCE BOUNDARIES**

The District supports a parent's right to choose which district school their child will attend, provided a parent's choice will not be detrimental to the district as a whole or its students. Available resources and services, class size, and pupil transportation, along with other reasonable considerations, will be weighed when considering school placement.

In order to alleviate overcrowding, the Superintendent or designee may deny enrollment outside an attendance area and may place some students in a school outside of their attendance area. Parents/guardians of students who are placed in schools outside of their attendance area shall be notified of the school their child will be attending as soon as possible. Transportation of pupils will be provided according to the district's transportation policy.

Parents who disagree with administration placement decisions may appeal that decision to the School Board.

**SCHOOL ATTENDANCE BOUNDARIES**

**Choice of Schools**

1. Available Space – The number of children to be enrolled in each school shall be determined by the Superintendent. Such determination will be based on individual school capacity, optimum enrollment levels, safety standards, pupil/teacher ratios and other considerations pertaining to educational benefit.
  - a. District goals for elementary class size ranges:
    - i. Kindergarten: 17-20 students
    - ii. Grades 1, 2 and 3: 19-22 students
    - iii. Grades 4, 5 and 6: 22-26 students
  - b. If actual enrollment exceeds the goal class size range by 20%; class size limits may be imposed or additional staffing may be considered.
  
2. Placement – Children currently enrolled in a school will remain in that school on a space available basis. Any involuntary displacements will be made based upon seniority. Students who have been in the school the shortest time will be transferred first.
  - a. Enrollment preferences may be honored in the following circumstances:
    - i. Proximity – the school is the closest in proximity of the student’s residence.
    - ii. Sibling – a sibling of the student is currently enrolled in the choice school.
  
3. Intra-District Transfer – Transfer of elementary students may occur when a family relocates. All options should be considered, however, before transferring students mid-year.
  
4. Process to Transfer – The following process must be complied with in order to transfer an elementary student:
  - a. Parent will discuss desire to transfer with current teacher.
  - b. Teacher will refer parent to the principal.
  - c. Principal will discuss transfer with parent.
  - d. Principal will arrange transfer with the principal of receiving school.

**SCHOOL ATTENDANCE BOUNDARIES** (continued)

5. Secondary Transfers – The following process will be followed for students transferring between Schoenbar Middle School, Ketchikan High School and Revilla Alternative High School:
- a. Students leaving Schoenbar Middle School will attend Ketchikan High School under ordinary circumstances.
  - b. Students leaving Schoenbar Middle School may enter Revilla High School directly if this is recommended by both the principal of Schoenbar Middle School and the principal of Revilla High School. This decision would be based on parental or guardian input, the recommendation of a CST, the advanced age of the student, or other considerations that would make it unlikely that the student would be successful at Ketchikan High School. Such recommendations must be completed prior to the last day of the school year immediately preceding the transfer.
  - c. Students wishing to transfer from Ketchikan High School to Revilla High School, or from Revilla High School to Ketchikan High School, must be recommended for the transfer by both principals. This recommendation will be based on parental input, the individual needs of the student, age, number of credits earned, ability to work within the school's guidelines and any other pertinent factors.

*Legal Reference:*

ALASKA ADMINISTRATIVE CODE

4 AAC 05.010-4 AAC 05.090 *Local education*

4 AAC 06.027 *Establishment of attendance areas*

**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT**

**Adoption Date: 10/13/99**

**Revision Date: 5/11/2016**

**Revision Date: 2/22/2017**

**CHILDREN OF MILITARY FAMILIES**

Note: In 2009, Alaska adopted the Interstate Compact on Educational Opportunity for Military Children. AS 14.34.010-.090. The purpose of the law is to remove barriers to educational success for military children that exist due to frequent moves and deployment of their parents. The law provides rules on student enrollment, attendance, placement, advancement, eligibility for educational programs and extracurricular activities, and on-time graduation. School districts are required to be flexible in applying District rules in order to meet the needs of these students.

The School Board recognizes the challenges to academic success faced by children of military families due to frequent moves and deployments of parents/guardians. Students of military families should have all opportunities available for educational achievement. The Superintendent shall direct and oversee the removal of barriers to educational success for these children in accordance with law, including the provision of academic resources, services, and opportunities for educational programs and extracurricular activities.

*(cf. 5118 – Transfers)*  
*(cf. 5125 – Student Records)*  
*(cf. 6145 – Extracurricular and Cocurricular Activities)*  
*(cf. 6145.2 – Interscholastic Competition)*

In making decisions concerning children of military families, including decisions regarding enrollment, placement, eligibility for extracurricular activities, or waiver of any graduation requirement, the Superintendent shall be flexible to the extent permitted by law and District policy.

*(cf. 6146.1 – High School Graduation Requirements)*  
*(cf. 6146.4 – Reciprocity on Graduation Requirements)*

The Superintendent, or designee, shall work with parents/guardians and shall collaborate with local, state, and other agencies within and outside the State of Alaska to facilitate the transition of children of military families into and out of the District.

*(cf. 6020 – Parent Involvement)*

The Superintendent, or designee, shall regularly report to the Board on the educational outcomes of children of military families enrolled in district schools, including, but not limited to, school attendance, assessment results, promotion and retention rates by grade level, participation in extracurricular activities, and graduation rates.

*Legal Reference:*

ALASKA STATUTES

*14.34.010. Compact enacted, Interstate Compact of Educational Opportunity for Military Children*

**EVALUATION OF STUDENT ACHIEVEMENT**

The School Board believes that students and parents/guardians must receive course reports that represent an accurate evaluation of the student's achievement.

Evaluation should be based on impartial, consistent observation of the quality of the student's work and his/her mastery of course content and objectives as demonstrated through classroom participation, homework and tests. Students shall be actively involved in the evaluation process.

The Superintendent or designee shall establish and regularly evaluate a uniform grading system. Principals shall ensure that student grades conform to this system.

**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT**

**Adoption Date: 10/13/99**

**Revision Date: 10/14/09**

**GRADES/EVALUATION OF STUDENT ACHIEVEMENT**

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 excused absence. 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 assignments, including accuracy, legibility and promptness.
2. Contribution to classroom discussions.
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.

**Grades for Citizenship and Effort**

Grades for citizenship and effort shall be reported each marking period as follows:

- O Outstanding
- S Satisfactory
- N Needs Improvement

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

**Grades for Citizenship and Effort** (continued)

1. Student obeys rules.
2. Student respects public and personal property.
3. Student maintains courteous, cooperative relations with teachers and fellow students.
4. Student works without disturbing others.

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

1. Student takes responsibility for having necessary tools and materials.
2. Student shows interest and initiative.
3. Student goes to work immediately, and completes assignments.
4. Student uses free time resourcefully.

**Secondary Honor Roll**

Each secondary school shall post an Honor Roll. All courses except Pass/Fail shall be counted in computing eligibility for the Honor Roll.

**Repeated Classes**

With the approval of the principal or designee, a student may repeat a course in order to raise his/her grade. The student shall receive credit only for taking the course once.

The highest grade received will be the permanent grade on the student's transcript.

**PROMOTION/ACCELERATION/RETENTION**

The School Board desires to see students progress with their peers through the school system's grade levels. To accomplish this, instruction should accommodate the varying interests and growth patterns of individual children and include strategies for providing extra attention or assistance when needed.

**Promotion**

Students shall progress through the school system's grade levels by demonstrating grade level proficiency in the required basic skills.

Progress toward high school graduation shall be based on the student's ability to pass the subjects and electives necessary to earn the required number of credits.

*(cf. 6146.1 - High School Graduation Requirements)*

**Acceleration**

Acceleration is possible when high academic achievement is evident. However, the student's social and emotional growth shall be taken into consideration before placing him/her in a higher grade.

**Retention**

When a teacher believes that retention is necessary to meet a student's needs, he/she shall ask the principal to establish a student study team to consider the child's academic, social and emotional performance. The parent/guardian is an essential member of the student study team and is invited to participate in retention planning.

*(cf. 6164.5 - Student Study Teams)*

*(cf. 5121 - Grades/Evaluation of Student Achievement)*

*(cf. 6141 - Curriculum Development and Evaluation)*

**PROMOTION/ACCELERATION/RETENTION**

Before retaining a student, the principal or designee shall determine that:

1. The student has not met grade-level standards of expected student achievement.
2. Remedial help for the student has not sufficiently prepared the student for advancement.
3. Appropriate treatment targeted to the student's needs will be provided in addition to retention.
4. The student's parent/guardian has been notified and given reasons for the retention.

Parental agreement is suggested, but not required, for retention.

## **Students**

BP 5124

### **COMMUNICATION WITH PARENTS/GUARDIANS**

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.

*(cf. 1250 - Visits to the Schools)*

*(cf. 6020 - Parent Involvement)*

As part of this communication, teachers shall send progress reports and other data relating to standardized testing results to parents/guardians at regular intervals and shall encourage parents/ guardians to communicate any concerns to the teacher.

*(cf. 5113 - Absences and Excuses)*

*(cf. 5121 - Grades/Evaluation of Student Achievement)*

*(cf. 5145.6 - Notifications Required by Law)*

*(cf. 6146.1 - High School Graduation Requirements/Standards of Proficiency)*

*(cf. 6162.5 - Research/Standardized Testing)*

*Revised 1/04*

**STUDENT RECORDS**

Note: The Family Educational Rights and Privacy Act ("FERPA") is a federal law requiring districts to maintain policies and regulations for student records which meet the requirements of law. The complexity of federal and state laws makes it imperative for the district to carefully consider its actions with regard to student records and seek legal advice when deemed necessary. FERPA regulations have been amended, effective January 8, 2012.

The School Board recognizes the importance of keeping accurate, comprehensive student records. The confidentiality of student records shall be maintained in accordance with legal requirements. Information may be disclosed from student records when necessary to protect the health or safety of a student or others, as permitted by law.

The Superintendent or designee shall establish regulations governing the maintenance of student records. These regulations shall ensure parental rights to inspect student records; to seek amendment of student records which are believed to be inaccurate, misleading, or in violation of the student's privacy rights; to consent to disclosure of personally identifiable information except when disclosure is authorized without consent by law; and to file a complaint to challenge the district's compliance with applicable laws governing student records.

*(cf. 3580 - District Records)*  
*(cf. 5125.1 - Release of Directory Information)*  
*(cf. 5125.2 - Challenging Student Records)*  
*(cf. 5125.3 - Withholding Grades, Diploma or Transcripts)*  
*(cf. 6162.8 - Research)*

*Legal Reference:*

ALASKA STATUTES

40.24.120-40.25.220 Public Records Act  
14.03.110 Questionnaires and Surveys administered in public schools  
14.03.113 District determination of scholarship eligibility  
14.03.115 Access to school records by parent, foster parent, or guardian  
14.30.350 Definitions, exceptional children  
14.30.700 Records of missing children  
14.30.710 Required records upon transfer  
14.30.720 Definitions  
14.30.745 Provision of student information to academy  
14.43.810-.850 Alaska performance scholarship program  
14.43.930 Scholarship program information

ALASKA ADMINISTRATIVE CODE

4 AAC 07.060 Student records  
4 AAC 43.010-.900 Alaska performance scholarship program  
4 AAC 52.510 Parental access to records  
4 AAC 52.847 Parental consent for release of records

**STUDENT RECORDS (continued)**

*Legal References continued*

UNITED STATES CODE

*FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, 20 U.S.C. 1232g, as amended by USA PATRIOT ACT of 2001, Public Law 107-56; 115 Stat. 272*

34 CODE OF FEDERAL REGULATIONS

*Part 99 as amended, Jan. 2012*

*300.501 Opportunity to examine records*

*300.624 Destruction of information*

**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT**

**Adoption Date: 10/13/99**

**Revision Date: 9/22/2010**

**Updates to Legal References: 8/22/2012**

**6/11/2014**

**STUDENT RECORDS****Definitions**1. Education Records

"Education records" consists of all official records, files and data directly related to a student that are maintained by the District or by a party acting for the District. A student's education 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 of 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 written observations, and discipline data, including suspensions or expulsions. Student records are the property of the District, with access by others as set forth in this regulation.

2. Exclusions From the Term "Education Records"

The following documents are not "education records":

- a. Aggregated data that does not contain "personally identifiable information" about a specific student.
- b. Personal files, notes, or records maintained by staff members or professional consultants that are kept in their sole possession, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute. Such files or personal notes regarding students shall constitute the personal property of the person compiling the file.
- c. Records of the District's law enforcement unit.
- d. An employment record made and maintained in the normal course of business that relates exclusively to an individual in his or her capacity as an employee. However, records relating to a student who is employed as a result of his or her student's status are education records.

**STUDENT RECORDS** (continued)

- e. Records of a student age 18 or older that are made or maintained by a physician or mental health professional that are utilized for treatment of the student and are disclosed only to individuals providing treatment. "Treatment" for this provision does not include remedial educational activities that are part of the District's instructional program.
- f. Records created or received by the District after the student no longer attends and that are not directly related to the individual's attendance as a student.
- g. Grades on peer-graded papers before they are collected and recorded by a teacher.
- h. Personal knowledge or observation of a school official. A school official is not prohibited from disclosing information about a student if the information is obtained through the school official's personal knowledge or observation, and not from the student's education records.

3. Personally Identifiable Information

"Personally identifiable information" includes, but is not limited to: the name of a student, the student's parent, or other family member; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; indirect identifiers such as a student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student and that would allow a reasonable person in the school community who does not have personal knowledge of the relevant circumstances to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes to know the identity of the student to whom the record relates.

"Biometric record" as used above means a record of one or more measurable biological or behavioral characteristics that can be used for automated recognition of an individual. These include fingerprints, eye patterns, voiceprints, DNA, facial characteristics, and handwriting.

**STUDENT RECORDS** (continued)4. Directory Information

"Directory Information" means information contained in an education record that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, a student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade level, enrollment status, degrees and awards or honors received, scholarship eligibility and the most recent school attended by the student.

Directory information does not include a student's social security number or student identification number if the student identifier can be used to gain access to education records. A student identifier can be listed as directory information if the identifier must be used in conjunction with one or more factors that authenticate the student's identity, such as a PIN or password.

5. Parents

"Parents" means a natural parent, an adoptive parent, foster parent, legal guardian, or an individual acting as a parent in the absence of a parent or guardian, or in the case of a student receiving services provided to exceptional children, a person acting as the parent of a child or a surrogate parent appointed in accordance with state regulations. Either or both parents have access to a student's records, even if a separation or divorce has occurred, unless the parental rights of a parent have been legally terminated through adoption or other legal process; or unless a decree of divorce, separation, or other court order specifically prohibits parental access to school information or records.

6. Eligible Student

"Eligible student" means a student who has attained eighteen years of age, is an emancipated minor, or is attending an institution of post-secondary education.

7. School Official

A "school official" is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person serving on the School Board; law enforcement unit personnel as defined in this regulation; a person or company with whom the District

**STUDENT RECORDS**-School Official (continued)

has contracted to perform a special task (such as attorney, auditor, medical consultant, or therapist); a contractor, consultant, or other outside party to whom the District has outsourced services or functions that it would otherwise use employees to perform, provided that the outside party is under the direct control of the District with respect to use and maintenance of education records and subject to the same conditions governing use and disclosure of those records, or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

8. Law Enforcement Unit Personnel

“Law enforcement unit personnel” are individuals employed, contracted, or permitted to monitor safety and security in and around the schools. Law enforcement unit personnel are responsible for referring potential or alleged violations of law to local law enforcement. The District’s law enforcement unit includes the following individuals: [school resource officers; safety and security staff; principal; etc.].

9. Education Program

“Education program” means any program that is principally engaged in the provision of education, including, but not limited to, early childhood education, elementary and secondary education, postsecondary education, special education, job training, career and technical education, and adult education, and any program that is administered by an educational agency or institution.

**Annual Notice**

The Superintendent shall notify parents and eligible students of the rights accorded them under this policy. Annually, the Superintendent shall provide to parents and eligible students a notice which informs them of the following rights:

- ❖ to inspect and review their student’s education records, and the procedures for doing so;
- ❖ to seek amendment of student records which are believed to be inaccurate, misleading, or in violation of the student’s privacy rights, and the procedures for doing so;
- ❖ to consent to disclosure of personally identifiable information except where law authorizes disclosure without consent; and
- ❖ to file a complaint in accordance with 34 CFR Section 99.63 and 99.64.

**STUDENT RECORDS** (continued)

The annual notice shall also provide the following information:

- ❖ that the District discloses student records without consent to school officials with a legitimate educational interest, and explanation of who constitutes a school official, and what constitutes a legitimate educational interest;
- ❖ that the District forwards records to other school districts or post-secondary institutions that have requested the records and where the student attends or is seeking to enroll; and
- ❖ the name and address of the official responsible for the records and the current fee for copies of records.

Finally, the annual notice will explain that the District discloses information about student eligibility for certain Alaska programs. The notice will identify the programs and explain whether a parent or eligible student may opt out of the following disclosures and if so, how to do so:

- ❖ the University of Alaska scholarship programs;
- ❖ the Alaska Performance Scholarship Program; and
- ❖ the Alaska Military Youth Academy operated by the Department of Military and Veterans' Affairs.

In addition, the District will maintain for public inspection a list of the names and positions of those employees who routinely have access to student records specifically collected or maintained in conjunction with the provision of services to children with disabilities. Upon request, the District shall provide a parent of a student receiving special education or related services a list of the type and location of records collected, maintained and used by the District in conjunction with the provision of such services.

**Custody and Protection of Student Records**

1. Place Records are Kept

Student records will generally be maintained in the cumulative record folders in the administrative offices of the District. With the consent of the Superintendent, or his designee, portions of student records may be kept in other places for reasons of effective school administration, such as data collected and maintained in physical education, vocational, health or special education locations.

**STUDENT RECORDS** (continued)2. Custodian of Records

Student records in each place where they are maintained shall be under the control of a custodian appointed by the Superintendent. The custodian shall be responsible for carrying out this regulation with respect to the records under his/her control. The custodian shall use reasonable physical, technological, or procedural controls to ensure that school officials obtain access to only those education records in which they have legitimate educational interests.

3. Record of Access to Student Records

Each individual student cumulative record folder, and each student record maintained separately from the folder, shall contain a written record of each request for, and each disclosure of, personally identifiable information. The record of access shall include:

- a. the identity of the person reviewing the record and the person's official capacity;
- b. the specific record examined or requested;
- c. the legitimate interest that the person had in requesting or obtaining the information;
- d. the date of examination or request;
- e. if the District discloses personally identifiable information from a student record with the understanding that the information will be redisclosed on behalf of the District, then the names of the additional parties to which the receiving party may disclose the information and the legitimate interest which each additional party has in requesting or obtaining the information;
- f. if the District discloses personally identifiable information from education records to state or federal educational authorities for purposes of audit or evaluation, then the identity of the party and the fact that redisclosures may be made. The state or federal educational authorities must record any further disclosures made, in lieu of the District recording those disclosures. The District will obtain the records of redisclosure from the state or federal authority upon request of a parent or eligible student; and

**STUDENT RECORDS** (continued)

- g. if disclosure is pursuant to a health or safety emergency, then the identity of individual requesting or receiving the information and a description of the articulable and significant threat to the health or safety of the student or others.

A record of access does not have to be kept for requests by, or disclosure to, the following individuals:

- a. parents of the student or an eligible student;
- b. school officials with a legitimate educational interest;
- c. those authorized to obtain disclosure by written consent of a parent or eligible student, unless the disclosure pertains to records of a student receiving special education or related services;
- d. those who request directory information, unless the disclosure pertains to records of a student receiving special education or related services; or
- e. the Attorney General of the United States, or designee, when disclosure is pursuant to an ex parte order in connection with the investigation or prosecution of terrorism crimes.

**Destruction of Records**

1. The District is not precluded from destroying any records, if not otherwise precluded by law, except that access shall be granted prior to the destruction of the education records where the parent or eligible student has requested such access.
2. In the case of records pertaining to students receiving special education or related services that are no longer needed by the District to comply with state or federal law or regulations, the District shall make reasonable efforts to notify the parent and offer the parent a copy of the record. Such records shall be destroyed upon request of the parent.
3. Records pertaining to the name, address, telephone number, grades, attendance, classes attended, grade level completed, and year completed of a student who has received special education or related services must be maintained indefinitely.

**STUDENT RECORDS** (continued)**Access by Parents or Eligible Students**

A parent of a student who is under the age of eighteen (18) years and who has attended or is currently enrolled in the District, has a right to inspect and review his or her student's records or any part thereof. This right of access does not apply to the child's address if the Superintendent determines that release of the address poses a threat to the health or safety of the child.

An eligible student has a right to inspect and review his or her student record or any part thereof. Parents' rights under this policy transfer to the eligible student. However, once a student has become an eligible student, the District may disclose records of the student to the parent without the student's consent in the following instances:

1. if the student is a dependent of either parent for federal income tax purposes; or
2. in connection with a health or safety emergency.

The right of access specified in this section shall include:

1. the right to inspect and review the content of student records;
2. the right to obtain copies of those records, which shall be at the expense of the parent or the eligible student (but not to exceed the actual cost to the District of producing such copies);
3. the right to a response from the District to reasonable requests for explanations and interpretations of those records; and
4. the right to an opportunity for a hearing to challenge the content of those records.

Parents or eligible students desiring to review student records shall present a written request to the office of the Superintendent. The request shall specify the specific records which the person wishes to inspect. In the event the District cannot determine the exact records to which access is sought, the District shall immediately contact the requesting person by letter or otherwise to determine the desired scope of records to be inspected.

Such inspection shall be made during reasonable business hours determined by mutual agreement between the District and the requesting person, but in no event shall access be withheld more than forty-five (45) days after the written request has been made. However, the District must respond to requests by a parent of a

**STUDENT RECORDS** (continued)

student receiving special education or related services within ten (10) days of the request and, in any case, before any meeting or hearing in which the parent may participate relating to the identification, placement, or program of the student.

Where the records requested include information concerning more than one student, the parent or eligible student shall be permitted to review only that part of the record pertaining to his child or his record, or where this cannot reasonably be done, the parent or eligible student shall be informed of the contents of that part of the record pertaining to his child.

**Access Without Parental Consent**

The District shall not permit access to or the release of student records or the personally identifiable information contained therein without the consent of a parent or eligible student except that access without consent, other than records containing personally identifiable information specifically collected or maintained in conjunction with the provision of special education or related services, shall be permitted to those persons, or under those circumstances, listed below:

1. School officials within the District who have a legitimate educational interest in having access to the records. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
2. Officials of other districts, schools, state operated correspondence programs, or post-secondary institutions in which the student seeks to enroll, or is already enrolled, so long as the disclosure is for purposes related to the student's enrollment or transfer. It is the policy of the District to forward student records to the entities or programs listed in this subsection without notifying the parent or eligible student. The District shall forward these records within 10 days after receiving a request. Notification of this practice will be provided to parents and students in the annual notification.

Missing Children: As required by state law, the District shall flag the school records of a child who is missing. Upon receipt of a request from another school or district for a record that has been flagged, the District shall immediately notify the Department of Public Safety. Unless directed to do so by the Department, the District may not forward a copy of the flagged records.

**STUDENT RECORDS** (continued)

3. Upon their request, military recruiters and institutions of higher learning shall have access to secondary students' names, addresses, and telephone listings, unless an objection is made by the student's parent or guardian. Parents/guardians shall be notified of their right to make this objection.
4. Authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of Education, or the Department of Education and Early Development of the State of Alaska, if the information is provided in connection with an audit or evaluation of federal or state supported education programs.

Information may not be disclosed under this subsection unless the District has entered into a written agreement with the organization: 1) designating the individual or entity as an authorized representative; 2) specifying the personally identifiable information from education records to be disclosed; 3) specifying that the purpose for which the personal information is being disclosed is to carry out an audit or evaluation of federal- or state-supported education programs, or to enforce or to comply with federal legal requirements that relate to those programs; 4) describing the activity with sufficient specificity to make clear that it falls within the audit or evaluation exception, including a description of how the personal information from education records will be used; 5) requiring the authorized representative to destroy the personal information from education records when the information is no longer needed for the purpose specified; 6) specifying the time period in which the information must be destroyed; and 7) establishing policies and procedures, consistent with FERPA and other federal and state confidentiality and privacy provisions, to protect personal information from education records from further disclosure (except back to the disclosing entity) and unauthorized use, including limiting use of personally identifiable information from education records to only authorized representatives with legitimate interests in an audit, evaluation, or enforcement or compliance activity.

5. In compliance with a judicial order or pursuant to any lawfully issued subpoena. However, the District shall make a reasonable effort to give the parent or eligible student notice of all such orders or subpoenas as soon as reasonably possible after they are received, and in advance of production of the records, so that the parents or eligible student may seek protective action. Prior notice will not be given in the following cases: a federal grand jury subpoena or order where the court has ordered that the existence or contents of the subpoena not be disclosed; a court or other issuing agency issues a subpoena for a law enforcement purpose and orders the school not to disclose the existence or contents of the subpoena; or when the parent is

**STUDENT RECORDS** (continued)

a party to a court proceeding involving child abuse or neglect and the subpoena or order is issued in that proceeding.

6. Disclosure in connection with financial aid conditioned on the student's attendance at an educational institution. Such disclosure will be made provided that the student has actually applied for or received the aid and the information disclosed is necessary to (a) determine eligibility for the aid, (b) determine the amount of the aid, (c) determine the conditions for the aid or (d) enforce the terms and conditions of the aid.
7. The disclosure is to organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of (a) developing, validating or administering predictive tests, (b) administering student aid programs or (c) improving instruction.

Information may not be disclosed under this subsection unless the District has entered into a written agreement with the organization: 1) specifying the purpose, scope, and duration of the study and the information to be disclosed; 2) restricting the use of personally identifiable information only to purposes of the study as defined in the agreement; 3) assuring that the study will be conducted in a manner that does not permit personal identification of parents and students by individuals other than representatives of the organization that have legitimate interests in the information; and 4) providing that the information will be destroyed or returned to the District when no longer needed for the study, and specifying the time period for destruction or return. Nothing in this section requires the District to initiate a study, or agree with or endorse the conclusions or results of the study.

8. The disclosure is to accrediting organizations carrying out their accrediting functions.
9. Information may be disclosed in connection with a health and safety emergency subject to the conditions described below.
10. Directory information may be released subject to the conditions described in BP 5125.1.
11. The disclosure is to a caseworker of the state or local child welfare agency and the agency is legally responsible for the care and protection of the student.

**STUDENT RECORDS** (continued)

**Transfer of Information to Third Parties**

1. The District shall not release personal information concerning a student except on the condition that the party to which the information is being transferred will not permit any other party to have access to such information without the prior written consent of the parent or eligible student. The District shall include with any information released to a party a written statement which informs the party of this requirement.
2. The District may disclose personally identifiable information with the understanding that the party receiving the information may make further disclosures on behalf of the district without the consent of the parent or eligible student if (a) these further disclosures meet the requirements for access without consent; and (b) the District maintains a record of third parties granted access and the legitimate interest of such parties.

**Cooperation With Juvenile Justice System**

The school district will cooperate with the juvenile justice system in sharing information contained in permanent student records regarding students who have become involved with the juvenile justice system. The school district will enter into an interagency agreement with the juvenile justice agencies (“agencies”) involved.

The purpose of the agreement is to allow for the sharing of information prior to a student’s adjudication in order to promote and collaborate between the district and the agencies to improve school safety, reduce alcohol and illegal drug use, reduce truancy, and reduce in-school and out-of-school suspensions. This cooperation will enhance alternatives such as structured and well supervised educational programs, supplemented by coordinated and appropriate services, designed to correct behaviors that lead to truancy, suspension, and expulsions, and to support students in successfully completing their education.

The school district may share any information with the agencies contained in a student’s permanent record, which is directly related to the juvenile justice system’s ability to effectively serve the student. Prior to adjudication, information contained in the permanent record may be disclosed by the school district to the parties without parental consent or court order. Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs of the student or student’s family or coordinating the delivery of programs and services to the student or student’s family.

**STUDENT RECORDS** (continued)

Information shared under the agreement is not admissible in any court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or custodian.

Confidential information shared between the school district and the agencies will remain confidential and will not be shared with any other person, unless otherwise provided by law.

**Records Pertaining to Children with Disabilities**

Personally identifiable information in those student records specifically collected or maintained in conjunction with the provision of special education or related services may not be released without the written consent of a parent unless the disclosure is to:

1. A school official as defined above.
2. An official of a school or school system in which the student intends to enroll; provided, however, that a parent must be notified of any such disclosure, offered a copy of the record, and notified of his or her right to request amendment of the record.
3. A representative of the Federal Comptroller General, U.S. Department of Education, or Alaska Department of Education and Early Development.

The contents of a student's record may be furnished to any person with the written consent of one of the student's parents. The written consent should specify the records to be released, the reasons for the release, and to whom the records will be released. Where the consent of a parent is required for the release of student records, a copy of the records to be released shall be provided on request to the student's parents or the eligible student, and to the student who is not an eligible student if so requested by the student's parents.

If a parent refuses to consent to release of a student record specifically collected or maintained in conjunction with the provision of special education or related services, the District may initiate a hearing pursuant to the provisions of 4 AAC Section 52.550.

