

*Fairbanks North Star Borough School District*

**2016-2017**

*Students Rights,  
Responsibilities &  
Behavioral  
Consequences  
Handbook*

*Revised November 1, 2016*



*DEFINED BY SCHOOL BOARD POLICIES, ADMINISTRATIVE  
REGULATIONS, AND STATE AND FEDERAL STATUTES*

Fairbanks North Star Borough School District ★ 520 Fifth Avenue ★ Fairbanks, Alaska 99701

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## P R E F A C E

The Fairbanks North Star Borough School District is a public entity guided by over 1400 policies specifying how we will operate fairly and legally in all our dealings. These policies guide everything from developing budgets to purchasing pencils. There are chapters on personnel, curricula, finances, facilities, administration, and community relations.

*Over 130 policies and an equal number of administrative regulations pertain directly to students.*

- Can you bring your own inhaler to school?
- What authority does the district have over cars in the parking lot?
- What happens if a student misbehaves while out of town at a school-sponsored event?
- What if someone feels they're being bullied? Or brings a paint-ball gun or toy grenade to school? Mouths off to a teacher? Gets into a fight? Gets suspended?

We want students to know their rights, responsibilities, and what will happen if those responsibilities are ignored or disobeyed—the behavioral consequences.

We take very seriously the right of every student to a free, appropriate and safe public education. To assure this right, everyone has a responsibility to act in a safe and respectful manner. If not, there will be fair and consistent consequences.

Rights and responsibilities are two sides of the same coin. As often noted, no one was ever endowed with a right without being at the same time saddled with a responsibility.

This handbook contains the policies we believe are most important for students, teachers, and parents to know and understand. All are designed to keep students safe, ensure their fair and consistent treatment, set forth consequences, and respect the due process rights of each individual.

If you want to go to the source, check out a FNSBSD Policy Manual available at every school library or at the school board site on the district's website ([www.k12northstar.org](http://www.k12northstar.org)). If you have any questions, please follow the Keys to Solving Problems outlined on page 9 of this handbook.

Please pay particular attention to the "Compacts of Shared Responsibilities" (following the preface). Chances are, if you follow these straightforward guidelines, you will have a successful school year!

*Please Note:*

- ☛ *Disciplinary measures outlined in this handbook **are not intended to be all-inclusive**. See School Board Policies and Administrative Regulations for all policies, administrative regulations, and unabridged language.*
- ☛ *Source documents may be more complete or may be amended from time to time.*
- ☛ *Individual buildings may have rules specific to their building for safety and the promotion of a positive school climate.*

**FAIRBANKS NORTH STAR BOROUGH  
SCHOOL DISTRICT**

*School-Parent Compact*

**Elementary School**

*Students, parents, and staff all share responsibility for student learning. By reading this compact of shared responsibilities, we can better understand how everyone contributes to a student's success.*

**High Standards & Expectations**

Student

- I will be at school on time every day ready to learn.
- I will work hard and do my best.

Parent/ Guardian

- I will ensure my child attends school on time every day appropriately dressed and has had adequate sleep, physical activity, and nutrition.
- I will support my child's efforts and celebrate the successes.

School Staff

- I will provide a welcoming environment.
- I will communicate high standards for student performance and clear expectations for what students will learn.
- I will support my school's wellness initiatives.

**Learning**

Student

- I will make sure I understand the material.
- I will listen and do my best in class.
- I will participate fully in classroom activities.
- I will work hard and complete assignments.

Parent/ Guardian

- I will know how my child learns best and share that information with the school.
- I am open to sharing my skills and expertise at school if requested.
- I will read and use numbers daily with my family.
- I will monitor homework daily and support completion of school assignments.

School Staff

- I will provide appropriate instruction based on Alaska State Standards, district curriculum, and student learning styles.
- I will keep up with current research and best practices.
- I will assign appropriate homework.
- I will incorporate physical activity to enhance student learning throughout the day as appropriate.

**Safe & Drug-Free Schools**

Student

- I will treat staff, parents, other students, and visitors with respect.
- I will follow classroom and school rules and will be in control of my behavior.
- I will talk to a trusted adult if I am aware of bullying or unsafe behavior.

Parent/ Guardian

- I will treat staff and students with respect.
- I will support and reinforce classroom expectations and school rules.
- I will talk with my child about bullying, and promote safe and drug-free schools.

School Staff

- I will treat students and parents with respect.
- I will clearly communicate school behavior expectations.
- I will take steps to prevent bullying and promote safe and drug-free schools.

**Communicating**

Student

- I will ask for help when I need it.
- I will talk with my family about what I learn and do at school every day.

Parent/ Guardian

- I will use school information sources (planners, newsletters, email, websites) to keep up with school issues and activities.
- I will talk with teachers as needed.
- I will participate in parent involvement opportunities and parent-teacher conferences.

School Staff

- I will maintain regular communication with parents, including information on student progress.
- I will provide family involvement opportunities and encourage participation.

**FAIRBANKS NORTH STAR BOROUGH  
SCHOOL DISTRICT**

*School-Parent Compact*

**Middle School**

*Students, parents, and staff all share responsibility for student learning. By reading this compact of shared responsibilities, we can better understand how everyone contributes to a student's success.*

**High Standards & Expectations**

Student

- I will come to class on time ready to learn.
- I will eat nutritious food, get adequate sleep and physical activity, and dress appropriately.
- I will take responsibility for my own learning.

Parent/ Guardian

- I will ensure my child attends school on time every day appropriately dressed and has had adequate sleep, physical activity, and nutrition.
- I will communicate a positive attitude toward school and homework.

School Staff

- I will provide a welcoming environment.
- I will set high standards for student performance.
- I will support my school's wellness initiatives.

**Learning**

Student

- I will use strategies that best support my learning style.
- I will be prepared to give school my full attention.
- I will participate fully in classroom activities.
- I will complete my assignments accurately and on time.

Parent/ Guardian

- I will provide input on my child's learning style.
- I will offer to share appropriate skills and expertise with the school.
- I will expose my child to real life applications (cooking, budgeting, shopping, etc.).
- I will provide time and space for homework.
- I will monitor homework and support timely completion of school assignments.

School Staff

- I will provide appropriate instruction based on Alaska State Standards, district curriculum, and student learning styles.
- I will keep up with current research and best practices.
- I will provide real world application of subject matter.
- I will incorporate physical activity to enhance student learning as appropriate.
- I will increase student responsibility for work completion and quality.
- I will inform parents of ways to support homework.

**Safe & Drug-Free Schools**

Student

- I will respect the personal rights and property of myself and others.
- I will behave in a responsible manner.
- I will inform an adult about bullying and harassment.
- I will know how to keep myself safe and drug-free.

Parent/ Guardian

- I will talk with my child about respecting people and property.
- I will set positive behavior expectations and reinforce school policies.
- I will talk with my child about bullying, harassment, peer pressure, safety, and drug-free behavior.

School Staff

- I will treat students and parents with respect.
- I will clearly articulate behavior expectations to students and parents.
- I will take steps to prevent bullying and harassment.
- I will promote safe and drug-free schools.

**Communicating**

Student

- I will pay attention to information and ask questions for understanding.
- I will talk with my family about what occurs at school.

Parent/ Guardian

- I will use school information sources (planners, newsletters, email, websites) to keep up with school issues and activities.
- I will talk with teachers as needed.
- I will participate in classroom and school activities, parent-teacher conferences, and other parent-involvement activities.

School Staff

- I will maintain regular communication with parents, including student progress.
- I will encourage parent and student involvement in class and school activities.

**FAIRBANKS NORTH STAR BOROUGH  
SCHOOL DISTRICT**

*School-Parent Compact*

**High School**

*Students, parents, and staff all share responsibility for student learning. By reading this compact of shared responsibilities, we can better understand how everyone contributes to a student's success.*

**High Standards & Expectations**

Student	Parent/ Guardian	School Staff
<ul style="list-style-type: none"> <li>• I will come to class on time ready to learn and dressed appropriately, having had adequate sleep, physical activity, and nutrition.</li> <li>• I will take responsibility for my learning.</li> <li>• I will be an active learner.</li> <li>• I will look ahead to build and balance educational requirements and vocational opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>• I will ensure my child attends school on time every day appropriately dressed and has had adequate sleep, physical activity, and nutrition.</li> <li>• I will monitor homework and academic progress.</li> <li>• I will assist my teen in setting short- and long-term goals.</li> </ul>	<ul style="list-style-type: none"> <li>• I will provide a welcoming environment.</li> <li>• I will set high standards for student performance.</li> <li>• I will make recommendations to further student's educational goals.</li> <li>• I will support my school's wellness initiatives.</li> </ul>

**Learning**

Student	Parent/ Guardian	School Staff
<ul style="list-style-type: none"> <li>• I will maximize opportunities to understand material, using strategies that best support my learning style.</li> <li>• I will contribute my ideas and skills to my classroom, school, and community.</li> <li>• I will apply and practice what I've learned.</li> <li>• I will take responsibility for completing and returning my assignments on time.</li> </ul>	<ul style="list-style-type: none"> <li>• I will help my teen capitalize on their learning style and abilities.</li> <li>• I will offer to share appropriate skills and expertise with the school.</li> <li>• I will help my teen learn life skills: planning, self-sufficiency, goal-setting, and decision-making.</li> <li>• I will support timely completion of homework and school assignments.</li> </ul>	<ul style="list-style-type: none"> <li>• I will provide appropriate instruction based on Alaska State Standards, district curriculum, and student learning styles.</li> <li>• I will keep up with current research and best practices.</li> <li>• I will provide real world application of subject matter.</li> <li>• I will hold students responsible for work completion and quality.</li> <li>• I will inform parents of ways to support homework.</li> <li>• I will incorporate physical activity to enhance student learning as appropriate.</li> </ul>

**Safe & Drug-Free Schools**

Student	Parent/ Guardian	School Staff
<ul style="list-style-type: none"> <li>• I will respect the personal rights and property of myself and others.</li> <li>• I will behave responsibly and dress appropriately.</li> <li>• I will inform an adult about bullying, harassment, and unsafe behavior.</li> <li>• I will know how to keep myself safe and drug free.</li> </ul>	<ul style="list-style-type: none"> <li>• I will talk with my teen about respecting people and property.</li> <li>• I will set positive behavior and attire expectations, and reinforce school policies.</li> <li>• I will talk with my teen about bullying, harassment, peer pressure, safety, and drug-free behavior.</li> </ul>	<ul style="list-style-type: none"> <li>• I will treat students and parents with respect.</li> <li>• I will clearly communicate school behavior expectations to students and parents.</li> <li>• I will take steps to prevent bullying and harassment.</li> <li>• I will promote safe and drug-free schools.</li> </ul>

**Communicating**

Student	Parent/ Guardian	School Staff
<ul style="list-style-type: none"> <li>• I will pay attention to information and seek assistance when needed.</li> <li>• I will talk with my family about what occurs at school.</li> <li>• I will explore extra-curricular and alternative activities.</li> </ul>	<ul style="list-style-type: none"> <li>• I will use information sources (planners, newsletters, email, websites) to keep up with school issues and activities.</li> <li>• I will talk with teachers as needed.</li> <li>• I will participate in classroom and school activities, parent-teacher conferences and other parent-involvement activities.</li> </ul>	<ul style="list-style-type: none"> <li>• I will maintain regular communication with parents, including student progress.</li> <li>• I will encourage parent and student involvement in class and school activities..</li> </ul>

## STUDENT RIGHTS

### ■ Student Rights

School Board policies address the district's dress code, patriotic expression, religious expression, and student clubs.

**Speech:** Students have the right to express themselves, provided the speech does not present a substantial disruption of, or material interference with, school activities, is not obscene, or lewd. Libelous or slanderous speech is prohibited.

**Patriotic Expression:** A student may abstain from the pledge or salute if he/she desires by maintaining a respectful silence.

**Assembly:** Students may initiate clubs, conduct meetings or hold demonstrations provided such activities do not create a substantial disruption of, or material interference with, school activities. Guidelines for club formation and activities are addressed in administrative regulation.

**Written Expression:** Students publishing an article in school-sponsored publications must comply with the rules and guidelines of the school. Any other publication that is sold or distributed on school property must be dated and signed.

**Safety and Security:** Students have a right to be safe at school and learn in a stimulating, inclusive, and safe learning community in which students take intellectual risks and work independently and collaboratively. Students are expected to contribute to the maintenance of a safe learning community by reporting to school administrators or other school staff when they are aware of a dangerous object or activity that could disrupt or threaten school safety.

### ■ Symbolic Express - Dress and Appearance

*(Excerpts from School Board Policy & Admin. Reg. 1041.1)*

Students have the right to dress in a manner which expresses an ethnic, religious, or political point of view. Students also have a responsibility to dress and act in a manner which is appropriate for school.

Student's school attire should adhere to accepted standards of decency, should not pose a threat to public or personal health and safety, or be disruptive or distracting to classroom activity or pupil behavior. Apparel with prohibited slogans or designs printed on them will not be allowed. Whenever there is a disagreement between the school and the student about appearance, admission to class will not be permitted until the problem has been resolved with the student's parent or guardian.

Life is full of choices. Students have the right to choose both their actions and their own style of dress every day. They also have a responsibility to make good choices. The school staff has the responsibility to make professional judgments regarding the appropriateness of those actions and dress based upon standards stated above. A student's manner of dress would be considered inappropriate if it were "unusual" enough to distract either other students or the teacher from educational activities in the classroom or to disrupt the positive, safe climate on campus.

### The following may not be worn at school:

- Head gear of any type. No head gear may be worn from the time a student enters school until the time a student leaves school. This applies to headgear of any kind, including but not limited to: hats, bandanas, scarves, sweatbands, do-rags, etc. Outside hats may be put on in the school lobby as the student leaves the building. Elementary hat policy during cold weather may differ to ensure student safety.
- Articles of clothing, accessories, or footwear that advertise, depict, or condone the use of alcohol, drugs, tobacco, violence, inappropriate language, or sexual behavior/innuendo, purposeful harm to oneself, suicide, gang membership, or gang behavior.
- Articles of clothing, accessories, or footwear that signify gang affiliation. Known styles of gang-related dress, as verified by local authorities, shall not be worn, possessed, or displayed at school, or at any school sponsored events. This may include pants that sag (pants must be worn at the waist even if a shirt covers the waistline), a single raised pant leg, bandanas, or similar looking items worn as an accessory; colors, symbols or numbers representing or having special significance within gang culture; sports clothing of specific teams; beads and necklaces; belt buckles with gang initials; gang themed t-shirts with gang photos, prison scenes, graffiti, or slogans. Display of body tattoos which are gang-related are also prohibited and must be covered during school hours and at school events. Should other possible displays or styles of gang-related dress come to the attention of school officials, local authorities will verify it, unless it becomes a disruption beforehand.
- Articles of clothing that are provocative or revealing in nature, including those constructed from spandex or similar form-clinging fabric; leggings or tights without a shirt, tunic, skirt, or shorts of suitable length over them; spaghetti straps; low necklines; clothing that reveals underwear; bare midriffs; bare shoulders, including racer backs; bare backs; low-cut tops or dresses; halter tops, etc. All cleavage must be completely covered. Undergarments of males and females may not be exposed, even when a student leans over or sits down. All tops must overlap or be completely tucked into pants, shorts or skirts to avoid any bare midriff or lower back.
- Skirts or dresses that are shorter than 6 inches above the knee, and shorts that are shorter than mid-thigh, whether sitting, standing, or bending over. Private body parts shall be covered at all times. No undergarments or parts thereof may be exposed at any time.
- Articles of clothing that are considered lounge-wear, pajamas, etc.
- Articles of clothing or accessories that disparage or humiliate any group, or individual for any reason, including but not limited to national origin, gender, race, religion, sexual orientation, gender identity, or disability.
- Items of jewelry or accessories which pose a hazard, wallet chains, spike collars or necklaces, spiked bracelets, safety pin jewelry, choke chains, bicycle chains, earrings connected to a nose ring via a chain, etc.
- Sunglasses
- Tattoos of a design or in a location disruptive to school order



Consequences for initial violation of the dress code will be  
1) a requirement for the student to wear appropriate garments, footwear, or accessories, and  
2) parental contact.

Repeated infractions may be considered insubordination resulting in appropriate disciplinary consequences. (Cross reference School Board Policy and Administrative Regulation 1046.5- Insubordination)

Exceptions to these rules for religious, medical, or cultural reasons will be decided on a case-by-case basis by the school administration.

The building principal may approve exceptions to these rules for special event days

### ■ Religious Expression in the Schools

*(EXCERPTS - Ref. School Board Policy & Admin. Reg. 1013)*

Schools shall allow students acting on their own to express their personal religious views or beliefs. Schools may not discriminate against private religious expression by students, but must instead give students the same right to engage in religious activity and discussion as they have to engage in other comparable activities.

#### Student Religious Expression During Non-Instructional Time

Free exercise of religious practices or freedom of speech by students during non-instructional time shall not be denied unless the conduct or speech unreasonably interferes with the ability of school officials to maintain order and discipline, violates school rules, impinges on the rights of others, unreasonably endangers persons or property, creates a coercive atmosphere, or violates concepts of civility or propriety to the school setting.

Student conduct or speech of a personal religious nature includes, but is not limited to:

- Reading the Bible or other religious documents;
- Saying grace before meals;
- Praying with friends in cafeteria, hallways, around flagpoles, or at athletic contests and other extracurricular activities;
- Discussing religious views with other students; or
- Attempting to persuade peers about religious topics, as long as the discuss does not constitute harassment.

#### Student Religious Expression During Instructional Time

Student participating in school-sponsored learning activities, provided and directed by school employees acting in their official capacities, shall not be prohibited for expressing personal religious beliefs or penalized for so doing, unless:

- The expression unreasonably interferes with the ability of school officials to focus on instructional activity and maintain order and discipline;
- Violates school rules;
- Impinges on the rights of others;
- Unreasonably endangers persons or property;
- Creates a coercive atmosphere
- Violates concepts of civility or propriety appropriate to the school setting.

Student religious conduct or expression may not be prohibited in homework, classroom discussions,

presentations, assignments, or school-sponsored activities, unless it violates the standards above. Such conduct or expression includes, but is not limited to:

- Homework, artwork or other assignments with religious content;
- Class presentations with religious content relevant to the curriculum and matter being discussed;
- Religious remarks or questions about religion in the ordinary course of classroom discussions.

While students have the right to give educationally relevant classroom presentations on religious topics or engage in other religious expression during instructional time, they do not have the right to make a captive audience listen to a lengthy sermon or compel other students to participate in religious exercises. Students are prohibited from conducting religious ceremonies or exercises during instructional time. No student may be compelled or required to participate in religious activity.

Teachers will apply ordinary academic standards of substance and relevance, as well as other legitimate pedagogical criteria, to evaluate student classroom work and homework on religious content.

#### Religious Clothing and Apparel

Religious apparel is permissible if it is required by a person's religion, would not be disruptive of the school environment, and does not contain a proselytizing message. Because dress is a form of individual express, any prohibition or regulation of religious clothing or apparel must be done in the least restrictive manner possible to accomplish district and school objectives of maintaining a safe and orderly school environment. School officials should make appropriate exemptions to dress codes and reasonably accommodate students who wear hairstyles, clothing, headwear, jewelry, cosmetics, or other apparel as an expression of religious beliefs. School officials may prohibit hairstyles, clothing, headwear, jewelry, cosmetics, or other apparel, or other such personal expression if it is disruptive for the learning environments or threatens school safety

School officials should be sensitive to and appropriately accommodate students who request not to wear certain gym clothes based on religious beliefs.

#### Extracurricular Activities

Prayers initiated or led by coaches, parents, or other non-students prior to, during, or after athletic contests and other extracurricular events are prohibited. Students may pray together at such events consistent with the guidance outlined in this regulation. Coaches, administrators, and other school officials may be present during student prayers to supervise, but may not participate in, encourage, or discourage prayer exercises. School officials should take steps to prevent any prayer activity from being coercive or harassing.

#### Religion in the Curriculum

Religious instruction is the responsibility of parents and religious institutions, but teaching about religion and beliefs of conscience is a legitimate and appropriate part of a complete academic education.

To ensure that the educational approach to religion is one of balanced academic instruction, teachers and school officials shall adhere to the following guidelines:

- Study or presentations about religion or other beliefs of conscience must achieve academic educational objectives and be presented in a balanced manner within the context of the approved curriculum.
- The school's approach to religion must be academic and may not be sectarian.

Students may be exposed to any and all religious views and beliefs of conscience, but they should not be encouraged, discouraged, or compelled to accept any particular view or belief. The objective study of comparative religions is permissible per the adopted curriculum of the school district; the school may educate about all religions, but may not promote or denigrate any religion or belief of conscience....

### **Religious Music in Schools**

Seasonally appropriate music, including sacred religious music, may be performed in schools, if presented in a balanced and objective manner.

Music shall be selected on the basis of its musical quality and educational value rather than its religious content. Music performances must achieve secular educational objectives and be presented in a balanced manner within the context of the approved curriculum.

No student may be required to attend or participate in any religious service, whether in an individual capacity or as a member of a performance group, regardless of where or when the service is held. No penalty may be assessed for failure to attend or perform in such an activity. Students may voluntarily attend and perform during a religious service as individuals, or as members of a group, provided all arrangements are initiated and made by students or non-school adults.

### **Teaching About Religious Holidays**

Religious holidays offer opportunities to teach about a variety of religious traditions and beliefs of conscience during the school year. Teachers and school officials may teach about religious holidays in a balanced and objective manner.

### **The Winter Holiday**

Because the winter holiday season may involve particularly strong feelings among some students and members of the community, teachers and school officials should be especially mindful of, and sensitive to, the beliefs of all students during this season.... During the winter holiday season, teachers are encouraged to provide opportunities for students to discuss, or make presentations about all religious or cultural winter holiday customs.

### **Distribution of Religious Materials on School Grounds**

Non-school sponsored organizations and non-students may only distribute literature or other materials in schools or on school grounds in accordance with reasonable time, place and manner restrictions imposed by the district. (see Admin. Reg. 1123.5)

Students may distribute literature at reasonable times, places, and manners designated by the school district.

### **■ Nondiscrimination**

*(Excerpts from School Board Policy 1011)*

The Board is committed to a policy of nondiscrimination in relation to race, ethnicity, color, religion, creed, sex, age, national origin, physical or mental disability, marital status,

changes in marital status, pregnancy, parenthood, sexual orientation, gender identity, disabled veterans or other eligible veterans, or any other basis of discrimination prohibited by local, state, or federal law, except where a bona fide requirement may lawfully disqualify an individual. This policy will prevail in all matters concerning staff, students, contractors, the public, educational facilities, programs, services and activities.

### **■ Harassment**

*(Ref. School Board Policy 1012)*

It is the policy of the Fairbanks North Star Borough School District to maintain a learning and work environment that is free of harassment. The school district prohibits all forms of harassment.

Harassment includes but is not limited to any verbal, nonverbal, written, physical conduct, or electronic communication relating to race, ethnicity, color, religion, creed, sex, age, national origin, physical or mental disability, marital status, change in marital status, pregnancy, parenthood, sexual orientation, gender identity, disabled veterans, or other eligible veterans that is sufficiently severe, pervasive, or persistent that it substantially interferes with or limits an individual's work, academic, athletic, or activity performance or creates an intimidating, hostile, or offensive work or academic environment.

Allegations of harassment should be reported immediately. Reports may be made to the building principal, a supervisor, or the director of Employment and Educational Opportunity (EEO). Allegations of harassment will be promptly, fairly, and thoroughly investigated. Violations of this policy will be subject to appropriate action, including discipline.

Retaliation against a person alleging harassment or participating in an investigation of an allegation of harassment is prohibited. The school district shall promptly, fairly, and thoroughly investigate all reported allegations of retaliation and take appropriate action.

### **■ Racial Harassment**

*(Excerpts from Admin. Reg. 1011)*

Racially-based conduct that consists of different treatment of students by other students, school district employees or agents acting within the scope of their official duties when the conduct subjects a student to discrimination on the basis of race, color, or national origin or when such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile, or offensive academic environment.

Racial harassment, as defined above, may include, but is not limited to the following:

- Verbal or written racial slurs, epithets, jokes, comments or term;
- Repeated remarks to a person that contain racial, derogatory or demeaning implications;
- Sabotage of schoolwork or projects when associated with other forms of racial harassment;
- Racially oriented graffiti;
- Verbal, written, or physical expressions of hatred due to race;
- Display or distribution of racially oppressive or demeaning objects, pictures, literature, magazines, cartoons, posters or images;

- Harassment involving objects or items historically or stereotypically associated with race; and/or
- Unwelcome physical contact, close physical proximity or looks when associated with other forms of racial harassment.

#### Procedure

A. Racial harassment committed by students against other students or against school district employees constitutes misconduct. Racial harassment committed by school district employees against students constitutes misconduct. Racial harassment committed by volunteers, visitors or agents or against volunteers, visitors or agents constitutes misconduct.

The intentional fabrication of a racial harassment complaint constitutes misconduct.

B. Students may approach teachers, counselors, nurses, principals, and the Employment and Educational Opportunity (EEO) director for guidance, support, and/or advocacy in addressing matters related to racial harassment or inappropriate behavior of a racial nature...

C. Supervisors, principals, and directors are responsible for taking appropriate and effective action when they know, or reasonably should have known, that an individual under their supervision is being racially harassed.

D. All staff are responsible for taking appropriate and effective action to educate students and report racial harassment incidents.

E. Filing a complaint.

1. Any student who believes that he or she or his/her student has been subjected to racial harassment should report such conduct promptly.

(a) The report may be verbal or written;

(b) The student or parent may report to any teacher, counselor, nurse or other staff member(s), who in turn shall report to the principal or designee. The employee may report to the supervisor, principal, administrator or EEO director.

2. The supervisor, principal or designee, administrator or EEO director shall promptly investigate any complaints of racial harassment. The principal or designee, supervisor or administrator shall confer with the EEO director.

3. A written report stating the findings and action taken shall be rendered in a timely manner and reported to the EEO director.

4. The EEO director will present the findings of investigation to the Superintendent of Schools or designee for his/her concurrence.

F. Grievance Process

1. Any student who is not satisfied with the outcome of the complaint process may file a grievance. A copy of the grievance procedure and form is available from the EEO director.

G. Retaliation or adverse action against an individual for reporting an incident or participating in or cooperating with an investigation of an alleged incident is prohibited.

H. Confidentiality will be preserved consistent with applicable laws and the school district's duty to investigate and address complaints.

I. The school district shall endeavor to provide appropriate relief for victims of racial harassment. Appropriate relief is reasonable, timely, effective, tailored to the specific incident, prevents recurrence, and does not burden the victim(s).

J. A student who violates the racial harassment policy will be subject to disciplinary action deemed necessary and appropriate, including parental notification, warnings, counseling, suspension, expulsion and/or exclusion....

#### ■ Sexual Harassment

*(Excerpts from School Board Policy & Admin. Reg. 1012.1)*

It is the policy of the Fairbanks North Star Borough School District to maintain a learning environment that is free from sexual harassment.

It shall be a violation of policy for any person to harass a student under school authority through conduct or communications of a sexual nature. It shall also be a violation of policy for students to harass students or other persons through conduct or communications of a sexual nature.

Any student or other person who believes he or she has been subjected to sexual harassment should report the alleged conduct immediately to the building principal, counselor, or other individual designated to receive such complaints. Allegations of sexual harassment shall be investigated promptly, fairly, and thoroughly.

Violations of this policy will be subject to appropriate action, including discipline.

Unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, written or physical conduct of a sexual nature when made by a school district employee to a student or when made by a student to another student constitutes sexual harassment when:

1. Submission to such conduct is made, explicitly or implicitly, a term or condition of an individual's education;

2. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or

3. Such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile or offensive academic environment. While a single incident of offensive sexual conduct, remarks or display will generally not create a hostile environment unless it is severe, such behavior is inappropriate and may subject the employee or student to counseling and/or discipline.

Sexual harassment may include, but is not limited to, the following:

- Verbal or written harassment or abuse;
- Pressure for sexual activity;

- Repeated remarks to a person which contain sexual or demeaning implications;
- Unwelcome touching, close physical proximity or looks;
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, job, references, etc.;
- Display or distribution of sexually suggestive or derogatory objects, pictures, magazines, cartoons, posters, drawings or images;
- Sexually oriented gestures.

### Procedures

A. Sexual harassment committed by students against other students or against school district employees constitutes misconduct. Sexual harassment committed by school district employees against students constitutes misconduct. The intentional fabrication of sexual harassment complaint constitutes misconduct.

B. Students may approach teachers, counselors, nurses, principals and the Employment and Educational Opportunity (EEO) director of guidance, support, and/or advocacy in addressing matters related to sexual harassment or inappropriate behavior of a sexual nature...

C. Supervisors, principals, and directors are responsible for taking appropriate and effective action when they know, or reasonably should have known, that an individual under their supervision is being sexually harassed.

D. Filing a complaint:

1. Any student who believes that he or she has been subjected to sexual harassment should report such conduct promptly.

- (a) the report may be verbal or written;
- (b) the student may report to any teacher, counselor nurse or other staff member(s), who in turn shall report to the principal or designee...

2. The supervisor, principal or designee, administrator or EEO director shall promptly investigate any complaints of sexual harassment. The principal of designee, supervisor or administrator shall confer with the EEO director. The investigation shall be conducted in a fair and impartial manner in order to reach an equitable resolution.

3. A written report stating the findings and action taken shall be rendered in a timely manner and reported to the EEO director.

- The EEO director will present the findings of the investigation to the Superintendent of Schools or designee for his or her concurrence.
- Retaliation or adverse action against an individual for reporting an incident or participating in or cooperating with an investigation of an alleged incident is prohibited.

E. Confidentiality will be preserved consistent with applicable laws and the school district's duty to investigate and address complaints.

F. The school district shall endeavor to provide appropriate relief for victims of sexual harassment.

G. A student who violates the sexual harassment policy will be subject to disciplinary action deemed necessary and appropriate, including parental notification, warnings, counseling, suspension, expulsion or exclusion.

### ■ Homeless Children and Youth

(Ref. School Board Policy & Admin. Reg. 1027)

Each child of a homeless individual and each homeless youth shall have equal access to the same free, appropriate public education as provided to other children and youth in the Fairbanks North Star Borough School District.

No policy or administrative regulation of the Fairbanks North Star Borough School District shall act as a barrier to the enrollment, attendance, or success in school or stigmatize homeless children and youths. The superintendent shall select and/or assign a staff member to be the "Homeless Liaison" for the school district (**Leona McDaniels, 452-2000, ext. 11431 or leona.mcdaniels@k12northstar.org**). The Homeless Liaison shall ensure homeless children and youth are supported in receiving a free and appropriate public education comparable to those received by other students in the school district including:

- Transportation services
- Educational services (such as programs under Title 1 of Elementary and Secondary Education Act of 1965, programs for children with disabilities, and programs for students with limited English proficiency)
- Vocational and technical services
- Gifted and talented services
- School nutrition program services
- Information and assistance to parents or unaccompanied youth regarding all educational services and parent involvement activities
- Eligibility for participation in interscholastic activities.

Homeless students may be entitled to a waiver of school related costs....

### ■ Student Conflict Resolution



(Ref. School Board Policy 1055)

Student conflict resolution programs in the schools shall promote the use of nonviolent strategies including peer mediation or other student oriented resolution strategies.

#### Steps to Solving Problems:

1. Always start with the teacher or other staff person directly involved. The school counseling office can help arrange a meeting, if you like.
2. If you think the problem has not been resolved, call of make an appointment with the counselor, assistant principal or principal.
3. If you have tried these first two steps and still need further assistance, call the assistant superintendent's office at 452-2000, ext. 11411.

# STUDENT RESPONSIBILITIES

## ■ Compulsory Education

(Ref. Admin. Reg. 1031 & Alaska Statute 14.30.010)

Even though state law does not require a five or six year olds attend kindergarten or first grade, once a five or six year old enrolls in kindergarten or first grade, the attendance policy applies to that student.

Even though state law does not require a student over the age of 16 to attend school, once a student above age 16 is enrolled in school, the attendance policy applies to that student.

Parents have a responsibility to ensure the student attends school. Schools will communicate to parents when a student's attendance does not meet expectations.

## ATTENDANCE

(EXCERPTS from School Board Policy 1031)

The Fairbanks North Star Borough Board of Education supports student attendance. The school board's intent is for students to attend school all day, every day until graduation...

A reasonable number of absences for reasons such as travel, vacations, hunting, athletic competitions, religious observances, cultural activities, illness, emergencies, extenuating circumstances, and natural disasters may be excused by parents through a process established in administrative regulation.

For excused absences, students will be provided opportunity to maintain continuity of instruction and achieve comparable credit. When the number of excused absences impacts a student's academics, the principal may initiate an intervention, which may include denying further excused absences.

For unexcused absences, the student's opportunity to achieve comparable credit for the classes missed is allowed per the teacher's discretion. It is the responsibility of the student to initiate makeup opportunities when they are available.

Schools shall notify parents of all absences in an efficient and effective manner and advise parents of the consequences of unexcused absences. Parents shall be invited to a conference to develop an attendance improvement plan when warranted by the number of unexcused absences.

Truancy is addressed through appropriate interventions at school, district and community levels. The school and district must reasonably exhaust appropriate interventions prior to initiating the minor offense citation process or advancing to other legal actions.

## ■ Tardies

(Ref. Admin Reg. 1031)

### Elementary

1. Elementary students are expected to arrive at school on time.
2. A student arriving late but within 60 minutes of the start of the school day shall be marked tardy.
3. A student arriving more than 60 minutes after the start of the school day shall be marked absent for one-half day.

4. All late arrivals due to delays in school bus transportation and when parents drive their student in inclement weather shall be excused.

5. If there is a possibility the student is tardy due to the student's designation/status as homeless, the school representative shall contact the district's McKinney-Vento liaison for verification of excuse.

6. A student departing more than 60 minutes prior to the end of school shall be marked absent for one-half of the day.

7. Parents have electronic access to information about a student's tardiness via PowerSchool Premier. Arrangements for other reasonable notification is available upon parent's request.

8. Schools may inform parents of tardies or absences via personal telephone calls or utilize the automated telephone message system to generate electronic telephone messages.

### Secondary

1. Secondary students are expected to arrive to each class promptly and prepared for that class period's activities.

2. All late arrivals due to delays in school bus transportation and when parents drive their student in inclement weather shall be excused.

3. If there is a possibility the student is tardy due to the student's designation/status as homeless, the school representative shall contact the district's McKinney-Vento liaison for verification of excuse.

4. A student arriving within 10 minutes after the start of class shall be recorded tardy for that class for the day unless the student has an excuse provided by the officer or a teacher.

5. A student arriving more than 10 minutes late to class shall be recorded absent from the class for the day but shall be able to participate in class activities and receive credit for work for which he or she was present.

6. Parents have electronic access to information about a student's tardiness via PowerSchool Premier. Arrangements for other reasonable notification are available upon parent's request.