**STUDENT RECORDS** (continued)**Release of Information for Health and Safety Emergencies**

The District may release information from records to appropriate persons, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other persons. The District will take into account the totality of the circumstances, based on the information available at the time, to determine if there is an articulable and significant threat to the health or safety of a student or others.

The District may include in a student's records information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. Under the "health and safety emergency" exception, the District may disclose this information to teachers and school officials of the district, or to teachers and school officials of other districts, if those individuals have a legitimate educational interest in the behavior of the student.

**Complaint Procedure**

Note: The District's records policy must provide for an annual notification which explains the rights of parents and eligible students to file a complaint with the United States Department of Education concerning alleged failures to comply with the requirements of the federal Family Educational Rights and Privacy Act and its regulations.

A parent or eligible student may file a written complaint with the national Family Policy Compliance Office regarding an alleged violation of federal laws governing the administration of student records. These laws include the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g, and its regulations found at 34 CFR Part 99. A complaint must be filed within 180 days of the date of the alleged violation, or of the date the parent or eligible student knew or reasonably should have known of the alleged violation. Complaints should be filed with:

Family Policy Compliance Office  
U.S. Department of Education  
Washington, D.C. 20202-8520

**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT**

**Adoption Date: 10/13/99**  
**Revision Date: 11/18/2010**  
**Revision Date: 8/22/2012**  
**Revision Date: 6/11/2014**

## Students

### STUDENT RECORDS

E 5125 (a)

Note: This annual notice complies with the Family Educational Rights and Privacy Act and is based upon the model FERPA notification developed by the federal Family Policy Compliance Office. Language has been added to the federal notice to comply with the following state laws: AS 14.43.930 requiring annual notice to parents regarding disclosure of student names for purposes of University of Alaska scholarship eligibility; 4 AAC 43.010 requiring disclosure of a student's eligibility for the Alaska Performance Scholarship Program; and AS 14.30.745 requiring annual notice to parents of disclosure of student information for purposes of Alaska Military Youth Academy eligibility.

#### NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. A copying fee will be charged in the amount of 50 cents (.50) per page if copies are desired.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

## **Students**

### **STUDENT RECORDS** (continued)

E 5125(b)

3. The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees or who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Other exceptions for disclosure without consent are detailed in FERPA and Board Policy and Administrative Regulation 5125.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school or district to comply with the requirements of FERPA. A complaint can be filed with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-8520

In addition, you are entitled to notice of the following disclosures of student records:

## **Students**

### **STUDENT RECORDS** (continued)

E 5125(c)

1. Upon request, the district discloses education records without consent to officials of another school district or institution of post-secondary education where the student seeks or intends to enroll, or is already enrolled, if the disclosure is for purposes of the student's enrollment or transfer.
2. By September 15 of each year, the district will provide to the University of Alaska a list of names and addresses of students in the graduating class who meet scholarship eligibility requirements for each scholarship program. Release of a student's name to the University of Alaska will not be made if the parent or eligible student objects. An objection should be made in writing to the school principal.
3. By July 15 of each year, the district will transmit to the Alaska Department of Education and Early Development information on each graduating student's eligibility for the Alaska Performance Scholarship Program. This is a required disclosure that occurs without consent and without the opportunity to object.
4. By January 15 and July 15 of each year, the district will provide to the Alaska Military Youth Academy, operated by the Department of Military and Veterans' Affairs, a report containing the name, address, and dates of attendance of prior students ages 15 through 18 who appear no longer enrolled in any educational institution and who have not received a diploma or GED. Release of a student's information to the Alaska Military Youth Academy will not be made if the parent or eligible student objects. An objection should be made in writing to the school principal.

**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT**

**Adoption Date: 8/22/2012**

**Revision Date: 6/11/2014**

**RELEASE OF DIRECTORY INFORMATION**

Note: Directory information is information that is contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. 34 C.F.R. § 99.3. School officials may release directory information about a student without first obtaining parental consent, unless the parent objects. Districts may disclose this type of information only after giving notice to parents of the items of personal information the school has designated as directory. This notice must also inform parents of their right to refuse disclosure of directory information about their child. A school district is authorized to define the categories of directory information that it desires, if any, and the list found in the Family Educational Rights and Privacy Act is for illustration only. Accordingly, the District is not required to include all, or any, of these items as directory information, but may do so if desired. Effective January 2009, federal law amendments clarify that directory information may not include student social security numbers and may not normally include student identification numbers. Effective January 2012, school districts may implement a limited directory information policy in which they specify the parties or purposes for which the information is disclosed.

Directory information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed.

Note: If boards eliminate name, address or telephone listing from their categories of directory information, military recruiters and postsecondary institutions still have the right, under federal law, to access these three items. Those boards that eliminate name, address or telephone listing need to give parents a second notice allowing them to withhold this information from military recruiters or postsecondary institutions.

The Superintendent or designee may use student directory information in school publications and may authorize the release of directory information to representatives of the news media, prospective employers, post-secondary institutions, military recruiters or nonprofit or other organizations. Directory information consists of the following: student's name, address, telephone number, electronic mail address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, grade level, enrollment status, degrees, honors and awards received, scholarship eligibility and most recent previous school attended.

*(cf. 5128 – Alaska Performance Scholarship)*

Directory information may not include a student's social security number or student identification number, unless the student identification number qualifies as an electronic identifier. An electronic personal identifier is an ID used by a student to gain access to student electronic services such as on-line registration, on-line grade reporting, or on-line courses. These electronic personal identifiers may be disclosed as directory information so long as the identifier cannot be used by itself to gain access to educational records but must be combined with a PIN or other access device.

**RELEASE OF DIRECTORY INFORMATION** (continued)

Note: Certain disclosures are required of school districts by state or federal law. Release of some of this information should not be made if the parent or student objects to the disclosure. The District should include in its annual notice information regarding the following programs, including notice that student information may be submitted pursuant to the program, unless the parent objects in those cases where opt out is permitted. These programs include:

- By September 15 of each year, high schools must provide to the Board of Regents of the University of Alaska a list of names and addresses of students in the graduating class who meet scholarship eligibility requirements for each scholarship program. **Opt out is allowed** AS 14.43.930.
- By July 15 of each year, school districts must determine scholarship eligibility for each graduating senior for the Alaska Performance Scholarship. Districts must record the eligibility level on the student's permanent record and forward it to the Department of Education and Early Development. **Opt out is not permitted.** AS 14.03.110 and AS 14.43.810-.849.
- By January 15 and July 15 of each year, school districts must provide student information to the director of the Alaska Military Youth Academy, a program operated by the Department of the Military and Veterans' Affairs for the purpose of educating and training youth. Districts must provide the name, last known address, and dates of attendance of students between the ages of 15 and 18 who were enrolled but are no longer enrolled in the district, who have not obtained a diploma or GED, and for whom the district has no school transfer or graduation information. **Opt out is permitted.** AS 14.30.745.

The District, before making directory information available, shall give public notice at the beginning of each school year of the information which it has designated as directory information. This notice shall also identify all disclosures required by state and federal law, unless parents opt out of such disclosure. The District shall allow a reasonable period of time after such notice has been given for parents/guardians to inform the District that any or all of the information designated should not be released. The District may provide parents with the ability to limit disclosure to specific parties or for specific purposes, as determined by the District.

Directory information shall not be released regarding any student whose parent/guardian notifies the District in writing that such information may not be disclosed. Parents may not, by opting out of directory information, prevent a school from requiring a student to identify him or herself, or to wear or carry a student ID or badge.

The District may disclose directory information about former students without meeting the requirements of this section.

**RELEASE OF DIRECTORY INFORMATION** (continued)

*Legal Reference:*

ALASKA STATUTES

14.03.113 District determination of scholarship eligibility  
14.30.745 Provision of student information to academy  
14.43.930 Scholarship program information  
14.43.810-.849 Alaska performance scholarship program

UNITED STATES CODE

20 U.S.C. § 1232g  
No Child Left Behind Act, 20 U.S.C. § 7908 (2001)  
USA Patriot Act, § 507, P.L. 107-56 (2001)

ALASKA MUNICIPAL CODE

4 AAC 43.010-.900 Alaska Performance Scholarship Program

CODE OF FEDERAL REGULATIONS

34 C.F.R. Pt. 99 as amended December 2011

\* Legal references updated; change in name updated (June 2014)

**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT**

**Adoption Date: 10/27/2010**

**Revision Date: 9/26/2012**

**\* Revision Date: 6/11/2014**

## Students

E 5125.1(a)

Note: Under the Family Educational Rights and Privacy Act (“FERPA”), school districts may only disclose directory information without consent if they have given the parent or eligible student notice of the kinds of information the district designates as directory and an opportunity to opt out of directory information disclosures. The following is a sample notice, including an “opt out” form, which addresses both directory information and the disclosure of student information to military recruiters, colleges and Alaska scholarship programs. This form utilizes the Model Notice for Directory Information developed by the federal Family Policy Compliance Office.

### **NOTICE OF STUDENT DIRECTORY INFORMATION**

The Ketchikan Gateway Borough School District (“District”) has adopted a policy designed to provide parents and students the full protection of their rights under the Family Educational Rights and Privacy Act, also known as FERPA. A copy of the school district’s policy is available for review in the office of all of our schools.

FERPA, with certain exceptions, requires your written consent prior to disclosure of personally identifiable information from your child’s education records. However, the District may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local school districts receiving federal education funding to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the school district that they do not want their student’s information disclosed without their prior written consent.<sup>1</sup>

The District may also disclose to the State of Alaska or the University of Alaska your student’s eligibility for scholarship programs.

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<sup>1</sup> These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908), as amended, and 10 U.S.C. § 503(c), as amended.

## Students

E 5125.1(b)

The District has designated the following information as directory information:

Note: A school district may, but does not have to, include all the information listed below.

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Enrollment status
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- Scholarship eligibility
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

You have the right to refuse the designation of any or all of the categories of personally identifiable information as directory information with respect to your student provided that you notify the school district in writing not later than \_\_\_\_\_, 20\_\_ of this school year. If you object to disclosure of some or all of this information, please complete and return the slip attached to this notice.

If you have no objection to the use of student information, you do not need to take any action.

**Students**

E 5125.1(c)

**Notice of Student Directory Information**

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**RETURN THIS FORM**

**Ketchikan Gateway Borough School District**

Parental Directions to Withhold Student Directory Information, for 20\_\_-20\_\_ school year.

Student Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

School: \_\_\_\_\_

Grade: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Parent/Legal Guardian/Custodian of Child)

This form must be returned to your child's school no later than \_\_\_\_\_, 20\_\_.

Parental Directions to Withhold Student Names, Addresses and Phone Numbers from Military Recruiters and Postsecondary Educational Institutions, for 20\_\_ - 20\_\_ school year. This does , does not  include my student's eligibility for University of Alaska scholarship programs.

Student Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

School: \_\_\_\_\_

Grade: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Parent/Legal Guardian/Custodian of Child)

This form must be returned to your child's school no later than \_\_\_\_\_, 20\_\_.

Parental Directions to Withhold Student Names, Addresses and Phone Numbers from Alaska Military Youth Academy, for 20\_\_ - 20\_\_ school year.

Student Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

School: \_\_\_\_\_

Grade: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Parent/Legal Guardian/Custodian of Child)

This form must be returned to your child's school no later than \_\_\_\_\_, 20\_\_.

*Additional forms are available at your child's school.*

**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT  
Adopted 9/26/2012**

**CHALLENGING STUDENT RECORDS**

Note: The Family Educational Rights and Privacy Act (FERPA) requires schools districts to have procedures in place for parents and eligible students to challenge an education record as inaccurate, misleading, or in violation of the student's privacy rights. The requirements for that process are set forth in federal law, 34 CFR 99.20-.22. Additionally, under the Alaska Performance Scholarship Program, districts must provide a student with an opportunity to request that the district correct an error in the district's determination of scholarship eligibility. AS 14.03.113. State law does not require that a specific process be utilized. The following policy utilizes the FERPA review and hearing procedures for both forms of challenge.

**Request to Amend Records**

The parent of a student (hereinafter "*parent*") or an eligible student (*a student 18 years or older*) who believes that information in an education record relating to the student is inaccurate, misleading or in violation of the student's rights of privacy, may request that the District amend the record. Such requests shall be made in writing to the Superintendent or the Superintendent's designee. The record amendment process is not available to request changes to substantive decisions by the district, such as student discipline decisions and grade challenges. The parent or eligible student must use the designated processes available to appeal those substantive decisions. This process is available, however, to parents or eligible students who believe the district erred in its eligibility determination for the Alaska Performance Scholarship Program.

*(cf. 5138 – Alaska Performance Scholarship Program)*

*(cf. 5144 – Discipline)*

*(cf. 5144.1 – Suspension & Expulsion)*

*(cf. 5121 – Grade Evaluation of Student Achievement)*

The Superintendent or the Superintendent's designee shall, within a reasonable period of time following such a request, decide whether to amend the record and shall inform the parent or the eligible student in writing of its decision. If the district decides not to amend the record, it shall advise the parent or eligible student of the right to a hearing to challenge the district's decision.

**Request for a Hearing**

If the district decides not to amend a student record, the parent or the eligible student may request a hearing.

**CHALLENGING STUDENT RECORDS** (continued)

Requests for a hearing shall be made within ten (10) days after notice of the district's decision is delivered to the parent or eligible student. The request for a hearing must be in writing, and shall be made to the Superintendent or the Superintendent's designee.

**Conduct of the Hearing**

The district will hold the hearing within a reasonable time after it has received the request. The district will give the parent or eligible student notice of the date, time, and place, reasonably in advance of the hearing.

The hearing may be conducted by any individual, including an official of the District, who does not have a direct interest in the outcome of the hearing.

The parent or eligible student will have a full and fair opportunity to present evidence relevant to the issues. The parent or eligible student may, at their own expense, be assisted or represented by one or more individuals, including an attorney.

A written decision will be issued within a reasonable period of time after the hearing. The decision must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision.

**Remedies**

If the hearing officer determines that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the district shall amend the record.

If the hearing officer decides that the information contained in the record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the district shall so inform the parent or eligible student. The hearing officer's decision shall be final. However, the parent or eligible student may place a statement in the record commenting on the information in dispute and/or describing why the parent or eligible student disagrees with the hearing officer's decision. This statement shall be maintained with the record as long as the district maintains the contested portion of the record. If the district discloses the record, or the contested portion of the record to any person, the statement must also be disclosed.

**CHALLENGING STUDENT RECORDS** (continued)

*Legal Reference:*

ALASKA STATUTES:

*AS 14.03.113 District determination of scholarship eligibility*

*AS 14.30.193 Due process hearing*

*AS 14.30.272 Procedural safeguards*

*AS 14.30.335 Eligibility for federal funds*

ALASKA REGULATIONS:

*4 AAC 43.010 Requirements for school districts and certain religious or private schools*

*4 AAC 52.520 Parental request for amendment of records*

*4 AAC 52.550 Due process hearing*

FEDERAL STATUTES

*FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT, 20 U.S.C. 1232g*

FEDERAL REGULATIONS

*34 CFR Part 99.20-.22*

**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT**

**Adoption Date: 10/13/99**

**Revision Date: 10/13/2010**

**Revision Date: 08/24/2011**

**WITHHOLDING GRADES, DIPLOMA OR TRANSCRIPTS**

When school property has been willfully damaged or not returned upon demand, the Superintendent or designee shall inform the parent/guardian in writing of the responsible student's alleged misconduct and the reparation that is due.

This notice shall include a statement that the district may withhold grades, progress reports, diploma or transcripts from the student and parent/guardian until reparation is made, except that records will be released to another school district to which the student has transferred.

*(cf. 5131.5 - Vandalism, Theft and Graffiti)*  
*(cf. 6161.2 - Damaged or Lost Instructional Materials)*

Upon notification that grades, diploma, and/or transcript will be withheld, the student, parents or guardian may request an opportunity to meet with the appropriate school official to receive an explanation of the evidence of property damage and to provide their own evidence disputing the cause of the property damage and/or the amount of damage. This meeting must be requested within five (5) school days of the student/parents' receipt of the notice, or the right to a meeting is waived.

If the student and parent/guardian are unable to pay for the damages or return the property, the Superintendent or designee shall provide a program of voluntary work for the student, *credit towards the bill being calculated by the state minimum wage multiplied by the number of hours worked*. When this voluntary work is completed, the student's grades, diploma or transcripts shall be released. Alternatively, at the Superintendent's discretion, the district may release grades, diploma, or transcript if the student and parent/guardian are unable to pay reparations due to severe financial hardship.

<p>Note: School districts may bring a civil action against one or both parents of a student who knowingly or intentionally destroys district property. Parents are liable for damages in an amount not to exceed \$15,000 and are also responsible for the court costs incurred by the district in bringing the action. If the parents have insurance that covers the damages claimed by a school district, and the policy limit is in excess of \$15,000, the district can recover up to \$25,000, or the policy limits, whichever amount is lower.</p>
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Nothing in this policy is intended to prevent inspection of a student's records by his or her parents or guardians, or by the student if 18 or older.

**WITHHOLDING GRADES, DIPLOMA OR TRANSCRIPTS**

*(continued)*

*Legal Reference:*

ALASKA STATUTES

*09.65.255 Liability for acts of minors*

*14.03.115 Access to school records by parent, foster parent or guardian*

*14.30.710 Required records upon transfer*

UNITED STATES CODE

*20 USC 1232g. Family Educational Rights & Privacy Act*

CODE OF FEDERAL REGULATIONS

*34 C.F.R. 99.10, Parent inspection of education records*

**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT**

**Revision Date: 7/23/08**

**Revision Date: 1/13/2010**

**Revision Date: 9/22/2010**

**AWARDS FOR ACHIEVEMENT**

The School Board encourages excellence as a goal for all students and wishes to publicly recognize students for unique or exemplary achievements in academic, extracurricular or community service activities.

Student awards may include such things as verbal recognition, a letter, certificate or Board resolution, a public ceremony, or a sum of money.

*(cf. 3290 - Gifts and Bequests)*

*Legal Reference:*

ALASKA STATUTES

*24.50.010 Student guests of legislature*

**GRADUATION CEREMONIES AND ACTIVITIES**

Note: The following policy suggests various options which may be modified to reflect district practice except that the U.S. Supreme Court has ruled that graduation ceremonies may not include school-sponsored prayers.

Note: Effective June 30, 2016 the requirement in AS 14.03.075 that a secondary student take a college and career readiness assessment before being issued a diploma is repealed.

High school graduation ceremonies shall be held to recognize those students who have earned the right to receive a diploma or a certificate of completion. Students earning a certificate of attendance may also participate in graduation ceremonies.

*(cf. 6146.1 - High School Graduation Requirements)*  
*cf. 6146.5 – Differential Requirements for Individuals with Exceptional Needs)*

The following optional paragraph may specify whatever number of uncompleted credits the School Board wishes to allow or may be deleted.

At the discretion of the Superintendent or designee, a student who is no more than \_\_\_\_ credits short of fulfilling district credit requirements may participate in graduation exercises without receiving his/her diploma. When the required credits have been earned, a diploma shall be sent to the student by mail.

Note: The following optional paragraph may be used to deny participation in graduation activities. School site rules should indicate what privileges may be denied for what reasons, and the means whereby students may appeal these decisions.

In accordance with school-site rules, the principal may deny a student the privilege of participating in graduation or promotion activities because of misconduct, including school related hazing or vandalism.  
*(cf. 5144 - Discipline)*

School-sponsored invocations and/or benedictions shall not be included in graduation ceremonies.

*Legal Reference:*

ALASKA STATUTES

14.03.075 College and career readiness assessment; retroactive issuance of diploma

14.03.090 Sectarian or denominational doctrines prohibited

UNITED STATES CODE

Elementary and Secondary Education Act, 20 U.S.C. § 9524, as amended by the No Child Left Behind Act of 2001, P.L. 107-110

*Santa Fe Indep. Sch. Distr. V. Doe, 530 U.S. 20 (2000)*

*Lee v. Weisman, 505 U.S. 577 (1992)*

**ALASKA PERFORMANCE SCHOLARSHIP PROGRAM**

Note: Effective July 1, 2011, school districts must take certain steps to implement the Alaska Merit Scholarship Program, also referred to as the Alaska Performance Scholarship Program. This Program provides scholarships for high school graduates who are Alaska residents to attend a qualified postsecondary institution in the state. School districts must determine scholarship eligibility for each graduating senior and record the eligibility level on the student's permanent record. The record must then be forwarded to the Department of Education and Early Development.

The Board supports and encourages all students to obtain higher education through enrollment in college or career and technical programs upon graduation. The Board believes that institutions within the State of Alaska provide strong and varied opportunities to meet the needs and interests of graduating students and further believes that state school attendance helps support a skilled, local workforce. The district supports student participation in the Alaska Performance Scholarship Program so that students may have maximum opportunity to obtain higher education within the State of Alaska.

Students and parents/guardians will be notified at least annually of the opportunities available through the Alaska Performance Scholarship Program. This notice should include information about scholarship eligibility levels; coursework, testing, and grade point average ("GPA") requirements; residency requirements; and the participating colleges and career and technical programs.

The Superintendent or designee shall determine scholarship eligibility for graduating students and will record the appropriate eligibility level on each student's permanent academic record. Students will be provided an opportunity to challenge an error in the eligibility determination. The academic record of graduating students will be transmitted to the Alaska Department of Education and Early Development to facilitate the award of scholarships.

*(cf. 5125.2 – Challenging Student Records)*

Note: Effective June 6, 2015, the regulation providing for a grace period and waiver of curriculum requirements was repealed and a new section added to provide for students to request a scholarship eligibility extension. 4 AAC 43.035 (repealed); 4 AAC 43.045 (extensions of eligibility period.)

The Alaska Department of Education and Early Development may extend a student's scholarship eligibility period beyond six years after the date of the student's graduation from high school.

*Legal Reference (see next page):*

**Students**

BP 5128 (b)

**ALASKA PERFORMANCE SCHOLARSHIP PROGRAM**

*Legal Reference:*

ALASKA STATUTES

*14.03.113 District determination of scholarship eligibility*

*14.43.810-.849 Alaska Performance Scholarship Program*

ALASKA ADMINISTRATIVE CODE

*4 AAC 43.010-.900 Alaska Performance Scholarship Program*

**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT**

**Adoption Date: 9/14/11**

**Revision Date: 2/27/13**

**Revision Date: 9/14/2016**

**ALASKA PERFORMANCE SCHOLARSHIP PROGRAM**

The Alaska Performance Scholarship Program provides scholarships for high school graduates who are Alaska residents to attend a qualified postsecondary institution in the State of Alaska. The district is required to determine student eligibility for the three levels of scholarships available. The district must then notify the Alaska Department of Education and Early Development of each qualifying student’s eligibility.

**Eligibility Determinations**

The principal or designee of each high school shall determine scholarship eligibility for each graduating student by application of the following criteria.

**A. Course Work Requirements**

Note: The following curriculum requirements are in place for students graduating from high school in and after 2015. Qualifying units of credit shall include a student’s completion of a high school level course in an earlier grade if: 1) the course meets content standards for a grade 9-12 course; 2) is within a qualifying curriculum (math, science, language arts, etc.); and 3) appears on the student’s high school transcript. A course does not satisfy the requirements of this section, regardless of the course name unless it is: 1) a college or industry preparatory course; and 2) meets or exceeds the standards and grade level expectations in *Alaska Standards: Content and Performance Standards for Alaska Students*. An advanced placement and international baccalaureate course meets curriculum requirements and is considered an approved course as fully stated in 4 AAC 43.030.

The Alaska Performance Scholarship may be awarded based on a student’s completion of either a math and science curriculum track, or a social studies and language curriculum track.

**2015 and after Curriculum Requirements**

Students graduating in and after 2015 must meet the following curriculum requirements to qualify for all scholarship levels (Achievement, Performance, and Honors):

**Math and Science Curriculum:**

- 1) Math – 4 units of credit, consisting of either four units selected from the following courses or a combination of three units selected from the following courses and an additional course approved by the department:
  - i. algebra I;
  - ii. algebra II;
  - iii. geometry;
  - iv. trigonometry;
  - v. pre-calculus;

**ALASKA PERFORMANCE SCHOLARSHIP PROGRAM**

- vi. calculus;
- vii. calculus II;
- viii. statistics;

- 2) Science – 4 units of credit, consisting of either four units selected from the following courses or a combination of two units selected from the following courses and two additional courses approved by the department:
  - i. physical science;
  - ii. earth science;
  - iii. biology;
  - iv. chemistry;
  - v. physics;
  - vi. marine biology;
  - vii. anatomy and physiology;
  
- 3) Language arts – 4 units of credit, consisting of either four units selected from the following courses or a combination of three units selected from the following courses and an additional course approved by the department:
  - i. composition;
  - ii. American literature;
  - iii. world literature;
  - iv. speech and debate;
  - v. advanced composition;
  - vi. creative writing;
  - vii. British literature;
  
- 4) Social studies – 4 units of credit, one unit of credit in a foreign or Alaska Native language, fine arts, or cultural heritage may substitute for one of the four units of credit of social studies; at least two units of credit must be from the following courses, with any remaining credits from courses approved by the department:
  - i. World history;
  - ii. American history;
  - iii. geography;
  - iv. American government/civics;
  - v. economics;
  - vi. Alaska history;
  - vii. western or eastern civilization;
  - viii. psychology;
  - ix. sociology.

*Social Studies and Language Curriculum*

- 1) Math - 3 units of credit, consisting of either three units selected from the following courses or a combination of two units selected from the following courses and an additional course approved by the department:
  - i. algebra I;
  - ii. algebra II;
  - iii. geometry;
  - iv. trigonometry;
  - v. pre-calculus;
  
  - vi. calculus;
  - vii. calculus II;
  - viii. statistics;
  
- 2) Science – 3 units of credit consisting of either three units selected from the following courses or a combination of two units selected from the following courses and an additional course approved by the department:
  - i. physical science;
  - ii. earth science;
  - iii. biology;
  - iv. chemistry;
  - v. physics;
  - vi. marine biology;
  - vii. anatomy and physiology;
  
- 3) Language arts – 4 units of credit consisting of either four units selected from the following courses or a combination of three units selected from the following courses and an additional course approved by the department:
  - i. composition;
  - ii. American literature;
  - iii. world literature;
  - iv. speech and debate;
  - v. advanced composition;
  - vi. creative writing;
  - vii. British literature;

**ALASKA PERFORMANCE SCHOLARSHIP PROGRAM** (continued) AR 5128(d)

- 4) Social studies – 4 units of credit, consisting of either four units selected from the following courses or a combination of three units selected from the following courses and an additional course approved by the department:
  - i. world history;
  - ii. American history;
  - iii. geography;
  - iv. American government/civics;
  - v. economics;
  - vi. Alaska history;
  - vii. western or eastern civilization;
  - viii. psychology;
  - ix. sociology.
  
- 5) Foreign, Alaska Native or American sign language – 2 units of credit in the same language.

Note: A district that offers courses meeting the requirements for APS but that do not clearly fall within the course names found above may seek approval from the Department to have those courses approved for APS purposes. 4 AAC 43.030(j).

**B. Grade Point Average and Standardized Examination Scores**

In addition to the curriculum requirements above, students must meet certain GPA and standardized examination score requirements. It is the student's responsibility to provide proof of results achieved on one of the standardized examinations required for scholarship eligibility. GPA and test scores determine a student's level of eligibility for each of the three scholarships set forth below:

1. Alaska Performance Honors Scholarship

Grade Point Average: 3.5 or higher

Test Scores: ACT composite score of 25 or higher; or  
SAT combined score of 1680 or higher; or  
A combined WorkKeys score of 13 or higher, with no single score lower than 4, in each of the following:

1. applied mathematics
2. reading for information
3. locating information

**ALASKA PERFORMANCE SCHOLARSHIP PROGRAM** (continued) AR 5128(e)

Note: The Alaska Performance Honors Scholarship has an award level of \$4,755.

2. Alaska Performance Achievement Scholarship

Grade Point Average: 3.0 or higher

Test Scores: ACT composite score of 23 or higher; or  
SAT combined score of 1560 or higher; or  
A combined WorkKeys score of 13 or higher, with  
no single score lower than 4, in each of the  
following:

1. applied mathematics
2. reading for information
3. locating information

Note: The Alaska Performance Achievement Scholarship has an award level of \$3,566.

3. Alaska Performance Opportunity Scholarship

Grade Point Average: 2.5 or higher

Test Scores: ACT composite score of 21 or higher; or  
SAT combined score of 1450 or higher; or  
A combined WorkKeys score of 13 or higher, with  
no single score lower than 4, in each of the  
following:

1. applied mathematics
2. reading for information
3. locating information

Note: The Alaska Performance Opportunity Scholarship has an award level of \$2,378.

Note: A student who qualifies for one of the above scholarships using the WorkKeys examination must use the scholarship award in a career and technical program that results in the award of a certificate. 4 AAC 43.020.

**Notice to Parents/Guardians of Eligibility Determination**

**Option 1:**

The principal or designee shall provide written notice to all parents/guardians, or to students if 18 or older, of the eligibility determination. The notice should also explain how a parent/guardian or eligible student may challenge this determination.