7. Schools shall inform parents of absences due to arriving more than ten minutes late to class either generating electronic telephone messages utilizing the automated telephone message system or making a personal phone call....

## ■ Excused Absence

(Ref. Admin. Reg. 1031)

### Elementary

1. Students are expected to attend school every day.
2. An excused absence is defined as a student's full day or partial day absence which the parent excuses by notifying the school **no later than the close of business on the second school attendance day following** its occurrence or **no later than the close of business on the second school attendance day following** the last day if a series of days of absence and the stated reason for the absence is in accordance with **state and borough law** and accepted by the school. An excused absence also included absences where preapproval is required and received.

Each building principal shall designate a building-level liaison for the purpose of excusing school absences and working with the district's McKinney-Vento liaison to address other

barriers related to attendance for the unaccompanied homeless student.

3. Examples of excused absences:

- a) Planned or foreseeable: medical and dental appointments, travel, educational experiences, vacations, hunting, athletic competitions, religious observances and cultural activities.
- b) Unforeseeable and/or unplanned reasons: illness, emergencies, extenuating circumstances, natural disasters, and homelessness as defined under the McKinney-Vento Act. (see School Board Policy 1027)

4. Parents have electronic access to information about a student's attendance status...

5. Elementary schools shall make personal telephone calls to the parent of students not in attendance confirming the absence unless the absence has been excused.

6. A student may accumulate 10 days of excused absences during a semester without the school taking action regarding the absences.

**\* When excused absences accumulate beyond 10 days in a semester**, subject to state law and borough code, the school administration conducts an individual assessment, to include analysis of the reasons for those additional absences and a review of the student's academic progress record. If the assessment indicates action is necessary, the intervention individualized for the student may require a doctor's note, follow-up by the school nurse or counselor, additional review or referral for an attendance plan.

7. Students have the opportunity to make up work assigned or due during excused absences via alternative assignments provided according to the teacher's expectations.

8. Parents and students are advised to consider the impact absences might have on a student should he or she accumulate more than 10 days in a semester when planning travel, educational experiences, vacations, hunting, athletic competitions, religious observances and cultural activities.

9. When the school administration deems the amount of excused absences beyond 10 days per semester harmful to the student's academic progress, the administration has the discretion to refuse to accept any more excused absences.

10. When the **administrative individualized intervention process fails to improve the attendance record**, the administration **may identify the student as truant and refer to the code enforcement officer for consideration of a citation for minor offenses, pursuant to FNSB (FNSBC) Code, Chapter 9.20: Compulsory Attendance**

### Secondary

1. Students are expected to attend school and each class period every day.

2. An excused absence is defined as a student's full day or partial day or a single period absence which the parent excuses by notifying the school **no later than the close of business on the second school attendance day following its occurrence or no later than the close of business on the second school attendance day following** the last day if a series of days of absence and the stated reason for the absence is in accordance with **state and borough law** and accepted by the school. An excused absence also included absences where preapproval is required and received.

Each building principal shall designate a building-level liaison for the purpose of excusing school absences and working with the district's McKinney-Vento liaison to address other barriers related to attendance for the unaccompanied homeless student.

3. Examples of excused absences:

- a) Planned or foreseeable: medical and dental appointments, travel, educational experiences, college visits, vacations, hunting, athletic competitions, religious observances and cultural activities.
- b) Unforeseeable and/or unplanned reasons: illness, emergencies, extenuating circumstances, natural disasters, and homelessness as defined under the McKinney-Vento Act. (see School Board Policy 1027)

4. Parents have electronic access to information about a student's attendance status...

5. Secondary schools shall notify parents of full or partial day or period absences via electronically generated automated telephone message system telephone calls.

6. A student may accumulate 10 days of excused absences during a semester without the school taking action regarding the absences.

**\* When excused absences accumulate beyond 10 days in a semester**, subject to state law and borough code, the school administration conducts an individual assessment, to include analysis of the reasons for those additional absences and a review of the student's academic progress record. If the assessment indicates action is necessary, the intervention individualized for the student may require a doctor's note, follow-up by the school nurse or counselor, additional review or referral for an attendance plan.

7. Students have the opportunity to make up work assigned or due during excused absences via alternative assignments provided according to the teacher's expectations.

8. Parents and students are advised to consider the impact absences might have on a student should he or she accumulate more than 10 days in a semester when planning travel, educational experiences, vacations, college visits, hunting, athletic competitions, religious observances and cultural activities.

9. When the school administration deems the amount of excused absences beyond 10 days per semester harmful to the student's academic progress, the administration has the discretion to refuse to accept any more excused absences.

10. When the **administrative individualized intervention process fails to improve the attendance record**, the administration **may identify the student as truant and refer to the code enforcement officer for consideration of a citation for minor offenses, pursuant to FNSB (FNSBC) Code, Chapter 9.20: Compulsory Attendance**

### ■ Unexcused Absences

(Ref. Admin. Reg. 1031)

#### Elementary

1. Students will attend school all day every day with no unexcused absences.

2. An unexcused absence is any absence not excused by a parent (or building-level liaison for an unaccompanied homeless student) notifying the school **no later than the**

**close of business on the second school attendance day following** its occurrence and not accepted by the school as excused, regardless if it is a full day or partial day absence.

3. The teacher has the discretion to issue a grade reflecting missed assignments, performance, presentations, quizzes or tests given on days of unexcused absences. The teacher must state the process in classroom expectations.

4. Parents have electronic access to information about a student's daily attendance...

5. Elementary schools shall make personal telephone calls to the parent of students not in attendance with information on missed days or partial days.

6. Possible consequences for unexcused absences may include but not be limited to:

- Written notice to parents after 5 unexcused absences;
- Personal telephone calls to parents;
- Individualize interactive intervention between student, parent and school staff
- Attendance plan;
- Behavior contract for attendance;
- In-school intervention;
- In-school suspension;
- Detention;
- Saturday school;
- Insubordination (AR 1046.5) for failure to comply with behavior consequences;
- Discussion with student and parents of the minor offense citation process;
- Referral to the code enforcement officer for investigation of violations of compulsory attendance and issuance of citation-pursuant to borough code; FNSBC, Chapter9.20
- Discussion of referral for further legal action.

### Secondary

1. Students will attend school and all classes every day with no unexcused absences.

2. An unexcused absence is any absence not excused by a parent (or building-level liaison for an unaccompanied homeless student) notifying the school **no later than the close of business on the second school attendance day following** its occurrence and not accepted by the school as excused, regardless if it is a full day or partial day absence.

3. The teacher has the discretion to not to allow comparable credit and to issue the absent student a zero for any assignment, performance, quiz, test, given or due during the period absent. The teacher must establish the process in the course syllabus (See Policy 973.3 and 974.2).

4. Parents have electronic access to information about a student's daily attendance.

5. Secondary schools shall make electronically generated telephone calls via the automated telephone message system to the parent of students not in attendance with information on missed days or partial days or periods.

- Possible consequences for unexcused absences may include but not be limited to:
- Written notice to parents after 5 unexcused absences;

- Personal telephone calls to parents;
- Individualize interactive intervention between student, parent and school staff;
  - Attendance plan;
  - Behavior contract for attendance;
  - In-school intervention;
  - In-school suspension;
  - Detention;
  - Saturday school;
  - Insubordination (AR 1046.5) for failure to comply with behavior consequences;
  - Discussion with student and parents of the minor offense citation process;
  - Referral to the code enforcement officer for investigation of violations of compulsory attendance and issuance of citation-pursuant to borough code; FNSBC, Chapter9.20
  - Discussion of referral for further legal action.

### ■ Truancy

*(Ref. Admin Reg. 1031)*

#### Elementary

1. Unexcused absences are unlawful absences.
2. Excused absences are accepted by the school and are not unlawful absences.
3. Absences due to circumstances related to homelessness, as verified by the McKinney-Vento liaison, are not unlawful absences.
4. Each five (5) days of unlawful absence is a separate violation of truancy.
5. A student who misses more than 60 minutes of the school day, whether at the beginning, during or end, shall be considered absent for one-half of that day unless excused.
6. A student who is absent for more than one-half of the school day shall be considered absent for the full day unless excused.

#### Secondary

1. Unexcused absences are unlawful absences.
2. Excused absences are accepted by the school and are not unlawful absences.
3. Absences due to circumstances related to homelessness, as verified by the McKinney-Vento liaison, are not unlawful absences.
4. Each five (5) days of unlawful absence is a separate violation of truancy.
5. A student who arrives more than 10 minutes after the start of class, or who leaves more than 10 minutes before the end of class, or who is absent for the class period shall be considered absent for the class unless excused.
6. A student who is absent for 50% or more of his or her scheduled classes for that day shall be considered absent as a full day unless excused.
7. For every 3 single class absences, a student incurs a full day of absence unless excused.

## **Procedure**

1. Upon completion of documented interventions, which includes written communication with parents, a code enforcement officer/s may investigate compulsory attendance violations and issue citations for same...

Compulsory attendance violations may also be prosecuted by the borough legal department via information and complain, in accordance with court rules of procedure and with the penalty set out in borough code.

### ■ **Other Considerations**

*(Ref. Admin. Reg. 1031)*

#### Absences Due to Long-Term Suspension or Expulsion

Students who are long term suspended or expelled from school shall be provided opportunities to maintain continuity of instruction and to achieve comparable classroom credit while they are under a suspension waiting for the School Board's final action on expulsion.

#### Religious Holidays and Observances

When a student does not attend school due to religious holidays and observances, the student is eligible to receive credit for participation in class activities and assignments or opportunity for comparable credit.

#### Extended or Chronic Illness

When a student does not attend school due to an extended or chronic illness and provides a medical excuse to the school, the student will be eligible to receive credit for participation in class activities and assignments or opportunity for comparable credit. (cross reference Policy 1063.2)

#### Withdrawal

Schools shall withdraw from attendance records any student who is absent for more than 10 consecutive school days for any reason. The student is withdrawn for the purpose of attendance and will be permitted to re-enroll in the school. For the period the student is withdrawn from attendance records, the teacher is not required to provide assignments, and the student may not submit work for credit. Content missed during the withdrawal period may impact the student's grade on cumulative tests, examinations and projects.

Exceptions to this regulation are absences due to expulsions, religious holidays and observances or extended or chronic illness.

### ■ **Appeal Process**

*(Ref. Admin Reg. 1031)*

Appeal of issues regarding definitions and consequences of absenteeism not involving citations or prosecution by the legal department may be brought to the school principal with further appeal to the district administration.

Appeals regarding citations and/or compulsory attendance prosecution by the borough legal department shall follow the requirements of the Alaska Rules of Minor Offenses Procedures, Alaska Appellate Rules, or as otherwise required by law.

### ■ **Out-of-Attendance Area**

*(Ref. School Board Policy & Admin. Reg. 1032)*

The school district establishes school attendance areas and adjusts the boundaries as necessary. Students typically

attend the school located in the attendance areas in which they reside; however, a student shall be permitted to enroll at a district school outside of his or her attendance area on a space available basis.

A student who enrolls at a school out of his/her attendance area must provide for his/her own transportation unless the district has assigned the student to a special program available only in a designated building.

Once a student has elected to enroll at a school out of his/her attendance area, he/she may only transfer back to the school in his/her attendance area. The superintendent may waive this requirement in the case of hardship.

The following rules apply to both elementary and secondary students:

### **Elementary & Secondary**

#### Transportation:

1. The school district does not provide bus service for an out-of-attendance area student.
2. The parent is responsible for the student's timely transportation to and from school. A student is not permitted to arrive late or leave early in order to accommodate a transportation arrangement.
3. Students may only use a shuttle bus service that has been formally established for a particular school.

#### Behavior:

1. The student is expected to comply with district behavior standards.

#### Attendance:

1. The student is expected to comply with district attendance standards.

### **Elementary**

1. An application for out of attendance must be submitted each school year.
2. Fill out the "Out-of-Attendance Area Application" and submit it to the school at which the student seeks to enroll. (Forms are available at district schools.)
3. Schools will begin to accept applications in the spring for the following school year. Applications will be considered in the order received and accepted or denied based on student enrollment numbers and class sizes.
4. By the second week of the school year, out-of-attendance area applications will be accepted or denied based on student enrollment numbers and class sizes
5. Out-of-attendance area is not guaranteed.

### **Secondary**

1. An application for out of attendance must be made the first year the student wished to attend the school.
2. Fill out the "Out-of-Attendance Area Application" and submit it to the school at which the student seeks to enroll. Schools may have additional application requirements, such as providing a transcript and identifying course requests. (Forms are available at district schools.)
3. Schools will begin to accept applications in the spring for the following school year. Applications will be



considered in the order received and accepted or denied based on student enrollment numbers and class sizes.

4. If the secondary school is closed to out-of-area attendance, applicants not accepted will be put on a wait list. The wait list applicant will be notified by the second week of the school year if he/she may enroll at the out-of-attendance area school.
5. If a student is accepted as out-of-attendance area and meets attendance and behavior standards, he/she may continue to attend without re-submitting an out-of-attendance application for subsequent years.
6. Siblings wanting to attend the same out-of-attendance area school must submit an application but will receive priority status.
7. Out-of-attendance area is not guaranteed.
8. For an out-of-attendance area transfer during the school year, (see Admin. Reg. 981.1B6 and Appendix A -Secondary Mid-Semester Transfer Approval Form)

### ■ Administering Medicines to Students

(Ref. School Board Policy & Admin. Reg. 1062.2)

The parents/guardian must advise school personnel of a student's medication to be taken at school. Except as directed by a physician or medical provider, the medication must be left with the building principal who will supervise its administration. A record must be kept of all students receiving medication. This record must be accessible in the nurse's office.

Whenever possible, medication should be administered outside of school hours. The school nurse, in consultation with the principal, physician, parent, or medical advisor, may deny any medication request not deemed necessary to maintain sufficient health and participation in the school program. Medication requests that can be denied include but are not limited to the following: expired medication, improper medication, improper dosage, or the absence of need.

#### Procedures and Responsibilities

#### **Long-term (more than 10 school days) administration of prescription medication**

Long-term (longer than 10 school days) administration of prescription medication by school personnel requires a *Request for Administration of Medication* form completed and signed by a physician or medical provider and signed by the parent/guardian.

All long-term medication and controlled substances must be delivered by the parent/guardian/adult designee to the nurse or the principal's designee. At that time the number of pills will be counted, with documentation signed by the nurse or principal's designee and the parent/guardian/adult designee. Long-term medication brought to school by a student will be held in the nurse's office and will not be administered until the parent/guardian/adult designee is available to document receipt of the medication. Prescribed medication must be in the original container with a current prescription label.

Students with prescribed long-term multi-dose inhalers for asthma symptoms may keep an inhaler in their possession and self-administer as needed, if directed by their physician.

All prescribed short- and long-term controlled substances (e.g., Ritalin, narcotics) must be brought to school by a

parent/guardian/adult designee, accompanied by a completed *Request for Administration of Medication* form. These medications may not be self-administered and will be kept and administered by the nurse or principal's designee in accordance with the directions of the legal prescriber.

At the end of the school year, or if a medication is discontinued, the parent/guardian/adult designee will pick up the medication from the nurse or principal's designee. If the parent/guardian does not want the medication returned, the school nurse or principal's designee and one other staff member will count and dispose of the medication and document the action taken.

#### **Short-term administration of prescription medications (10 days or less)**

Elementary School (grades K-6) - For elementary students, short-term administration of prescription medication by school personnel requires the medication be sent to school in its original container with the student's name on the printed prescription label and a written note or telephone permission from the parent/guardian authorizing the administration.

Middle/High School (grades 7-12) - For middle/high school students, short-term prescription medication may be self-administered if the parent or school administration feels the student can safely do so. Students may bring to school the amount needed for one school day.

#### **Self-Administration of Inhalers and Auto-Injector Epinephrine**

a. In accordance with Alaska Statute 14.30.141, a student may carry and administer medications for certain types of medical conditions (asthma or anaphylaxis) if the following criteria are met:

b. the parent or guardian will annually update the school health history form

c. the parent or guardian provides written (not verbal) authorization for the self-administration of the medications

d. the parent/guardian provides written certification from the student's health care provider that the student has asthma or a condition that may lead to anaphylaxis

e. the health care provider provides written verification that the student has received instruction in the proper method of self-administration of the medication and has demonstrated to the health care provider the skill level necessary to use the medication and any device that is necessary to administer the medication as prescribed

f. the parent/guardian signs a release of liability for the school and its employees or agents for injury arising from the self-administration or storage of the medication

g. the parent/guardian agrees to indemnify and hold harmless the school and its employees or agents for any claims arising out of the self-administration or storage of the medication

h. the parent/guardian will provide a written treatment plan for the student that is signed by the student's health care provider. The treatment plan will be consistent with district policy that if epinephrine is administered, emergency medical services (9-1-1) will also be notified health care provider means a licensed physician, advanced nurse practitioner, physician assistant, village health aide, or pharmacist (ref. Alaska Statute 14.30.141).

### **Nonprescription medications**

In acute illness and with parent/ guardian telephone or written permission, non-prescription medications, which are on the approved standing order list, may be administered to students for fever, pain, or discomfort at the discretion of the school nurse. If a written consent form is not in the student's health record, the parent/ guardian may provide a verbal/ telephone consent for a one-time administration of that medication. The parent/ guardian must complete the over-the-counter request form for future administration of over-the-counter medications.

#### Elementary School (K-6)

**Nonprescription medication may not be self-administered while at school except as directed IN WRITING by a physician/medical provider AND parent.** Before the school nurse may administer any nonprescription medication to an elementary student, the child's parent/ guardian must be contacted or prior written/ verbal permission granted from the parent/ guardian, and the nonprescription medication must be listed on the approved standing orders from the district's medical advisor.