**Option 2:**

The principal or designee shall provide written notice to all parents/guardians, or to students if 18 or older, of how they may learn the eligibility determination. The notice should also explain how a parent/guardian or eligible student may challenge this determination.

**Permanent Record**

Once eligibility levels are determined, the district will record the level of eligibility on each qualifying student's permanent record. No notation should be made for those students who are not eligible for a scholarship award.

**Annual Transmittal of Records**

No later than July 15 of each year, the district will transmit an electronic version of each graduating student's permanent record that describes the student's eligibility for the Alaska Performance Scholarship Program. This is a mandatory reporting obligation and parents/students may not opt out of this disclosure.

**Appeal Procedures**

The district provides the following appeal process for students who believe an error has been made regarding a student's eligibility for an Alaska Performance Scholarship. A student can request that the district review the determination of whether or not he or she is eligible or, if eligible, the level of scholarship available.

A. Appeal Form

To request an appeal, a student must complete the Alaska Performance Scholarship Appeal Form for Public School Students. [E 5128] The form requires:

1. Name, mailing address, and contact information;
2. Eligibility information in the form of official examination scores and an official transcript indicating courses taken and GPA;
3. A statement explaining why the student believes the eligibility determination is in error; and
4. All documents, papers, or other materials that support a reversal or modification of the eligibility determination.

**ALASKA PERFORMANCE SCHOLARSHIP PROGRAM** (continued) AR 5128(g)

Students who have questions about the form or require assistance should contact a counselor or principal at the student's high school.

Students must complete the Appeal Form and provide supporting documents as soon as possible after receiving notice of his or her eligibility determination. No appeals will be considered unless submitted within thirty (30) days of receiving the district's eligibility determination, absent unusual circumstances that prevented a timely appeal.

**B. Appeal Process**

1. Student submits the completed Appeal Form and supporting documentation to \_\_\_\_\_ [identify appropriate school official to process appeals].
2. The district will designate a reviewer to review and decide the appeal.
3. The reviewer will consider all information submitted and issue a determination of whether or not the student meets scholarship eligibility, and if eligible, the student's level of eligibility.
4. The reviewer's determination is the final decision of the district.
5. Notice of the district's decision will be sent to the student no later than thirty (30) days after the student submits a timely appeal.
6. If the reviewer determines that scholarship eligibility was incorrect, the district will notify the Alaska Performance Scholarship Program of the correct eligibility determination and revise the student's transcript to correctly identify APS eligibility.

Note: Effective June 6, 2015 the regulation providing for a grace period and waiver of curriculum requirements was repealed and a new section added to provide for students to request a scholarship eligibility extension. 4 AAC 43.035 (repealed); 4 AAC 43.045 (extensions of eligibility period). An extension of scholarship eligibility does not permit a student to receive a scholarship for more semester hours than is permitted under AS 14.43.825.

**Extension of Scholarship Eligibility**

The district should notify appropriate students about the availability of a scholarship eligibility extension that may be granted by the Alaska Commissioner of Education. Upon request, the Commissioner may grant a student who has previously been determined eligible for a scholarship under APS, a scholarship eligibility extension. Such an extension allows a student to remain eligible for a scholarship for longer than six years after the date of the student's graduation from high school.

**ALASKA PERFORMANCE SCHOLARSHIP PROGRAM** (continued) AR 5128(h)

To qualify for an extension of scholarship eligibility, a student must:

1. Submit a written request to the Commissioner *no later than* 30 days before the student's period of scholarship eligibility under 14.43.825(b) is set to expire; and
2. Submit with the request a signed statement from the institution of higher learning in which the student is admitted or enrolled attesting that the student has experienced or is experiencing an enrollment delay due to the availability of coursework required by the degree program the student is pursuing, and that the enrollment delay is beyond the student's control.

**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT**  
**Adoption Date: 9/14/11**  
**Revision Date: 09/14/16**

**ALASKA PERFORMANCE SCHOLARSHIP PROGRAM**

**Appeal Form for Public School Students**

**AS 14.03.113. District determination of scholarship eligibility.**

A district shall provide a student with an opportunity to request that the district correct an error in the eligibility determination.

The following information is required for the school district to evaluate your appeal to receive an APS scholarship. Complete this form and return it to your school district. Please print to ensure information is legible.

Last name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_ DOB \_\_\_\_\_

Permanent Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Did you meet the minimum test scores of ACT 21 or SAT 1450, or WorkKeys Level 13 (no score below a 4 in each subject area)? Yes \_\_\_\_\_ No \_\_\_\_\_

My ACT score is \_\_\_\_\_ My SAT score is \_\_\_\_\_ My WorkKeys score is \_\_\_\_\_ My GPA is \_\_\_\_\_

Did you meet the course requirements for your class year? Yes \_\_\_\_\_ No \_\_\_\_\_

Were your requirements met by high school graduation? Yes \_\_\_\_\_ No \_\_\_\_\_

Provide a concise statement identifying the reasons supporting a reversal or modification of the school district's eligibility determination. **Note:** Failure to meet APS requirements for reasons other than those allowed for under the statutes and regulations governing the APS does not entitle the applicant to a reversal or modification of eligibility. You may use a separate sheet of paper.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Provide documents, papers, or other materials that support a reversal or modification of the district's eligibility determination. This must include:**

- ACT and/or SAT score report (s) (an official copy from the ACT/SAT)
- WorkKeys score (if taken outside of the school district)
- Statement
- Transcript

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

School District Review and Signature \_\_\_\_\_ Date \_\_\_\_\_

School District should submit this signature page and record change to:

If you are **unable** to contact your school district office, you may contact:

Shari Paul, APS Program Coordinator  
 Alaska Department of Education and Early Development  
 P.O. Box 110500 Juneau, Alaska 99811-0500  
 Phone: 907-465-6535

[shari.paul@alaska.gov](mailto:shari.paul@alaska.gov)

**CONDUCT****School Board**

The Board is responsible for prescribing rules for the government and discipline of the schools under its jurisdiction. The Board holds the certificated personnel responsible for the proper conduct and control of students under their charge within the behavioral guidelines established by the Board in conjunction with the administration. The Board shall provide all reasonable support to certificated personnel with respect to student conduct and discipline.

**Superintendent**

The Superintendent or designee shall establish the necessary procedures to implement and enforce the Board's discipline policy. He/she shall notify the parents/guardians of all students of the availability of the district's policy and procedures related to conduct and discipline.

**School Principal**

The school principal shall initiate and enforce a set of school rules, in keeping with district policy and regulation, which facilitate effective learning and promote attitudes and habits of good citizenship.

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

The principal shall support the classroom teacher in his/her efforts to promote improved and acceptable behavior in students.

**Teachers**

Teachers shall conduct a well-planned effective classroom program and initiate and enforce a set of classroom regulations that facilitate effective learning. Teachers shall cooperate with administrators and other classroom teachers in enforcing general school rules and appropriate campus behavior.

**CONDUCT** *(continued)*

**Parents/Guardians**

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

**Students**

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

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

*(cf. 5145.2 - Freedom of Speech/Expression)*

Students who violate the law or the rules and regulations of the school district may be subject to the transfer to alternative programs, discipline, suspension, or expulsion.

*(cf. 5144 - Discipline)*

*(cf. 5144.1 - Suspension/Expulsion/Due Process)*

*(cf. AR 5131 – Code of Conduct)*

*Legal Reference:*

ALASKA ADMINISTRATIVE CODE

4 AAC 07.010 - 4 AAC 07.900 Student Rights and Responsibilities

*Revised 9/97*

**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT**

**Revision Date: 7/23/08**

**CONDUCT****Behavior**

All students have the right to an educational environment that is positive at all times and that does not impede their ability to learn. This includes the right to a learning environment that is safe and free from threat to property and health. Administrators, staff and students are expected to protect these rights. Students whose behavior interferes with these rights will be dealt with immediately and may be referred to the building principal, community resource agency, the police department, or other appropriate resources.

It is the goal of the District administrators and staff to work closely with students and parents to encourage behavior that fosters a positive learning environment.

In developing this policy and the associated discipline rules and regulations, the District has relied on the legal concept of compelling state interest which provides that, in some cases, the welfare and interests of the majority weigh greater than those of the individual.

**Gun-Free Schools**

All students, District staff and others coming into the school environment are entitled to be free of threat from firearms and destructive devices, as defined by state law.

The District has adopted District-wide Discipline Policies and Regulations which include prohibitions of firearms and destructive devices. To underscore the Board's concern with these matters, the provisions of Section 6.9 and 6.10 of the District-wide Discipline Regulations (AR 5131 – Code of Conduct), which relate to firearms and destructive devices are incorporated herein by reference and adopted as Board policy.

*(cf. AR 5131 – Code of Conduct)*

**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT**

**Adoption Date: 10/13/99**

**Revision Date: 8/13/2014**

**BUS CONDUCT**

Bus transportation is a privilege extended to students who display good conduct while preparing to ride, riding or leaving the bus. Disorderly conduct or refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied transportation.

The Superintendent or designee shall inform parents/guardians and students regarding regulations related to bus conduct, bus driver authority, and the suspension of riding privileges.

*(cf. 3540 et seq. - Transportation)*  
*(cf. 5131.43 - Harassment, Intimidation and Bullying)*

**Video Cameras on School Buses**

The Ketchikan Gateway Borough School District wishes to take all reasonable steps to ensure safe transportation of its students. Students misbehaving while riding on school buses decrease bus safety. One available tool to increase student safety is to install video cameras on school buses.

Parents and students will be advised that video cameras will be in use at various times in school buses. Notices must be given at least annually. Notices will also be posted in the buses.

Only the Superintendent or designee will authorize the specific installation of a camera in a school bus. School officials, the contractor, or parents may initiate the request.

The contractor must maintain complete records any time a video camera is used. The records must include the recording time, the bus, the driver's name and route, a list of any persons viewing the tape, and the final disposition of the tape.

The tapes are confidential. The Superintendent shall impose controls on the viewing of the tape. Viewing of the tape must be restricted to appropriate personnel of the contractor or the district. If a misconduct citation or incident report is prepared, appropriate school district officers and the student's parents/guardians are permitted to view the tape showing the student's misbehavior. Any tape recording made in which the bus was involved in an accident or where criminal actions are indicated will be held as required by law.

**BUS CONDUCT**

Video Cameras on School Buses

1. Record of Use  
The contractor shall maintain a log of each recorded tape. The log must be submitted to the District office. The log must include the names of those viewing the tape, the reasons, time and location.
2. Contractor's Personnel  
Only the state-wide manager, local contract manager, the dispatcher, the driver, and the attendant, if any, are permitted to view the tape. If an accident occurred, then other contractor's management may view the tape.
3. District Personnel  
The student's principal or his/her designee are permitted to view the tape. Upon the expressed Superintendent's approval, other district personnel may view the tape if they have a compelling reason to do so.
4. Parents/Guardians  
The student's parents or legal guardians may view the portion of the tape showing the student's misconduct.
5. Other Agencies  
In special situations, the tape may be viewed by other agencies, including law enforcement, if there is a compelling reason. Only the Superintendent may approve outside agencies viewing the tape.
6. Viewing  
The confidential nature of the video tape recordings of the activities on the school buses require the utmost consideration. The tapes must be safeguarded at all times and the viewing must be limited to only those individuals directly involved. Activities displayed on the tapes should not be discussed with people not directly involved.

Because school bus passengers' behavior can directly affect their safety and the safety of others, the following regulations apply at all times when students are riding a school bus, including on field trips and other special trips. School personnel, parents/guardians and the students themselves all must see that these regulations are followed.

## **Students**

AR 5131.3(b)

### **BUS CONDUCT**

1. Parents of students intending to ride a school bus are to sign and submit a transportation agreement with 10 days of starting bus service. (*Exhibit 5131.3*)
2. Riders shall follow the instructions and directions of the bus driver at all times.
3. Riders should arrive at the bus stop on time and stand in a safe place to wait quietly for the bus.
4. Riders shall enter the bus in an orderly manner and go directly to their seats.
5. Riders shall remain seated while the bus is in motion and shall not obstruct the aisle with their legs, feet, or other objects. When reaching their destination, riders shall remain seated until the bus stops and only then enter the aisle and go directly to the exit.
6. Riders should be courteous to the driver and to fellow passengers.
7. Serious safety hazards can result from noise or behavior that distract the driver. Loud talking, laughing, yelling, singing, whistling, scuffling, throwing objects, smoking, eating, drinking, standing and changing seats are prohibited actions which may lead to suspension of riding privileges.
8. No part of the body, hands, arms or head should be put out of the window. Nothing should be thrown from the bus.
9. Riders shall help keep the bus and the area around the bus stop clean. Riders shall not damage or deface the bus or tamper with bus equipment.
10. No animals or insects shall be allowed on the bus.
11. Riders should be alert for traffic when leaving the bus.
12. Weapons shall not be permitted on the school bus.

Riders who fail to comply with the above rules shall be reported to the school principal, who shall determine the severity of the misconduct and take action accordingly. In all instances of misconduct, the rider and his/her parent/guardian shall be given notice and warning. In the case of a severe violation or repeated offenses, the rider may be denied transportation for a period of time determined by the principal, up to the remainder of the school year.

Bus drivers shall not deny transportation except as directed by the principal.

**BUS CONDUCT**

**EXPECTATIONS FOR STUDENT TRANSPORTATION**

Safety is a major concern in the Ketchikan Gateway Borough School District. We continually stress the importance of students being safe riders. The bus ride is an extension of the school day and students are under the supervision of school and bus personnel. For this purpose, video surveillance systems may be placed on buses to monitor driver safety standards and student behavior. Audio recording may also be included.

Students riding school buses must follow all safety rules and regulations. Violations of bus regulations may result in:

<b><u>Incident</u></b>	<b><u>Consequence</u></b>
1 <sup>st</sup>	Warning
2 <sup>nd</sup>	Meeting between parents, principal and student.
3 <sup>rd</sup>	Loss of bus privilege for one week.
4 <sup>th</sup>	Loss of bus privilege for one month.
5 <sup>th</sup>	Loss of bus privilege for the remainder of the school year.

**BUS CONDUCT**

**TRANSPORTATION AGREEMENT**

In addition to general safety practices listed below, there are various state and district regulations which students must follow when riding the bus. Students should be reminded that riding the school bus is a privilege, not a right.

**Student Rules**

1. Be at the bus stop 5 minutes prior to the pick up time.
2. Exercise good manners, caution and consideration for other people.
3. Obey the school bus driver; his/her primary concern is for your safety.
4. Students will be assigned seats.
5. Pupils may not have anything in their possession that may cause injury to another.
6. Hanging onto any portion of the school bus from outside the school bus, whether the bus is moving or not, is illegal and dangerous.
7. Only items that can be held in the student's lap or placed in the seat beside them may be transported on the bus. Skateboards may not be transported on the bus.
8. Parents are responsible for damages to the school bus due to misconduct of their children.
9. No animals, large or small, of any kind are allowed on the bus at any time.
10. In general, classroom conduct will be observed. The school bus is not a playground; save horseplay and wrestling for another time and place.

The Ketchikan Gateway Borough School District and First Student appreciate the support of parents/guardians, in the safe transportation of all students.

**Parents of students are to sign and submit this transportation agreement to First Student within 10 days of starting bus service. This privilege may be revoked without a signed transportation agreement.**

Questions: please call First Student at 907-225-3806

Please submit to: First Student

Mail: 153 Eichner Ave, Ketchikan, AK, 99901 Fax: 907-225-3805

Student's name: \_\_\_\_\_

School: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Parent/Guardian Signature

**CAMPUS DISTURBANCES**

Note: The following optional policy may be revised or deleted to reflect district needs.

The School Board recognizes that all school staff must be prepared to cope with campus disturbances and to minimize the risks they entail. Staff should be especially sensitive to conditions that incite racial conflict, student protests, or confrontations.

The Superintendent or designee shall establish at each school a disturbance response plan for curbing disruptions which create disorder and may lead to riots, violence or vandalism at school or school-sponsored events.

The Superintendent or designee shall consult with law enforcement authorities to plan for police support during school disruptions. Each school's disturbance response plan shall address the role of law enforcement. When a disturbance directly threatens students or staff, the Superintendent or designee has the authority to call in law enforcement personnel for assistance and may dismiss school.

Students who participate in disturbances may be subject to disciplinary action.

*(cf. 3515 – School Safety and Security)*

*(cf. 5136 – Gangs)*

*(cf. 5144 – Discipline)*

**CAMPUS DISTURBANCES**

All school staff shall respond to campus disturbances in accordance with the school's response plan. Response Plans shall describe:

1. The means which will be used to signal an emergency situation and maintain communication among staff and with the Superintendent or designee.
2. Each staff member's specific duties during a disturbance.
3. Procedures for ensuring the safety of students and staff.
4. Conditions, as prearranged with law enforcement authorities, under which the principal or designee shall:
  - a. Inform the police.
  - b. Secure police assistance
  - c. Give the police responsibility for a specific crisis situation.
5. Procedures for the orderly dismissal of school when authorized by the principal or designee.
6. Procedures to route all media inquiries to the Superintendent or designee.

**Extension of Class Period**

During any disturbance in which additional students might become involved while changing classes, the principal or designee may notice all staff that the present class period will be extended until further notice. Upon receiving this notification:

1. Teachers shall ensure that all students in their charge remain in one location under their supervision.
2. Teachers shall ask any students who are in the halls to return to their classes at once.

**HARASSMENT, INTIMIDATION AND BULLYING**

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

*(cf. 5137 – Positive School Climate)*

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

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

The district will provide parent and community information, and age-appropriate student instruction, on how to identify, respond to, and prevent harassment, intimidation, and bullying.

*(cf. 5131.5 – Vandalism, Theft and Graffiti)*

*(c.f. 5144 - Discipline)*

*(c.f. 5144.1 – Suspension and Expulsion)*

**HARASSMENT, INTIMIDATION AND BULLYING DEFINED**

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

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

**HARASSMENT, INTIMIDATION AND BULLYING** (continued)

*(c.f. 5145.3 – Nondiscrimination)*

**Cyberbullying**

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

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

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

1. Is of a criminal nature, including but not limited to, threats of violence or harm against staff members, students, or their property;
2. Suggests or advocates physical harm to staff members or students;
3. Causes a student or staff member to experience a substantially detrimental effect on his or her physical or mental health;
4. Causes a student or staff member to experience substantial interference with academic or work performance, or with his or her ability to participate in or benefit from district services or activities;
5. Threatens vandalism to school property; or
6. Creates a significant disruption to the school's educational mission, purpose or objectives.

Disciplinary action may include, but is not limited to, the loss of student activity eligibility, the loss of computer privileges, detention, suspension, or expulsion for those committing acts of cyberbullying. In addition, any kind of threat or hate crime will be reported to law enforcement officials.

Students and staff who believe they have been the victims of cyberbullying, as described in this policy, should not erase the offending material from the system. A copy of the material should be printed and a report made under this policy.

*(cf. 6161.4 – Internet)*

*(cf. 6161.5 – Web Sites / Pages)*

**HARASSMENT, INTIMIDATION AND BULLYING** (continued)

**REPORTING**

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

**Response**

In determining the appropriate response to students who commit one or more acts of harassment, intimidation or bullying, the following factors should be considered:

- a. the development and maturity levels of the parties involved;
- b. the level of harm;
- c. the surrounding circumstances;
- d. past incidences or past continuing patterns of behavior;
- e. the relationships between the parties involved;
- f. the level of disruption in or interference with the orderly operation of the school.

This policy should not be interpreted to prohibit a reasoned and civil exchange of opinions or debate that is protected by law and Board policy.

*(c.f. 5145.2 – Freedom of Speech/Expression)*

Conduct that does not rise to the level of harassment, intimidation or bullying may still be prohibited by other policies or rules.

*Legal References on next page*

**HARASSMENT, INTIMIDATION AND BULLYING** (continued)

Citations and legal references

- (cf. 5131 – Conduct)
- (cf. 5131.4 – Campus Disturbances)
- (cf. 5131.41 – Violent and Aggressive Conduct)
- (cf. 5131.42 – Threats of Violence)
- (cf. 5131.5 – Vandalism, Theft & Graffiti)
- (cf. 5137 – Positive School Climate)

*Legal Reference:*

ALASKA STATUTES

- 14.33.200 Harassment, intimidation and bullying policy
- 14.33.210 Reporting of incidents of harassment, intimidation or bullying
- 14.33.220 Reporting, no reprisals
- 14.33.230 Immunity from suit
- 14.33.250 Definitions
- 11.61.120 Harassment in the second degree

CODE OF FEDERAL REGULATIONS

- 28 CFR Part 35, Title II of the Americans with Disabilities Act of 1990 (ADA)
- 34 CFR Part 104, Section 504 of the Rehabilitation Act of 1973 (Section 504)
- 34 CFR Part 300, Individuals with Disabilities Education Act (IDEA)

**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT**

**Adoption Date: 10/26/05**  
**Revision Date: 10/27/2010**  
**Revision Date: 8/08/2012**  
**Revision Date: 2/08/2017**

## **Students**

AR 5131.43(a)

### **HARASSMENT, INTIMIDATION AND BULLYING**

It shall be a violation for any student or staff member to harass, intimidate or bully another person while at school, traveling to and from school, or attending school-sponsored events. Moreover, it shall be a violation for any school staff member to knowingly ignore or tolerate harassment, intimidation or bullying at school or at school sponsored events.

For the purpose of this policy, *school staff* includes school employees, School Board members, agents, volunteers, contractors or other persons subject to the supervision and control of the school district.

#### **Bullying Defined**

Bullying is the repeated intimidation of others by inflicting or threatening physical, verbal, written, electronic, or emotional abuse, or damage to another's property. Bullying may include, but is not limited to, conduct such as physical abuse, damage or theft of another's property, social exclusion from activities, verbal taunts, name-calling, rumors, innuendoes, drawings, jokes, gestures, pranks, and put-downs relating to real or perceived differences, including another's culture, race, ethnicity, gender, sexual orientation, religion, body size, physical appearance, clothing, personality, age, socioeconomic, status, ability or disability or other distinguishing characteristics.

#### **Intimidation Defined**

Intimidation is defined as frightening or use of force to coerce the behavior of another person(s).

#### **Hazing as a Form of Bullying**

Hazing includes any act that endangers the health or safety of a person or subjects that person to physical discomfort or embarrassment because of the person's participation or membership in, or as a condition of attaining or maintaining membership in or a position with or affiliation with, any classroom, grade level or school-sponsored activity or function. Hazing related to non-school sponsored activities is also prohibited if the hazing behavior occurs on school grounds or at a school-sponsored activity or function. Hazing is considered a form of bullying and is prohibited by this policy regardless of whether the subjects of the hazing are, or profess to be, willing participants in the hazing activity.

**HARASSMENT, INTIMIDATION AND BULLYING** (continued)**Sanctions for Harassment, Intimidation or Bullying**

Appropriate sanctions will be taken against students and/or employees who commit acts of harassment, intimidation or bullying. For students, the sanctions must be appropriate to the seriousness of the incident and may include detention, suspension, and/or expulsion in accordance with state law, district policy, administrative regulation, and student handbooks. For school staff, sanctions will be in accordance with state law, district policy, administrative regulation, collective bargaining agreements, and applicable codes of ethics.

**Reporting Procedure**

Note: A staff member or student who observes or receives a sexual image on a computer or personal electronic device should not forward that image electronically. The image should be secured and the device turned over to an administrator. Any sexual image of a minor requires reporting to OCS and/or law enforcement.

1. Any student or staff member who believes he or she has been the victim of harassment, intimidation or bullying may report the alleged act to the school principal or designee. If a student is more comfortable reporting to a person other than the principal, the student may contact any school employee. The principal or designee will accept anonymous reports but formal disciplinary action may not be taken without corroborating evidence.
2. Any school employee, or an employee of an entity under contract with the school district, who receives a report, witnesses harassment, intimidation or bullying, or has reliable information that a student has been subject to harassment, intimidation or bullying shall act immediately to protect the alleged victim, if necessary, and shall immediately report the incident to the student's principal or designee for prompt investigation.
3. Upon receipt of a report of harassment, intimidation or bullying, the principal or designee shall forward a timely written report of the incident and his or her response to the Safe and Drug-Free Schools Coordinator or other individual identified by the Superintendent. That individual shall compile and maintain data of all incidents of harassment, intimidation or bullying that result in suspension or expulsion. Such data shall be reported to the Department of Education and Early Development on an annual basis.
4. The principal or designee shall by telephone and in writing notify the parents or guardians of the students involved of the alleged harassment, intimidation or bullying incident. The notice shall advise individuals involved of their due process rights.

**HARASSMENT, INTIMIDATION AND BULLYING** (continued)

**Investigation and Corrective Action**

1. The principal or designee shall promptly and thoroughly investigate all alleged acts of harassment, intimidation or bullying.
2. All involved in an alleged act of harassment, intimidation or bullying shall be advised by the principal of his or her due process rights.
3. At the conclusion of the investigation, the principal shall take such disciplinary action deemed necessary and appropriate to end the misconduct and prevent its recurrence. The principal will act in accordance with the student conduct code, the teacher code of ethics, and paraprofessional code of ethics to discipline the offending party(ies).
4. Incidents of harassment, intimidation or bullying that involve criminal activity shall be reported to law enforcement.

**False Report**

Students and staff who knowingly or willfully make a false report of harassment, intimidation or bullying, or provide false information in connection with an investigation, will be subject to disciplinary action up to and including suspension/expulsion for students and termination for staff.

**Retaliation Prohibited**

Retaliation or reprisal against any person who reports an incident of harassment, intimidation or bullying, or cooperates in an investigation, is strictly prohibited. Any such retaliation or reprisals will result in suspension or expulsion of offending students, and disciplinary action up to termination for school employees.

**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT**

**Adoption Date: 3/26/08**

**Revision Date: 1/26/11**

**Revision Date: 8/22/2012**

**Revision Date: 02/08/2017**

**VANDALISM, THEFT AND GRAFFITI**

The School Board considers vandalism a very serious matter. Vandalism includes the negligent, willful, or unlawful damaging or theft of any district-owned real or personal property, including the writing of graffiti.

*(cf. 3515.4 - Recovery for Property Loss or Damage)*

Any district student who commits an act of vandalism shall be subject to disciplinary action, reparation for damages, and may be reported to the law enforcement.

If reparation is not made, the district shall withhold the student's grades, diploma or transcripts.

If the student and parent/guardian are unable to pay for the damages the Superintendent or designee shall provide a program of voluntary work for the student, with credit towards the bill being calculated by the state minimum wage multiplied by the number of hours worked. When reparations are repaid, the student's grades, diploma or transcripts shall be released.

In absence of a reparation agreement, unpaid balances over \$50 and more than 90 days delinquent will be turned over to a collections agency for collection.

*(cf. 5125.3 - Withholding Grades, Diploma or Transcripts)*

*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

*(cf. AR 5131 – Code of Conduct)*

*Legal Reference:*

ALASKA STATUTES

09.65.255 *Liability for destruction of property by minors*

14.33.130 *Enforcement of approved program [school disciplinary & safety program]; additional safety obligations*

**ALCOHOL, TOBACCO, AND OTHER DRUGS**

Because the use of alcohol, tobacco and other drugs (ATOD) adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences, the School Board intends to keep district schools free of ATOD.

Alcohol and tobacco, like any other controlled substance, are illegal for use by minors. The Board desires that every effort be made to reduce the chances that our students will begin or continue the use of ATOD. The Superintendent or designee shall clearly communicate to students, staff and parents/guardians all Board policies, regulations, procedures and school rules.

Recognizing that keeping schools free of ATOD is a concern common to the district and community, the Board supports cooperation among schools, parents/guardians, law enforcement and other appropriate community organizations involved in preventing ATOD abuse.

To obtain the widest possible input and support for district policies and programs, the Board shall support and participate in the ATOD advisory committee to make recommendations.

*(cf. 1220 - Citizen Advisory Committees)*  
*(cf. AR 5131 – Code of Conduct)*

**Instruction**

The district shall provide preventative instruction, which helps students avoid the use of ATOD and teaches students how to influence their peers to avoid and/or discontinue the use of ATOD. Instruction shall be designed to answer students' questions related to ATOD.

The instructional programs will help students obtain and use current and accurate information, develop and maintain a positive self-concept, take positive actions to cope with stress, and use appropriate social and personal skills to resist involvement with ATOD.

**ALCOHOL TOBACCO AND OTHER DRUGS** (continued)

The curriculum will be comprehensive and sequential in nature and suited to meet the needs of students at their respective grade levels. All instruction and related materials shall stress the concept of "no unlawful use" of ATOD and shall not include the concept of "responsible use" when such use is illegal.

The Board encourages staff to display attitudes, which make them positive role models for students with regard to ATOD. Staff should help students see themselves as responsible partners in efforts to maintain a safe, constructive school climate.

The Board recognizes that children exposed to ATOD prior to birth may have disabilities requiring special attention and modifications in the regular education program. The Superintendent or designee shall provide appropriate staff training in the needs of such students as required by law.

*(cf. 6142.2 - AIDS Instruction)*

*(cf. 6143 - Courses of Study)*

*(cf. 6159 - Individualized Education Program)*

**Intervention**

The Board recognizes that there are students on our campuses who use ATOD and can benefit from intervention. The Board supports intervention programs that include the involvement of students, parents/guardians and community agencies/organizations.

The Board finds it essential that school personnel be trained to identify symptoms which may indicate use of ATOD. The Superintendent or designee shall identify responsibilities of staff in working with, intervening, and reporting student suspected of ATOD use. Students and parents/guardians shall be informed about the signs of ATOD use and about appropriate agencies offering effective counseling.

**Nonpunitive Self-Referral**

The Board strongly encourages any student who is using ATOD to discuss the matter with his/her parent/guardian or with any staff member. If the student is uncomfortable doing this, he/she is encouraged to ask a friend to discuss the problem with a parent/guardian or staff member. Students shall not be

**ALCOHOL TOBACCO AND OTHER DRUGS** (continued)

punished or disciplined for such past use, provided the student participating in competitive extra-curricular activities self reports prior to the start of the season and provides documentation of participation in an intervention program approved by the District. In addition, the student shall also submit to a drug screening at their expense and shall be required to provide the results to the District. Those students participating in a competitive extra-curricular activity without a designated season, may choose to self-report prior to the first performance/competition and provide documentation of participation in a State approved intervention or recovery program and negative drug screen. Those students who choose to self report as set forth in this paragraph will not be considered in violation of BP 5131.61 Student Competitive Extra-Curricular ATOD testing policy, based on their reported past ATOD use.

**Recovering Student Support**

The Board recognizes the presence of recovering students in the schools and the necessity to support these students in avoiding re-involvement with ATOD.

**Enforcement/Discipline**

The Superintendent or designee shall take appropriate action to eliminate possession, use or sale of ATOD and related paraphernalia on school grounds, at school events, or in any situation in which the school is responsible for the conduct and well being of students. If District Staff becomes knowledgeable through official means of a student possessing, selling and/or using ATOD or related paraphernalia the student shall be subject to disciplinary procedures which may result in suspension or expulsion as outlined in AR 5131.

*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

School authorities may search students and school properties for the possession of ATOD as long as such searches are conducted in accordance with law.

*(cf. 5145.12 - Search and Seizure)*

**Students**

BP 5131.6(d)

**ALCOHOL TOBACCO AND OTHER DRUGS** (continued)

*Legal Reference:*

ALASKA STATUTES

*04.16.080 Sales or consumption at school events*

*14.20.680 Training required for teachers and other school officials*

*14.30.360 Curriculum (Health and Safety Education)*

*47.37.045 Community action against substance abuse grant fund*

**DISTRICT SPONSORED STUDENT ACTIVITIES ALCOHOL, TOBACCO AND OTHER DRUG, (ATOD) TESTING**

The District has adopted a student Alcohol, Tobacco and Other Drug (ATOD) testing policy for all district sponsored activities in order (1) to provide for the health and safety of all students, (2) to counteract negative peer pressure by providing a reason to refuse to use ATOD, and (3) to encourage those with ATOD problems to seek help overcoming such problems.

Alcohol, Tobacco and Other Drug (ATOD) use is a serious threat to the school system, its students, visitors and employees. Research and experience have demonstrated that even small quantities of ATOD can impair judgment and reflexes, creating unsafe conditions for students, especially those involved in the activities covered by this policy even when the usage may not be readily apparent.

The Board finds that the benefits of the student ATOD testing program and its goals and objectives outweigh the potential inconvenience, and the program encourages the understanding and cooperation of the community, students and parents, particularly those involved in District sponsored student activities, and discourages ATOD use. Participation in such activities is a privilege that will be taken away for failure to comply with this policy and its implementing Administrative Regulation. The Superintendent is to develop regulations consistent with this policy.

Students of this District who are involved in high school and middle school District sponsored student activities shall submit to ATOD testing as outlined in the Administrative Regulation. Students are required to complete an authorization form that allows the District to conduct ATOD testing. Should a student and parent or guardian decline to complete this form, that student will not be allowed to participate in District sponsored student activities until such time as the student's parent or guardian signs the authorization.

The District shall develop appropriate consequences in the event of a positive test.

*(cf. 5131 B Conduct)*

*(cf. 5131.6B Alcohol & Other Drugs)*

*(cf. 5144 B Discipline)*

*(cf. 5145.12B Search & Seizure)*

**DISTRICT SPONSORED STUDENT ACTIVITIES ALCOHOL, TOBACCO AND OTHER DRUG, (ATOD) TESTING** *(continued)*

The District shall develop procedures for ATOD testing consistent with applicable legal standards. The District shall also develop procedures regarding the confidentiality of student test results and shall require all persons having access to those results to abide by these procedures.

All students affected by this policy shall be given notice of the policy and of the testing regulations adopted by the District.

*Legal Reference:*

*Vernonia School District 47J v. Acton, 515 US 646 (1995)*

*Board of Education v. Earls, \_\_\_\_\_ US \_\_\_\_\_ (2002)*

**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT**

**Adoption Date: 8/1/01**

**Revision Date: 4/23/03**

**Revision Date: 10/25/06**

**Revision Date: 2/27/08**

## **Students**

### **DISTRICT SPONSORED STUDENT ACTIVITIES ALCOHOL, TOBACCO AND OTHER DRUG (ATOD) TESTING**

#### **Covered Students and Activities**

All students at the middle school and high school level participating in District sponsored athletic activities are subject to student drug testing, which includes testing for illegal drugs, alcohol and tobacco. Participants in District-sponsored athletic activities will be subject to the ATOD testing policy during the school year in which the activity occurs.

#### **Non-Punitive Self Referral**

The Board strongly encourages any student who is using ATOD to discuss the matter with his/her parent/guardian or with any staff member. If the student is uncomfortable doing this, he/she is encouraged to ask a friend to discuss the problem with a parent/guardian or staff member. Students shall not be punished or disciplined for such past use, provided the student participating in competitive extra-curricular activities self reports prior to the start of the season and provides documentation of participation in an intervention program approved by the District. In addition, the student shall also submit to a drug screening at their expense and shall be required to provide the results to the District. Those students participating in a competitive athletic extra-curricular activity without a designated season, may choose to self-report prior to the first performance/competition and provide documentation of participation in a State approved intervention or recovery program and negative drug screen. Those students who choose to self report as set forth in this paragraph will not be considered in violation of BP 5131.61 testing policy, based on their reported past ATOD use.

#### **Consent**

Prior to the beginning of each District sponsored athletic activity, each student participant and, if the student is a minor (under the age of eighteen), his or her parent, will be required to complete and sign the District Informed Consent Agreement. The agreement will state that the student, and his or her parent, if applicable, understands that by participation in the activity the student agrees to be subject to the District's drug testing policy. No student will be allowed to participate in practice, competition, performance or travel until this form is completed, signed and on file with the District.

**DISTRICT SPONSORED STUDENT ACTIVITIES ALCOHOL, TOBACCO AND OTHER DRUG (ATOD) TESTING (continued)**

**Selection for Testing**

1. Pre-season Testing.

At the option of the District, all students involved in District sponsored athletic activities may be tested at the beginning of the activity.

2. Random Testing.

Random drug testing will be conducted bi-weekly (every other week) during the season for each activity. Approximately 10% of the students participating in covered activities will be tested each week. Students shall be selected for testing by lottery drawing or other random means from a pool of all students participating in covered activities at the time of the drawing. The superintendent shall take all reasonable steps to assure the integrity, confidentiality and random nature of the selection process including, but not necessarily limited to, assuring that the names of all students currently participating in covered activities are included in the pool, assuring that the person selecting students has no way of knowingly choosing or failing to choose particular students for testing, assuring that the identity of students selected for testing is not known to those involved in the selection process, and assuring direct observation of the selection process by at least two adults.

**Scope of Tests**

The testing laboratory will be instructed to test for one or more illegal drugs and/or their metabolites. Students shall not be tested for the presence of any substance other than an illegal drug, nor shall they be tested for the existence of any physical condition other than drug intoxication and/or the presence of illegal drugs in their systems. For purposes of BP 5131.61 and this regulation, tobacco and alcohol are considered illegal drugs.

**TESTING PROTOCOL**

**General**

The District will schedule all testing. The District shall designate a certain area in the high school and middle school buildings as the collection site. Designated testing laboratory personnel or District personnel will conduct tests. Those personnel or “test administrators” shall be trained in appropriate procedures for administering the test, recognizing adulteration, alteration or manipulation of samples, and evaluating test results. Testing methods may include the use of urine specimen, saliva specimen, and breath sample testing methods.

**DISTRICT SPONSORED STUDENT ACTIVITIES ATOD TESTING** (continued)

**Specimen Collection**

Students to be tested shall present verification of their identities to the test administrator, if they are not personally known to the test administrator. In the absence of such verification the student's accompanying supervisor may identify the student.

1. Urine Specimen Collection.

Students providing urine specimens shall be asked to remove any jackets or coats and to wash and dry their hands prior to collection of the specimen. Students must leave their purses, packs, wallets and similar items outside the collection site to prevent access to adulterants. These procedures must be completed in the presence of the test administrator.

The student shall then be directed to a private area for production of a urine specimen. All students providing urine samples shall be given the option of doing so alone in an individual stall with the door closed. The student's selected test kit shall be opened in full view of the student. The test will be conducted with the least intrusiveness possible while ensuring accuracy of the results.

After urine specimen testing, the student must present the specimen to the test administrator prior to washing his/her hands or flushing the toilet. The specimen shall remain in the student's visual field while the test administrator conducts the following procedures. The test administrator shall measure the specimen and record its temperature. The test administrator shall then divide the specimen in half and shall conduct initial screening using one of the halves. If that screening yields a negative result, the entire specimen will be discarded.

If the urine specimen screening yields an inconclusive or presumptively positive result, the remaining half of the specimen shall be sealed for transmission to a testing laboratory for confirmatory testing. The student shall be requested to initial and date a form identifying the specimen.

If a student is unable to produce a urine specimen at the time for testing, the student will be allowed to return to provide a urine sample later that same day or the student may choose to be tested by providing a saliva specimen.

2. Saliva Specimen Collection.

Saliva specimens shall be collected by swabbing the inside of the student's mouth. The saliva specimen will then be screened. If the screening test for substances is inconclusive, another saliva specimen shall be collected and screened. If the results of the second screening test are inconclusive, the student will be required to provide a urine specimen or, in the case of alcohol testing, a breath sample.

**DISTRICT SPONSORED STUDENT ACTIVITIES ATOD TESTING** (continued)

For substances other than alcohol, if the screening test is presumptively positive, the remaining saliva specimen will be sealed for transmission to the testing laboratory for confirmation testing. The student shall be requested to initial and date a form identifying the specimen.

If the screening test for alcohol is presumptively positive for alcohol, an initial breath alcohol test will be performed, followed by a second breath test, to confirm the results of the alcohol saliva test.

**Confirmatory Testing - Medications**

For substances other than alcohol, the testing laboratory shall conduct confirmatory testing using gas chromatography/mass spectrometry (GC/MS) techniques. Tests for substances other than tobacco shall not be considered positive unless the substance to be tested is present at a level equal to or greater than the cutoff level established by the United States Department of Health and Human Services for that substance. For tobacco, the test shall be considered positive if more than 200 ng/ml of the chemical cotinine is found to be present. For opioids, the test shall be considered positive if more than 300 ng/ml of the chemical codeine and 2,000 ng/ml of the chemical morphine is found to be present. All positive GC/MS test results shall be reviewed by a licensed physician or

osteopath. The physician or osteopath shall contact the student within 48 hours of receiving a confirmatory positive test/result from the laboratory and offer an opportunity to discuss the test results. Students who believe the results are due to medication shall provide verification of prescriptions or other relevant medical information to the medical review officer, if they wish to challenge the results on that basis. Test results that the physician or osteopath concludes are caused by medicine prescribed for the student or by the legal use of any substance shall be reported as negative. For alcohol, the test shall be considered positive if any alcohol is found to be present. Confirmation testing for alcohol shall be by breath sample testing as set forth above.

**Alteration or Manipulation of Samples**

The use of substances and methods that alter the integrity and/or validity of samples provided by students is prohibited. Examples of banned methods are catheterization, urine substitution and/or tampering, or modification of renal excretion by the use of diuretics or masking substances or agents.

**DISTRICT SPONSORED STUDENT ACTIVITIES ATOD TESTING** (continued)**Request for Retest**

Where a split specimen has been collected, the student may request a retest of the split specimen within 72 hours of notification of the final test result. Where a single specimen is submitted for testing, the student may request a retest of the original sample within 72 hours after notification of the final test result. Requests must be submitted to the testing laboratory. The student will be required to pay the associated costs of retest in advance but will be reimbursed if the result of the retest is negative. Re-testing is not available for alcohol.

**Opportunity to Explain**

The District shall notify the student and at least one of the student's parents of a positive test result or other violation and the consequences and shall provide an opportunity for the student and/or the parent(s) to comment on or explain the result or other violation to the principal and/or the physician or osteopath confidentially prior to taking any action to exclude the student from participation in the activity.

**Copies of Results**

Students have the right to obtain a copy of the written results of their tests if they make a written request to the principal within six months after the date of the test.

All parents of minor students and all parents of dependent students are entitled to receive written copies of test results if they requested as provided above and to review any records the District maintains related to their child's testing.

**VIOLATIONS**

The following constitute violations for purposes of imposing consequences on students participating in District sponsored athletic activities:

- a. A positive drug screen;
- b. Refusal to take a drug test, unjustified delay in reporting for testing, or unjustified failure to produce a sample for screening;
- c. Violation of the testing protocol by the student;
- d. Manipulating, altering or attempting to alter or manipulate the integrity or validity of the collection process;
- e. Violation of the provisions of the Ketchikan Gateway Borough School District Extracurricular Activities Handbook concerning illegal drugs including alcohol and tobacco; or,
- f. Violation of the District's disciplinary rules regarding the use of illegal drugs including alcohol and tobacco.

**DISTRICT SPONSORED STUDENT ACTIVITIES ATOD TESTING** (continued)

Those violations set forth in a-e above will result only in imposition of the consequences established by this regulation; however, violation of the District's disciplinary rules will result in imposition of both the consequences imposed by this policy and discipline under those rules.

**CONSEQUENCES OF VIOLATION**

**Effect of Positive Initial Screening**

In the event of a positive initial screening test, a student may continue to participate in a covered activity pending receipt of the results of confirmatory testing unless, in the judgment of the principal, there is reason to believe that continued participation would present an unreasonable risk of harm to the student, other persons or property.

**First Violation of ATOD**

In response to the first violation, the following penalties will be applied:

- 1) Suspension from all District sponsored student activities for 10 days
- 2) Completion of 20 hours of community work service (community service for prior activities may not be substituted)
- 3) Completion of the AASA "Play for Keeps" online Student/Parent First Offense educational component
- 4) Submission of a negative drug test (at student expense)

*\*The student may practice after completion of #2 through #4.*

**Second Violation**

In response to a second violation, the following penalties will be applied:

- 1) Suspension from all District sponsored student activities for 45 days
- 2) Completion of 40 hours of community work service (community service for prior activities may not be substituted)
- 3) Completion of the AASA "Play for Keeps" online Student/Parent Second Offense educational component
- 4) Submission of a negative drug test (at student expense)

*\*The student may practice after completion of #2 through #4.*

**DISTRICT SPONSORED STUDENT ACTIVITIES ATOD TESTING** (continued)

**Third Violation**

In response to the third violation, the following penalties will be applied:

- 1) Suspension from all District sponsored student activities for six (6) months.
- 2) Completion of 60 hours of community work service (community service for prior activities may not be substituted)
- 3) Completion of the ASAA “Play for Keeps” class online Student/Parent third Offense educational component
- 4) Submission of a negative drug test (at student expense)

*\*The student may **not** practice for remainder of violation time period*

**Fourth and Subsequent Violation(s)**

In response to the fourth and subsequent violation(s), the following penalties will be applied:

- 1) Suspension from all District sponsored student activities for one (1) year
- 2) Completion of 100 hours of community work service (community service for prior activities may not be substituted)
- 3) Completion of the ASAA “Play for Keeps” class online
- 4) Submission of a negative drug test (at student expense)

*\*The student may **not** practice for remainder of violation time period*

**Access to Results**

The results of a drug test will be treated as confidential information to the extent permitted by law. Except as otherwise required by law, the District will limit disclosure of information acquired in a drug test, including the positive and negative results, to the following individuals unless the student consents in writing to other disclosures: (1) the student; (2) the student’s parents (when requested in writing); (3) the student’s principal and other school officials (including coaches and activity advisors) with a need to know; (4) the test administrator and laboratory personnel; (5) medical review personnel; (6) a counselor or other rehabilitation personnel if the student seeks or is required to use such service; and, (7) the appeal hearing officer. The results of random testing will not be disclosed to criminal or juvenile authorities absent a legal requirement to do so.

**Payment Responsibilities**

The student or the student’s parents shall be responsible for arranging and paying the cost of any post violation re-entry testing, drug assistance programs or drug assessments and compliance with drug assessment recommendations including recommended treatment.

**DISTRICT SPONSORED STUDENT ACTIVITIES ATOD TESTING** (continued)

**Non-Punitive Nature of Policy**

Except as provided above, students shall not be excluded from participation in activities, penalized academically or otherwise disciplined in response to a positive result from an ATOD violation under this regulation or other violation of this regulation.

**Appeal Procedures**

The following appeal procedures apply to exclusion from participation in a covered activity: ~~can we amend the appeal procedure to address only practicing, not travel or competing pending the appeal process.~~

1. Exclusion pending a hearing and appeal: If a student and/or the student's parent/guardian requests a hearing in writing within three (3) calendar days of the meeting with the principal, the exclusion shall be delayed or suspended pending the hearing. However, the exclusion shall not be delayed pending a hearing if, in the judgment of the principal, there is reason to believe that the participation by the student would present an unreasonable risk of harm to the student, other persons or property. In such instances, the student shall not participate in the covered activity.
2. The Hearing Officer: A hearing officer shall be appointed by the Superintendent or designee to conduct a hearing and make a recommendation to the Superintendent or designee. The administrative hearing shall be conducted in accordance with these rules:
3. The following procedural guidelines shall govern the hearing:
  - a. The parent/guardian/student may be present at the hearing and the student may be represented by legal counsel or other spokesperson/advocate.
  - b. Both student and the District shall have the opportunity to present their versions of the relevant facts, submit the evidence upon which they rely, and bring forth witnesses.
  - c. The hearing need not be conducted according to technical rules relating to evidence and witnesses. All relevant, not unduly repetitious, evidence shall be accepted.
  - d. All witnesses presenting testimony before the hearing officer shall be sworn to testify truthfully.

**DISTRICT SPONSORED STUDENT ACTIVITIES ATOD TESTING** (continued)

- e. The hearing officer shall make his/her recommendation solely upon the evidence presented at the hearing.
- f. A tape-recorded record shall be made of the hearing by the District.
- g. Within three (3) calendar days after completion of the hearing, the hearing officer shall provide a written recommendation to the Superintendent or designee to uphold or reject the exclusion. The Superintendent or designee shall then make his/her determination and shall provide the student and parent/guardian with a written decision, which shall include a copy of the hearing officer's findings and recommendation, within five (5) calendar days after completion of the hearing.
- h. If the Superintendent or designee upholds the exclusion, so that exclusion time remains, the exclusion will be enforced immediately upon receipt by the student and parent/guardian of the Superintendent's or designee's decision. Such decision shall be final, subject only to appeal of the administrative decision to the Superior Court.

**DISTRICT SPONSORED STUDENT ACTIVITIES ATOD TESTING** (continued)

**DEFINITIONS**

“Alcohol” – For purposes of BP 5131.61 and this regulation, alcohol means any substance containing any form of alcohol including, but not limited to, ethanol, methanol, propanol and isopropanol.

“DISTRICT SPONSORED ACTIVITY” - For purposes of BP 5131.61 and this regulation, District sponsored activity means District-sponsored athletic programs and any other activities under the direct control of the District in which students engage in activities representing the School District including, but not limited to, activities sponsored by the Alaska Student Activities Association and Alaska Association of Student Government .

“Drug” or “illegal drug” - For purposes of BP 5131.61 and this regulation, drug or illegal drug means a substance controlled or considered unlawful under AS 11.71, as that chapter may be amended, or the metabolite of the substance, which has not been validly prescribed for the student by a licensed health care provider authorized to prescribe the substance. For purposes of BP 5131.61 and this regulation, “drug” and “illegal drug” also means and includes alcohol and tobacco.

“Parent” - For purposes of BP 5131.61 and this regulation, parent means a student’s natural parent, guardian, or an individual acting as a parent in the absence of a parent or guardian.

“Season” – For purposes of BP 5131.61 and this regulation, season means the period commencing with the first practice and ending at the conclusion of the last performance or contest scheduled for the activity, including any state tournaments or meets.

“Tobacco” – For purposes of BP 5131.61 and this regulation, tobacco means items such as cigars, cigarettes, snuff, loose tobacco and similar goods made with any part of the tobacco plant or which contain nicotine and which are prepared or used for smoking, chewing, dipping, sniffing or otherwise.

**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT**

**Revision Date: 2/27/08**

**Posting Date: 11/22/2010**

**Posting Date: 8/20/2019**

**Students**

E 5131.61

**STUDENT EXTRA-CURRICULAR ATOD TESTING**

**Informed Consent Agreement  
Ketchikan Gateway Borough School District**

I have read the attached Board Policy and Administrative Regulation 5131.61 on ATOD testing for students.

**I understand that my performance as a participant and the reputation of my school are dependent in part, on my conduct as an individual. I hereby agree to accept and abide by the standards, rules, and regulations set forth by the Ketchikan Gateway Borough School District for the activity in which I participate.**

I authorize Ketchikan Gateway Borough School District to conduct a test on a urine and/or saliva specimen, which I provide to test for ATOD. I also authorize the release of information concerning the results of such a test to the individuals identified in the Ketchikan Gateway Borough School District regulation on drug testing, AR 5131.61.

This agreement shall be deemed consent pursuant to the Family Education Right to Privacy Act for the release of above information to the parties named above.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Student's Name

I understand that submission to drug testing is a condition of my child's participation in school sponsored District sponsored student activities. I hereby consent to the testing of my child for ATOD and to the release of information concerning the testing as provided above.

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

To address parental concerns about testing during the school day, we are providing an opportunity for the student to be tested before school starts in the mornings (7:30 a.m.). If you would like this opportunity, please initial the box below.

- If my student is chosen for the Random ATOD Testing, I will bring him/her to school early that morning. I understand that if I am unable to get him/her there that day, the test will be conducted during school that day.

**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT**

**Revision Date: 2/27/08**

**Posting Date: 11/22/2010**

**WEAPONS AND DANGEROUS INSTRUMENTS**

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

School employees may confiscate weapons or dangerous instruments on school grounds or at school-related or school-sponsored activities in order to maintain discipline and to protect the welfare and safety of students, staff and the public.

The district shall, by regulation, define the terms "deadly weapon," "dangerous instrument," and "firearm."

The Board shall expel any student who brings a firearm to school in violation of this policy for a period of not less than one (1) calendar year. The Board shall suspend for at least 30 days, or expel for the school year, or permanently, a student who violates the portion of this policy relating to deadly weapons. The Superintendent may, on a case-by-case basis, recommend a modification of these periods of suspension or expulsion. Such modification recommendation shall involve consideration of all relevant factors, including those in aggravation and mitigation of the violation, and whether suspension is appropriate if the student has an individual education plan.

The Superintendent shall be responsible for reporting all violations of this policy to the Board and shall make all required reports to state, local, and federal agencies. The Superintendent shall also be responsible for referring to law enforcement authorities any student who violates this policy.

*(cf. 3514 - Safety)*

*(cf. 4158/4358 - Employee Security)*

*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

*(cf. AR 5131 - Code of Conduct)*

**WEAPONS AND DANGEROUS INSTRUMENTS** (continued)

*Legal Reference:*

*Gun-Free Schools Act of 1994 (Pub.L. 89-10, Title VIII, s 8001, as added Pub.L. 103-227, Title X, s 1032(3), March 31, 1994, 108 Stat. 270.)*

*Individuals with Disabilities Education Act (Pub.L. 94-142)*

*1973 Rehabilitation Act, Section 504*

*Elementary and Secondary Educational Act of 1965*

*Americans with Disabilities Act, 42 U.S.C. Sec. 12183(b)*

ALASKA STATUTES

*11.61.210 Misconduct involving weapons in the fourth degree*

*11.81.900 Definitions*

*14.03.160 Suspension or expulsion of students for possessing weapons*

**WEAPONS AND DANGEROUS INSTRUMENTS**

For purposes of this policy, the term “firearm” is defined as follows:

- a. 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;
- b. the frame or receiver of any such weapon;
- c. any firearm muffler or firearm silencer; or
- d. any dangerous instrument.

The term “dangerous instrument” means:

- a. matches, lighters, and flammable devices, including fire-starter materials;
- b. any explosive, incendiary, or poison gas-
  - (1) bomb,
  - (2) grenade,
  - (3) rocket having a propellant charge of more than four ounces,
  - (4) missile having an explosive or incendiary charge of more than one-quarter ounce,
  - (5) mine, or
  - (6) device similar to any of the devices described in the preceding clauses;
- c. any type of weapon by whatever name known which will, or which may be readily converted to, expel a projective by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and
- d. any combination of parts either designed or intended for use in converting any device into any destructive device described in subparagraph (a) or (b) from which a destructive device may be readily assembled.

For the purposes of this policy, the term “deadly weapon” is defined as follows:

Anything designed for and capable of causing death or serious physical injury, including a knife, an ax, a club, or metal knuckles. For purposes of this policy, the term “deadly weapon” does not include a firearm as defined under the portion of this policy relating to the federal Gun-Free Schools Act of 1994.

**ACADEMIC HONESTY**

The School Board believes that personal integrity is basic to all solid achievement. Students will reach their full potential only by being honest with themselves and with others.

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 efforts. 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.

*(cf. 5144 - Discipline)*

**DRESS AND GROOMING**

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

Dress: Appropriate dress is that which does not constitute a disruption in the educational process through intimidation, prohibited solicitation as set forth below, or harassment. The attire shall also not interfere with the health and safety of the student or other students. Clothing that promotes any form of tobacco, alcohol or other drug use or abuse shall not be worn within the school environment. Clothing that states obscenity or obscenities, or language that is offensive by reasonable community standards, shall be considered inappropriate. Remarks that are sexual in nature or racist are included in this category. If it becomes apparent that clothing displays any form of gang-related message, it shall be considered as inappropriate in the educational setting and will not be allowed.

*(cf. 4119.22 - Dress and Grooming (staff))*  
*(cf. 5145.2 - Freedom of Speech/Expression)*

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

*(cf. AR 5131 – Code of Conduct)*  
*(cf. 5144 - Discipline)*

*Legal Reference:*  
*Breese v. Smith, 501 P.2d 159 (Alaska 1979)*

## Students

BP 5136

### GANGS

Gang activity in any form has no place within the school environment.

Preserving a beneficial learning environment and assuring the safety and well-being of all students and staff are primary concerns of the Board. Groups which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property at school or at school activities, or which disrupt the educational environment, are determined to be detrimental to the educational program and are prohibited. Such groups are referred to in this policy as “gangs.”

The following activities are prohibited by gang members acting as a group of two or more or acting individually:

1. Wearing, possessing, using, distributing, displaying, or selling any apparel, jewelry, accessory, emblem, badge, symbol, sign or other thing which implies or indicates that a person is a member of, or affiliated with, a gang.
2. Participation in activities such as solicitation, initiation, hazing, intimidation, or activities designed to create group affiliation that can cause bodily danger, physical harm, or emotional harm.
3. Using verbal or nonverbal speech, gestures, or symbolic display to communicate gang presence, membership, affiliation, or control.
4. Engaging in harassing, threatening, or intimidating conduct with the intent to cause fear of violence or harm, or which does cause fear of violence or harm, in another person, or which hinders a student’s participation in the educational program.

*(cf. 5131 - Conduct)*

*(cf. 5131.4 - Campus Disturbances)*

*(cf. 5131.5 - Vandalism, Theft, and Graffiti)*

*(cf. 5144-5144.2 - Discipline)*

Groups or individuals that engage in the above prohibited conduct are subject to disciplinary action, up to and including, suspension or expulsion.

The Superintendent or designee may establish procedures as necessary to implement this policy.

The Superintendent or designee shall provide inservice training to develop staff skills to assist students in seeking positive alternatives to membership in gangs or participation in gang activities.

**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT**  
**Adoption Date: 07/16/2014**

**POSITIVE SCHOOL CLIMATE**

Research indicates that student achievement is often higher in schools with a positive climate. The School Board expects a positive and welcoming climate in each school, with safe, well-managed classrooms and common areas, clearly stated high expectations about individual responsibility, and whose teachers and staff consistently acknowledge all students and fairly address students' behavior.

School Climate refers to the social and environmental factors that contribute to students' experience of, and attitude towards, their school. School climate is related to how well students feel connected with others at their school. Without a positive school climate, students are unlikely to consider their school as a place in which they are welcomed, challenged and nurtured.

The Superintendent or designee may implement and support strength-based activities such as Positive Behavior Support (PBS) and Social Emotional Learning (SEL) efforts, youth leadership initiatives, family involvement in schools, and community service projects.