Middle School (7-8) - Nonprescription medication may be self-administered by middle school students but the medication must be in the original container and have only the amount required for that school day. The school nurse may administer nonprescription medications that are listed on the approved standing orders from the district's medical advisor or for which the parent/ guardian has provided prior written/ verbal permission.

High School (9-12) - Nonprescription medication may be self-administered by high school students, but the medication must be in the original container. The school nurse may administer nonprescription medications that are listed on the approved standing orders from the district's medical advisor or for which the parent/ guardian has provided prior written/ verbal permission.

### **Discipline**

A student found to have misused or possessed prescription or nonprescription medication with the purpose of altering his or her consciousness, or under circumstances presenting a potential of harm, will be considered in violation of School Board policy.

### **Concussions**

*(Excerpts from School Board Policy & Admin. Reg. 1062.4)*

It is the policy of the Fairbanks North Star Borough School District to comply with Alaska Statute 14.30.142 regarding the prevention and reporting of traumatic brain injury in student athletes. This shall include:

1. The development and publication of guidelines regarding the nature and risks of concussions and other traumatic brain injuries in consultation with the Alaska School Activities Association, in order to educate coaches, student athletes, and their parents.
2. The guidelines shall:
  - a) include a description of the risks of return to play and standards for return to play;
  - b) require the immediate removal from practice or game of a student suspected of sustaining a concussion or other traumatic brain injury;

- c) allow return to play only after the student has been evaluated and cleared for participation in writing by a licensed health care provider properly trained in the evaluation and management of concussions and other traumatic brain injuries; and
- d) require all student athletes with a concussion to successfully complete a supervised, progressive, incremental physical and cognitive exertion program prior to resuming full athletic activities.

3. The superintendent shall develop regulations for the implementation of this policy (See Admin. Reg. 1062.4 for details)

### **Student Driving and Parking**

*(Ref. School Board Policy 1048.5)*

The School Board encourages all students to use the transportation provided by the district. However, when a student drives to school, he/she must abide by the administrative rules and regulations pertaining to the operation of student automobiles on school property or have his/her privilege revoked. **(See individual high school student handbooks.)**

Elementary schools do not allow their students to drive any motorized vehicles to school, including four-wheelers, motorcycles, or snow machines. (See Admin. Reg. 1048.4 for consequences for vehicle offenses)

### **Secondary Student Groups**

*(Ref. School Board Policy & Admin. Reg. 955)*

The School District offers a variety of opportunities for student groups (teams or clubs) to participate in activities appropriate to the maturity of students.

All student groups are considered either school-sponsored student groups as defined in Policy 955.2 or student-led (limited-open forum) student groups as defined in Policy 955.3. All student groups must be approved by the principal. All student group participants must comply with all applicable school board policies including Policy 1011: Nondiscrimination; Policy 1012: Harassment; Policy 1042.9: Hazing; and Policy 1042.10: Initiations.

### **Secondary Student Group Conditions**

*(Ref. School Board Policy & Admin. Reg. 995.1)*

All announcements, posted notices, or written publications by student groups must be approved by the principal prior to publication and must identify the student group.

Student activities shall not interfere with the instructional program or the safe and orderly operation of the school. Generally, student groups shall not meet during instructional time; however, travel required as a result of a district, regional, state or national competition and the competition itself may occur during instructional time. Student group meeting during instructional time must have the explicit written approval of the principal based on a written explanation as to why the meeting at that time is required.

### **Student Conduct Requirements For Participation...**

*(Ref. School Board Policy & Admin. Reg. 955.11)*

When a student is involved in a student group activity or event, including travel, the student's conduct must comply with behavioral standards specified in the districtwide activities handbook and established school board policies and procedures. Students may be subject to disciplinary action by school officials for rule violations. (Student activity

handbooks are available at schools or accessible on the district website [www.k12northstar.org](http://www.k12northstar.org))

Students are considered under school authority when participating in student groups. (Policy 1042.1 - Subject to School Authority specifies the conditions under which this policy applies.)

### ■ School-Sponsored Student Groups

(Ref. School Board Policy & Admin. Reg. 955.2)

School-sponsored student groups shall meet one of the following three criteria:

- Participation is a requirement of a specific course offering.
- An Alaska School Activities Association (ASAA) sanctioned student group. (Middle school and junior high groups in this category are not governed by ASAA rules as in high school, but qualify as school-sponsored groups due to the linkage to the high school ASAA sanctioned groups.)
- A student activity associated with academic excellence or school governance.

### ■ Academic Standards for School-Sponsored Student Groups in Middle School/Junior High and High School

(Ref. School Board Policy & Admin. Reg. 955.21)

#### Middle School Eligibility

To be eligible for participation in a school-sponsored student group that prepares students for ASA A sanctioned groups in high school, a student in grades 7 and 8, and 6<sup>th</sup> graders in middle school, must have a 2.0 (C) grade point average with no more than one F at the end of the most recent grading period.

Students in grades 7 and 8, and 6<sup>th</sup> graders in middle school, not meeting this eligibility requirement shall have a ten-school day probationary period at the beginning of the sport season they participate in, during which they must meet the eligibility guidelines as outlined in Administrative Regulation 955.21.

#### High School Eligibility

To be eligible for participation in an Alaska School Activities Association (ASAA) sanctioned school-sponsored student group, a student in grades 9-12 must have a 2.0 (C) grade point average with no more than one F, at the end of the most recent grading period. Students participating in ASAA sanctioned activities shall meet all eligibility requirements as specified in the ASAA bylaws.

The National Honor Society and other school-sponsored groups may have grade point eligibility requirements specific to those groups.

A student in a school-sponsored non ASAA group is eligible to travel during instructional time provided the student had a 2.0 (C) grade point average with no more than one F at the end of the most recent grading period.

#### Eligibility

(Ref. Admin. Reg. 955.21)

All entering seventh, eighth, and ninth graders, plus sixth graders attending middle school, are automatically eligibility for the first quarter.

All students new to the district are eligible to participate in activities if they meet requirements. Subsequent eligibility will be determined after the end of a quarter or semester.

Continuing students become eligibility or ineligible immediately upon verification of grades by the principal after the end of a quarter or semester. Verification of grades by the principal must take place according to an annual administrative memo that provides dates for eligibility determination.

Probationary Period During the probationary period, a student may try out and practice, but may not wear the team uniform, sit with the team during team games, compete, or travel

A **high school student** will have a ten (10)-student day probationary period following the first and third quarters to complete work that impacts his/her quarter grades in the semester classes in which he/she is enrolled. Any grade change after the ten (10) days will not change a student's eligibility status for the current quarter.

A **middle school or junior high student** will have a ten (10)-student-day probationary period at the beginning of the sport season he or she participates in to earn grades meeting the eligibility requirements in the quarter classes in which he/she is enrolled.

A **middle school student** who is on probation must have grades checked every two weeks for the remainder of the activity season or until he or she has regained eligibility at the end of the grading period. If at any time the student's grades fall below the academic eligibility requirements, the student will be removed from the team for the remainder of that activity or season and will not be able to practice.

#### Timeline for Eligibility

The determining grade is the last grade given at the end of the quarter and the last grade recorded on the student's transcript at the end of each semester. An "Incomplete" will count as an "F" until changed. The student's Grade Point Average (GPA) will be determined as defined in School Board Policy 974.1

District-approved summer school and/or correspondence classes, when completed before July 18, will be considered in determining eligibility for participation in fall activities. Outside credit courses will not count towards eligibility until a grade is posted. The recalculation of the student's GPA and determination of eligibility status shall occur immediately upon receipt by the district of documented final grades.

#### Music (Band, Voice String)

The first week of the school year grading criteria (i.e., School Board Policy 974) will be written for music, listing those school programs that will count as part of the student's classroom grade. Only those performances specified in the school district curriculum will be waived for not following the academic standards required in School Board Policy 955.21.

#### Directions for Establishing Eligibility

Activities directors will determine the eligibility of each athlete/participant. Principals will ensure team rosters meet eligibility requirements.

If a coach or sponsor has a question about eligibility of athletes/participants on another team, he/she will inform the activities director at his/her school who will then communicate with the activities director of the school for whom the athletes/participants in question play.

### **Student Attendance Requirement**

(Ref. School Board Policy & Admin. Reg. 955.22)

Students who are absent from school which includes out-of-school suspensions any time during the day of a school-sponsored student group activity shall not be allowed to participate in any meeting, practice, or competition of the group that day unless the absence is approved in advance by the principal. Students assigned to in-school suspension as a disciplinary consequence shall not be allowed to participate in any meeting, practice, or competition of that group that day. In order to be eligible for a weekend or holiday activity, students must be present the entire day prior to the weekend or holiday.

### **■ Staff Sponsorship of School-Sponsored Student Groups**

(Ref. School Board Policy & Admin. Reg. 955.23)

School-sponsored student groups shall have adult sponsors...

### **■ Physical Examinations for Athletic Activities and Sports**

(Ref. School Board Policy 955.24 & Admin. Reg. 955.24)

#### High School

Any student in grades 9 through 12, who participates in athletic activities, both interscholastic and intramural, including cheerleading, must have a physical examination and a signed parent consent form on file prior to beginning his/her first team practice of the school year.

#### Middle School

Any student in junior high/middle school, who participates in athletic activities including tryouts, both interscholastic and intramural, must have a physical examination and a signed parent consent form on file prior to participating.

#### Elementary

An elementary student participating in interscholastic or intramural sports must have a signed parent consent form on file prior to participating in the activity.

A physical must be performed by a M.D., an O.D., ANP or a P.A. under the supervision of an M.D. or O.D. The district's physical examination form can be obtained from the school.

### **■ Student-Led Groups**

(Ref. School Board Policy & Admin. Reg. 955.3)

A student-led group is any student group that is not school-sponsored. The district shall provide students equal access to, and a fair opportunity to participate in, a student-led group on school premises during non-instructional time, provided the activity does not materially or substantially interfere with the orderly conduct of the educational activities within the school. Such groups shall comply with the rules established by law and by school board policies and administrative regulations.

### **■ Criteria for Establishing Student-Led Groups**

(Ref. School Board Policy 955.31)

The following criteria shall apply to all student-led groups held on school property:

- Must be initiated by a student or students enrolled at the school where the activity will occur
- Attendance must be voluntary.

- The principal shall be notified in advance of meetings held in the school during the school day or after school hours.
- School employees cannot lead, promote, or participate in the activity. It is required a school employee attend for custodial purposes in a non-participatory capacity to monitor student behavior.
- Meetings of the group cannot materially and substantially interfere with the orderly conduct of educational activities within the school.

All student groups meeting during non-instructional time on school premises must have a school employee present to monitor student group activity.

### **■ Out-of-District Travel Approval Procedures for Student Groups**

*This Administrative Regulation is under review.*

(Ref. School Board Policies & Admin. Reg. 955.4&955.41)



The district may approve requests for out-of-district travel by student groups where such travel provides an important benefit to the involved student(s) and to the district. Out-of-district travel shall be authorized only when such benefits cannot be provided to student(s) within the community. Provisions for students with special needs must be included in the travel requests.

Requests for approval of all out-of-district travel by student groups must receive prior written recommendation from the sponsor, if applicable, and approval by the principal. The principal will forward the trip request and all trip information to the superintendent. Out-of-district travel within Alaska must be approved by the superintendent.

All out-of-state travel for high school students participating in student groups must be approved by the School Board.

All out-of-district travel including out-of-state travel for middle and junior high school students participating in school-sponsored student groups must be approved by the School Board.

### **■ Funding of Out-of-District Travel for Student Groups**

(Ref. School Board Policy & Admin. Reg. 955.4 - 955.43.)

At its discretion, the district may pay none, part, or all of the costs of out-of-district travel and related expenses for student groups.

In situations where out-of-district is sought, but district funding is not available, funds may be raised by the proposed and/or supportive groups to underwrite the cost of the travel.

All funding raising (including raffles and vending machines) for travel of student groups must have principal and assistant superintendent approval prior to commencement of the fundraising activity. Request for approval for fundraising for student group travel shall be submitted for approval along with the request for student group travel.

Students will not be required or coerced to solicit funds as a prerequisite for student group membership or continued membership.

Donations and/or gifts over \$1,000 will be brought to the School Board for official acceptance (Policy 1072.1).

### ■ Distribution of Funds for School Groups

(Ref. School Board Policy 955.5 & Admin. Reg. 955.5)

District funding of student groups shall be determined annually during the school district budgeting process. District funding of student groups is neither expressed nor implied by this policy.

Proceeds derived from fundraising or donations by a specific student activity organization must be used by the student group for which the funds were acquired.

### ■ Bus Conduct

(Ref. School Board Policy & Admin. Reg. 761)

The bus driver will have the responsibility to maintain orderly behavior of students on school buses. Student misconduct will be reported to the student's principal, and a copy of the misconduct report provided to the transportation office.

- The school principal will have the authority to suspend the riding privileges of students and/or take other disciplinary actions for students who are disciplinary problems on the bus. Parents of children whose misconduct on school buses endangers the health, safety, and welfare of other riders will be notified that their children face the loss of school bus riding privileges and/or other disciplinary actions. The district's transportation coordinator has issued the following rules and procedures for student transportation.
- Inappropriate bus conduct may result in loss of bus riding privilege and/or suspension from school by a school district official. A pupil's conduct should not jeopardize the health, safety, comfort, or well-being of others, on or off the bus.
- The school bus driver is in charge of the bus and all its passengers and has total authority and responsibility. Only designated school officials are authorized to suspend transportation privileges.

### General Bus Policies

1. Students are required to ride the bus assigned to them and to board and disembark at their assigned bus stop. Students may be transported to an already established bus stop or on a different bus on an occasional basis. Parents should contact the school office with their request for a *Bus Stop Deviation*. The student must give the driver a *Bus Stop Deviation* issued by the school office authorizing this transportation.

Requests for students to be transported to new bus stops must be directed to the transportation department.

2. The bus driver has full responsibility and authority for the safety of students while they are being transported on the bus.
3. Parents may not remove a student from a bus, after the student has boarded, without the approval of a school representative.
4. Parents may not accompany their children on the bus to or from school.
5. Parents are responsible for damages to the school bus if caused by their children.
6. The driver will assign seats for elementary, middle, and high school students.

7. Items that can be held in the student's lap or under the seat in the bus may be transported on the bus. Large musical instruments may not be transported on the bus.
8. Only electronic equipment that is allowed on school grounds is allowed on the bus, such as cell phones, radios or stereos.
9. Ice skates must have protective guards on the blades or be placed in an appropriate box. Paper bags are not adequate blade protection. Skis, ski poles and other such sharp edged objects should not be transported unless previously coordinated with the school principal and the bus contractor. Sleds and plastic toboggans may not be transported.
10. No animals, of any kind, are allowed on the bus at any time.
11. Any items not permitted at school may not be transported on the bus.
12. Students will be issued a *School Bus Misconduct Citation* by the bus driver for infractions of the rules. The school bus driver and the school principal are responsible for handling behavioral problems occurring on the school bus, but only the school principal, or his/her designee, has the authority to suspend a student's bus riding privileges.
13. Suspension from bus transportation does not excuse the student from school attendance.

### ■ Student Responsibilities On the Bus:

1. Always follow the school bus driver's instructions. The driver's primary concern is for student safety.
2. Exercise good manners, caution and consideration for other people. Show respect for the driver, the bus, other students and other adults.
3. Dress properly for the weather.
4. Do not possess anything that may cause injury to others.
5. Do not transport items on the bus that are not permitted at school.
6. Obtain a bus deviation for getting on or off at a different stop than normal.
7. Sit in your assigned seats.
8. Take bus route change information home to parents.



### While Waiting for the Bus:

1. Dress properly for the weather.
2. Be outside at your stop three (3) minutes before your scheduled bus stop time. Your school bus driver has a schedule to keep and cannot wait for you.
3. Stay a safe distance from the roadway, and stay away from the bus until it stops.
4. Line up at the place designated by the bus driver when the school bus approaches.
5. Stay out of the danger zone--don't play in or near the road or push others.
6. Let the smaller students board first.

### Boarding and Disembarking the School Bus:

1. Cross the roadway approximately fifteen (15) feet in front of the bus and only when the driver instructs the pupils to

cross. Watch for traffic. Stop immediately if the bus driver sounds the horn or tells you to stop over the loud speaker.

2. If boarding from the right, wait for the driver's command to board.
3. Always use the handrail and go up and down the steps one at a time.
4. Don't push, crowd or disturb others.
5. When boarding, go directly to your assigned seat and be seated.
6. After leaving the bus, go directly home or to the assigned place.

#### **Student Conduct on the School Bus**

1. In general, classroom conduct will be observed. The school bus is not a playground, save horseplay and wrestling for another place and time.
2. Place books and other gear in your lap.
3. Avoid loud talking, or anything else that might distract the driver.
4. Do not sit in the driver's seat or interfere with him/her in any manner at any time.
5. Keep quiet near railroad tracks so that the driver can listen for trains.
6. Keep head, arms and body inside the bus. Keep your hands and feet to yourself.
7. Do not throw objects inside of or out of the bus.
8. No eating, drinking or smoking on the bus. Do not have in your possession, or make use of, alcohol, drugs or controlled substances on the bus.
9. Remain seated until the bus has come to a complete stop and get off only at your assigned bus stop.
10. Do not open windows without permission; maximum two (2) notches.
11. Do not damage the bus and always assist in keeping it clean.
12. Take a seat and remain seated, facing forward, while the bus is moving. Keep your feet on the floor in front of the seat, not in the aisle.
13. Keep the aisle and the exits clear.
14. Fighting with other students and/or attacking other students or the driver is prohibited.
15. Use of abusive or vulgar language, or directing such language toward other students or adults is prohibited.
16. The emergency door and exit controls may be used only during supervised drills or actual emergencies.

#### **■ Bus Misconduct Citation Policy and Procedures**

Drivers are responsible for maintaining order on the buses. Administering sanctions for misconduct on the school bus is the responsibility of the principal at the school where the student is enrolled. **Only the principal has the authority to suspend a student's bus riding privileges.** It is the responsibility of the principal to advise parents when a student has been suspended. In the event of misbehavior on the part of the student riding the bus, the bus driver may issue the student a *Bus Misconduct Citation* for minor and/or major infractions. The driver will complete a *School Bus Misconduct Citation*. Three (3) copies will be forwarded to the principal. The principal will forward one (1) copy to the

parents and return one (1) copy to the school bus contractor indicating any disciplinary action taken. The following courses of action are considered as minimum:

1. Depending on the nature and severity of the incident, the first misconduct citation may result in a warning, or other disciplinary action, up to and including temporary or permanent suspension of bus privileges by the principal.
2. The second misconduct citation may result in the imposition of "PROBATIONARY" status. This process will include counseling with the student and official notification to the parents of the probationary action. Bus riding privileges may be denied the student for additional violations.
3. The third misconduct citation may result in suspension of bus privileges for a minimum of three (3) days, depending on the severity of the incident.
4. The fourth misconduct citation may result in suspension of bus privileges. In either case, privileges will not be reinstated until such time a conference has been held with the student, the parents, the principal, and a representative from the bus company.
5. Habitual misconduct may result in permanent suspension from the privilege of bus transportation.

This procedure will not preclude the right and responsibility of school officials to take other immediate action, as may be necessary in their judgment, for the preservation of good order and specifically for the safety and well-being of others who ride the bus. Suspension from bus transportation does not excuse the student from school attendance.

#### **■ Bus Safety**

1. Parents should review and discuss bus safety and conduct rules with their children. Parental support of the bus driver and the school will help ensure safe rides to and from school for all riders.
2. Students must be responsible for their own conduct on the bus so that nothing they do will risk their own safety or the safety of others.
3. Buses depart the schools seven minutes (7) after the dismissal bell in the afternoon. Students are expected to be on the bus at pull-away time from the school. Students will not be allowed to board the bus after the first bus moves away from the curb.
4. Know the location of your child's bus stop. Know the other students waiting at the bus stop. Be sure your child is dressed appropriately for the weather.
5. Call the bus company or your child's school if your child does not arrive home on time.
6. Contact your child's principal or assistant principal if there are problems on the bus.
7. Contact the bus company about bus driver concerns.
8. Contact the FNSBSD transportation department regarding questions about your child's bus route or times.
9. Observe all traffic laws regarding school buses, e.g. stopping for flashing lights, school speed limit zones, etc.

**CONTACT INFORMATION**  
 School District Transportation Office  
 452-2000, ext. 11351 or 11352

## RESPONSIBILITIES OF SCHOOL AUTHORITIES

### ■ Subject to School Authority

(Ref. School Board Policy 1042.1)

Each pupil is under the control and direction of the principal or teacher in charge of the school and is subject to district and school policy, regulations and rules:

- During the time he/she is being transported to or from school on school buses;
- During the time he/she is attending school;
- During the time he/she is on the school premises; and
- During the time he/she is taking part in any school-sponsored activity.

### ■ Student Identification

(Ref. School Board Policy 1042.2)

All students in school buildings, on school grounds or at school-sponsored events must, upon request, identify themselves to authorized school district personnel.

### ■ Supervision of Students

(Ref. School Board Policy 1051.1)

The Board expects all students to be under assigned adult supervision while under school authority, whether it is on school grounds, traveling under school auspices, or engaging in school-sponsored activities. School personnel assigned this supervision are expected to act as reasonably prudent adults in providing for the safety of the students in their charge.

No teacher or other staff member will leave his/her assigned group without making arrangements to take care of an emergency.

During school hours, or while engaging in school-sponsored activities, students will be released only into the custody of parents or other authorized persons.

The school administration will ensure that anyone who wishes to contact a student during the school day is doing so for proper reasons.

### ■ Supervision of Pupils Outside Regular School Hours

(Ref. School Board Policy 1066.2)

No student or groups of students shall be in the school building outside regular school hours unless under the supervision of an authorized person.

### ■ School Security Videos

(Ref. School Board Policy & Admin. Reg. 723)

Parents and students should be aware that school security video devices and systems may be installed, operated and used as part of the overall school safety plan to:

- promote a safe school environment for students
- staff and visitors
- deter criminal activity on school campuses
- protect school property
- improve the safety and security of district facilities, and
- create a record of activity at certain locations

Video security devices may be used when such technology would help protect the health and safety of persons on school

grounds and/or the integrity of the educational environment. Cameras may be readily visible or hidden—depending on the purpose of the equipment. Notice shall be prominently posted on district property that security video equipment may be recording activity in non-private areas of the facility and grounds.

Recordings that show identifiable students shall be treated as an education record and shall not be released or utilized outside of the school district except pursuant to a subpoena, court order, or release in accordance with the Family Education Rights and Privacy Act (FERPA, 20 United States Code 1232 (g), 34 CFR Part 99) and any other applicable local, state and federal privacy laws.

### ■ Student Use of Technology

(Excerpts from School Board Policy 802.2)

Students shall use technology, including the Internet, in a safe, responsible and appropriate manner. Violations of this policy may result in discipline.

This policy applies to the students' use of all school district technology, including but not limited to the following:

- a. the student's use of his or her own technology device while accessing the school district' network(s);
- b. a student accessing a personal email account over the school district's network(s) or using school district technology; and
- c. student-created web pages and/or blogs.

### ■ Acceptable Uses

(Ref. School Board Policy 802.21)

Acceptable student uses of district technology are those uses that support educational purposes and enhance learning opportunities for students in order to meet the instructional standards for classrooms. Examples of acceptable use of district technology include, but are not limited to, the following:

1. for educational purposes;
2. to conduct research
3. to communicate with others;
4. to work on school-related projects and assignments.

### ■ Unacceptable Uses

(Ref. School Board Policy 802.22)

Unacceptable uses of district technology are those uses that are counter to the goals and objectives of the school district for optimizing the learning environment, or a blatant misuse of district resources. Examples of unacceptable use of district technology which are not permitted include, but are not limited to the following:

1. knowingly accessing or visiting, obscene, pornographic, or sexually explicit sites or materials;
2. posting, blogging, writing, creating, editing, transmitting or sending inappropriate communication using technology, whether by email, instant messages, text messages, web pages or other method containing but not limited to cyber-bullying and/or unlawful, threatening, abusive, libelous, harassing, obscene, pornographic, sexually explicit, or defamatory information of any kind.
3. use of hardware and/or software which disrupts or interferes with the safety and welfare of the school community;
4. use occurring or initiated off school property (including home, other private property, business or commercial establishment, or public space) that disrupts or

interferes with the educational process or safety and welfare of the school community; and

5. altering the pre-set school district software applications.

#### ■ **Acceptable Technology Use Agreement**

*(Excerpts from School Board Policy and Admin. Reg. 802.25)*

Prior to using district technology, each student and his or her parent or guardian shall acknowledge the Responsible Technology Use Agreement (RTUA) specifying user obligations and responsibilities. District staff is not liable for the failure of any technology protection measure, user violations of copyright restrictions, or user mistakes or negligence.

#### **Procedures and Responsibilities**

1. Principals will review the RTUA with staff members at the beginning of the school year.
2. Teachers in grades K-3 will review in age appropriate language the key points of the Grades K-6 RTUA with their students each year. Students in grades K-3 are not required to acknowledge the RTUA through their PowerSchool Premier account.
3. Teachers in grades 4-6 will review the Grades K-6 RTUA with students and assist them to acknowledge the RTUA through their PowerSchool Premier account on a yearly basis.
4. Teachers in grades 7-12 will review the Grades 7-12 RTUA with students during an advisory period and remind students to acknowledge the RTUA through their PowerSchool Premier account on a yearly basis.
5. Parents or Guardians are responsible for:
  - a) discussing the terms of the RTUA in age appropriate language with their students each school year, and
  - b) logging on to their student's PowerSchool Premier account and acknowledging the RTUA. If parents or guardians lack electronic access to the RTUA, they may request and shall receive a paper copy.
6. Schools are responsible for:
  - a) contacting parents whose students' PowerSchool Premier accounts lack acknowledgements, and
  - b) having transfer students and their parent or guardian acknowledge the RTUA during the registration process.

#### ■ **Sanctions**

*(Ref. School Board Policy 802.28)*

Any violations of this policy may result in loss of district-provided access to technology including the Internet and/or email. Additional disciplinary action may be warranted according to school discipline policy and administrative regulation. (See School Board Policy on Student Behavior Standards 1045 and accompanying administrative regulations.) When and where applicable, law enforcement agencies may be involved.

#### ■ **Mobile Learning Devices**

*(Excerpts from School Board Policy 804.2)*

...There is educational value in mobile learning devices in classrooms when such devices engage, extend, enhance, and/or reinforce the students' learning process related to the instructional objective of the class. The building administrator has the authority to establish the appropriate student use of mobile learning devices in the school.

During school, and school sponsored activities, or while on school property, students will comply with this policy and with administrative and staff member directives regarding use.

Students are required to turn cell phones and other mobile learning devices over to school or district personnel when requested. Students who refuse to do so are subjected to disciplinary action. Students who are off school property or outside of the school day but utilizing district network in violation of school board policy may be subjected to discipline.

A cellular phone or mobile learning device that has been confiscated by the district and not turned over to law enforcement will be secured with reasonable care and released/returned to the parent/guardian when no longer necessary for investigation or disciplinary proceedings. As appropriate, the cellular phone or mobile learning device may be returned directly to the student.

The district assumes no responsibility for loss or damage to personal property of students, including cell phones and other mobile learning devices, whether in the possession of students or if confiscated by school personnel pursuant to this policy.

#### • **Prohibited Conduct**

*(Ref. School Board Policy 804.3)*

Whether student-owned or district-provided, it is a privilege for students to possess and/or use a cellular telephone or other mobile learning device during school, on school grounds, or at a school sponsored activities. Any student who fails to abide by the terms of this policy, or otherwise engages in misuse of the device so as to violate the law or any district or school rule will receive appropriate consequences. In addition to those conduct rules set forth elsewhere, the following actions are strictly prohibited and may result in disciplinary action:

1. Accessing and/or viewing an internet site that is otherwise blocked to students at school.
2. Composing, sending, forwarding, copying, printing or delivering an e-mail, text message or other communication that harasses, intimidates, threatens, bullies, or discriminates against another individual or group.
3. Using a camera, camera application, or device that captures visual images at school or a school-sponsored event to take, send, download or upload a harassing, threatening, or inappropriate photograph.
4. Using a camera, camera application, or device that captures visual images in a restroom, dressing room, locker room, or other place with an expectation of privacy.
5. Using a camera, camera application, or device that captures visual images or other recording device to record or capture the content of tests, assessments, homework, or class work without express prior permission from the instructor.
6. Using a mobile learning device while committing or participating in any criminal activity.
7. Using a mobile learning device in a manner that violates school behavior standards.
8. Using a mobile learning device in a manner that violates federal or state law or school board policy.



(Cross reference policies and administrative regulations: 1045.3 *Aiding and Abetting*; 1046.2 *Academic Dishonesty*; 1046.3 *Refusal to Follow Classroom Rules*; 1046.4 *Disruptive Behavior*; 1046.6 *Flagrant Disrespect*; 1046.7 *Harassment*; 1048.2 *Intimidating Behavior/Bullying*; 1048.4 *Physical Aggression*; 1048.6 *Criminal Offenses*)

- **Searches**

(Ref. School Board Policy 804.4)

A. As a condition of using mobile learning devices supplied by the school district, the student acknowledges there is no expectation of privacy and the district may use its discretion to search the device.

B. Student cellular phones, cameras, or other mobile learning devices and their contents, including, but not limited to, text messages and digital photos, may be searched by school officials, under limited circumstances in accordance with the limitations imposed by state and federal law.

Specifically, prior to searching students' cellular phones, cameras or other mobile learning devices, including the accessing and reading of text messages and viewing digital photographs, the principal must:

1. have a reasonable suspicion, based on objective and expressive facts, that the search will provide evidence or a violation of either the law or a school rule;
2. ensure the scope of the search is reasonably related to the objectives of the search;
3. ensure the scope of the search is not excessively intrusive in light of the nature of the infraction;
4. make a reasonable effort to notify the student's parent or guardian; and
5. make an effort to conduct the search in the presence of the student, unless the possession is believed to pose a threat to persons or property.

C. If explicit images depicting minors are discovered as a result of a search, school personnel should not transmit those images to anyone, including other school personnel. Such materials should be brought immediately to the attention of the appropriate law enforcement agents.

D. If a cell phone or other mobile learning device is found and determined to be without an apparent owner, a school principal may conduct a limited search to determine ownership.

E. In an emergency situation, the school should rely on school records for determining a student's emergency contact information. Only in extenuating circumstances should emergency contact information be sought in a limited search from a student's cellular phone or other mobile learning device.

- **Search and Seizure**

(Ref. School Board Policy & Admin. Reg. 1041.3)

The following rules shall apply to search and seizure pertaining to students and school property assigned to them (e.g. lockers, desks):

- **Search of Student**

The building principal has the right and duty to search a student's person if the building principal has reasonable suspicion to believe that drugs, weapons, dangerous, illegal or prohibited matter, or stolen goods, are likely to be found on the student's person. Specific searches of a student or

his/her possessions shall require reasonable suspicion and a reasonable attempt shall be made to notify the student's parent or guardian. An effort shall be made to conduct the search of personal possessions in the presence of the student, except where the suspected possession is believed to pose a threat to persons or property.

The Fairbanks North Star Borough School District will not do strip searches of students. If a building principal believes a strip search is necessary for safety reasons, the search will be performed only in the event a local law enforcement agency performs the search.

- **Search of Facility**

Student lockers, desks, and other items or spaces provided to the student by the school are school property and remain at all times under the control of the school. Students who have accepted the use of such storage spaces shall, as a condition of being permitted such use, be deemed to have waived any possessory claim to such spaces and students shall not have any expectation of privacy in such space or use of space. Periodic general inspections of these items or spaces may be conducted by school authorities, with approval of the superintendent, for any reason at any time without notice, without student consent, and without a search warrant. Signs, in compliance with Alaska Statute 14.03.105(b), stating the right and the intention of school district officials to permit searches and examinations of lockers, desks and other spaces as outlined in this policy shall be posted in each school.

The use of canine searches as a general deterrent to students bringing contraband to school will only be used with the authorization of the superintendent or his/her designee. The following guidelines will be incorporated, with prior authorization from the superintendent or his/her designee:

- The search will be conducted at a time and in such a manner so as not to disrupt the educational process.
- If the canine "hits" on a specific locker or personal belonging, this will not indicate an offense, but will be viewed as reasonable suspicion for an investigation.
- If following an investigation a violation of the school and/or criminal code is discovered, then the normal due process will be followed.

- **Search of Vehicles**

The building principal may search vehicles parked on school grounds if he/she has reasonable suspicion to believe that drugs, weapons, dangerous, illegal matter or stolen goods are likely to be found therein.

The building principal shall conduct all searches in the presence of another staff member. The results of such searches may be used in school disciplinary proceedings. The building principal may contact the police to conduct or assist with any search and investigation.

Items which are used to disrupt or interfere with the educational process may be seized temporarily by school authorities. Such items shall, upon request, be returned to the student or the parent/guardian at the end of the school day, unless they are contraband. Contraband items (including

weapons) will not be returned to the student, and shall be turned over to the police.

#### ■ Commercial Solicitation

(Ref. School Board Policy 1042.3)

Commercial solicitation may be permitted on school property only if it is related to a school activity and is authorized in advance by the superintendent.

#### ■ Access to Students

(Ref. School Board Policy 1076)

This policy permits employers, including military recruiters and representatives of post-secondary education institutions, to have access to students on school grounds for providing information and recruiting purposes, as long as it does not disrupt the educational process. Administrative regulation outlines the rules for all recruiters to follow and includes a permission form to be completed prior to being scheduled on campus.

#### ■ School Wellness

(Ref. School Board Policy 1061)

...It is the policy of the School Board to comply with federal wellness policies as a tool to promote student wellness, prevent and reduce childhood obesity, and provide assurance that school meal nutrition guidelines meet the minimum federal school meal standards. The superintendent will be responsible for implementing, disseminating, and evaluating the school wellness policy and its goals, as well as reporting its assessment to the Board

#### ■ Food and Beverage Provided by School

(Ref. Admin. Reg. 1061.3)

During the school day, all food and beverages provided by the school or sold on school grounds must follow the Nutrition Standards for All Foods Sold in Schools. The school day starts at midnight and ends thirty minutes after the school dismissal bell. This includes all food items sold in vending machines, at student stores, and at fundraisers. Individual entrée items offered as part of lunch or breakfast and sold a la carte are exempt from the nutrition standards.

Outside the regular school day, organizations are encouraged but not required to follow the nutrition standards. This includes school-sponsored before and after school activities (such as athletic events, clubs, band and choir practice, student government, and school-sponsored before and after school programs) as well as booster club, PTA meetings and activities sponsored by outside organizations.