All members of the school community, including staff, students, administrators, school board members and visitors, are expected to serve as role models by demonstrating positive attitudes, cultural sensitivity, and respect to students and staff members. Staff shall use effective classroom management strategies to foster positive social interactions among students, and encourage and recognize activities that foster a positive school climate.

The Superintendent or designee may administer the School Climate and Connectedness Survey on a regular basis, shall share results with the school board, staff, students and the community, and commit to improving school climate and connectedness ratings.

*(cf. 6141.3 - Multicultural Education)*

*(cf. 6142.4 - Community Service)*

The schools shall not tolerate any form of harassment, intimidation, or bullying. Anyone who engages in these acts shall be subject to appropriate disciplinary procedures.

*(cf. 5131.4 - Campus Disturbances)*

*(cf. 5131.43 - Harassment, Intimidation and Bullying)*

*(cf. 5144 - Discipline)*

*Legal References (see next page)*

**Students**

BP 5137 (b)

**POSITIVE SCHOOL CLIMATE** (continued)

*Legal Reference:*

ALASKA STATUTES

*14.33.200 Harassment, intimidation and bullying policy*

**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT**  
**Adoption Date: 10/13/99**  
**Revision Date: 8/27/2014**

## Students

BP 5138 (a)

### **STUDENT PERSONAL ELECTRONIC DEVICE AND CELL PHONE USE**

The School District has determined that cell phones are a convenience for students and parents, yet their use may create a disruption in the learning environment. Student possession and use of cell phones or other electronic devices in the schools is a privilege only allowable subject to appropriate rules and regulations. The District reserves the right to define the educational value of any electronic devices that may become available in the future, to regulate their use and to prohibit their use if they have no educational value or if such use creates learner distraction or disruptions.

Possession of a cell phone by a student is a privilege which may be forfeited by any student not abiding by the terms of this policy. Students shall be personally and solely responsible for the security and use of their cell phones.

The District shall not assume any responsibility for theft, loss or damage of a cell phone, or unauthorized calls made on a cell phone.

#### **Use of Cell Phones on School Grounds**

Student use of a cell phone depends on the grade level of the student. The following categories outline the grade levels and authorized use/possession of cell phones or other electronic devices by students:

1. **Elementary Schools, Kindergarten – Sixth Grade:** Student use of cell phones and other electronic devices is prohibited during the school day and in the school building. Communication with parents/guardians is facilitated through the school office.
2. **Middle School – Seventh Grade – Eighth Grade:** Students may use cell phones and other electronic devices before and after school, as long as they do not create a distraction or a disruption. Use of cell phones and other electronic devices during the school day is prohibited and phones shall be powered completely off during the academic day.
3. **High School – Ninth Grade – Twelfth Grade:** Students may use cell phones or other portable electronic devices before and after school, during passing periods, lunch and nutrition break. The use of such devices is prohibited during class time unless allowed by instructors for educational purposes and approved by school administration. Possession of any portable electronic device is a privilege, which may be forfeited by any student not abiding by terms of this policy.

## **STUDENT CELL PHONE USE**

### **Camera or Picture Cell Phones**

At no time may any electronic communication device or camera be utilized by any student in a way which might reasonably create an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. Additionally, using any electronic device to cheat or to assist another student to cheat is strictly forbidden and will result in permanent confiscation of the device until a parent or legal guardian can retrieve it.

### **Sanctions**

In cases of policy violation, the user of the device shall be subject to disciplinary action; i.e. warning, confiscation of device, suspension/expulsion, or other disciplinary action. If the device is confiscated and forwarded to the school administration, it may only be returned to a parent or legal guardian.

**STUDENT ACCESS TO NETWORKED INFORMATION RESOURCES AND ACCEPTABLE USE PHILOSOPHY****Background:**

As the use of telecommunication networks by students and educators increase, there is a need to clarify acceptable use and safety of those networks and to include federal regulations from the Children's Online Privacy Protection Act (COPPA) and the Children's Internet Protection Act (CIPA).

**Contents:**

Policy 5139 includes regulations for the safety and use of the Internet. It addresses acceptable use, privileges, accountability and responsibility, web publishing, network etiquette, reliability, security, safety, and vandalism.

**Purpose:**

Policy 5139 has been revised (1) to include the new federal regulations regarding issues of child safety and acceptable use of the Internet and (2) to be in compliance with Universal Service Fund for Schools and Libraries (E-rate) guidelines.

The Board recognizes that as telecommunications and other new technologies shift the way that information may be accessed, communicated and transferred by members of society, those changes may also alter instruction and student learning. The Board supports access by students to rich information resources along with the development by staff of appropriate skills to analyze and evaluate such resources.

Board Policy 6161.1 spells out principles of selection and requires that instructional and library materials support and enrich the curriculum while taking into account the varied instructional needs, learning styles, abilities and developmental levels of students. Telecommunications, electronic information sources and networked services significantly alter the information landscape for schools by opening classrooms to a broader array of resources. In the past, instructional and library media materials could be selected based on the above criteria. Telecommunications, because it leads to any publicly available file server in the world, opens classrooms and libraries to electronic information resources which have not been screened by educators for use by students of various ages.

**STUDENT ACCESS TO NETWORKED INFORMATION RESOURCES AND ACCEPTABLE USE PHILOSOPHY**

Electronic information research skills are now fundamental to preparation of citizens and future employees in this Age of Information. The Board expects that staff will blend thoughtful use of such information throughout the curriculum and that the staff will provide guidance and instruction to students in the appropriate use of electronic resources. Staff will consult the guidelines for instructional materials contained in Board policy 6161.1 and will honor the goals set forth for selection of instructional materials.

Access to telecommunications will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with people throughout the world. The Board believes that the benefits to students to electronic and telecommunication resources and collaboration, exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Ketchikan Gateway Borough School District supports and respects each family's right to decide whether or not to apply for independent access.

**Acceptable Use**Student Responsibilities

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior apply (see Board Regulation 5131 - Code of Conduct). The network is provided for students to conduct research and communicate with others. Access to network services will be provided to students who agree to act in a considerate and responsible manner.

Independent student use of telecommunications and electronic information resources will be permitted upon submission of permission forms by parents of minor students (under 18 years of age) and by students themselves. Many regional networks require agreement by users to acceptable use policies outlining standards for behavior and communication.

**STUDENT ACCESS TO NETWORKED INFORMATION RESOURCES AND ACCEPTABLE USE PHILOSOPHY**

**Procedures**

1. Program Development

In order to match electronic resources as closely as possible to the curriculum, district personnel will review and evaluate resources in order to offer “home pages” and menus of materials which comply with Board guidelines listed in Board Policy 6161.1 governing the selection of instructional materials. Staff will provide developmentally telecommunications and electronic information resources to conduct research and other studies related to the curriculum. All students will be informed by staff of their rights and responsibilities as users of the district network prior to gaining access, either as individual users or as a member of a class or group.

As much as possible, access to district information resources will be designed in ways which point students to those which have been reviewed and evaluated by staff, they shall be provided with guidelines and lists of resources particularly suited to the learning objectives. Students may pursue electronic research independent of staff supervision only if they have been granted parental permission and have submitted all required forms. Permission is not transferable and may not be shared.

2. Internet Rules

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior apply.

The Network is provided for students to conduct research and communicate with others. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Parent permission ID is required for minors. Access is a privilege, not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed.

**STUDENT ACCESS TO NETWORKED INFORMATION RESOURCES AND ACCEPTABLE USE PHILOSOPHY** (continued)

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear responsibility for such guidance as they must also exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

The following are not permitted:

- Sending or displaying offensive message or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using others' passwords
- Trespassing in others' folders, work files
- Intentionally wasting limited resources
- Employing the network for commercial purposes

**3. Technology Protection Measures**

The school district has installed filtering software or other technologies on all school computers with Internet access, and will enforce the operation of same during any use of those computers, to prevent minors from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors.

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h] [7]), as meaning any picture, graphic image file, or other visual depictions.

Filtering software is not foolproof. It diminishes the likelihood that searchers will inadvertently retrieve text or images that they may find offensive, but does not eliminate that possibility.

**STUDENT ACCESS TO NETWORKED INFORMATION RESOURCES  
AND ACCEPTABLE USE PHILOSOPHY (continued)**

Filters often block access to sites that users would consider both inoffensive and useful.

4. Sanctions
  - a. Violations may result in a loss of access.
  - b. Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language or behavior.
  - c. When applicable, law enforcement agencies may be involved.

**Internet and Electronic Mail Permission Form**

The Ketchikan Gateway Borough School District is pleased to offer students access to the district computer network for electronic mail and the Internet. To gain access to e-mail and the Internet, all students under the age of 18 must obtain parent or guardian permission and must sign and return this form to the library media specialists. Students 18 and over may sign their own forms.

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. The district believes that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Ketchikan Gateway Borough School District support and respect each family's right to decide whether or not to apply for access.

**District Internet and E-Mail Rules**

Students are responsible for good behavior on school networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior apply.

**STUDENT ACCESS TO NETWORKED INFORMATION RESOURCES  
AND ACCEPTABLE USE PHILOSOPHY (continued)**

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent or legal guardian permission is required. Access entails responsibility and is a privilege – not a right.

Individual users of the district computer networks are responsible for their behavior and communications over the networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on network servers will always be private.

Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

As outlined in Board policy and regulations on students' rights and responsibilities, copies of which are available in school offices, the following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using others' passwords
- Trespassing in others' folders, work files
- Intentionally wasting limited resources
- Employing the network for commercial purposes

**Students**

AR 5139(e)

**STUDENT ACCESS TO NETWORKED INFORMATION RESOURCES  
AND ACCEPTABLE USE PHILOSOPHY (continued)**

Violations may result in a loss of access as well as other disciplinary or legal action.

**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT  
Adoption Date: 7/10/02**

**USER AGREEMENT AND PARENT PERMISSION FORM**

As a user of the Ketchikan Gateway Borough School District computer network, I hereby agree to comply with the above stated rules communicating over the network in a reliable fashion while honoring all relevant laws and restrictions.

Student Signature \_\_\_\_\_

As the parent or legal guardian of the minor student above, I grant permission for my son or daughter to access network computer services such as electronic mail and the Internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use – setting and conveying standards for my daughter or son to follow when selecting, sharing or exploring information and media.

Parent Signature \_\_\_\_\_

Name of Student \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

Soc. Sec.# \_\_\_\_\_ Birth Date \_\_\_\_\_

Street Address \_\_\_\_\_ Home Phone \_\_\_\_\_

**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT  
NETWORK SERVICES CODE OF CONDUCT**

**Definitions**

Network Services refers to the services provided on a local area network within a school, and a wide area network throughout the school district including Internet connectivity available from the desktops of computers on the network.

These services include:

- Access to word processing, spreadsheet, database, paint and draw multimedia presentation and other tools available on the network.
- Access to the school library catalog system at First City Libraries.
- Access to shared files and publications available on the wide area network.
- Access to Internet for information gathering, communications and publishing.

Network Users refers to students, staff and others given district network services.

**Rights**

Users have the right to:

- Use available technology including network services in their daily learning.
- Examine a broad range of opinions and ideas in the educational process including the right to locate, use and exchange information and ideas using network services.
- Communicate with other individuals including those accessible using network services.

**Responsibilities**

Users have the responsibility to:

- Use school district hardware and software competently and respectfully.
- Learn to use the network services needed.
- Monitor personal file space.
- Follow all state and federal statutes regarding copyright and technology use.
- Maintain and respect the privacy of personal account and activities.

**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT  
NETWORK SERVICES CODE OF CONDUCT**

- Maintain and respect the privacy of the user accounts and activities of others.
- Follow the established district guidelines for computer etiquette.
- Report any violation to network services personnel.

**Unacceptable Uses**

Users may not:

- Damage or disrupt equipment or system performance.
- Corrupt the data of another user.
- Waste resources such as paper, time or access for others.
- Participate in malicious hacking such as gaining unauthorized access to resources.
- Invade the privacy of others by activities such as eavesdropping or reading someone else's mail or files.
- Use or publish information about an account owned by another user.
- Use profanity, obscenity or other language which may be offensive to another user.
- Post anonymous messages.
- Use the network services for any illegal activity such as violation of copyright, plagiarism, or other contractual use agreements.
- Allow obscene or disruptive materials to enter the district networks.

**HEALTH CARE AND EMERGENCIES**

The School Board recognizes the importance of taking appropriate action whenever an accident or illness threatens the safety, health or welfare of a student at school or during school-sponsored activities. The Superintendent or designee shall establish procedures to minimize the effects of an injury by providing first aid and/or medical attention as quickly as possible, to notify parents/guardians of the accident and to take whatever other steps are deemed necessary in the interests of the student and the district.

**Emergency Contact Information**

To facilitate immediate contact with parents/guardians on such occasions, the Board requires parents/guardians to furnish the schools with the current information specified below:

1. Home address and telephone number.
2. Parent/guardian's business address and telephone number.
3. Name, address and telephone number of a relative or friend who is authorized by the parent/guardian to care for the student in cases of emergency when the parent/guardian cannot be reached.
4. Local physician to call in case of emergency.

*(cf. 5141.21 - Administering Medication)*

*(cf. 5141.3 - Health Examinations)*

**Referral to Community Resources**

Note: Under AS 14.30.177, school boards must adopt a policy that employees who refer parents to individual health care providers may be subject to disciplinary action. In 2006, such referrals became prohibited by law. AS 14.30.171(a)(4).
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**HEALTH CARE AND EMERGENCIES (continued)**

School personnel, except those possessing a special services type C certificate, should not recommend that a parent or guardian seek services from a specific physician, psychologist, or other health specialist. Violations of this policy may result in disciplinary action.

*Legal Reference:*

ALASKA STATUTES

*09.65.090 Civil liability for emergency aid*

*14.30.141 Self-administration and documentation of medication*

*14.30.171 Prohibited actions*

*14.30.176 List of community resources*

**HEAD LICE**

If there is reason to suspect that head lice may be present in a classroom, inspections of students suspected of having head lice will be undertaken. If the child suspected of having lice shares a living environment with other student(s) in the school district, inspection of those students will also be undertaken. Schools within the district may need to collaborate in order to carry out inspections of students in multiple schools. Students found to have nits or live lice will be noted.

The parents of students found to have live lice will be notified by the end of the school day via phone, and will be given information about how to alleviate the problem. The parents of any students found to have only nits will be notified by letter sent home with the student, and information about how to alleviate the problem will go home with those students.

If a student is found to have live lice, a bulletin will be sent home with all students in the affected class to notify parents that a case of live head lice was found in the class. If only nits are found, a bulletin is not required to be sent home.

Students found to have live lice will be checked again on a daily basis until there is no further sign of live lice infestations. If there is an indication of live head lice the student will not be admitted back into school until treatment has occurred. Should the head lice infestation continue to occur, it may be necessary to refer the student to the Public Health Service or a physician for further treatment.

The American Academy of Pediatrics and the National Association of School Nurses no longer endorse a "No Nits" policy in schools. (Nits are head lice eggs.)

**Procedure:**

- A. The Health Aide, or other designee in the middle schools and high schools, will examine the head of any child suspected of having nits or live lice, as well as any other students in the school who share a living space of the child(ren) in question. Health aid or other designee may need to contact other schools if student shares a living environment with a student at another school
  1. Upon notification of a suspected case of head lice, examination will take place by looking closely through the hair and scalp for live lice.
  2. If live lice or any nits are found in the hair, the parent/guardian will be notified no later than the end of the school day via phone. The parent/guardian will be provided information related to detection and methods of eliminating head lice.

**HEAD LICE** (continued)

3. The student will remain in his/her class for the remainder of the school day.
  4. If a student is found to have live head lice a bulletin will be sent home with all students in the affected class to notify parents that a case of head lice was found in the class. A full class inspection is at the discretion of the Health Aide or other designee.
- B. Children returning to school after treatment for head lice will be examined by the Health Aide or other designee to verify absence of live lice prior to entering the classroom.
1. At the beginning of the school day, examine student's hair for presence of lice. Students are required to be free of live lice to return to school. If live crawling lice are found upon return to school, the parent/guardian should be notified that the student needs to be picked up and cannot return to school until treatment is started.
  2. The student will be allowed to remain in school if there is no presence of live crawling lice. Nits only are allowable.
  3. Parent/guardian will be encouraged to continue "Nit Picking" every night in addition to the initial treatment until nits are gone.
  4. The Health Aide or other designee will re-inspect the student's hair and scalp daily after initial live lice infestation was found until all nits are gone or up to 10 days. If during any re-inspection live lice are found, parent will be notified and the live lice infestation process will start over.
- C. The presence of nits does not indicate an active infestation. No evidence is found that the presence of head lice correlates with any disease process, or that outbreaks of lice resulted when allowing students with non-viable nits to remain in class (Frankowski, Weiner, 2002)[1].

**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT**

**Adoption Date: 03/15/02**

**Revision Date: 04/11/2012**

**Revision Date: 8/8/2012**

**Revision Date: 9/25/2019**

**BED BUGS**

If there is reason to suspect that bed bugs may be present in a classroom, inspections of the students suspected of having bed bugs will be undertaken. If the child suspected of having bed bugs shares a living environment with any other student(s) in the school district, inspection of those students will also be undertaken. Schools within the district may need to collaborate in order to carry out inspections of students in multiple school. Students found to have bed bugs will be noted.

The parents of students found to have bed bugs will be notified by the end of the school day via phone, and information about how to alleviate the problem will go home with those students.

If a student is found to have bed bugs, a bulletin may be sent home with all students in the affected class to notify parents that a case of bed bugs was found in the class. This bulletin should be sent out at the discretion of the school nurse and administration.

Student found to have bed bugs will be checked again on a daily basis until there is no further sign of bed bug infestation. If there is repeated indication that student is infested with bed bugs and treatment has not occurred after aggressive attempts to help family access appropriate resources to do so, administration in conjunction with the school nurse and/or social worker may decide that the student should be excluded from school until treatment has occurred.

**Procedure:**

- A. The student suspected of having bed bugs should be discreetly removed from the classroom so that the health aide, or other designee, can examine the student's clothing and other belongings. Any student sharing a living space with that child should also be checked for bed bugs. The health aid or other designee may need to contact other schools if student shares a living environment with a student at another school.
  1. Upon notification of a suspected case of bed bugs, examination will take place by looking closely though the student's clothing and other belongings including backpacks, luggage, books, and other items.
  2. If bed bugs are found on the student's clothing or belongings, the bed bug will be removed and collected for identification, taking care to keep the specimen intact by placing it between two pieces of tape.
  3. If a confirmed beg bug is found on a student, the parent/guardian will be notified no later than the end of the school day via phone. The parent/guardian will be provided information related to detection and methods of eliminating bed bugs as well as local community resources for addressing this problem at home.

**BED BUGS (continued)**

4. Schools will not be closed due to bed bug presence. If pest management is necessary, it will normally be targeted to certain areas of the school. Ongoing pest management that includes the use of pesticides indoors will be overseen by the school district Maintenance Director, Principal and / or designee and must conform to the school's integrated pest management plan.
  5. The school principal, in conjunction with the school nurse, will consider notifying the affected class or classes **ONLY** after notifying Maintenance. Entire school notification is not necessary unless there is an active infestation in the school verified by pest control or trained personnel.
- B. Children returning to school after notification or treatment for bed bugs will be examined by the health aide or other designee to verify the absence of bed bugs prior to entering the classroom. The health aide or other designee will ask the student if their home has been treated or contact parent or guardian to determine when the family is scheduled to have pest control come into their home. Until family has undergone treatment in the home, measures should be taken to limit transmission within the school.
1. At the beginning of every school day, ask the student if their home has been treated and examine students' clothing and other belongings including backpacks, luggage, books, and other items for the presence of bed bugs. Use a strong flashlight and magnifying glass. It may be necessary to call the parent or guardian to determine when pest control is scheduled to treat the home.
  2. If students are found to have bed bugs or treatment of the home has not been initiated, the student will change temporarily into substitute clothing while their own clothing (including shoes) is placed in the dryer on the highest heat setting for 30 minutes. After their clothing has been treated, the student will change back into their original clothing and return to class. **OR** KGBSD has 2 Hot Boxes available through Health Services to use at school. This box is for putting items such as backpacks, books, papers, etc. into it and heat is applied for a pre-programmed amount of time, which will destroy bed bugs. Please contact Health Services through the school nurse to use this box.
  3. Backpacks, lunchboxes, and other items that travel back and forth to school will be sealed in plastic containers to prevent bed bugs from being transmitted in school.
  4. Limit the items carried back and forth between home and school to only essential items.

**BED BUGS (continued)**

AR 5141(c)

- C. Measures will be taken to prevent transmission of bed bugs within the school. If more than one student in a class is found to have bed bugs, administration may need to contact pest control and letters will be sent to all parents in the affected class/classes notifying them that bed bugs have been found:
1. Do not allow untrained staff to apply pesticides on school property. By law, only IPM trained applicators can apply pesticide (even ready-to-use products like sprays) in schools, and in compliance with the school's IPM plan.
  2. Backpacks, lunchboxes, and other items that travel back and forth to school will also be inspected daily with a strong flashlight and magnifying glass. Items will be sealed in plastic containers to prevent bed bugs from being transmitted in school. Items carried back and forth between home and school will be limited to only essential items.
  3. KGBSD has 2 Hot Boxes available through Health Services to use at school. This box is for putting items such as backpacks, books, papers, etc. into it and heat is applied for a pre-programmed amount of time which will destroy bed bugs. Please contact Health Services through the school nurse to use this box.
  4. Hard surfaces can be cleaned with standard cleaning products.
  5. Remove clutter from classrooms to prevent bed bugs from hiding within (i.e., stacked papers, unused or excessive teaching aids, reduce unused items).
  6. Seal crevices and utility conduits.
  7. Avoid having student place all backpacks, lunchboxes, jackets, hats, gloves, scarves, or other items together so that all one student's items touch those of another student. Regularly clean out the lost and found, sleeping areas, and upholstered furniture.
  8. If bed bugs have been found repeatedly on a student in a particular classroom, or the student's parent/guardian has not taken steps to remedy the infestation at home, or more than one student in the same classroom is found to have bed bugs, administration should have the room inspected by a pest management professional or other trained staff. Letters will be sent home to all students in the affected classroom(s).
  9. If bed bugs have been found repeatedly on a student in a particular classroom and the student's parent/guardian has not taken steps to remedy the infestation at home despite being offered resources, education, and support and there is evidence of transmission within the school setting despite extensive measures taken to decrease transmission, exclusion of affected student(s) will be taken into consideration by administration.

- D. Parents of children whose homes are infested with bed bugs should take measures to eliminate the infestation. Due to stigma, this matter will be handled delicately. Parents will receive information about how to eliminate bed bugs in their home such as names and contact information for local pest control companies, instructions for decreasing risk of transmission, and resources should they not be able to afford home treatment.
1. It is important to be sensitive about the problem. Although bed bugs have nothing to do with cleanliness or socioeconomic status, there is still a stigma that can come with having bed bugs. Parents may be hesitant to admit to having bed bugs, and students may not want others to know they have an infestation at home. Students living in an infested home may also feel anxious or tired during the day.
  2. Schools should work with the parents of any student living in an infested home to develop strategies for preventing the further spread of bed bugs. They will be provided with information on local community resources and contact information for local pest management companies.
  3. Schools will follow up with parents on a weekly basis by phone to determine what actions are being taken to eliminate bed bugs. Home remedies and do-it-yourself treatments are usually insufficient and could cause negative health effects or produce potential hazards in the home.
  4. If a parent lacks the financial resources to hire a pest management professional, they will be referred to the State of Alaska Pesticide Program at 1-800-478-2577 for advice.
  5. In an infested home, parents should store their child's freshly laundered clothing in sealed plastic bags until they are put on in the morning. This prevents bed bugs from hiding in the clothing and being carried to school.
  6. Backpacks, lunchboxes, and other items that travel back and forth to school should also be inspected daily and stored in sealed plastic containers at home to prevent bed bugs from getting into them.
  7. At school, the student will be provided with a plastic bin in which to store their belongings in order to prevent any bed bugs from spreading to other students' belongings.
  8. Continue to use these measures until successful treatment of the home has been verified.

## Ketchikan Gateway Borough School District

333 Schoenbar Rd. • Ketchikan, Alaska 99901

Ph. (907) 247-2109 Fax: (907) 247-3820

Elizabeth Lougee, Superintendent • Katie Jo Parrott, Business Manager

Catherine Alilin, Human Resources • Terri Crofcheck, Special Services • Alonso Escalante, Curriculum



Dear Parent or Guardian,

We have recently found a bed bug specimen in your child's classroom. Bed Bugs are small insects that live by feeding on human blood, usually at night. The bite is painless and may or may not become swollen and itchy, much like that of a mosquito bite. While bed bugs are a nuisance, they are not known to spread disease. If you have concerns for you or your child, you should call your family doctor.

The source of the bed bugs often cannot be determined, as bed bugs may be found in many places. Even though it is unlikely for bed bugs to infest a school, the Ketchikan Gateway Borough School District will conduct an inspection and, if necessary, areas where bed bugs are found will be treated. The KGBSD will continue to work to identify bed bugs and provide thorough inspections of schools.

If you have any questions regarding bed bugs within your school, please contact your school Principal. If you have any questions, regarding bed bugs found in your home, please contact the KGBSD Nurse, Arizona Jacobs, at (907) 228-0426.

Sincerely,

Beth Lougee  
KGBSD Superintendent  
333 Schoenbar Road  
Ketchikan, AK 99901

Ketchikan Gateway Borough School District  
**Bed Bug Inspection Report**



Dear Parent or Guardian,

Today, a bed bug was found on your child or in your child's belongings. While this does not necessarily mean that the bed bug was brought to school by your child, it is important to your child's health and to the school community that you inspect your home for signs of bed bugs.

Enclosed you will find information about bed bugs and an identification guide to help you with your inspection. Once you have inspected your home, please fill out the form below and return it to the school office by \_\_\_\_\_.

Sincerely,

Principal

-----

I have been informed that a bed bug was found on my child at school. I understand that bed bugs pose a threat to my child's well-being and to the greater school community. I have read and understood the educational materials provided to me regarding bed bugs, and have:

- \_\_\_\_ Carefully checked my family and home for signs of bed bug infestation.
- \_\_\_\_ Hired a pest management professional to check my family and home for signs of bed bug infestation. Name of the pest management company: \_\_\_\_\_

After completing a careful inspection, I certify that to the best of my knowledge:

- \_\_\_\_ I or a pest management professional found signs of bed bugs in my home, and I will take the following actions to eliminate this infection:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- \_\_\_\_ I or a pest management professional did not find any signs of bed bugs in my home at this time. If I find evidence of bed bugs in the future, I will notify the school immediately and take action to address the infestation.

I understand that bed bugs can be spread to other homes if they are brought to school in backpacks, clothing, and other belongings. I understand that if bedbugs are repeatedly found on my child, that the school may take additional actions to protect the school community from bed bugs.