The Nutrition Standards for All Foods Sold in Schools do **not** apply to:

- Meals or snacks brought by students or staff for individual consumption;
- Food or beverages brought to school for class parties and special event celebrations;
- Foods used by teachers for instructional purposes (except no soda, gum or candy);
- Food prepared in class by students for instructional purposes;
- Food and beverages provided for students as part of a class or school cultural heritage event for instructional or enrichment purposes;
- School-approved field trips;
- Students who leave district property to travel as part of approved student activities or competition;

- Food and beverages sold or served in staff lounges and administrative (adult-only) meetings.
- Food and beverages sold after the school day in bake sales or fundraisers.

Principals may set more restrictive nutrition standards on a school-by-school basis and may grant exemptions for individual students with special needs.

... schools with multiple grades should follow the nutrition standards for the level for which they have the most students (a K-8 school should follow the elementary guidelines; a 7-12 grade school should follow the secondary guidelines) except as otherwise specified by the principal.

No fundraisers selling food or beverages that do not meet the nutrition standards will be allowed during the school day, which starts at midnight and ends thirty minutes after the dismissal bell.

The nutrition standards do not apply to food and beverage sold at events held after the end of the school day, off school grounds, or on weekends, such as concessions during school plays or sporting events.

Fundraising activities for food not intended for consumption at school are an exception to the nutrition standards and may continue. Distribution of order forms and the food not intended for consumption at school may continue.

## STUDENT DISCIPLINE

(Ref. School Board Policy 1050)

Discipline is intended to foster student growth while assuring each student a safe acceptable environment in which to learn. In keeping with the philosophy that discipline is a means of teaching and that most effective teaching is done in a positive manner, disciplinary efforts are to be as positive as possible. The schools will work with students and parents in defining and maintaining acceptable behavioral standards. Educational opportunities to correct inappropriate behavior will be made available.

Discipline shall be applied in a fair and equitable manner. It shall be designed to correct the misconduct and to deter such behavior by any student in the future, including the removal of students from the regular classroom until the student can demonstrate acceptable behavior.

#### ■ Corporal Punishment

(Ref. School Board Policy 1052.12)

The use of corporal punishment in the Fairbanks North Star Borough School District is prohibited. (4 AAC 07.010(c))

Corporal punishment means the application of physical force to the body of a student for disciplinary purposes. It does not include the use of reasonable and necessary physical restraint of a student to protect the student or others from physical injury, to obtain possession of a weapon or other dangerous object from a student, to maintain reasonable order in the classroom, or on school grounds, or to protect property from serious damage or destruction. (4 AAC 07.900)

Physical contact by authorized employees for the purpose of administering first aid or to attend to student health needs if

reasonable and necessary is not within the definition of corporal punishment.

#### ■ **Disciplinary Authority**

*(Ref. School Board Policy 1051)*

The authority to discipline students resides primarily with the principal and certificated staff of each school. The superintendent and the School Board participate in the student disciplinary process only to review the actions or recommendations made at the school level and only as specified by policy.

To ensure fair and consistent student discipline:

- Each principal will develop a discipline plan including student rights, responsibilities and rules for his/her school with input from students, parents, and staff.
- This plan will be reviewed/ revised each year by the same three groups.
- Staff members will post this plan in each classroom.
- Parents and students will be informed annually of all school rules.

#### ■ **Approval of Handbooks and Directives**

*(Ref. School Board Policy 341)*

In order that pertinent Board policies, administrative regulations, and school rules and procedures may be known by all staff members and students affected by them, district administrators and principals are granted authority to issue staff, student, and school handbooks. The superintendent must approve, prior to publication, all handbooks.

#### ■ **Students Behavioral Standards**

*(Ref. School Board Policy & Admin. Reg. 1045 and 1045.1)*

The purpose of these regulations (1046-1049) is to ensure fair and consistent student discipline in elementary and secondary schools...

The school principal shall be responsible for enforcing school district policies regarding student behavior standards. Students found to have violated district policies, school rules, or classroom rules may be subject to discipline.

#### **Procedures for Repeat Offenses**

The guidelines for disciplinary consequences in these administrative regulations rely in part on the number of times the student commits the offenses. Each elementary, middle and high school will develop an intervention process for dealing with repeat offenders. The goal of the intervention process is development of a behavior plan that will reduce the recurrence of identified problematic behavior.

Consequences for elementary and secondary students may be different to account for the differences in ages, maturity and seriousness of infractions. Principal discretion and professional judgment are required to ensure fairness, consistency and the safety of our schools. For the purpose of imposing disciplinary consequences, elementary students are those students enrolled in grades kindergarten through 6, regardless of additional grades enrolled at the school. Secondary students are those students enrolled in grades 7 through 12, regardless of additional grades enrolled at the school.

When a student repeatedly violates a behavior standard, the impact of the repetition is different depending on whether the offending student is in grade kindergarten through 6 or in grade 7 through 12.

**Students in grade kindergarten through 6** shall have repeat offenses counted within a school year. The principal shall have the discretion to determine if disciplinary offenses shall carry over from one year to the next, with the exception of drug, alcohol and serious safety (e.g., weapons and assault) violations, which must be counted from one year to the next.

**For students in grade 7 or 8**, the principal shall have the discretion to determine whether offenses prior to the seventh grade will be counted in determining the appropriate discipline level. The exception to this rule is that prior offenses involving drug, alcohol and serious safety (e.g., weapons and assault) violations must be counted from one year to the next, including elementary infractions.

**For students in grade 9 through 12**, the principal shall have the discretion to determine whether offenses the student committed in seventh and/or eighth grade will be counted in determining the appropriate discipline level for an offense the student commits in high school. The exception to this rule is that prior offenses involving drug, alcohol and serious safety (e.g. weapons and assault) violations must be counted from one year to the next. However, all offenses committed in high school will be considered to determine the discipline. Therefore, from ninth grade to graduation, disciplinary consequences progressively increase with the number of offenses committed.

***The only avenue of appeal for short-term suspensions of 10 days or less is to the building principal.***

## Definitions of Disciplinary Actions

#### ■ **Simple Discipline**

*(Ref School Board Policy 1052.1)*

Simple discipline is defined as any corrective action other than suspension or expulsion.

Such discipline shall not affect the student's academic standing. Whenever possible, parents should be involved in dealing with behavior which seriously interferes with the student's own learning experience or that of other students.

#### ■ **Detention of Students**

*(Ref. School Board Policy 1052.11)*

A school administrator or teacher may detain a student for disciplinary reasons after school hours, provided the parent has been notified of the detention and, in the case of bus students, arrangements have been made for the student's transportation home. In cases where transportation is required, 24 hour-notice will be given so that transportation may be arranged.

Parents may be asked to arrange for the transportation of the detained student. However, if the parent cannot or will not provide it, an alternative disciplinary procedure must be substituted.

### ■ Grounds for Suspension or Denial of Admission

(Ref. School Board Policy 1052.2)

Per AS 14.40.045, a school-age student may be suspended from or denied admission to the public school the student is otherwise entitled to attend for the following reasons:

- a) Continued willful disobedience or open and persistent defiance of reasonable school authority;
- b) behavior that is harmful to the welfare, safety, or morals of other students or of a person employed or volunteering at the school;
- c) conviction of a felony that the governing body of the district determines will cause the attendance of the student to be harmful to the welfare or education of other students

Except as otherwise provided by policy or administrative regulation, the administrator(s) of each school shall have discretion to determine the appropriate disciplinary action given the particular circumstances of each case.

If a student is suspended for discipline or denied attendance for more than ten days, he or she may participate in an alternative educational opportunity offered by the district.

### ■ Short Term Suspensions and Interventions

(Ref. School Board Policy 1052.21, 1052.211 & 1052.212)

Short term suspensions and interventions result in a denial, without a formal hearing, of the right of school attendance, from specified classes or from a full schedule of classes, for a period of time not to exceed ten (10) school days.

The parents must be notified promptly of a decision to impose a short term suspension or intervention. Only the principal or his or her designee may impose a short term suspension or intervention.

An in-school short term suspension is an alternative used when a student's behavior violates school or district rules and he or she is removed from the regular classroom and placed in a supervised environment in the school *without* a specified academic component.

An in-school short term intervention is a disciplinary alternative used when a student's behavior violates school or district rules and he or she is removed from the regular classroom and placed in a supervised environment in the school *with* a specified academic component.

An out-of-school short term suspension is a disciplinary alternative used when a student's behavior violates school or district rules or when the student's presence on school property is harmful to others. The student may be denied attendance from school for a period of time not to exceed ten (10) school days.

### ■ Long-Term Suspension

(Ref. School Board Policy 1052.22)

A long term suspension is a denial of the right to attend for a stated period of time in excess of ten (10) school days and may extend through the end of the school year. A long-term suspension may be appealed to the hearing officer. The hearing officer's decision may be appealed to the School Board.

### ■ Expulsion

(Ref. School Board Policy 1052.23)

An expulsion, the most serious level of discipline, is the denial of the right of attendance by the school board for an indefinite period of time or for a set date, at least through the end of the school year. An expulsion may be appealed to the hearing officer. The hearing officer's decision may be appealed to the School Board.

When the School Board expels a student for an indefinite period of time, the student shall follow the procedure established in administrative regulation in petitioning the School Board for readmission. (See AR 1054.1e)

No student shall be expelled indefinitely unless other means of correction have failed or would not be adequate in bringing about proper conduct.

### Due Process

#### ■ Disciplinary Due Process

(Ref. School Board Policy 1054 & 1054.1)

Due process is a set of required procedures and procedural safeguards to be followed when a student violates student behavior standards set forth in Policies 1045-1049.

Students with disabilities who are covered under the Individuals with Disabilities Education Act (IDEA) or under Section 504 of the Rehabilitation Act of 1973, as amended, are entitled to due process procedures including a manifestation determination preceding any discipline action that results in a change in placement as specified in federal and state laws.

Before any discipline is imposed, a student must be notified of the charges against him or her and be given an explanation of the evidence assembled. The student must also be given an opportunity to explain his or her side of the matter before discipline is imposed. The principal shall make a reasonable attempt to contact the student's parent or guardian during the investigatory process, when practicable, and before any discipline is imposed:

- a. When a building administrator or the superintendent recommends long-term suspension or expulsion, a written notice of the recommendation shall be delivered by certified mail or in person to the student and his or her parent or guardian.
- b. This notice shall state the student's right to a hearing before a designated hearing officer and the other due process rights guaranteed by School Board policy.
- c. The student and/or his or her parent or guardian may reply in person or in writing to the superintendent within three (3) school days of receipt of a long-term suspension or expulsion notice. This reply should indicate: whether a formal hearing before a designated hearing officer is requested, and whether the student will be represented by another person. If a reply is not received within three (3) school days, the student and his or her parent or guardian shall be deemed to have waived the right to a hearing.
- d. If a hearing is requested, it shall be held within five (5) school days of such a request unless the parent/guardian requests a later date. If a hearing is

waived, the hearing officer shall review the evidence and render a decision within five (5) school days.

- e. A student shall be considered on interim suspension until the School Board renders a final decision. (Reference: Policy 1052.22)
- f. Long-term suspensions and expulsions of up to and including twenty (20) school days will be presented on a consent agenda for Board action and will take effect on the school day following School Board action. (Reference: Policy 1052.22)
- g. Before imposition of a long-term suspension or an expulsion of more than twenty (20) school days, the School Board shall review the case individually and the long-term suspension or expulsion will take effect on the school day following School Board action. (Reference: Policy 1052.22)
- h. The suspension time the student served during the course of due process shall be credited against the long-term suspension or expulsion imposed as a final action.
- i. The following procedural guidelines shall govern hearings requested by students and/or parents or guardians.
  - 1. Written notice of charges against a student, procedures to be followed and recommended discipline shall be provided to the student and/or parent or guardian.
  - 2. Parents or guardians may be present at hearings.
  - 3. The student, parent, or guardian may be represented by another person of his or her choice.
  - 4. The incident report memo, and any exhibits or affidavits which school authorities intend to submit as evidence will be available at the hearing. The hearing officer will provide the information prior to the hearing, as soon as possible, when requested by the student and/or parent or guardian.
  - 5. The student shall be given an opportunity to present his or her version of the relevant facts as to the charges by affidavits, exhibits, witness testimony, and oral or written argument, as desired.
  - 6. All relevant evidence shall be accepted.
  - 7. The student and/or parent or guardian and/or his or her representative shall be allowed to question the school administrator(s) presenting the evidence and any other adult witness who may be present.
  - 8. Within five (5) school days of the hearing's completion, the hearing officer shall render a written decision. This decision will include a statement of findings and the recommended discipline if the findings indicate the student did commit the offense as charged. The student and/or his or her parent or guardian shall be mailed or otherwise provided with a written statement of this decision, supported by the findings in the matter and the recommended discipline,

within three (3) school days of the hearing officer's written decision.

- 9. The School Board intends for disciplinary consequences to be fair, consistent, and reflect the seriousness of the misconduct. The hearing officer's finding regarding the length of the long-term suspension or expulsion shall be the consequence of record and allow for aggravating and mitigating factors as provided in policy and regulation. If the timing of the termination of the consequence of record leads to an impractical academic transition back to the regular school, the hearing officer may recommend a transition date on which to return to school which is consistent with grading periods or course transitions.
- 10. The student and/or his or her parent or guardian shall have five (5) school days after receipt of the hearing officer's written decision to appeal that decision to the School Board.
- j. The following procedural guidelines shall govern an appeal to the School Board:
  - 1. The Board shall schedule and hold an appeal hearing in executive session to review the matter within a period of ten (10) school days from the receipt of an appeal, unless a quorum of the Board is unavailable.
  - 2. The appeal shall be submitted to the Board on the evidence presented at the previous hearing, except the parties have the right to present any new, relevant evidence and written/oral arguments not available at the time of the original hearing.
  - 3. Following the appeal hearing, the Board shall:
    - a. Deliberate the matter in executive session without participants present and render a final decision for the record; or
    - b. Take the hearing record and new evidence under advisement, pending a final decision to be rendered within five (5) school days; or
    - c. Schedule a special meeting to hear further arguments on the case and report a decision within ten (10) school days after such hearing; or
    - d. Hear the case de novo within ten (10) school days under the hearing provisions set forth in 1054.1(b).
- k. The following procedural guidelines shall govern a student's readmission to district schools following a long-term suspension or expulsion:
  - 1. A student suspended long term or expelled with a specific return to school date may return to district schools following the end of the long term suspension or expulsion, subject to any conditions imposed. A student must contact the school office at least three (3) school days prior to the expected return date to schedule an interview with the principal.
  - 2. A student expelled indefinitely with no specific return date, or a long-term suspended, or expelled student who wishes to be considered for readmission prior to his or her specified return date, must apply in writing to the superintendent. To qualify for readmission, the student must provide evidence that he or she has remedied the cause(s) for which the

disciplinary action was ordered. A student's application for readmission from an indefinite expulsion, or early readmission from long-term suspension, or expulsion shall be forwarded to the School Board for action.

#### ■ Procedural Due Process

*(Ref. Admin. Reg. 1054.1e)*

This regulation establishes standard operating procedures that govern readmission of students expelled for an indefinite period of time for Fairbanks North Star Borough School District attendance.

1. Students expelled for an indefinite period of time will complete two interviews before an application for readmission will be considered by the School Board. The purpose of these interviews is to evaluate progress and/or rehabilitation efforts needed to substantiate the student's readmission. Written evidence, such as letters of recommendation from employers, clergy, etc., will be required to document progress and/or rehabilitation.

**Principal Interview:** The student will complete an interview with the principal of the anticipated school of attendance.

**Assistant Superintendent Interview:** The student will complete an interview with the assistant superintendent.

2. Students must continue studies during the period of expulsion. Enrolling in the district's SMART program is recommended.

3. Students expelled for an indefinite period of time may apply for readmission by writing a letter to the School Board after first satisfying the provision of #1 and #2 above.

4. Readmission application letter will include reasons for desiring a return to school and will be submitted to the superintendent for a transmittal to the School Board.

5. Students expelled for an indefinite period of time who have completed #1 through #4 above will be scheduled to appear at a School Board executive session to discuss their readmission.

6. The School Board will act to approve or deny readmission following a student's appearance at an executive session.

#### ■ Disciplinary Due Process for Students with Disabilities

*(Ref. School Board Policy & Admin. Reg. 1054)*

Administrative Regulation 1054.1e provides information about procedural due process for regular education students. AR 1054 describes suspension, expulsion, and due process procedures for students with disabilities. *Ref: IDEA - 2004, Section 612(a)(1)(A)*

#### Behavior Intervention Plan

A student with a disability, who has an Individual Education Program (IEP) or Section 504 Plan, is expected to follow the Fairbanks North Star Borough School District Policies and Regulations. However, if a student has behaviors which impede his/her learning or the learning of others, their IEP or 504 Plan will include a Behavior Intervention Plan (BIP) based on a Functional Behavioral Assessment (FBA) to address these behaviors. The BIP will further

indicate any adaptations of school board disciplinary procedures.

#### Suspensions for Students with IEP or Section 504 Plan

1. Students with a disability, who are suspended for ten (10) days or less, are entitled to short-term disciplinary procedures, which apply to all students who receive suspensions.

a. The law requires that the IEP team meet within ten (10) days of the suspension conduct an FBA, and develop or review and modify the existing BIP. Parents are encouraged to be a part of this planning team.

2. Should a student with a disability be suspended for more than ten (10) consecutive or cumulative school days, the Multidisciplinary Team (MDT) shall determine if the behavior is a result or manifestation of his/her disability. The MDT must consider all relevant information of such behavior, including:

a. psychological evaluations and other assessments;  
b. information supplied by the parents;  
c. observations of the student; and

d. the IEP and current placement.

The team may determine that the behavior is not a manifestation of the student's disability only if they find that the IEP and placement are appropriate;

Special Education services and behavior intervention strategies were being provided as specified in the IEP; and

The student's disability did not impair his/her ability to understand the impact and consequences of such behavior and the student's ability to control the behavior.

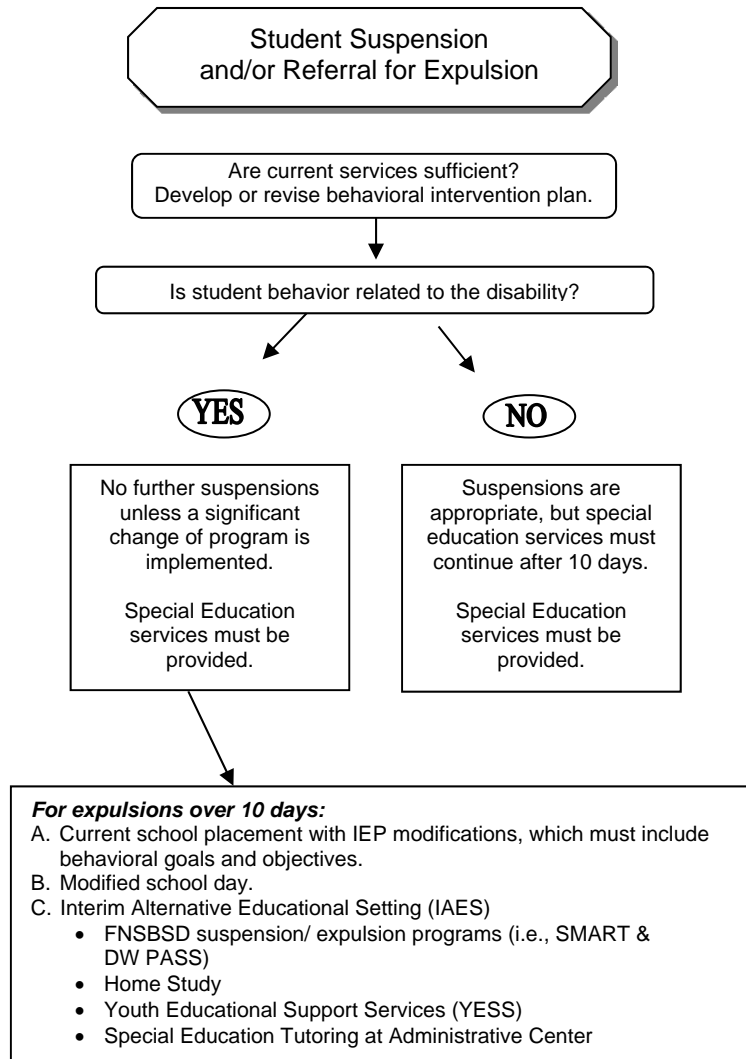
Parents have a right to challenge the team's determination in an expedited due process hearing. **Education Services Must Continue on Day Eleven of Suspension/ Expulsion**

If the team determines that the student's behavior is not a manifestation of his/her disability, the disciplinary procedures which apply to all students should be followed. Should it be decided that the student will be suspended or expelled for more than ten (10) days, the law requires that the district continue to provide a free appropriate public education as reflected in the student's IEP in an Interim Alternative Educational Setting (IAES). These services may be provided in either the FNSBSD suspension/expulsion programs (i.e., GIS+ & DW PASS), Youth Education Support Services (YESS), or Special Education tutoring at the Administrative Center.

Under certain conditions (i.e. possession of weapons or illegal drugs), the district may use IAES placements for not more than 45 school days for children with disabilities, if children without disabilities would be placed in alternative educational placements or would be excluded from school for the same disciplinary action.

The law provides for a number of procedural safeguards for both parents and students in these disciplinary procedures. These safeguards and expedited due process hearings will be provided to parents in their native language with meeting notices for any proposed changes in a student's placement.

## Special Education Suspension/ Expulsion Procedure Flow Chart



## **DISCIPLINE INFRACTIONS & CONSEQUENCES**

### **■ Aiding and Abetting Behavior**

*(Ref. School Board Policy & Admin. Reg. 1045.3)*

Aiding and abetting behavior exists as a violation in relation to the commission of a primary offense. Aiding and abetting is defined as instigating, helping, supporting, facilitating, promoting, suggesting, counseling, inciting, encouraging and/or assisting another person to commit, engage in, or accomplish a prohibited behavior. This includes:

- All assistance rendered by gossiping, note writing, and otherwise relaying information about a primary offense.
- Knowingly withholding information about an infraction of Policies 1045-1049.
- Failing to report information known beforehand that may have prevented a violation from occurring.
- Keeping secret the commission or accomplishment of a violation of Policies 1045-1049. Interfering with an investigation of an alleged violation of Policies 1045-1049.

See also School Board Policies and Administrative Regulations 1045.5 Authority to Investigate, and 1046.1 General Dishonesty. Actions taken when aiding and abetting behavior is committed may include:

### Elementary and Secondary Consequences:

The consequences imposed for aiding and abetting behavior shall be consistent with the consequences imposed for the violation of the primary offense.

### **■ Aggravating and Mitigating Circumstances**

*(Ref. School Board Policy & Admin. Reg. 1045.4)*

Whenever a student has been found to have violated a school board policy or school rule, the school principal shall factor aggravating and/or mitigating circumstances into the finding of the investigation. The principal or classroom teacher may, depending upon aggravating and/or mitigating circumstances, increase or decrease the severity of a disciplinary consequence.

### **Aggravating and Mitigating Circumstances**

Whenever a student has been found to have violated a school board policy or school rule, the school principal shall factor aggravating and/or mitigating circumstances into the finding of the investigation. The principal may, depending upon aggravating and/or mitigating circumstances, increase or decrease the severity of a disciplinary consequence. Classroom teachers may consider aggravating and/or mitigating circumstances when students violate classroom rules.

### **MITIGATING CIRCUMSTANCES**

**Mitigating** circumstances are defined as circumstances that decrease guilt or enormity. They do not constitute a justification or excuse of the offense in question, but which may be considered as extenuating or reducing the degree of moral culpability. **Individual mitigating circumstances** include, but are not limited to, the following:

#### **Individual Mitigating Circumstances**

##### **Prior Discipline History**

- Few prior disciplinary offenses
- Infrequent prior disciplinary offenses
- Unrelated prior disciplinary offenses

### **AGGRAVATING CIRCUMSTANCES**

**Aggravating** circumstances are defined as circumstances that increase guilt or enormity, but which are above and beyond the essential elements of the offense itself. **Individual aggravating circumstances** include, but are not limited to, the following:

#### **Individual Aggravating Circumstances**

##### **Prior Discipline History**

- Extensive prior disciplinary offenses
- Frequent prior disciplinary offenses
- Major or significant prior disciplinary offenses

##### **Current Discipline Status**

- Offender is currently expelled or under a trespass order

### **Discipline Record**



**Developmental Status**

- Age
  - Social/cognitive/emotional immaturity
  - Vulnerability
  - Physical size/strength
  - Perceived imbalance of power
  - Offender is a leader of a group who participated in the conduct
  - Offender knew or reasonably should have known that the victim was particularly vulnerable because of disability, ill health, or immaturity, physical size
- 

**MITIGATING CIRCUMSTANCES**

**AGGRAVATING CIRCUMSTANCES**

**Individual Mitigating Circumstances**

**Individual Aggravating Circumstances**

**Culpability**

Negligence – failing to perceive the nature and degree of risk associated with taking action; deviating from the standard of care a reasonable person would observe.

Intentional – determined to act in a certain way or to do a certain thing. An act is committed with intention when a person contemplates a result as not unlikely to follow from a deliberate act of his own. Whether the result is desired or not, that person may be said to have acted with intention.

**MITIGATING CIRCUMSTANCES**

**AGGRAVATING CIRCUMSTANCES**

**Individual Mitigating Circumstances**

**Individual Aggravating Circumstances**

**Harm or Impact**

- Off-handed threat with no apparent ability or intent to carry out the threat
  - No injury or only minor injury
  - Imminence of threat, apparent ability and intent to execute
  - Serious physical injury or harm requiring medical care
  - The prohibited conduct or action involved gang presence or gang-related behavior.
- 

**Individual's Mental Health**

- Initiating or modifying a course of medication
  - Identified physical/emotional trauma
  - Family dissolution
- 

**State of Conscience**

- Sincere verbal statements of regret/tears
  - Acknowledgement of wrong doing
  - Cooperation with investigation/owning up
  - Turns self in
  - Identifiable emotional circumstances
  - Remorseful
  - Would do it again if given a chance
  - Student justifies action
  - Delay in telling the truth
  - Stonewalling, lying, uncooperative, deceiving, threatening
-

**Likelihood of Rehabilitation**

- Parent Support
- Community resource support
- Probation officer not optimistic
- Lack of acknowledgement by parent
- Parent denial of student action
- Parental resistance/interference

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**Group Mitigating Circumstances**

The impact of group dynamics may also mitigate or aggravate an offense. These include, but are not limited to the following circumstances:

- The student, although an accomplice, played only a minor role in the commission of the offense.
- The prohibited conduct was principally accomplished by another person and the student manifested extreme caution or sincere concern for the safety or well-being of the victim.
- The student committed the prohibited conduct under a substantial degree of duress or coercion which significantly affected the student's conduct.
- The student was significantly influenced by a substantially more mature person
- The student acted with serious provocation from the victim
- The student assisted the school in detecting or apprehending other persons who engaged in prohibited conduct.

**Group Aggravating Circumstances**

- The student was the leader of a group of two or more persons who participated in the conduct.
- Another person sustained physical injury as a direct result of the student's conduct.
- The student knew or reasonably should have known that the victim was particularly vulnerable because of disability, ill health, or other factors.
- The student's conduct created a risk of imminent physical injury to three or more persons other than himself or herself.
- The student knowingly directed the prohibited conduct at another because of the person's race, sex, color, religion, physical or mental disability, ancestry, national origin, economic status, sexual orientation, or gender orientation.
- The prohibited behavior included the possession or distribution of prohibited substances under circumstance manifesting intent to distribute the substance as part of a commercial enterprise.
- The prohibited behavior involved the possession or distribution of prohibited substances in a large quantity.
- The prohibited conduct or action involved gang presence or gang-related behavior.

*A student who is suspended or expelled from school may not be present on any school district grounds, at any school district functions, or on a school bus for any reason during the duration of his or her suspension or expulsion. This includes activities after school hours.*

*If a student is present on school grounds during a suspension or expulsion, he or she will be subject to further disciplinary actions.*



- Disruptive behavior also includes gang-related behavior such as flashing gang sign(s), tagging with gang-related symbols or slogans, or soliciting for gang membership.

Action taken when disruptive behavior is committed may include:

**Elementary:**

- 1st offense ..... Principal's discretion
- 2nd offense ..... Up to 3-day short term suspension, principal's discretion
- 3rd offense ..... Up to 5-day short term suspension, principal's discretion
- Subsequent offense ..... Up to 10-day short term suspension, principal's discretion

**Secondary:**

- 1st offense ..... Principal's discretion
- 2nd offense ..... Minimum 3-day short term suspension, principal's discretion
- 3rd offense ..... Minimum 5-day short term suspension, principal's discretion
- 4th offense ..... Minimum 10-day short term suspension, principal's discretion
- Subsequent offense ..... Recommendation for long-term suspension or expulsion, principal's discretion

**■ Indecent Exposure** (Ref. Admin. Reg. 1046.41)

Indecent exposure is defined as mooning, flashing, streaking and nudity.

Action taken when disruptive behavior is committed may include:

**Secondary:**

- 1st offense ..... Minimum 5-day short term suspension, principal's discretion
- 2nd offense ..... Minimum 10-day short term suspension, principal's discretion
- Subsequent offense ..... Recommendation for long-term suspension or expulsion, principal's discretion

**■ Sexual Activity** (Ref. Admin. Reg. 1046.42)

Action taken when student engages in sexual activity may include:

**Secondary:**

- 1st offense ..... Minimum 10-day short term suspension, principal's discretion
- Subsequent offense ..... Recommendation for long-term suspension or expulsion, principal's discretion

**■ Insubordination**

(Ref. School Board Policy & Admin. Reg. 1046.5)

Insubordination is defined as behavior that intentionally disregards a specific directive given by any staff member or other adult in authority on school grounds or at any school-sponsored activity.

Action taken when a student is insubordinate may include:

**Elementary:**

- 1st offense ..... Principal's discretion
- 2nd offense ..... Up to 3-day short term suspension, principal's discretion
- 3rd offense ..... Up to 5-day short term suspension, principal's discretion
- Subsequent offense ..... Up to 10-day short term suspension, principal's discretion

**Secondary:**

- 1st offense ..... Principal's discretion

- 2nd offense ..... Minimum 3-day short term suspension, principal's discretion
- 3rd offense ..... Minimum 5-day short term suspension, principal's discretion
- 4th offense ..... Minimum 10-day short term suspension, principal's discretion
- Subsequent offense ..... Recommendation for long-term suspension or expulsion, principal's discretion

**■ Flagrant Disrespect**

(Ref. School Board Policy & Admin. Reg. 1046.6)

Flagrant disrespect is defined as offensive behavior, gestures, language, threats or acts directed at any staff member, student, or other person on school grounds or at any school-sponsored activity.

Action taken when flagrant disrespect is committed may include:

**Elementary:**

- 1st offense ..... Principal's discretion
- 2nd offense ..... Up to 3-day short term suspension, principal's discretion
- 3rd offense ..... Up to 5-day short term suspension, principal's discretion
- Subsequent offense ..... Up to 10-day short term suspension, principal's discretion

**Secondary:**

- 1st offense ..... Principal's discretion
- 2nd offense ..... Minimum 3-day short term suspension, principal's discretion
- 3rd offense ..... Minimum 5-day short term suspension, principal's discretion
- 4th offense ..... Minimum 10-day short term suspension, principal's discretion
- Subsequent offense ..... Recommendation for long-term suspension or expulsion, principal's discretion

**■ Harassment** (Ref. School Board Policy & Admin. Reg. 1046.7)

Harassment is defined as any verbal, nonverbal, written, physical conduct, or electronic communication relating to race, ethnicity, color, religion, creed, sex, age, national origin, physical or mental disability, marital status, change in marital status, pregnancy, parenthood sexual orientation, gender identity, disabled veterans, or other eligible veteran that is sufficiently severe, pervasive or persistent that is substantially interferes with or limits an individual's work, academic, athletic or activity performance or creates an intimidating, hostile or offensive academic or work environment. (See also School Board Policies 1022 and 1012.1 and ARs 1011 and 1012.1)

Action taken when harassment is committed may include:

**Elementary:**

- 1st offense ..... Principal's discretion
- 2nd offense ..... Up to 3-day short term suspension, principal's discretion
- 3rd offense ..... Up to 5-day short term suspension, principal's discretion
- Subsequent offense ..... Up to 10-day short term suspension, principal's discretion

**Secondary:**

- 1st offense ..... Principal's discretion
- 2nd offense ..... Minimum 3-day short term suspension, principal's discretion
- 3rd offense ..... Minimum 5-day short term suspension, principal's discretion
- 4th offense ..... Minimum 10-day short term suspension, principal's discretion
- Subsequent offense ..... Recommendation for long-term suspension or expulsion; principal's discretion

**Student misconduct which occurs off school property or outside the school day may be subject to school disciplinary action provided that the misconduct is shown to be related to school order.**

**■ Interfering with School Authority**

*(Ref. School Board Policy & Admin. Reg. 1046.8)*

Interfering with school authority is defined as physical or other behavior that prevents, deters, or otherwise thwarts school personnel in the performance of their duties.

Action taken when a student interferes with school authority may include:

Elementary:

- 1st offense .....Principal's discretion
- 2nd offense .....Up to 3-day short term suspension, principal's discretion
- 3rd offense.....Up to 5-day short term suspension principal's discretion
- Subsequent offense.....Up to 10-day short term suspension, principal's discretion

Secondary

- 1st offense .....Principal's discretion
- 2nd offense .....Minimum 3-day short term suspension, principal's discretion
- 3rd offense.....Minimum 5-day short term suspension, principal's discretion
- 4th offense .....Minimum 10-day short term suspension, principal's discretion
- Subsequent offense.....Recommendation for long-term suspension or expulsion, principal's discretion

**■ Failure to Report Dangerous Object or Criminal Offense**

*(Ref. School Board Policy & Admin. Reg. 1046.9)*

Failure to report is defined as behavior in which a student has knowledge of the presence of a dangerous object on school grounds, on school buses, or at school-sponsored activities or has knowledge another student plans to commit or has committed a criminal act, as defined in school board policy 1048.6, on school buses, or at school sponsored activities, and knowingly fails to report the information to school authorities.

Examples of a violation include but are not limited to when a student knowingly:

- withholds information about a dangerous situation involving a dangerous object or a criminal act
- fails to report information know beforehand that may have prevented a situation involving a dangerous object or criminal act from occurring
- keeps secret the presence of a dangerous object or the commission or accomplishment of a criminal act violating Policy 1048.6
- possesses and withholds visual recording containing images of a dangerous object or criminal act.

A student acts "knowingly" with respect to conduct or to a circumstance described in the administrative regulation when the student is aware that the conduct is of that nature or that the circumstances exists; knowledge is established if a student is aware of a substantial probability of its

existence.