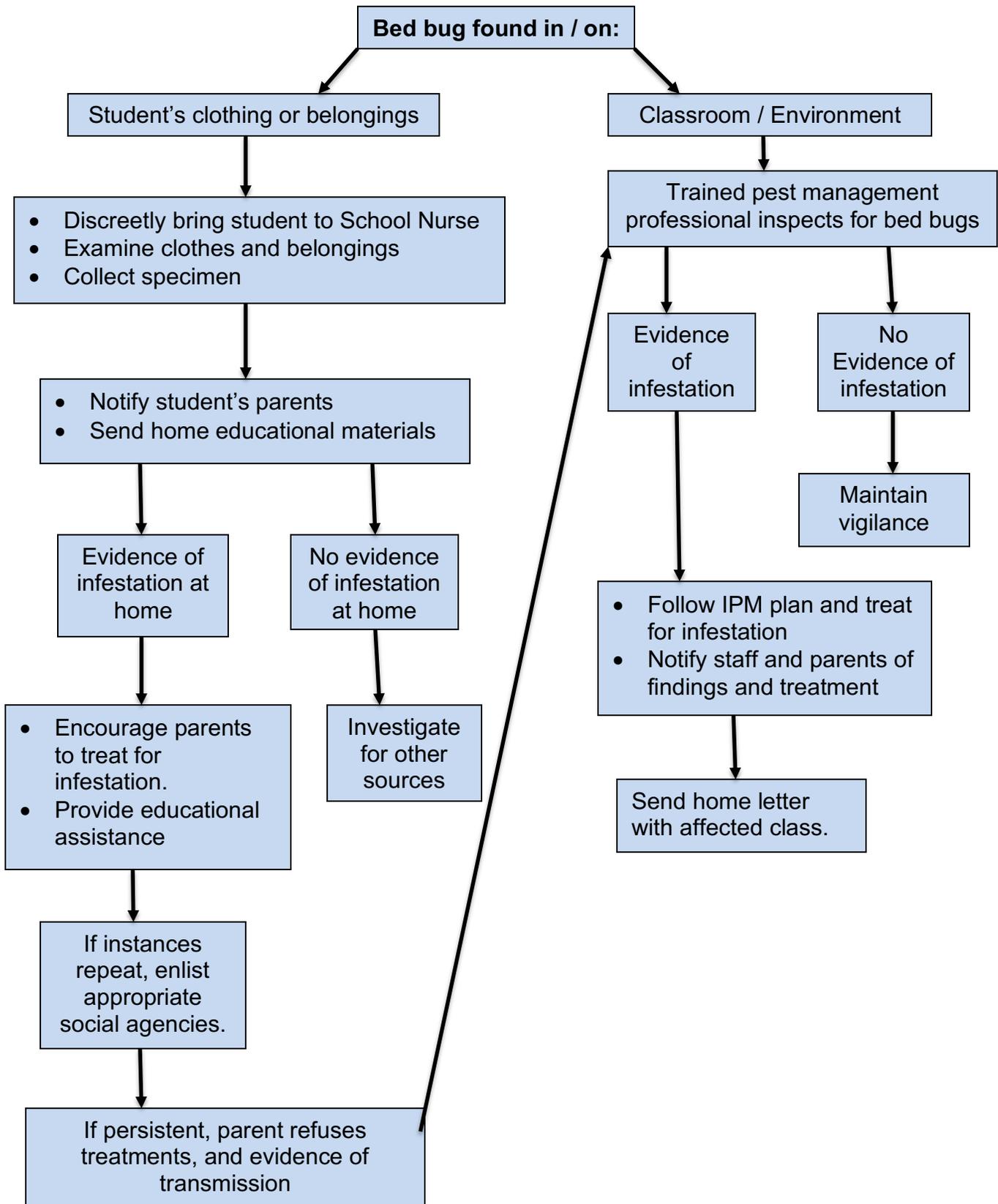
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Pest Management Professional Signature: \_\_\_\_\_

# Ketchikan Gateway Borough School District

## School Response Flowchart



# Ketchikan Gateway Borough School District

## Preparing your School for Bed Bug Treatment - Checklist

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- \_\_\_\_\_ IPM Coordinator should facilitate any required parent-staff notification of a pending pesticide application (or notification after the treatment is done).
- \_\_\_\_\_ Wrap (or place in sealable containers) any infested items that need to be moved.
- \_\_\_\_\_ Do not move items to another un-infested room without first inspecting them thoroughly. Move infested items only to the designation area/room if necessary.
- \_\_\_\_\_ Bag items that have been designated for drying (carpet squares, pillows, towels, stuffed animals, etc.) and take to laundry. Do not overload dryer. Use high heat for at least 45 minutes. Double bag all items right after drying and do not return to classroom/office until the room has been treated or otherwise determined to be bed bug free.
- \_\_\_\_\_ Inspect items that cannot be laundered/dried (books, electronics, picture frames, plastic toys, etc.) thoroughly inspected and placed into plastic bags or bins if bed bug free.
- \_\_\_\_\_ Vacuum and wash all floors. Replace vacuum cleaner bag before using the vacuum in other parts of the school. To prevent bed bugs from escaping, be sure to place the vacuum bag into a plastic bag before disposing of it.
- \_\_\_\_\_ Disinfect desks and chairs in classrooms. Check carefully for bed bugs in crevices and joints of furniture.
- \_\_\_\_\_ Vacuum and wash all floors. To prevent bed bugs from escaping, be sure to place the vacuum bag into a plastic bag before disposing of it.
- \_\_\_\_\_ Vacuum couches and chairs in offices. Bed bugs are often found in couches and upholstered chairs. If possible, turn the furniture over or on its side/back and vacuum underneath as well. If there is a dust cover attached on the underside, pull it back and vacuum areas that will need to be treated. Double-bag and discard the vacuum bags in an outdoor trashcan immediately to avoid re-introducing or spreading any bed bugs caught in the vacuum.
- \_\_\_\_\_ Empty lockers and cubby holes that require some chemical treatment. Reduce in storage cabinets that require treatment. Do not reuse student storage areas without cleaning them first.
- \_\_\_\_\_ Provide access to walls, closets, and areas around furniture to allow for a thorough inspection and treatment.

**ADMINISTERING MEDICATION**

The School Board recognizes that students sometimes may need to take prescribed medication during the school day in order to be able to attend school without jeopardizing their health. In such cases, when the district has received written statements from the student's physician and parent/guardian as required by law, designated personnel shall assist the student in taking the medication and be afforded appropriate liability protection.

**Self-Administered Medication**

A student may be permitted to carry medication that has been prescribed or ordered by a physician to stay on or with the student due to a pressing medical need.

*Legal Reference:*

ALASKA STATUTES

*09.65.090 Civil liability for emergency aid*

**ADMINISTERING MEDICATION**

Before a designated employee administers any prescription or over-the-counter medication to any student during school hours, or permits a student to self-administer asthma medication, 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 medications 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. This list will be kept in the principal's and/or school nurse's office and shall be reviewed and updated periodically.

The designated employee shall maintain a log recording the student's name and the time and date when medications were given.

All medication shall be kept in a locked drawer or cabinet.

**Anaphylactic Injections**

1. Parents/guardians of students who may require emergency anaphylactic injections shall provide explicit written permission for authorized staff to administer such injections.
2. Each year, school employees designated by the principal shall receive training in administering anaphylactic injections. Qualified medical personnel shall provide this training.

**ADMINISTERING MEDICATION** (continued)

3. The principal or designee shall schedule inservice meetings to:
  - a. Familiarize authorized staff with the prescribed medications and their location.
  - b. Ensure that authorized staff are competent to administer anaphylactic injections.
  - c. Train all school personnel to recognize the symptoms of anaphylactic reactions.

Physicians and parents/guardians of students who may require anaphylactic injections may be invited to attend these meetings.

4. The principal or designee shall prepare a list naming the students who may need emergency anaphylactic injections. This list shall be posted in the school health office, given to all concerned staff, and updated annually.
5. All medication for injections shall be labeled with the student's name, medicine name, and expiration date. It shall be stored in a locked cabinet with easy access by authorized staff.
6. The parents/guardians of students who carry their own kits for the purpose of anaphylactic injections shall so inform the principal or designee, who shall prepare a list naming these students, post it in the school health office, give it to concerned staff, and update the list annually.
7. The principal or designee shall post in the school health office a list of symptoms usually associated with anaphylactic reactions and a clear, specific procedure for administering injections in case of emergency. If authorized staff are not available at the time of an emergency, this written procedure will be followed by anyone who must administer the injection in order to save a life.

**ADMINISTERING MEDICATION** (continued)

**Asthma Inhalers**

1. Parents/guardians of students who may require an asthma inhaler shall provide express written permission for the student to carry the asthma inhaler and to self-administer the medication. This authorization must verify that the student has sufficient knowledge and training to recognize the need for medication and how to administer the medication.
2. The principal or designee shall prepare a list of students authorized to carry asthma inhalers and to self-administer asthma medication. The list shall be posted in the school health office, given to all concerned staff, and updated annually.
3. All inhalers shall be clearly labeled with the student's name, medicine name, and expiration date.
4. The student shall report each use of the asthma inhaler to [his or her teacher/principal/school health office] so that a record of administration may be kept.
5. Students are not permitted to share inhaler medication with any other student. Doing so will result in disciplinary action, up to and including, suspension or expulsion.

AUTHORIZATION FOR  
**SELF-ADMINISTRATION OF MEDICATION**

Pursuant to AS 14.30.141, the Ketchikan Gateway Borough School District (*the District*) shall permit the self-administration of medication(s) by a pupil during the current school year upon the terms and conditions of this Authorization and by completing Exhibit 5141.21 (e).

1. Authorization. The undersigned hereby authorize the self-administration of medication for asthma or anaphylaxis (*medication(s)*) by the pupil identified below and, if applicable, the storage of any medication(s) at school.
2. Licensed Health Professional Certification. For purposes of this Authorization, *licensed health professional* means a licensed physician, advanced nurse practitioner, physician's assistant, village health aide, or pharmacist operating within the scope of the licensed health professional's authority. Attached to this Authorization is written certification from the pupil's licensed health professional that the pupil:
  - a. Has asthma or a condition that may lead to anaphylaxis;
  - b. Has received instruction in the proper method of administration of the medication(s); and,
  - c. Has demonstrated to the licensed health professional the skill necessary to use the medication(s) and any device used to administer the medication(s) as prescribed.
3. Written Treatment Plan. Attached to this Authorization is a written treatment plan signed by the pupil's licensed health professional for managing asthma and anaphylaxis episodes and including
  - a. A list and dosage of medication(s); and,
  - b. Instructions on the storage of any medication(s) at school.
4. Release, Indemnity and Hold Harmless. The undersigned hereby release the District from all claims, liability and expense, whether caused in whole or in part by the District, its employees or agents, which may in any way arise out of or result from the self-administration or storage of medications including, but not limited to, claims for property damage and personal injury, including death. The undersigned further agree to defend and hold harmless the District, its employees and agents from and against any and all liability and expense which may in any way arise out of or result from the self-administration or the storage of the medication(s).
5. Notice of Non-Liability. Pursuant to AS 14.30.141(b), written notice is hereby given that the District, its employees and agents have no liability related to the self-administration or storage of medication(s) under AS 14.30.141.
6. Prescribed Use. It is understood that if the pupil uses the medication(s) other than as prescribed, including allowing another pupil to use the medication(s), disciplinary action may be imposed on the pupil; however, the imposed disciplinary action may not limit or restrict the pupil's immediate access to the medication(s).

**AUTHORIZATION FOR  
SELF-ADMINISTRATION OF MEDICATION**

Student's Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

**THIS PORTION TO BE COMPLETED BY THE PARENT/GUARDIAN**

Medication	Dosage	Directions

Reason for Medication: \_\_\_\_\_

Possible side effects of medication: \_\_\_\_\_

Procedure in case of Emergency due to side effects: \_\_\_\_\_

I request/authorize the school named above to administer medication to the above named student in accordance with the over-the-counter medication package instructions. I understand that the medication must be in the manufacturers original packaging to be accepted by the school for administration. I understand that every effort will be made by school staff to administer the medication in a timely manner.

THIS AUTHORIZATION IS VALID FROM \_\_\_\_\_(date) to \_\_\_\_\_(date) *(not to exceed the current school year.)*

Student has been instructed and is capable of self-carry and administration of the over-the-counter medication: **Applicable for grades 7-12 only**  Yes  No

**All other grades will need to check medication in at the school office.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TO BE COMPLETED BY SCHOOL PERSONNEL**

Authorization is hereby accepted by Ketchikan Gateway Borough School District. The above named medications  are  are not stored at the school.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

Copy of School Board Policy given to parent/guardian

AUTHORIZATION  
FOR  
**EMERGENCY ADMINISTRATION OF MEDICATION**

The Ketchikan Gateway Borough School District (*the District*) provides for the self-administration of medication for asthma and anaphylaxis as set forth in a separate "Authorization of Prescribed and/or Emergency Medication" form (*Exhibit 5141.21 (e)*). This Authorization is for administration of medication in those instances where the pupil is not able to self-administer and permits District personnel to administer medication in such emergencies subject to the terms and conditions of this Authorization.

1. Authorization. The undersigned hereby authorize the emergency administration of medication for asthma or anaphylaxis (*medication*) to the pupil identified below and, if applicable, the storage of any medication(s) at school.
2. Licensed Health Professional Certification. For purposes of this Authorization, *licensed health professional* means a licensed physician, advanced nurse practitioner, physician's assistant, village health aide, or pharmacist operating within the scope of the licensed health professional's authority. Attached to this Authorization is written certification from the pupil's licensed health professional that the pupil has asthma or a condition that may lead to anaphylaxis.
3. Written Treatment Plan. Attached to this Authorization is a written treatment plan signed by the pupil's licensed health professional for managing emergency asthma and anaphylaxis episodes and including
  - a. A list and dosage of medication(s); and,
  - b. Instructions on the storage of any medication(s) at school.
4. Release, Indemnity and Hold Harmless. The undersigned hereby release the District from all claims, liability and expense, whether caused in whole or in part by the District, its employees or agents, which may in any way arise out of or result from the administration or storage of medications including, but not limited to, claims for property damage and personal injury, including death. The undersigned further agree to defend and hold harmless the District, its employees and agents from and against any and all liability and expense which may in any way arise out of or result from the administration or the storage of the medication(s).
5. Notice of Non-Liability. Notice is hereby given that the District, its employees and agents have no liability related to the administration or storage of medication(s).
6. Prescribed Use. It is understood that if the pupil uses the medication(s) other than as prescribed, including allowing another pupil to use the medication(s), disciplinary action may be imposed on the pupil; however, the imposed disciplinary action may not limit or restrict the pupil's immediate access to the medication(s).

E 5141.21(d)

AUTHORIZATION OF **EMERGENCY** MEDICATION

Student's Name: \_\_\_\_\_  
School: \_\_\_\_\_

Birthdate: \_\_\_\_\_  
Grade: \_\_\_\_\_

**THIS PORTION TO BE COMPLETED BY THE LICENSED HEALTH PROFESSIONAL (LHP)**

Medication	Dosage	Directions

Reason for Medication: \_\_\_\_\_  
Possible side effects of medication: \_\_\_\_\_  
Procedure in case of Emergency due to side effects: \_\_\_\_\_  
\_\_\_\_\_

I authorize and request the above named student be administered the above identified medication in accordance with the instructions indicated above as there exists a valid health reason which makes the administration of the medication advisable during school hours.  
THIS AUTHORIZATION IS VALID FROM \_\_\_\_\_(date) to \_\_\_\_\_(date)  
(not to exceed the current school year.)

Student has been instructed and is capable of self-administration of asthma and/or anaphalaxis medication:

LHP signature: \_\_\_\_\_ Date: \_\_\_\_\_  
LHP printed name: \_\_\_\_\_ Phone: \_\_\_\_\_

**THIS PORTION TO BE COMPLETED BY THE PARENT/GUARDIAN**

I request/authorize the school named above to administer medication to the above named student in accordance with the Licensed Health Professional's instructions. I understand that every effort will be made by school staff to administer the medication in a timely manner.  
If the Physician and School Nurse gives permission to self carry inhaler or self-administer medication: Do you give authorization for your child to: Carry and administer inhaler and/or anaphylaxis medication?  
 Yes       No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TO BE COMPLETED BY SCHOOL PERSONNEL**

Authorization is hereby accepted by Ketchikan Gateway Borough School District. The above named medications  are  are not stored at the school.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name and Title: \_\_\_\_\_

Copy of School Board Policy given to parent/guardian

AUTHORIZATION OF  
OVER THE COUNTER MEDICATION AT SCHOOL

Student's Name: \_\_\_\_\_  
School: \_\_\_\_\_

Birthdate: \_\_\_\_\_  
Grade: \_\_\_\_\_

**THIS PORTION TO BE COMPLETED BY THE PARENT/GUARDIAN**

Medication	Dosage	Directions

Reason for Medication: \_\_\_\_\_

Possible side effects of medication: \_\_\_\_\_

Procedure in case of Emergency due to side effects: \_\_\_\_\_

THIS AUTHORIZATION IS VALID FROM \_\_\_\_\_(date) to \_\_\_\_\_(date)  
(not to exceed the current school year.)

I request/authorize the school named above to administer medication to the above named student in accordance with the over-the-counter medication package instructions. I understand that the medication must be in the manufacturer's original packaging to be accepted by the school for administration. I understand that every effort will be made by school staff to administer the medication in a timely manner.

Student has been instructed and is capable of self-carry and administration of the over-the-counter medication: **Applicable for grades 7-12 only**  Yes  No

**All other grades will need to check medication in at the school office.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TO BE COMPLETED BY SCHOOL PERSONNEL**

Authorization is hereby accepted by Ketchikan Gateway Borough School District. The above named medications  are  are not stored at the school.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

Copy of School Board Policy given to parent/guardian

**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT**  
**Revision Date: 11/18/2010**  
**Revision Date: 9/23/2015**

**AUTHORIZATION  
FOR  
SELF-ADMINISTRATION OF MEDICATION**

Pursuant to AS 14.30.141, the Ketchikan Gateway Borough School District (*the District*) shall permit the self-administration of medication(s) by a pupil during the current school year upon the terms and conditions of this Authorization.

1. Authorization. The undersigned hereby authorize the self-administration of medication for asthma or anaphylaxis (*medication(s)*) by the pupil identified below and, if applicable, the storage of any medication(s) at school.

2. Health Care Provider Certification. For purposes of this Authorization, *health care provider* means a licensed physician, advanced nurse practitioner, physician's assistant, village health aide, or pharmacist operating within the scope of the health care provider's authority. Attached to this Authorization is written certification from the pupil's health care provider that the pupil:

- a. Has asthma or a condition that may lead to anaphylaxis;
- b. Has received instruction in the proper method of administration of the medication(s); and,
- c. Has demonstrated to the health care provider the skill necessary to use the medication(s) and any device used to administer the medication(s) as prescribed.

3. Written Treatment Plan. Attached to this Authorization is a written treatment plan signed by the pupil's health care provider for managing asthma and anaphylaxis episodes and including

- a. A list and dosage of medication(s); and,
- b. Instructions on the storage of any medication(s) at school.

4. Release, Indemnity and Hold Harmless. The undersigned hereby release the District from all claims, liability and expense, whether caused in whole or in part by the District, its employees or agents, which may in any way arise out of or result from the self-administration or storage of medications including, but not limited to, claims for property damage and personal injury, including death. The undersigned further agree to defend and hold harmless the District, its employees and agents from and against any and all liability and expense which may in any way arise out of or result from the self-administration or the storage of the medication(s).

1. Notice of Non-Liability. Pursuant to AS 14.30.141(b), written notice is hereby given that the District, its employees and agents have no liability related to the self-administration or storage of medication(s) under AS 14.30.141.
2. Prescribed Use. It is understood that if the pupil uses the medication(s) other than as prescribed, including allowing another pupil to use the medication(s), disciplinary action may be imposed on the pupil; however, the imposed disciplinary action may not limit or restrict the pupil's immediate access to the medication(s).

Date: \_\_\_\_\_, 201\_\_

\_\_\_\_\_  
Signature of Parent/Guardian

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_, 201\_\_

\_\_\_\_\_  
Signature of Parent/Guardian

Print Name: \_\_\_\_\_

\_\_\_\_\_  
Signature of Pupil

Print Name: \_\_\_\_\_

### Acceptance

Authorization is hereby accepted by the District.  
Medications ( \_\_\_\_\_ are) ( \_\_\_\_\_ are not) stored at the school.

Date: \_\_\_\_\_, 201\_\_

\_\_\_\_\_  
Signature

Print name: \_\_\_\_\_

Title: \_\_\_\_\_

School: \_\_\_\_\_

**AUTHORIZATION  
FOR  
EMERGENCY ADMINISTRATION OF MEDICATION**

The Ketchikan Gateway Borough School District (*the District*) provides for the self-administration of medication for asthma and anaphylaxis as set forth in a separate “Authorization for Self-Administration of Medication” form (*Exhibit 5141.21 (a) and (b)* ). This Authorization is for administration of medication in those instances where the pupil is not able to self-administer and permits District personnel to administer medication in such emergencies subject to the terms and conditions of this Authorization.

1. Authorization. The undersigned hereby authorize the emergency administration of medication for asthma or anaphylaxis (*medication*) to the pupil identified below and, if applicable, the storage of any medication(s) at school.

2. Health Care Provider Certification. For purposes of this Authorization, *health care provider* means a licensed physician, advanced nurse practitioner, physician’s assistant, village health aide, or pharmacist operating within the scope of the health care provider’s authority. Attached to this Authorization is written certification from the pupil’s health care provider that the pupil has asthma or a condition that may lead to anaphylaxis.

3. Written Treatment Plan. Attached to this Authorization is a written treatment plan signed by the pupil’s health care provider for managing emergency asthma and anaphylaxis episodes and including

- a. A list and dosage of medication(s); and,
- b. Instructions on the storage of any medication(s) at school.

4. Release, Indemnity and Hold Harmless. The undersigned hereby release the District from all claims, liability and expense, whether caused in whole or in part by the District, its employees or agents, which may in any way arise out of or result from the administration or storage of medications including, but not limited to, claims for property damage and personal injury, including death. The undersigned further agree to defend and hold harmless the District, its employees and agents from and against any and all liability and expense which may in any way arise out of or result from the administration or the storage of the medication(s).

5. Notice of Non-Liability. Notice is hereby given that the District, its employees and agents have no liability related to the administration or storage of medication(s).

6. Prescribed Use. It is understood that if the pupil uses the medication(s) other than as prescribed, including allowing another pupil to use the medication(s), disciplinary action may be imposed on the pupil; however, the imposed disciplinary action may not limit or restrict the pupil's immediate access to the medication(s).

Date: \_\_\_\_\_, 201\_\_

\_\_\_\_\_  
Signature of Parent/Guardian

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_, 201\_\_

\_\_\_\_\_  
Signature of Parent/Guardian

Print Name: \_\_\_\_\_

\_\_\_\_\_  
Signature of Pupil

Print Name: \_\_\_\_\_

**Acceptance**

Authorization is hereby accepted by the District.  
Medications (\_are) (\_\_\_\_\_ are not) stored at the school.

Date: \_\_\_\_\_, 201\_\_

\_\_\_\_\_  
Signature

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

School: \_\_\_\_\_

Required attachments:

Health Care Provider's Certification (¶2)

Health Care Provider's Written Treatment Plan (¶3)





**INFECTIOUS DISEASES**

The School Board recognizes its dual responsibility to protect the health of students from risks posed by infectious diseases and to uphold the rights of students to a free and appropriate education. The district requires all staff to routinely observe universal precautions to prevent exposure to bloodborne pathogens and prevent the spread of all infectious disease.

*(cf. 4119.43 - Universal Precautions)*

*(cf. 4119.42 - Exposure Control Plan for Bloodborne Pathogens)*

*(cf. 5141.23 - Infectious Disease Prevention)*

The admission of a student with an infectious disease identified by state health officials shall be determined by the Superintendent or designee according to standard health procedures. The Superintendent or designee shall consult with the student's parent/guardian and, as required, with the student's physician and/or the local health department.

*(cf. 5112.2 - Exclusions from Attendance)*

*(cf. 5141.3 - Health Examinations)*

**Students with Bloodborne Pathogen Infections**

Students with bloodborne pathogens are entitled to the rights and services accorded to other students. The sole presence of bloodborne pathogens is not sufficient reason to exclude students from attending school. Parents/guardians of students whose educational performance is adversely affected by an infectious disease are encouraged to inform the Superintendent or designee so that any such child will have access to appropriate district programs and services. The Superintendent or designee shall convene a review panel to make recommendations regarding appropriate programs and services for the student.

The Superintendent or designee shall ensure that all of the student's rights to confidentiality are strictly observed in accordance with law.

The Superintendent or designee shall request that parents/guardians sign a release form to provide confidential medical information and records to the review panel.

**INFECTIOUS DISEASES** (continued)

*Legal Reference:*

ALASKA STATUTES

14.30.045 *Grounds for suspension or denial of admission*

ALASKA ADMINISTRATIVE CODE

4 AAC 06.060 *Suspension or denial of admission*

4 AAC 06.150 *Confidentiality of AIDS information*

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

20 *United States Code, 1232g*

NONDISCRIMINATION UNDER REHABILITATION ACT OF 1973

20 *United States Code, 794*

*Revised 12/04*

**INFECTIOUS DISEASES**

The Superintendent or designee shall consult with local health officials regarding the criteria for determining the admission or exclusion of a child with a suspected or diagnosed infectious disease. If necessary, the Superintendent or designee shall obtain a written statement from the student's physician that the child does not pose a risk of infection to other students and district personnel.

**Confidentiality**

The Superintendent or designee shall ensure that student confidentiality rights are strictly observed in accordance with law. No district employee shall release medical information, including knowledge of a bloodborne pathogen infection, without written consent from the parent/guardian. Such information may be shared only with those persons specifically named in the written permission.

**Infections or Special Susceptibility to Infection**

1. Before a review panel is convened to develop recommendations for the appropriate placement of students with infections or special susceptibility to infection, the Superintendent or designee shall obtain a written statement from the child's parent/guardian authorizing the Superintendent or designee and the health officer to obtain confidential information from the student's physician and any other source of pertinent medical, psychological or educational information.
2. A review panel shall be convened, composed of:
  - a. The student's parent/guardian.
  - b. The student's physician.
  - c. The district's appointed medical consultant or public health official.
  - d. The Superintendent or designee.
  - e. Other appropriate school personnel.

**INFECTIOUS DISEASES** (continued)

3. Upon collecting the required authorizations and statements, the review panel shall evaluate placement options for the child. The panel shall consider:
  - a. The age, physical condition, neurological development and behavior of the infected student.
  - b. The expected type of interaction with others in the school environment.
  - c. Risks to the infected student.
4. The review panel shall provide the Superintendent or designee with recommendations regarding the student's placement in regular classes or in an alternative educational program. The panel is encouraged to recommend alternative programs:
  - a. When a question exists as to whether transfer of infection may occur due to:
    - (1) Uncoverable oozing lesions.
    - (2) Inability to safely control bodily secretions.
    - (3) Behavior.
  - b. When a student is at high risk of acquiring a secondary infection.
  - c. When the student has a significant health problem that permanently restricts his/her ability to attend class.
5. The review panel shall also develop a written plan recommending procedures for personal care and for modification, if necessary, of the student's academic program. The panel shall review this plan regularly to determine any need for changes in placement, care or services.

**INFECTIOUS DISEASES** (continued)

6. The identity of a student with infection and/or special susceptibility to infection shall be held in confidence. Review panel members shall not share this confidence with anyone outside the panel except in accordance with law.
7. When infections such as chicken pox, cytomegalovirus, herpes simplex, tuberculosis or measles occur at school, the Superintendent or designee shall so inform the student's parent/guardian and physician, so that the physician who is aware of the student's immune status may assess the student's risks from exposure to these infections.

**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT**

**Adoption Date: 10/13/99**

**Revision Date: 10/12/2011**

**INFECTIOUS DISEASE PREVENTION**

The School Board recognizes its responsibility to consistently take precautions to prevent the spread of infectious diseases. A comprehensive approach to disease prevention requires the cooperation of the home and the community.

All students and employees shall be informed of the universal precautions to be used whenever anyone is exposed to blood or other body fluids through injury or accident. Science laboratory instruction shall be designed to protect students from contact with body fluids and with contaminated needles, sharps and other objects.

*(cf. 4119.41 - Infectious Diseases)*

*(cf. 4119.42 - Exposure Control Plan for Bloodborne Pathogens)*

*(cf. 4119.43 - Universal Precautions)*

*(cf. 5141.31 - Immunizations)*

*(cf. 6142.2 - AIDS Instruction)*

*revised 9/93*

**INFECTIOUS DISEASE PREVENTION****Science Laboratory Instruction**

Before a class works with blood or blood products, the teacher must explain the potentially hazardous nature of blood, emphasizing the fact that through blood, various agents can be transmitted from one person to another. Before and after doing laboratory work, students must always wash hands with soap and water, dry hands, and cover any existing cut, wound, or open sore with a sterile dressing. The following techniques also must be used when students are working with human blood:

1. Specific procedures and safety precautions shall be explained carefully before starting each laboratory exercise.
2. Wherever possible, blood typing experiments shall be conducted by teacher demonstrations rather than being performed by individual students.
3. Students always shall work with their own blood, or shall use prepackaged ABO/Rh blood cell kits that have vials of blood previously tested for transmissible agents.
4. Students shall use individual sterile lancets for finger punctures, and lancets must not be reused.
5. Before the finger is punctured, it shall be wiped with alcohol or other approved disinfectant.
6. If bleeding persists after the finger is punctured, the student shall apply a sterile bandage using moderate pressure.
7. Lancets and any other materials with blood on them must be discarded into sharps containers that will be incinerated at the hospital.
8. At the end of the class, laboratory desks shall be wiped with a one to ten dilution of bleach or other approved disinfectant.

Techniques similar to the above shall be used when working with any other body fluids.

**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT**

**Adoption Date: 10/13/99**

**Revision Date: 10/12/2011**

### **PRECAUTIONS FOR INFECTIOUS DISEASE PREVENTION**

Hand washing is the single most important technique for preventing the spread of casually transmitted diseases. Hands should be washed thoroughly for 15 to 30 seconds with soap and warm running water, rinsed under running water, and thoroughly dried with paper towels:

1. Before eating, drinking or feeding.
2. Before handling food, clean utensils or kitchen equipment.
3. Before and after using the toilet or diapering.
4. After accidental contact with body secretions such as blood, urine, feces, mucus, saliva or drainage from wounds, or with soiled garments, equipment, diapers or menstrual pads.

Non-sterile disposable gloves should be worn when handling blood (such as providing care for nosebleeds, bleeding gums, cuts or wounds); blood-soiled items (such as menstrual pads, bandages or clothing); secretions (particularly from open sores or wounds); vomit, urine or feces; as well as surfaces, materials, and objects exposed to them.

Gowns or smocks should be worn if soiling of clothing by body fluids, secretions or excretions is anticipated. Hands should be washed thoroughly after removing gowns or gloves.

Personnel and students with open skin lesions (such as chapped or broken skin, eczema, sores, cuts or wounds) should particularly avoid contact with blood, blood-soiled items, or secretions, and should cover their lesions with occlusive dressings or gloves when possible.

Extraordinary care should be taken to prevent accidental wounds from potentially contaminated sharp instruments such as needles, scissors, or knives.

Food and drinks should not be shared. Separate eating utensils, glasses and cups should be used.

Sanitary conditions should be maintained throughout the facility, with established routines for frequently cleaning floors, sinks, faucets, table tops, door knobs, etc.

**PRECAUTIONS FOR  
INFECTIOUS DISEASE PREVENTION**

(continued)

Surfaces contaminated with body secretions should be washed with soap and water and disinfected promptly with a freshly prepared solution of bleach (ten parts water to one part bleach) or other approved disinfectant. Disposable towels should be used whenever possible, and mops should be rinsed in the bleach solution.

Articles and clothing soiled with blood, vomit, feces, urine or other body discharges should be placed in leak proof plastic bags for proper disposal or washing.

**HEALTH EXAMINATIONS**

Note: Effective June 30, 2016, districts are no longer required by state law to provide for or require each child to have a physical examination upon entry into school and at regular intervals as determined by the school board. The requirement that school districts provide vision and hearing screening examinations remains. While districts are no longer required to provide for and require physical examinations of every child attending school, the Department of Health and Social Services may require the district to conduct physical examinations it considers necessary and may reimburse the district for examinations. The following optional policy may be revised or deleted as necessary.

The School Board recognizes the importance of periodic health examinations. To determine the health status of students, facilitate the removal of handicaps to learning, and determine whether special adaptations of the school program may be necessary, the School Board shall require vision and hearing screening examinations upon entry into school or as soon as practical.

All personnel employed to examine students shall exercise proper care of each student being examined and shall ensure that the examination results are kept confidential.

Note: If a school district will be using federal money to perform exams or screenings on students, the district must annually notify parents of the exam or screening, except for hearing, vision, or scoliosis screenings. The following language implements federal law.

The district will annually notify parents of physical exams or screenings of students, except for routine vision, hearing, or scoliosis screenings.

*(cf. 5112.2 – Exclusions from Attendance)*  
*(cf. 5141.22 – Infectious Diseases)*

*Legal Reference:*

ALASKA STATUTES

- 14.30.065 Suspension*
- 14.30.070 Physical examination required*
- 14.30.127 Vision and hearing screening examinations*

ALASKA ADMINISTRATIVE CODE

- 4 AAC 06.055 Immunizations required*

UNITED STATES CODE

- 42 U.S.C. §§ 12101 et seq. (2014)*
- 20 U.S.C. §§ 1232g (2013)*
- 20 U.S.C. §§ 1232H (2002)*
- 29 U.S.C. § 794(a) (2002)*
- 34 C.F.R. pt. 99 (2011)*

**IMMUNIZATIONS**

Alaska Administration Code Title 4. Education and Early Development (Refs. & Annos)  
Chapter 6. Government of Schools Article 1. General Administration

4 AAC 06.055. Immunizations Required

(a) Before entry into a state public school district offering pre-elementary education through 12th grade, or any combination of these grades, a child shall be immunized against:

(1) Diphtheria, pertussis, tetanus, polio, measles, rubella, mumps, hepatitis A, hepatitis B, and varicella. Children over the age of 12 shall not be required to be immunized against rubella ; and

(2) Beginning July 1, 2009 varicella.

(b) This section does not apply if the child:

(1) has a valid immunization certificate consisting of:

(A) a statement by a physician listing the date that each required immunization was given; or

(B) a copy of a clinic or health center record listing the date that each required immunization was given;

(2) a statement signed by a doctor of medicine (M.D.), doctor of osteopathy (D.O.), physician assistant, or advanced nurse practitioner licensed to practice in the State of Alaska, stating that immunizations would, in that individual's professional opinion, be injurious to the health of the child or members of the child's family or household; or

(3) an unexpired and notarized religious exemption if immunization conflicts with the tenets and practices of the church or religious denomination of which the parent or guardian is a member.

**IMMUNIZATIONS (Continued)****Provisional Admission**

(c) A student registering in a school in a community where regular medical services are not available on at least a weekly basis and who does not have the required immunizations, may be provisionally admitted 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 epidemiology section of the division of public health, Department of Health and Social Services, who will then be responsible for determining that the required immunizations are completed during the provisional period.

(d) If a parent or guardian is unable to pay the cost of immunization, or immunization is not available in the district or community, immunization shall be provided by state or federal public health services.

(e) Immunizations shall be recorded on each pupil's permanent health record form.

(f) School districts shall initiate action to exclude from school any child to whom this section applies but who has not been immunized as required by this section.

(g) A homeless child or youth, within the meaning of 42 U.S.C. 11434a(2) (McKinney - Vento Homeless Assistance Act), revised as of October 1, 2016 and adopted by reference, who does not have a record of the required immunizations, may be provisionally enrolled in a public school program for a period of time not exceeding 30 days if a parent or legal guardian has signed a witnessed statement that the child has received the required immunizations and the child's immunization records are not immediately available.

A district shall report each provisional enrollment under this subsection to the epidemiology section of the division of public health, Department of Health and Social Services. The division of public health, with the assistance of the district's homeless liaison, will be responsible for locating the required immunization records. If the immunization records are not located during the provisional period, or the records indicate that the child has not received the required immunizations, the child must be immunized as described in (a) and (b) of this section to continue being enrolled in the public school program. The division of public health, with the assistance of the district's homeless liaison, will be responsible for ensuring that the child receives the required immunizations.

*(cf. 5112.2 - Exclusion)*

## IMMUNIZATIONS (Continued)

Note: Pursuant to 4 AAC 06.055 immunizations must be provided by state or federal health services if otherwise unavailable in the district or if unaffordable.

The Superintendent or designee shall inform parents/guardians of available immunization services and state or federal assistance. The Superintendent or designee shall exclude those students who fail to meet immunization requirements as required by law.

### *Credits*

*(Eff. 1/13/73, Register 44; am 8/28/77, Register 63; am 12/30/2000, Register 156; am 3/22/2008, Register 185; am 10/20/2018, Register 228)*

*Authority: AS 14.07.020, AS 14.30.125*

*Current with amendments received through the Quarterly Supplement, October 2019 (Register 231), and additional amendments from Register 232 received through November 26, 2019.*

*Alaska Admin. Code tit. 4, § 06.055, 4 AK ADC 06.055*

### *Legal Reference:*

ALASKA STATUTES

14.30.065 *Supervision*

14.30.125 *Immunization*

ALASKA ADMINISTRATIVE CODE

4 AAC 06.055 *Immunizations required*

**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT**

**Revision Date: 1/11/06**

**Revision Date: 7/22/09**

**Revision Date: 02/12/2020**

**CHILD ABUSE AND NEGLECT**

Note: AS 14.08.111 and AS 14.14.090 require districts to provide mandatory reporters training in the recognition and reporting of child abuse and neglect. Pursuant to AS 47.17.020, teachers, school administrators, and paid athletic coaches are mandated to report child abuse and neglect. New employees required to report are to be trained on this obligation with 45 days after the first day of employment. AS 47.17.22. A school district providing training shall provide notice of the training to public and private schools in the district and invite volunteers who are required to report to participate in the training at no cost to the volunteer. Effective June 30, 2017, volunteers who interact with children in public or private school for more than four hours a week are also mandatory reporters of child abuse. AS 18.16.310 requires school districts to offer continuing education at least once every two years on domestic violence for mandatory reporter employees.

**Note: Effective August 1, 2019 (amended 47.17.020) mandatory reporters who have reason to suspect that a child has suffered harm which appears to be the result of a suspected sex offense shall immediately report that harm to the nearest law enforcement agency.**

Abuse and neglect affects the well-being of each student. Teachers, school administrators, paid athletic coaches and volunteers who interact with children in a school for more than four hours a week shall be trained on the recognition and reporting of child abuse and neglect in accordance with state law. An athletic coach who is an unpaid volunteer is not required to report child abuse or neglect unless the coach volunteers for more than 4 hours a week for 4 consecutive weeks, or for 20 hours a week in a one month period, has received training, and signed a form acknowledging the obligation to report. District employees shall cooperate with the child protective agencies responsible for reporting, investigating and prosecuting cases of child abuse. The reporting duties are individual and cannot be delegated to another individual. (*See Exhibit forms*)

(*cf 4131 – Staff Development*)

The district shall provide notice of child abuse and neglect mandatory reporter training to all public and private schools in the district. All mandatory reporters, including qualifying volunteers, are invited to participate in the training at no cost.

Note: Many school employees may encounter child abuse and neglect. The following optional language expands the number of school employees offered training in child abuse recognition and reporting. It may be revised or deleted as desired.

In addition to the required training provided above, the Superintendent or designee will invite classified personnel who have regular contact with students to participate in child abuse and neglect training. Classified personnel should immediately report instances of suspected child abuse or neglect to the site administrator.

**CHILD ABUSE AND NEGLECT**

Note: Pursuant to AS 47.17.068, failing to report child abuse or neglect mandated by law is a misdemeanor if the person knew or should have known that circumstances gave rise to the need for a report.

*Legal Reference:*

ALASKA STATUTES

14.08.111 Duties (Regional School Boards)

14.14.090 Additional duties

18.66.310 Continuing education for public employees, court system employees, and for prosecuting authorities

47.17.010-47.17.070 Child protection

**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT**

**Adoption Date: 10/13/99**

**Revision Date: 6/11/2014**

**Revision Date: 09/14/2016**

**Revision Date: 2/27/2019**

**Revision Date: 8/14/2019**

**CHILD ABUSE AND NEGLECT****Duty to Report**

Teachers, school administrators, paid athletic coaches and volunteers who work at school more than 4 hours a week who have reasonable cause to suspect child abuse or neglect have a legal duty to report to the nearest office of the Department of Health and Youth Services immediately. The reporting duties are individual and cannot be delegated to someone else.

**Reporting Procedures**

1. Any employee or volunteer may report known or suspected child abuse or neglect, by telephone to the nearest office of the Department of Health and Social Services. This phoned report must be followed by a faxed or electronically submitted written report of harm.
2. If contact cannot reasonably be made with child protective services and immediate action is needed to protect the child, the employee or volunteer shall make the report to a peace officer.
3. If the suspected child abuse appears to be the result of a sex offense, the report shall be made immediately to the nearest law enforcement agency.
4. In addition to reporting to child protective services, employees or volunteers may report harm from known or suspected child abuse or neglect to local law enforcement if the harm is believed to have been caused by a person not responsible for the child's welfare or if the employee or volunteer is unable to determine who caused the harm or whether the person believed to have caused the harm has responsibility for the child's welfare.
5. School employees and volunteers are required to cooperate and collaborate with child welfare agencies and law enforcement to provide the pertinent information needed to protect the health and safety of children.
6. School district employees and volunteers should not contact suspects, nor should the victim be interviewed beyond the initial information disclosed.

**Legal Responsibility and Liability**

1. Mandatory reporters are not civilly or criminally liable for filing in good faith, a required or authorized report of known or suspected child abuse or neglect, or for participating in related investigative or judicial proceedings.

**CHILD ABUSE AND NEGLECT** (continued)

2. A mandatory reporter who fails or refuses to report an instance of child abuse or neglect and knew or should have known that the circumstances gave rise to the need for a report, is guilty of a misdemeanor.
3. When two or more mandatory reporters have reasonable cause to suspect child abuse or neglect, and when there is agreement among them, the report may be made by any one of them who is selected by mutual agreement, and a single report may be made and signed by the person selected. However, if any person who knows or should know that the person designated to report failed to do so, that person then has a duty to make the report.
4. The duty to report child abuse and neglect is an individual duty and no supervisor or administrator may impede or inhibit such reporting duties. Furthermore, no person making a good faith report shall be subject to any sanction.

*(cf. 5145.11 - Questioning and Apprehension)*

**Confidentiality**

All school district employees are required to protect students' rights to privacy and confidentiality. As such, all information and reports regarding child abuse or neglect shall be treated as confidential and shall be maintained in a safe place. No employee shall make available, or allow access to the written information to other students, staff or members of the public, except as required by school rule, Board Policy or law.

The principal/site administrator shall maintain the confidentiality of all reports of child abuse and neglect received, other than making the reports available to the appropriate agencies to which the reports were initially made. The principal/site administrator shall make provisions to protect and to maintain as confidential, the identity of the employee, employees or volunteers making the report.

**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT**  
**Adoption Date: 10/13/99**  
**Revision Date: 8/13/2014**  
**Revision Date: 09/14/2016**  
**Revision Date: 08/14/2019**



**SEXUAL ABUSE, SEXUAL ASSAULT AND DATING VIOLENCE AWARENESS AND PREVENTION**  
**(formerly CHILD ABUSE PREVENTION)**

Note: Effective June 30, 2017, school districts must establish a training program for students and provide parent notices relating to sexual abuse and sexual assault awareness and prevention for students in kindergarten through grade 12. AS 14.30.355. By the same date, school districts shall establish a training program for students and provide parent notices relating to dating violence and abuse in grades seven through 12. AS 14.30.356.

Every child has the right to live free of physical and emotional abuse, including neglect, sexual assault and dating violence. The School Board recognizes that such abuse has severe consequences for the child, sometimes resulting in the child's own violent behavior or in substance abuse. The district shall provide a comprehensive program of health and safety that educates students regarding the recognition and avoidance of sexual abuse and dating violence and includes parents in prevention and intervention services.

A. Sexual Abuse and Sexual Assault Awareness and Prevention

1. The District will provide age-appropriate information to students in grades kindergarten through twelve to teach students the difference between appropriate and inappropriate conduct in situations where sexual abuse could occur, and to identify actions students may take to prevent and report sexual abuse or sexual assault.
2. Students will be informed of referral and resource information, including the availability of student counseling and educational support.
3. The Superintendent will implement various methods for increasing teacher, student, and parent awareness of issues regarding sexual abuse of children.

B. Dating Violence and Abuse Awareness and Prevention

1. The District will provide age-appropriate information to students in grades 7 through twelve to teach students the characteristics of healthy and respectful relationships, the warning signs of dating violence and abusive behavior, and measures to prevent, report, and stop violence and abuse.
2. Students will be educated about youth violence prevention that reinforces nonviolent solutions to problems so as to recognize and avoid the threat or use of physical, sexual, verbal, emotional, or psychological abuse to control the person's dating partner.
3. Students will be informed of community and District resources available to victims of dating violence and abuse.

**SEXUAL ABUSE, SEXUAL ASSAULT AND DATING VIOLENCE AWARENESS AND PREVENTION (continued)**

C. Voluntary Participation

A student may be excused from participation in the district's awareness and prevention programs described above upon written request of a parent or guardian, or of the student if 18 years or older, or legally emancipated.

D. Child Abuse and Neglect

The Superintendent or designee shall provide coordinated training for teachers who will use the child abuse prevention curriculum, including instruction in the physical and behavioral indicators of abuse, crisis counseling techniques, community resources, rights and responsibilities to report abuse or neglect, and care for a child's needs after a report is made.

*(cf. 5141.4 – Child Abuse and Neglect)*

*(cf. 4131 – Staff Development)*

Note: Educators may be invited to serve on a multidisciplinary child protection team, if determined appropriate by a consensus of the team. AS 47.14.300.

*(cf. 1020 - Youth Services)*

*(cf. 6142.1 - Family Life/Sex Education)*

*Legal Reference:*

ALASKA STATUTES

14.30.355 *Sexual abuse and sexual assault awareness and prevention*

14.30.356 *Dating violence and abuse policy, training, awareness, prevention and notices.*

14.30.360 *Curriculum (Health and Safety Education)*

47.14.300 *Multidisciplinary child protection teams*

**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT**

**Adoption Date: 7/27/2016**

***(Replaced previous policy titled “Child Abuse Prevention.”)***

**AT-RISK YOUTHS**

The School Board believes that, in order to benefit from a learning environment, students must be as free as possible from the dilemma imposed by personal and societal problems. Danger signs for the various at-risk categories must be taken seriously. District personnel must be concerned for the personal development of students, as well as their academic development.

The Superintendent or designee may investigate and recommend programs which will address the needs of at-risk youths. At-risk youths include, but are not limited to, those students who abuse drugs or alcohol, are suicidal, exhibit serious attendance problems, drop out of school, are abused or disadvantaged children, or are pregnant or parenting minors.

*(cf. 5131.6 - Drugs, Alcohol and Tobacco)*

*(cf. 5141.4 - Child Abuse and Neglect)*

*(cf. 5141.52 - Suicide Prevention)*

*(cf. 5146 - Married/Pregnant/Parenting Students)*

*(cf. 5147 - Dropout Prevention Program)*

*(cf. 5148 - Child Care)*

## **SUICIDE PREVENTION**

BP 5141.52(a)

Note: Effective July 1, 2016, AS 14.30.362 requires suicide awareness and prevention training for specific school personnel. AS 14.30.362 also provides civil immunity for districts and employees from a death or personal injury that results from an act or omission in providing or obtaining that training. The training provided or failure to provide training cannot be construed to impose a specific duty of care on any person.

The School Board finds it important that the tragic situation of adolescent suicide be openly addressed and that staff, students and parents/guardians be made aware of warning signs and procedures by which they may help suicidal students at this especially vulnerable age.

The Board recognizes that all suicide threats must be taken seriously. The Superintendent or designee shall provide appropriate staff members with procedures for intervening in low-risk and in high-risk crisis situations. These procedures shall include guidelines by which staff members may assess the seriousness of a student's risk for suicide.

The Board believes that school staff, students and parents/guardians all can contribute significantly towards the prevention of adolescent suicide. The district shall make available suicide prevention training for each of these segments of the school community.

### **Parent/Guardian Awareness**

Note: The following parent/guardian involvement paragraph will affect school principals' responsibilities.

The Board believes all parents/guardians should be aware of the severity of the youth suicide problem. Before suicide prevention is taught in classrooms, parents/guardians shall be advised and invited to review the curriculum goals and the district suicide prevention policy. Parent/guardian information may be provided, and meetings may be held, to help parents/guardians recognize warning signs of suicide, learn basic steps for helping suicidal youths, and identify community resources that can help teenagers in crisis.

**Staff Awareness & Training**

Note: Effective July 1, 2016, AS 14.30.362 requires districts to provide training on a schedule adopted by the Board on youth suicide awareness and prevention to the following staff: each teacher, administrator, counselor, and specialist who is employed by the district to provide services to students. The training must be approved by the Commissioner of Education and provided to teachers at no cost. Training may be offered through videoconferencing or an individual program of study.

*(cf. 4131- Staff Development)*

The Board strongly encourages teachers to help students of all ages develop both a positive self-image and a realistic attitude towards potential accomplishments.

In order that district staff may learn suicide prevention strategies, to recognize the warning signs of suicidal crisis, to understand how to help suicidal youths, and to identify helpful community resources, the Superintendent or designee shall arrange annual suicide awareness and prevention training as required by law. Additional certificated and classified staff may also be included. The district suicide prevention policy and procedures shall be thoroughly reviewed at this time. Staff shall be expected to learn to identify potentially suicidal students, to assess the degree of risk, to take preventive precautions and to report suicide threats to the appropriate authorities.

**Curriculum**

The Board finds it appropriate that suicide prevention instruction be incorporated into the curriculum. This instruction shall help students:

Understand how feelings of depression and despair can lead to suicide.

Identify alternatives to suicide and develop new coping skills.

Recognize the warning signs of suicidal intentions in their friends.

Learn to listen, be honest, share feelings and get help when communicating with friends who show signs of suicidal intent.

Identify community resources where teenagers can get crisis intervention help.

**Peer Counseling**

The Board endorses the use of peer counselors who can provide an effective support system for students who are uncomfortable communicating with adults. Peer counselors shall be expected to have completed the suicide prevention curriculum and demonstrated that they are able to identify the warning signs of suicidal behavior, make contact rapidly, and get a suicidal student to adult help.

*Legal Reference:*

ALASKA STATUTES

*14.30.362 Suicide awareness and prevention training*

**SAFETY**

The School Board places a high priority on safety and on the prevention of student injury. The district shall make reasonable effort to ensure the safety and proper conduct of students from the time they come under school supervision until they leave school supervision, whether on school premises or not. The Superintendent or designee shall establish procedures as necessary to protect students from dangerous situations.

*(cf. 3514 - Environmental Safety)*

*(cf. 3515 - School Safety and Security)*

*(cf. 3515.2 - Intruders on Campus)*

*(cf. 5131.1 - Bus Conduct)*

*(cf. 5141 - Health Care and Emergencies)*

*(cf. 5144 - Discipline)*

*(cf. 6114 - Emergencies and Disaster Preparedness Plan)*

Personnel responsible for releasing a student from school custody shall exercise extreme diligence to prevent such release to any unauthorized or unidentified person.

**Playgrounds**

The Board recognizes that playgrounds present children with visible challenges which they may choose to take in order to test their skills and courage. Playground equipment shall be carefully selected and installed, so that while presenting such challenges, it minimizes accidents and present no unseen hazards. Safety shall receive prime consideration whenever playgrounds are planned or upgraded.

The principal or designee shall ensure that playgrounds and other school facilities are regularly inspected, well maintained, and adequately supervised whenever in use by students during the school day or at school-sponsored activities. The principal or designee shall establish playground safety rules.

**Conflict Resolution**

Providing young people with knowledge and skills to settle disputes peacefully is a critical component of an effective disciplinary and safety program. Students who possess skills in negotiation, mediation, and consensus decision making are able to explore peaceful solutions to conflict and to resolve these conflicts in a non-violent manner. The Superintendent shall implement and maintain a conflict

**SAFETY** (continued)

resolution strategy for District students. The strategy will provide conflict resolution education and resources to students to learn skills in the nonviolent resolution and mediation of conflicts. The strategy should identify and teach effective approaches for students to follow in reporting and resolving conflicts.

## **Students**

### **RESTRAINT AND SECLUSION**

BP 5142.3(a)

Note: By October 14, 2014, school districts must prohibit the restraint or seclusion of students except in situations where student behavior poses an imminent danger of physical injury. AS 14.33.125. Districts must also provide periodic training in an approved crisis intervention program. AS 14.33.127. The following policy implements the requirements of HB 210 (2014) and further utilizes 2012 guidelines issued by the United States Department of Education in its Restraint and Seclusion: Resource Document.

The Board believes that a safe educational environment is necessary for learning and understands there are times when student behavior may impact on the safety of that student or others. To the maximum extent appropriate, the safety and welfare of students and staff should be secured through positive behavioral interventions. The use of physical restraint and seclusion is prohibited except in emergency situations as set forth below.

Chemical or mechanical restraint of students is never allowed. Chemical restraint means a psychopharmacological drug that is administered to a student for discipline or convenience and that is not required to treat a medical symptom. Mechanical restraint means the use of a device to restrict a student's freedom of movement but does not include the use of medical or therapeutic devices or protective gear, including gear designed to protect a student from injury due to falling, to achieve proper body position or balance, or to protect a student from self-injuring behavior.

This policy shall be annually reviewed with school personnel.

*(cf. 5030 – School Discipline and Safety)*  
*(cf. 5137 Positive School Climate)*

#### **Physical Restraint**

Physical restraint is hereby defined as a personal restriction that immobilizes or reduces the ability of a student to move the student's arms, legs, or head freely. Physical restraint does not include briefly holding a student in order to calm or comfort, or the use of contact that is reasonably necessary to safely escort a person from one area to another

Physical restraint is prohibited unless the student's behavior poses an imminent danger of physical injury to the student or others and less restrictive interventions would be ineffective at stopping the imminent danger. To the extent possible without compromising safety, other interventions should be attempted prior to the use of restraint. Restraint must be limited to that necessary to address the emergency and must be immediately discontinued when the student no longer poses an imminent danger or when a less restrictive intervention is effective to stop the danger.

## **RESTRAINT AND SECLUSION**

BP 5142.3(b)

*(cf. 4158 – Employee Security)*  
*(cf. 5131.41 – Violent and Aggressive Conduct)*  
*(cf. 5131.7 – Weapons and Dangerous Instruments)*

Restraint may not be used as a form of discipline, to force compliance, as a convenience for staff, or as a substitute for appropriate educational support. The use of emergency restraint under this policy does not constitute corporal punishment.

Physical restraint must be implemented in a manner that protects the health and safety of the student and others. Restraint may be administered only by staff trained in crisis intervention, de-escalation, and safe restraint, unless a trained person is not immediately available and the circumstances are rare and present an unavoidable and unforeseen emergency. Restraint may not prevent or restrict the student from breathing or speaking nor may it restrict circulation. Prone or supine restraint, which occurs when the student is placed on his or her stomach or back, is expressly prohibited. A student's well-being must be monitored during restraint through the use of continuous face-to face contact or, if face-to-face contact is unsafe, by continuous direct visual supervision.

### **Seclusion**

Seclusion is hereby defined as the involuntary confinement of a student alone in a room or area that the student is physically prevented from leaving. Seclusion does not include time-outs, a student's voluntary choice to enter a secluded environment, supervised detention or in-school suspension rooms that are utilized for instructional purposes, or suspension from school. "Time-outs" are behavior interventions to provide a student with an opportunity to regain self-control or engage in problem solving where the student is separated from other students for a limited period in a setting from which the student is not physically prevented from leaving. Time-out includes placing a student in an area of the classroom where the student observes classroom instruction but does not participate.

Seclusion of a student is prohibited unless the student's behavior poses an imminent danger of physical injury to the student or others and less restrictive interventions would be ineffective at stopping the imminent danger.

*(cf. 4158 – Employee Security)*  
*(cf. 5131.41 – Violent and Aggressive Conduct)*  
*(cf. 5131.7 – Weapons and Dangerous Instruments)*

Seclusion should last only as long as necessary to resolve the actual risk of imminent danger or when a less restrictive intervention is ineffective to stop the danger. Seclusion should never be used as a form of discipline, to force compliance, as a convenience for staff, or as a substitute for appropriate educational support.

## **RESTRAINT AND SECLUSION**

BP 5142.3(c)

While in a seclusion setting, a student must be continuously monitored by an adult in face-to-face contact or, if face-to-face contact is unsafe, by continuous direct visual contact with the student. Students must be provided necessities such as restroom breaks and food and water as needed. Any signs of medical distress should be immediately addressed. Seclusion must be sensitive to any particular vulnerabilities of the student and to the student's developmental level.

### **Follow-up and Review**

As soon as practicable after restraint or seclusion have been used, staff shall review the incident. The review shall include review of and recommendations for adjusting or amending, as applicable, procedures, strategies, accommodations, the IEP, a student behavior plan, or additional staff training. Follow-up communication shall occur with the student and parent/legal guardian regarding the review process and outcomes.

### **Students with Disabilities**

This policy does not prohibit the inclusion of safe restraint or seclusion in a student's Individualized Education Plan or behavioral intervention plan if determined appropriate by the IEP team after considering all less restrictive alternatives. However, in all instances, the use of physical restraint or seclusion must be in compliance with this policy.

*(cf. 6159 – Individualized Education Program)*

### **Reporting/Notification Requirements**

The parent/legal guardian of a student who has been physically restrained or secluded shall be notified on the same day and provided information about the incident.

Instances of physical restraint or seclusion shall be documented. A written report must be prepared by school personnel who restrain or seclude a student and provided to the school administrator. The report must include: the date and time of the incident; names and job titles of the school personnel who participated or supervised; a description of the conduct that preceded the incident, including efforts and strategies utilized prior to restraint or seclusion; a description of the restraint or seclusion, including duration; and a description of how the incident ended, including any further action taken. A copy of the written report shall be provided to the parent/legal guardian.

## **RESTRAINT AND SECLUSION**

BP 5142.3(d)

Annually, the District shall report to the Department of Education and Early Development the following information: the total number of restraints and seclusion; the number of injuries or deaths of students or personnel; the number of restraints or seclusion by untrained personnel; and the number of students with a disability who were restrained or secluded, including the category of disability.

### **Crisis Intervention Training**

The Superintendent or designee shall provide for periodic crisis intervention training for a sufficient number of school staff members to meet the needs of the school population. Training should include evidence based techniques effective at preventing restraint and seclusion; evidence-based skills related to positive behavior supports, conflict prevention and management techniques, skills to de-escalate student behavior, and understanding antecedents; the safe use of restraint or seclusion in emergency situations; first aid and cardiopulmonary resuscitations; and applicable policies and procedures. The form of training may vary depending upon the staff member's role and the instructional setting.

### **Policy Not Applicable to Law Enforcement**

This policy is applicable to District employees. It is not intended to limit the use or type of restraint or seclusion by law enforcement personnel who may need to utilize these methods while on District property.

*(cf. 1410 – Interagency Cooperation for Student and Staff Safety)*

#### *Legal Reference:*

##### UNITED STATES CODE

*20 U.S.C. §§ 1400, et seq. Individuals with Disabilities Education Act*

*No Child Left Behind Act of 2001, 20 U.S.C. §§ 2361-2368 (P.L. 107-110)*

##### ALASKA STATUTES

*11.81.430 Justification, use of force, special relationships*

*11.81.900 Definitions*

*14.03.078 Report*

*14.30.180-.350 Education for Exceptional Children*

*14.33.120 School disciplinary and safety program*

*14.33.125 Student restraint or seclusion; limitations*

*14.33.127 Crisis Intervention Training*

##### ALASKA ADMINISTRATIVE CODE

*4 AAC 06.172 Reporting of school disciplinary and safety programs*

*4 AAC 06.200-.270 Safe schools*

*4 AAC 06.250 Reporting*

*4 AAC 07.010-4 AAC 07.900 Student rights and responsibilities*

*4 AAC 52.010-.990 Education for exceptional children*

*Revised 9/2014*

**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT**  
**Adoption Date: 10/8/2014**

**DISCIPLINE**

The School Board believes that one of the major functions of the public schools is the preparation of youth for responsible citizenship. The district shall foster a learning environment which reinforces the concepts of self-discipline and the acceptance of personal responsibility. Students are expected to progress from being adult-directed to self-directed with minimal application of disciplinary measures.

The Board recognizes that there must exist certain disciplinary policies and regulations relating to student conduct which delineate acceptable behavior and provides the basis for sound disciplinary practices within each school in the district in order to maintain an environment conducive to learning. These policies and regulations will be enforced fairly and uniformly and consistently without regard to race, creed, color or sex.

*(cf. 0410 – Nondiscrimination in District Programs and Activities)*  
*(cf. 5131 et seq. - Student Conduct)*

The administration, teachers and classified staff share mutual responsibility for the enforcement of district policies and regulations pertaining to student conduct and safety. The Board shall give reasonable support and assistance to employees with respect to student discipline. The Board shall review its policies related to student rights and responsibility at least once every three years and shall modify its policies as needed in accordance with law.

The Board recognizes that not all students will adhere to district rules for appropriate behavior. Sufficient support services shall be provided so that continually disruptive students will not be returned to regular classes without some modification of behavior. Students may be assigned to other alternative programs or be subject to removal from school.

In an effort to establish disciplinary procedures that are effective in reducing student truancy and misbehavior and do not interrupt the educational process, the School Board, Superintendent, or designee may authorize in-school suspension as an alternative to out-of-school suspension. In-school suspension removes the student from the school social scene while still requiring him/her to maintain the same basic school day schedule and to keep up with required academic assignments. Failure to serve in-school suspension or removal from the in-school suspension program for disciplinary reasons shall result in out-of-school suspension or additional time assigned.

*(cf. AR 5131 – Code of Conduct)*

**DISCIPLINE** (continued)**In-School Suspension**

The Superintendent or designee shall publish district rules for student discipline which describe the district's behavior management plan and consequences for student misconduct. Special care shall be taken when developing school rules to solicit the views of the school community, including administrators, teachers, school security personnel, parents/guardians and students.

School site rules must be strictly based on district policy, regulation and state and federal laws and be enforced fairly and uniformly.

At the beginning of each school year, the Superintendent or designee shall ensure that every student and his/her parents/guardians are notified in writing of the availability of Board policies and administrative regulations related to student rights and responsibilities. Such policies shall be posted in accordance with law. (4 AAC 07.030)

**Corporal Punishment**

Corporal punishment is prohibited by law as a disciplinary measure against any student. School administrators and teachers shall employ other means of disciplining students.

*(cf. 3514 - Safety)*

*(cf. 4158 - Employee Security)*

*Legal Reference:*

ALASKA ADMINISTRATIVE CODE

4 AAC 07.010-4 AAC 07.900 *Student rights and responsibilities*

The prohibition on corporal punishment does not prevent the use of reasonable and appropriate force by a teacher or other supervising employee which is necessary to maintain order or protect student welfare. Reasonable and necessary force or physical restraint against a student may be used to protect the student, or others, from physical injury; to obtain possession of a weapon or other dangerous object; to maintain reasonable order in the classroom or on school grounds; or to protect property from serious damage or destruction. The force shall not be greater than necessary to control the misconduct or dangerous situation.

*(cf. 3514 - Safety)*

*(cf. 4158 - Employee Security)*

**DISCIPLINE** (continued)**Reporting to Law Enforcement**

Note: Effective January 1, 2001, a teacher, teacher's assistant, administrator, or other employee responsible for students who, during the course of employment, observes a student committing a crime must report the crime to local law enforcement. AS 14.33.130. The obligation to report to law enforcement resides with the staff member observing the crime. "Crime" means an offense for which a sentence of imprisonment is authorized; a crime is either a felony or a misdemeanor. AS 11.81.900.

In addition to subjecting a student to discipline, any crime committed by a student while at school, on school grounds, or during any school sponsored activity on or off campus shall be reported to law enforcement. Criminal proceedings are independent of actions taken by the School District. The District may impose discipline for misconduct regardless of whether criminal charges are filed or a conviction is obtained. The Superintendent should ensure cooperation with law enforcement in the criminal investigation of students who commit crimes while under the jurisdiction of the school.

*(cf. 1410 – Interagency Cooperation for Student and Staff Safety)*

*Legal Reference:*ALASKA STATUTES

*11.81.430 Justification, use of force, special relationships*

*11.81.900 Definitions*

*14.33.120-.140 School disciplinary and safety program*

ALASKA ADMINISTRATIVE CODE

*4 AAC 07.010-4 AAC 07.900 Student rights and responsibilities*

**SUSPENSION AND EXPULSION**

The School Board 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.

*(cf. 5131 - Conduct)*  
*(cf. AR 5131 – Code of Conduct)*  
*(cf. 6154 - Homework/Make-up Work)*

The Superintendent or principal 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 suspension, 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 expulsion by affording them their due process rights under the law. The Superintendent or designee shall specify procedures for notices and appeals.

*(cf. 3514 - Safety)*

*Legal Reference:*

ALASKA STATUTES

- 14.03.160 *Suspension or expulsion of students for possessing weapons*
- 14.30.045 *Grounds for suspension or denial of admission*
- 14.30.047 *Admission or readmission, when cause no longer exists*

ALASKA ADMINISTRATIVE CODE

- 4 AAC 06.060 *Suspension or denial of admission*
- 4 AAC 07.010 - 4 AAC 07.900 *Student rights and responsibilities*

Goss v. Lopez, 419 U.S. 565 (1975)

**RIGHTS AND RESPONSIBILITIES**

1. Freedom of Speech – Free inquiry and exchange of ideas are essential parts of a democratic education. The School Board respects students’ 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. Any speech material should not invade another person’s privacy or constitutional rights, including, but not limited to, freedom from discrimination or harassment.

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

2. Dress and Appearance – A student shall be free to determine his/her dress and grooming so long as his/her appearance does not endanger physical health or safety, damage property or seriously and immediately disrupt the activities of others.
3. Student Activism – Students may express opinions and ideas, take stands and support policies publicly, privately, orally and in writing through established school media. Such expression shall not interfere with the educational program, present a safety or health hazard, or contain obscene, slanderous or libelous statements. Students may not advocate violation of the law or school regulations, except by pursuing such advocacy through established channels.
4. Student Disorders – Unlawful student assemblage, violence, disruption, vandalism, or interference with the assigned work of school personnel or students cannot be permitted.

**RIGHTS AND RESPONSIBILITIES**

Disruption or interference with the normal operation of the school hinders the Board in fulfilling its legal responsibilities and impinges on the constitutional right of every child to a suitable education.

5. Vandalism – Vandalism against school property by students is reprehensible. When incidents of vandalism occur, the administration will:
  - a. Identify the student(s) involved.
  - b. Call together persons, including parents to study the causes and to advise on appropriate disciplinary action.
  - c. Decide upon disciplinary action and assess costs against the students and/or their parents.
  - d. Take action to guard against further vandalism.

**INVASION OF PRIVACY**

1. Search & Seizure – The right to inspect students’ school lockers is inherent in the authority granted School Boards and administrators. This authority will be exercised so as to assure parents that the school, in pursuing its “in loco parentis” relationship with their children, will protect the well-being of those children.

Exercise of such authority requires school officials to

- a. Protect each child’s constitutional right to personal privacy and protection from coercion
  - b. Emphasize that schools are educational institutions
  - c. Resolve any doubts or questionable disputes in the child’s favor
2. Questioning and/or Apprehension – Police – The schools shall cooperate with the police and at the same time protect the rights of children in case of a police investigation. If the police wish to question a child at the school the parents should immediately be notified. During the absence of the parent, the principal should stand in loco parentis and should be present during any questioning.

**Students**

AR 5145(c)

- a. In case there is a charge against the parent by the child, the parent will not necessary be notified, but the principal will be present during any questioning.
- b. If the police hold a warrant for the arrest of the child, the arrest can be made in the school and the parents shall be notified by the principal.
- c. Teacher, acting as principal in the principal's absence, will act in his/her place.

Federal Agents – Agencies of the federal government, such as postal inspectors, treasury agents, and agents of the Federal Bureau of Investigation, also have the power of arrest. Their contacts with the school will be for the purpose of investigation and they ordinarily cooperate with the local police in making arrests. However, on occasion this authority may be exercised directly, and, under such circumstances, school officials will sign the release form before the student is surrendered to the officer.

**QUESTIONING AND APPREHENSION**

Law enforcement officers may interview students on school premises, as suspects or witnesses. When such an interview is requested, the principal or designee shall ascertain the officer's identity, official capacity, and the authority under which he/she acts. If the officer needs to interview the student immediately, the principal or designee shall accommodate the questioning in a way that causes the least possible disruption to the school process, gives the student appropriate privacy, and models exemplary cooperation with community law enforcement authorities.

At the law officer's discretion and with the student's approval, the principal or designee may be present during the interview.

When a site administrator releases a student into the custody of a law enforcement officer, he/she shall immediately notify the parent/guardian or responsible relative of the student's release and the place to which the student is reportedly taken, except when prohibited by law enforcement such as in cases of suspected child abuse.

Whenever a student is suspected of being a victim of child abuse and is being removed from the school premises, the Superintendent or designee shall give the telephone number and address of the student's parent/guardian to the law enforcement officer so that the appropriate authorities may contact the parent/guardian.

*(cf. 5141.4 - Child Abuse and Neglect)*  
*(cf. 5142 - Safety)*

## **SEARCH AND SEIZURE**

The School Board is committed to maintaining an environment for students and staff which is safe and conducive to learning and working. The Board recognizes that incidents may occur where the health, safety and welfare of students and staff are jeopardized and which necessitate the search and seizure of students, their property, or their lockers by school officials.

*(cf. 5145.11 - Questioning and Apprehension)*

Whenever reasonably possible, a search of a student's person shall be conducted in the presence of a staff member, and/or the principal.

### Student Lockers

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

*(cf. 5131.6 - Drugs, Alcohol, Tobacco)*

*(cf. 5131.7 - Weapons and Dangerous Instruments)*

#### *Legal Reference:*

ALASKA STATUTES

14.03.105 Search of school lockers

ALASKA ADMINISTRATIVE CODE

4 AAC 07.010 - 4 AAC 07.900 Student rights and responsibilities

New Jersey v. T.L.O., 469 U.S. 325 (1985)

*Revised 9/97*

**SEARCH AND SEIZURE**

1. Search and Seizure. School authorities may search and seize the personal property of students (including lockers and other property under the student's control) and property on school property in accordance with law, which includes searches based on reasonable suspicion that the search will disclose evidence of activities or the possession of substances or items prohibited by law, District Disciplinary Rules or School Board policies.
2. Reasonable Suspicion. Reasonable suspicion to search exists when, based on all the facts and circumstances known to the person, there is cause to believe that the search will reveal evidence that the student has or is violating the law, District Disciplinary Rules or School Board policies. Probable cause is not required, but a mere hunch is not sufficient. A search is justified where there are articulable facts to support an objectively reasonable suspicion and school officials act reasonably under all the circumstances. The knowledge possessed by the school official must raise a moderate chance of finding evidence of wrongdoing.
3. Reasonable Suspicion - Drugs or Alcohol. Student using drugs or alcohol often exhibit negative behavior and display other indications of illegal drug or alcohol use. These can include mood swings, aggressive or lethargic behavior, fighting, risk-taking, paranoia, bragging or talking about drug or alcohol use, loss of interest in school and favorite activities, declining grades, poor grooming, truancy, excessive tardiness or absences, isolation, depression or withdrawal.

Reasonable suspicion includes, but is not limited to: Observation of negative behaviors and actions set forth above; specific observation of inappropriate or unusual behavior; body odors or speech of a student; and/or, information received from parents, students and District personnel.

4. Drug, Alcohol and Tobacco Testing. The District reserves the right to test a student at any time based on reasonable suspicion of alcohol, drug or tobacco use. The testing protocol for reasonable suspicion testing for alcohol, drugs and tobacco shall be the same as that set forth in AR 5131.61(b)-(c) of AR 5131.61 (Student Extra-Curricular Activities ATOD Testing).
5. Test Refusal. Refusal to submit to a drug, alcohol or tobacco test by a student under reasonable suspicion shall be considered the same as if the student had tested positive.
6. Scope of Search. The scope of the search must be reasonably related to the circumstances justifying the search and may not be excessively intrusive in light of the age and gender of the student and the nature of the infraction.

## **SEARCH AND SEIZURE**

Searches of the person that go beyond a search of outer clothing and belongings are categorically distinct and require specific suspicions and distinct elements of justification on the part of the school official.

7. Definitions. The following definitions apply to testing performed under this regulation:

“Alcohol” - Alcohol means any substance containing any form of alcohol including, but not limited to, ethanol, methanol, propanol and isopropanol.

“Drug” or “Illegal Drug” - Drug or illegal drug means a substance controlled or considered unlawful under AS 11.71, as that chapter may be amended, or the metabolite of the substance, which has not been validly prescribed for the student by a licensed health care provider authorized to prescribe the substance. Drug and illegal drug also means and includes alcohol and tobacco.

“Tobacco” - Tobacco means items such as cigars, cigarettes, snuff, loose tobacco and similar goods made with any part of the tobacco plant or which contain nicotine and which are prepared or used for smoking, chewing, dipping, sniffing or otherwise.

## STUDENT AND FAMILY PRIVACY RIGHTS

BP 5145.15(a)

Note: The Protection of Pupil Rights Act requires any school district “that receives funds under any applicable program [to] develop and adopt policies, in consultation with parents, regarding [statutory privacy rights].” (20 U.S.C. § 1232h(c)(1)). “Any applicable program” generally refers to any federal program administered by the U.S. Department of Education (20 U.S.C. § 1221(c)). “Consultation with parents” is not defined; boards are advised, at minimum, to publicize the issue and request public comment during the policy’s adoption.

The Board believes that personal information gathered from a student may be helpful or necessary to facilitate school safety, student welfare, or the continued success of academic programs. However, these goals must be balanced with the expectations of privacy of our students and their families. The following procedures shall be followed so that parents may make informed choices regarding the disclosure or collection of personal information from their student.

### Student Surveys

Note: Federal law requires prior written parental consent before certain surveys may be administered to students. Effective June 30, 2017, AS 14.03.110 requires written parent permission before a school may administer, or permit to be administered in a school, a questionnaire or survey, whether anonymous or not. The following policy sets forth the notice and consent provisions required by law and identifies when parental consent and notice are required. Additionally, state law provides that no student may be required to participate in a questionnaire or survey if the student objects to participation. AS 14.03.110.

The Board recognizes that student surveys administered in the public schools may be beneficial for the purposes of study, the improvement of education, for class assignment, and to assist in providing guidance or counseling services to students and their families. In administering surveys or questionnaires to the District’s students, the District shall comply with state and federal laws concerning parental notice and consent.

Surveys will not be administered to students without prior parental consent.

**Annual Consent:** The District may seek written parent/guardian permission, on an annual basis, for the administration of anonymous student surveys. Consent to anonymous surveys obtained annually will be valid until the beginning of the subsequent school year, or until written notice of withdrawal of consent is provided to the school principal. Parents or guardians shall receive at least two weeks’ notice prior to the administration of an anonymous questionnaire or survey.

**Consent for Surveys that are Not Anonymous:** Prior to the administration of a survey that is not anonymous the District shall obtain written permission from the parent/guardian at least two weeks prior to the survey.

**Notice Requirements:** At least two weeks prior to the administration of a questionnaire or survey, whether anonymous or not, that requires parental consent as identified above, the school shall provide each student's parent or legal guardian with written notice explaining:

- (1) how and where the parent may preview the survey;
- (2) how the survey will be administered;
- (3) how the survey results will be used;
- (4) who will have access to the questionnaire, survey or results; and
- (5) for those surveys which are not anonymous, explain that written parental consent is required before participation in the particular survey, and include a permission form to be returned by the parents, with instructions that the form must be returned at least two weeks before the survey.

### **Instructional Material**

A student's parent(s)/guardian(s) may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

The term "instructional material" means instructional content that is provided to a student regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

### **Physical Exams or Screenings**

Note: Effective June 30, 2016, provisions of AS 14.30.070 and the entirety of AS 14.30.120 requiring school districts to provide for or require each child to have a physical examination and vision and hearing screening is repealed. Although districts are no longer required to provide for and require physical examinations of every child attending school, the Department of Health and Social Services may require the district to conduct physical examinations it considers necessary and may reimburse the district for examinations. The federal Protection of Pupil Rights Act states that student's parent(s)/guardian(s) may refuse to allow their child or ward to participate in a "non-emergency, invasive physical examination or screening." 20 U.S.C. § 1232h(c)(2)(A)(ii).

A student's parent(s)/guardian(s) may refuse to allow their child to participate in any non-emergency, invasive physical examination or screening that is: (a) required as a condition of attendance, (b) administered by the school and scheduled by the school in advance; and (c) not necessary to protect the immediate health and safety of the student, or of other students. The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

**STUDENT AND FAMILY PRIVACY RIGHTS** (continued) BP 5145.15(c)

The above paragraph does not apply to any physical examination or screening that:

1. Is permitted or required by an applicable state law, including physical examinations or screenings that are permitted without parental notification.
2. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. § 1400 *et seq.*)
3. Is otherwise authorized by board policy.

*(cf. 5141 – Health Care and Emergencies)*

*(cf. 5141.3 – Health Examinations)*

*(cf. 5141.31 – Immunizations)*

*(cf. 5131.61 – Drug/Alcohol Testing Policy)*

**Collection of Personal Information from Students for Marketing**

Note: Federal law allows schools to collect personal information from students for marketing (20 U.S.C. § 1232h(c)(1)(E)), provided the board, by policy, allows parents to preview the instrument and opt their child out of the activity.
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The term “personal information” means individually identifiable information including: (1) a student or parent’s first and last name, (2) a home or other physical address (including street name and the name of the city or town, (3) a telephone number, or (4) a Social Security identification number.

No school official or staff member shall administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or sale.

The above paragraph does not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other post-secondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.

**STUDENT AND FAMILY PRIVACY RIGHTS** (continued)

BP 5145.15(d)

4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Note: The rights provided to parent(s)/guardian(s) in this policy transfer to the student when the student turns 18 years old, or is an emancipated minor.
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*Legal Reference:*

ALASKA STATUTES

*14.03.110 Questionnaires and surveys administered in public schools.*

*14.30.070 Physical Examination required.*

UNITED STATES CODE

*20 U.S.C. 1232(h) Protection of Pupil Rights Act*

**FREEDOM OF SPEECH/EXPRESSION**

Note: 4 AAC 07.010 mandates districts to adopt policies regarding student rights and responsibilities. Limiting a student's constitutional right to freedom of speech involves balancing the right to free expression against the school's right to maintain discipline or order in the school. When a student speaks as an individual, school officials cannot censor that expression unless it creates a substantial disruption to the school. For student speech connected to the curriculum or school activities, school officials have discretion to regulate the speech.

Free inquiry and exchange of ideas are essential parts of a democratic education. The School Board respects students' 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.

*(cf. 1325 - Advertising and Promotion)*  
*(cf. 6145.5 - Organizations/Associations)*

Note: Under the No Child Left Behind Act, each school district receiving federal funds must certify in writing to the Alaska Department of Education and Early Development that it has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools. Under NCLB, a school's policy must be in compliance with the current state of the law as identified in the U.S. Department of Education's Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools, released February 7, 2003. The following language expressly incorporates the Guidance.

Student free speech extends to religious expression. It is the policy of the Board not to prevent, or otherwise deny participation in, constitutionally protected prayer in District schools, consistent with guidance issued by the U.S. Department of Education and applicable judicial decisions interpreting the religion clauses of the First Amendment of the U.S. Constitution. This policy supersedes any other Board policy that is inconsistent with it.

The Superintendent or designee shall develop due process procedures for resolving disputes regarding student freedom of expression.

*(cf. 6145.3 - Publications)*

*Legal Reference (see next page)*

## **FREEDOM OF SPEECH/EXPRESSION**

*Legal Reference:*

ALASKA ADMINISTRATIVE CODE

4 AAC 07.10 - 4 AAC 07.900 *Student rights and responsibilities*

*Breese v. Smith*, 501 P.2d 159 (Alaska 1972)

*Hazelwood School District v. Kuhlmer*, 484 U.S. 260 (1988)

*Tinker v. Des Moines*, 393 U.S. 503 (1969)

*Bethel School District v. Fraser*, 478 U.S. 675 (1986)

Elementary and Secondary Education Act, 20 U.S.C. § 9524, as amended by the No Child Left Behind Act of 2001 (P.L. 107-110)

*Revised 1/04*

**FREEDOM OF SPEECH/EXPRESSION**

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.

**NONDISCRIMINATION**

Note: AS 14.18.010 prohibits discrimination on the basis of sex against an employee or a student in public education. Under Title IX, all students in schools receiving any federal funding are protected from discrimination based on sex. Sex includes male, female, straight, gay, lesbian, bisexual, and transgender. In 2014, the United States Department of Education issued its *Questions and Answers on Title IX and Sexual violence*. This guidance provides that “Title IX’s sex discrimination prohibition extends to claims of discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity and OCR accepts such complaints for investigation.” *U.S. Dept. of Educ., Office for Civil Rights (Apr. 29, 2014). Questions and Answers on Title IX and Sexual Violence, accessible at <http://www2.ed.gov/about/offices/list/ocr/>*

District programs and activities shall be free from discrimination with respect to sex, race, color, religion, national origin, ethnic group, sexual orientation, gender identity, 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.

*(cf. 0410 - Nondiscrimination)*  
*(cf. 1312.3 - Uniform Complaint Procedures)*  
*(cf. 5145.7 - Sexual Harassment)*

Separate arrangements may be made for students according to sex during sex education programs and physical education activities involving bodily contact.

School staff and volunteers must guard against sex discrimination and stereotyping in instruction, guidance and supervision.

*(cf. 6164.2- Guidance Services)*

*Legal Reference:*

ALASKA STATUTES

14.18.010-14.18.100 *Prohibition Against Sex and Race Discrimination*

ALASKA ADMINISTRATIVE CODE

4 AAC 06.500 – 4 AAC 06.600 *Prohibition of Gender or Race Discrimination*

4 AAC 51.270 *Equal opportunities*

UNITED STATES CODE

*Title VI, Civil Rights Act of 1964, 42 U.S.C. §§ 2000d-2000d-7*

*Title IX, Education Amendments of 1972, 20 U.S.C. §§ 1681-1688*

*Vocational Rehabilitation Act of 1973, Sections 503 and 504, 29 U.S.C. § 794*

*Individuals With Disabilities Education Act, 20 U.S.C. §§ 1401-1491*

*Americans With Disabilities Act, 42 U.S.C. §§ 12101-12213*

*Age Discrimination In Employment Act, 29 U.S.C. §§ 621-634*

**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT**

**Adoption Date: 10/13/99**

**Revision Date: 02/24/2016**

**Revision Date: 4/24/2019**

**GENERAL STATEMENT**

**NOTICE OF NONDISCRIMINATION**

It is the policy of the Ketchikan Gateway Borough School District not to discriminate on the basis of race, religion, age, national origin, parenthood, marital status, changes in marital status, gender, disability, admission/access to, or treatment in its programs and activities.

This policy is in compliance with the regulations implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and Chapter 18 of the School Laws of Alaska. Inquiries or complaints regarding compliance with these regulations may be directed to:

Director of Curriculum and Title IX Coordinator

or

Director of Special Services  
Section 504 and ADA Coordinator

Ketchikan Gateway Borough School District  
2610 Fourth Ave. (Physical Address)  
Mailing address: 333 Schoenbar  
Ketchikan, Alaska 99901  
(907) 225-2118

Department of Education  
801 West 10th Street, Suite 200  
P.O. Box 110500  
Juneau, Alaska 99811-0500

or Seattle Office, Office for Civil Rights  
U.S. Department of Education  
915 Second Avenue Room 3310  
Seattle, Washington 98174-1099

or

Office for Civil Rights  
U.S. Department of Education  
Lyndon Baines Johnson Department of Education Building  
400 Maryland Avenue, SW  
Washington, D.C. 20202-1100  
1-800-421-3481

*\*(Updated agency contacts: 1/14/2015; updated district contacts 1/27/2016)*

**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT**  
**Adoption Date: 10/13/99**  
**Revisions: 1/14/2015, 1/27/2016 \***

**SEXUAL HARASSMENT**

Note: Districts should be aware that when a student misses school or withdraws from a course to avoid sexual harassment, he/she may be deprived of equal educational opportunities.

Note: In 1999, the U.S. Supreme Court ruled that a school district can be liable under Title IX when staff members ignore student-to-student sexual harassment. The court found that school districts can be liable when school officials know about and are deliberately indifferent to sexual harassment "so severe, pervasive, and objectively offensive that it can be said to deprive the victim of access to the educational opportunities or benefits provided by the school." This ruling makes it more important than ever to educate students and staff on preventing and handling student-to-student sexual harassment. By setting a liability standard based on "deliberate indifference," the Court has made it possible for school districts to mount a defense based on a policy defining and prohibiting sexual harassment and a grievance procedure that is readily available to students.

**Positive School Environment**

The School Board recognizes that sexual harassment can cause embarrassment, feelings of powerlessness, loss of self-confidence, reduced ability to perform schoolwork, and increased absenteeism or tardiness.

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

*(cf. 5131.5 - Vandalism, Theft and Graffiti)*  
*(cf. 5137 - Positive School Climate)*

The Board shall not tolerate the sexual harassment of any student by any other student or any district employee or another person in the school environment. Any student or employee who is found guilty of sexual harassment shall be subject to disciplinary action.

*(cf. 4119.11 - Sexual Harassment)*  
*(cf. 4118 - Suspension/Disciplinary Action)*  
*(cf. 5144 - Discipline)*  
*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

Students or staff should immediately report incidences of sexual harassment to the principal or designee. The Superintendent or designee shall promptly investigate each complaint of sexual harassment in a way that ensures the privacy of all parties concerned. In no case shall the student be required to resolve the complaint directly with the offending person.

## **SEXUAL HARASSMENT (continued)**

Notice of this policy will be circulated to all district schools and departments and incorporated in teacher and student handbooks.

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*  
*(cf. 1312.3 - Complaints Concerning Discrimination)*

The District's administration shall adopt appropriate Administrative Regulations which delineate the conduct which is prohibited and which otherwise implement and effectuate this policy.

### **Prohibition of Sexual Harassment**

As detailed in the District's Policy Against Sexual Harassment (including Administrative Regulations implementing that policy), it shall be a violation of these prohibitions for any student or employee of the District, or for another person in the school environment, to engage or participate in sexual harassment, sexual misconduct or any other form of sexual discrimination in the school environment. Any student who is found to have engaged in such prohibited conduct shall be subject to disciplinary action as provided for in District policy and Alaska law, the possible consequences of which can be up to and including suspension or expulsion from school. Any employee who is found to have engaged in such prohibited conduct will be subject to disciplinary action, pursuant to District policy and applicable law, the demotion or discharge from employment. Other individuals whose behavior is found to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the Superintendent or Board of Education.

The District's administration shall adopt appropriate Administrative Regulations which delineate the conduct which is prohibited and which otherwise implements and effectuates these prohibitions.

*(cf - AR 5131 - Code of Conduct)*

#### *Legal Reference:*

*Davis v. Monroe County Bd. of Educ., 119 S.Ct. 1661 (1999)*  
*Ellison v. Brady, 924 F.2d 872 (9th Cir., 1991)*  
*Franklin v. Gwinnett, 503 U.S. 60 (1992)*  
*Meritor Savings Bank v. Vision, 477 U.S. 57 (1986)*

**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT**  
**Adoption Date: 10/13/99**  
**Revision Date: 5/22/2019**

**DROPOUT PREVENTION**

The School Board is deeply concerned about the many students who leave school without graduating. The Board particularly desires to provide a learning environment conducive to keeping in school those "high-risk" students who are susceptible to frequent absenteeism, truancy, or tardiness, or who have the potential to drop out because of pregnancy or marriage, financial needs, dislike of school, classes, or teachers, lack of basic skills, disciplinary problems, low self-esteem, emotional or physical problems, or feelings of alienation.

The Board sees every student as a valuable individual to be carefully nurtured and equipped to become a productive citizen. Because children all differ, variations of pace, topic and activity are needed to challenge and interest them. Besides seeking continual improvement in the quality and relevancy of our educational programs, the Board encourages the use of appropriate dropout prevention strategies at all age and grade levels.

The Board directs the Superintendent to implement this policy with parental and community involvement.

*(cf. 5131.6 - Drugs, Alcohol and Tobacco)*

*(cf. 5141.51 - At-risk Youths)*

*(cf. 5146 - Married/Pregnant/Parenting Students)*

*(cf. 5113 - Absences and Excuses )*