Action taken when a student fails to report a dangerous object or a criminal act may include:

Elementary:

- All offense ..... Principal's discretion

Secondary:

- 1st offense ..... Principal's discretion not to exceed the equivalent to the consequences for the first violation of the primary offense, or a 10-day short term suspension, whichever is less.
- 2nd offense ..... Principal's discretion not to exceed the equivalent to the consequences for the second violation of the primary offense, or a long-term suspension or expulsion whichever is less.
- Subsequent offense.....Recommendation for long-term suspension or expulsion, principal's discretion

**Behavioral Standards Involving Property**

*(Ref. School Board Policy 1047)*

This section outlines consequences for violation of policies regarding: **theft or embezzlement, trespassing, damage, destruction and/or vandalism and computer misuse/damage.**

In addition to the consequences that follow, law enforcement may be contacted and restitution and/or community service may be required for all property damage or loss. Law enforcement may be contacted.

**■ Theft or Embezzlement**

*(Ref. School Board Policy & Admin. Reg. 1047.1)*

Theft is defined as the taking of personal or school property without the owner's permission for oneself or another person, or possession of stolen items or items reported stolen. This includes finding property and failing to find the owner or turn it in to school officials, or the obtaining of property that is lost, mislaid, or delivered by mistake, or the theft of food and beverages from the district's meal program.

Embezzlement is defined as behavior that takes money from school or school activity funds which the student has been entrusted to handle. (See also 1046.2 Academic Dishonesty)

Actions taken when theft or embezzlement is committed may include notifying local law enforcement and the principal may require restitution for all property damage or loss.

Elementary Consequences:

- 1st offense..... Principal's discretion
- 2nd offense ..... Minimum 3-day short term suspension, principal's discretion
- 3rd offense ..... Minimum 5-day short term suspension, principal's discretion
- 4th offense ..... Minimum 10-day short term suspension, principal's discretion
- Subsequent offense ..... Recommendation for long-term suspension or expulsion, principal's discretion

**Secondary Consequences:**

- 1st offense .....Principal's discretion
- 2nd offense .....Minimum 3-day short term suspension,  
principal's discretion
- 3rd offense .....Minimum 5-day short term suspension,  
principal's discretion
- 4th offense .....Minimum 10-day short term suspension,  
principal's discretion
- Subsequent offense.....Recommendation for long-term  
suspension or expulsion, principal's discretion

- 3rd offense ..... Up to 5-day short term suspension,  
principal's discretion
- 4th offense ..... Up to 10-day short term suspension,  
principal's discretion
- Subsequent offense .....Recommendation for long-term  
suspension or expulsion, principal's discretion

**■ Trespassing**

*(Ref. School Board Policy & Admin. Reg. 1047.2)*

Trespassing is defined as behavior wherein the student enters or remains in or upon school district premises without permission or in violation of school action, law, or court order, with or without the intent to commit a crime.

Actions taken when trespassing is committed may include:

**Elementary and Secondary Consequences:**

- 1st violation of district's trespass action ..... Principal discretion  
law enforcement may be contacted.  
written notification to parents/guardian and  
a copy in the student's file.
- 2nd violation of district's trespass action .... Principal discretion  
up to and including recommendation for  
long-term suspension or expulsion;  
contact local law enforcement issues  
criminal trespass order
- Subsequent violation after criminal  
trespass order issued ..... Principal discretion, up  
to and including recommendation for expulsion;  
for an indefinite period of time;  
law enforcement shall be contacted

**Secondary Consequences:**

- 1st offense ..... Principal's discretion
- 2nd offense ..... Up to 3-day short term suspension,  
principal's discretion
- 3rd offense ..... Up to 5-day short term suspension,  
principal's discretion
- 4th offense ..... Up to 10-day short term suspension,  
principal's discretion
- Subsequent offense .....Recommendation for long-term  
suspension or expulsion, principal's discretion

**■ Computer Misuse/ Damage**

*(Ref. School Board Policy & Admin. Reg. 1047.4)*

Computer misuse and/or damage is defined as:

- Any attempt to deface, disable, or destroy school district computers, peripherals, or other network hardware either electronically or physically and resulting in actual damage;
- Reckless or intentional copying, modifying, or deleting the data or programs of another user or any other agencies or networks that are connected to the school district's system;
- Gaining access or attempting to gain access to unauthorized systems, or to access inappropriate materials from school computers, introduction of malicious logic in either a computer or network;
- Using a school district computer or network to communicate offensive materials, language or acts toward a student, a staff member, or any person;
- Behavior that misuses resources in violation of the Acceptable Computer Use Policy. (See also 1046.2 Academic Dishonesty and 1047.3 Damage, Destruction and/or Vandalism.)

Local law enforcement may be notified. The principal may require restitution from the offending student for all school district property damage or loss due to any computer misuse or damage.

Actions taken when computer misuse or damage is committed may include:

**Elementary Consequences:**

- 1st offense .....Principal's discretion regarding loss  
of computer use
- 2nd offense ..... Up to 3-day short term suspension,  
loss of computer use
- Subsequent offense ..... Up to 5-day short term suspension,  
loss of computer use

**Secondary Consequences:**

- 1st offense ..... Principal's discretion\*
- 2<sup>nd</sup> offense ..... Minimum. 3-day short term suspension and,  
loss of computer use for semester\*
- 3rd offense ..... Minimum .5-day short term suspension, and  
loss of computer use for full year\*
- 4th offense ..... Minimum 10-day short term suspension, and  
permanent loss of computer use\*
- Subsequent offense .....Recommendation for long-term  
suspension or expulsion at principal's discretion\*

\* Loss of computer privileges could result in student receiving

**Procedures for Seeking Reimbursement**

If restitution is sought, the school district may:

- 1) Consult with facilities management department for cost of damage or loss to school district property.
- 2) Withhold grades and diploma until restitution is made.
- 3) See assistance of the borough legal department or pursue remedies provided by law.

**■ Damage, Destruction and/or Vandalism**

*(Ref. School Board Policy & Admin. Reg. 1047.3)*

Damage, destruction, and vandalism is behavior that attempts to or actually damages, defaces, disables, or destroys school property, or personal or private property on school grounds, on school transportation, or at school-sponsored events. Damage, destruction or vandalism may be caused by negligent, reckless, intentional, or malicious conduct. The more intentional the state of mind to cause damage, destruction or vandalism, and/or the more serious the damage, the more serious the offense. (See also 1047.4 Computer Misuse/Damage.)

Law enforcement may be notified. The principal may require restitution from the offending student for all school district property damage or loss due to any vandalism, damage or destruction.

Actions taken when damage, destruction, and/or vandalism is committed:

**Elementary Consequences:**

- 1st offense ..... Principal's discretion
- 2nd offense .....Up to 3-day short term suspension,

an academic penalty as well as a disciplinary penalty if student is enrolled in classes requiring computer use. An alternate assignment may be available, or the consequence could result in the student being withdrawn from the course and receiving an "F."

*Students have a right to be safe at school and learn in a stimulating, inclusive, safe learning community in which they take intellectual risks and work independently and collaboratively.*

*Students are expected to contribute to the maintenance of a safe learning community by reporting to school administrators or other school staff when they are aware of a dangerous object or activity that could disrupt or threaten school safety.*

## Behavioral Standards Involving Violence and/or Weapons

(Ref. School Board Policy 1048)

This section outlines consequences for violation of policies regarding: hazing, intimidating behavior/bullying, fighting, physical aggression, vehicle offenses, firearms, guns, or other weapons, criminal offenses, including but not limited to: arson, assault dangerous action, false alarm, paraphernalia, threat/extortion/ blackmail/coercion

### ■ Hazing

(Ref. School Board Policy and Admin. Reg. 1048.1)

Hazing is defined as a behavior or pattern of behavior directed at one or more specific individuals which persecutes, harasses, humiliates, degrades, or endangers the physical safety of an individual.

Actions taken when hazing is committed may include:

#### Elementary Consequences:

- 1st offense .....In-school short term suspension, principal's discretion
- 2nd offense .....Out-of-school short term suspension, principal's discretion
- 3rd offense .....Up to 3-day short term suspension, principal's discretion
- 4th offense .....Up to 5-day short term suspension, principal's discretion
- Subsequent offense .....Up to 10-day short term suspension, principal's discretion

#### Secondary Consequences:

- 1st offense .....Principal's discretion
- 2nd offense .....Recommendation for long term suspension or expulsion, principal's discretion
- 3rd offense .....Recommendation for expulsion for indefinite period of time, principal's discretion

### ■ Initiations

All forms of initiations by school or non-school groups are prohibited unless prior approval has been obtained from the building principal. An initiation is defined as a ceremony, ritual, test, or activity with which a group admits a new member. (See School Board Policy & Admin Reg. 1048.2)

### ■ Intimidating Behavior/Bullying

(Ref. School Board Policy & Admin. Reg. 1048.2)

Intimidating Behavior/Bullying is defined as intentional and

generally unprovoked attempts by one or more individuals

to inflict physical harm or emotional distress upon another person or group. The misbehavior may be direct or indirect. Some examples include, but are not limited to:

- Physical intimidation - punching, hitting, poking, choking, hair pulling, beating, biting, unwanted tickling, and encroachment of personal space
- Verbal intimidation - teasing, tormenting, gossiping, spreading rumors, name-calling, ridicule, and insults
- Emotional intimidation - rejection, terrorizing, humiliation, ostracizing, or the fearful anticipation by the victim of future attacks
- Sexual intimidation - sexual propositioning, voyeurism, or escalation to physical contact. Includes but is not limited to indecent exposure, pulling down another's pants, etc.

Actions taken when intimidating behavior/bullying is committed may include:

#### Elementary Consequences:

- 1st offense ..... Principal's discretion
- 2nd offense ..... Up to 3-day short term suspension, principal's discretion
- 3rd offense ..... Up to 5-day short term suspension, principal's discretion
- 4th offense ..... Up to 10-day short term suspension, principal's discretion
- Subsequent offense .....Recommendation for long term suspension or expulsion, principal's discretion

#### Secondary Consequences:

- 1<sup>st</sup> offense ..... Up to 3-day short term suspension, principal's discretion
- 2nd offense ..... Up to 5-day short term suspension, principal's discretion
- 3rd offense ..... Up to 10-day short term suspension, principal's discretion
- Subsequent offense .....Recommendation for long term suspension or expulsion, principal's discretion

### ■ Physical Aggression

(Ref. School Board Policy and Admin. Reg.1048.4)

Physical aggression is defined as posturing or challenging behavior that conveys fighting or flagrant disrespect. This includes but is not limited to aggressively violating another's personal space, chest/belly bumping, tripping, kicking, hitting, spitting, or otherwise defiling another person. Action taken when physical aggression is committed may include:

#### Elementary Consequences:

- 1st offense ..... Principal's discretion
- 2nd offense ..... Up to 3-day short term suspension, principal's discretion
- 3rd offense ..... Up to 5-day short term suspension, principal's discretion
- 4th offense ..... Up to 10-day short term suspension, principal's discretion
- Subsequent offense .....Recommendation for long term suspension or expulsion, principal's discretion

#### Secondary Consequences:

- 1<sup>st</sup> offense ..... Principal's discretion
- 2<sup>nd</sup> offense ..... Up to 3-day short term suspension, principal's discretion
- 3rd offense ..... Up to 5-day short term suspension,

principal's discretion  
 4th offense .....Up to 10-day short term suspension.  
 principal's discretion  
 Subsequent offense ..... Recommendation for long term  
 suspension or expulsion, principal's discretion

**■ Fighting**

*(Ref. School Board Policy & Admin. Reg. 1048.3)*

Fighting is defined as behavior that results in physical conflict or mutual combat between two or more individuals, regardless of who initiated the conflict. Mitigating and aggravating circumstances may be considered when determining the appropriate disciplinary consequence.

Action taken when fighting is committed may include:

Elementary Consequences:

1st offense .....Principal's discretion  
 2nd offense .....Up to 3-day short term suspension,  
 principal's discretion  
 3rd offense .....Up to 5-day short term suspension,  
 principal's discretion  
 4th offense .....Up to 10-day short term suspension.  
 principal's discretion  
 Subsequent offense ..... Recommendation for long term  
 suspension or expulsion, principal's discretion

Secondary Consequences:

1<sup>st</sup> offense.....Up to 3-day short term suspension,  
 principal's discretion  
 2nd offense .....Up to 5-day short term suspension,  
 principal's discretion  
 3rd offense .....Up to 10-day short term suspension.  
 principal's discretion  
 Subsequent offense ..... Recommendation for long term  
 suspension or expulsion, principal's discretion

**■ Vehicle Offense**

*(Ref. School Board Policy & Admin. Reg. 1048.5)*

Vehicle offense is defined as behavior that involves misuse or misconduct (e.g., a parking violation, a moving violation, or reckless or threatening behavior) with a vehicle or vehicles (e.g., cars, motorcycles, all-terrain vehicles, snow machines, bicycles, etc.) on school district property or at a school sponsored activity.

Action taken when a vehicle offense is committed may include:

Elementary Consequences:

1st offense .....Up to 10-day short term suspension,  
 principal's discretion

Secondary Consequences:

All parking violations .....Up to temporary suspension of  
 driving privileges, principal discretion  
 1<sup>st</sup> moving offense .....Revocation of driving privileges,  
 principal's discretion, local law enforcement  
 may be contacted  
 2<sup>nd</sup> moving offense ..... Up to short-term suspension from  
 school, revocation of driving privileges, principal's  
 discretion, local law enforcement may be contacted  
 Subsequent moving offense ..... Up to recommendation  
 for long-term suspension or expulsion,  
 permanent revocation of driving privileges,  
 principal's discretion, local law enforcement  
 may be contacted

**■ Criminal Offenses**

*(Ref. School Board Policy & Admin. Reg. 1048.6)*

Criminal offenses are defined as any violation of federal,

state, or local criminal laws, statutes, or ordinances by students when under school authority. Arson, Assault, False Alarm, Threat/ Extortion/ Blackmail/ Coercion, Paraphernalia, and Dangerous Action, are among the more likely criminal offenses, but all criminal offenses that occur under school authority are subject to disciplinary action. Students violating criminal laws may receive disciplinary sanctions up to and including expulsion for an indefinite period. Local law enforcement may be notified and may be requested to respond.

Elementary and Secondary Consequences:

All offenses ..... Recommendation up to and including  
 expulsion for an indefinite period, principal's discretion

**■ Arson**

*(Ref. Admin. Reg. 1048.61)*

Arson is defined as behavior that attempts to or actually starts a fire or causes an explosion that burns buildings or property, or acts in a manner that could lead to a fire or explosion. (See also 1048.65 Paraphernalia.)

Actions take when arson is committed may include:

Elementary and Secondary Consequences:

All offenses ..... Recommendation up to and including  
 expulsion for an indefinite period, principal's discretion,  
 law enforcement shall be notified or requested to respond,  
 referral for a threat assessment

**■ Assault**

*(Ref. Admin. Reg. 1048.62)*

Assault is defined as behavior that negligently, recklessly or intentionally places another in fear of imminent serious physical injury or causes physical injury or that negligently, recklessly or intentionally subjects another to unwanted sexual contact. The more intentional the state of mind to cause injury and/or the more serious the injury, the more serious the assault.

Actions taken when assault is committed may include:

Elementary Consequences:

All offenses ..... Recommendation up to and including  
 long-term suspension or expulsion, principal's  
 discretion, law enforcement may be notified or  
 requested to respond

Secondary Consequences:

All offenses ..... Recommendation up to and including  
 long-term suspension or expulsion up to and  
 including expulsion for an indefinite period, principal's  
 discretion, law enforcement may be notified or  
 requested to respond,





**■ Dangerous Action**

(Ref. Admin. Reg. 1048.66)

*Dangerous action* is defined as behavior that endangers the safety of self or others.

Action taken when a dangerous action is committed may include:

Elementary Consequences:

- 1st offense ..... Principal's discretion
- 2nd offense .....Up to 3-day short term suspension, Principal's discretion
- 3rd offense .....Up to 5-day short term suspension, principal's discretion
- 4th offense .....Up to 10-day short term suspension, principal's discretion
- Subsequent offense ..... Recommendation for long-term suspension or expulsion, principal's discretion

Secondary Consequences:

- 1st offense ..... Principal's discretion
- 2nd offense .....Up to 3-day short term suspension, principal's discretion
- 3rd offense .....Up to 5-day short term suspension, principal's discretion
- 4th offense .....Up to 10-day short term suspension, principal's discretion
- Subsequent offense ..... Recommendation for long-term suspension or expulsion, principal's discretion

**■ False Alarm**

(Ref. Admin. Reg. 1048.63)

A false alarm is behavior that calls in threats to, or about, a school or district property or school-sponsored activity, activates a false fire alarm, or makes an emergency call under false circumstances. (See also Admin Reg. 1048.2-Intimidating Behavior/ Bullying,1048.64-Threat/ Extortion/ Blackmail/ Coercion and 1048.7-Firearms, Guns or Other Weapons.)

Actions taken when a false alarm is committed may include:

Elementary Consequences:

- All offenses: ..... Principal's discretion

Secondary Consequences:

- All offenses ..... Recommendation up to and including expulsion for an indefinite period, principal's discretion, law enforcement may be notified or requested to respond.

**■ THREAT/ EXTORTION/ BLACKMAIL/ COERCION**

(Ref. Admin. Reg. 1048.64)

**Threat** whether verbal, written or physical, creates fear of bodily harm.

**Extortion** obtains property from another induced by wrongful use of actual or threatened force, violence or fear

**Blackmail** makes an unlawful demand for money or property under threat of disclosing information

**Coercion** compels another to engage in/or abstain from conduct contrary to the person's legal right, by means of fear of physical injury or exposure. Local law enforcement may be contacted. (See also Admin. Reg.1048.63-False Alarm.)

Action taken when the above is committed may include:

Elementary Consequences:

- 1st offense ..... Principal's discretion
- 2nd offense ..... Up to 3-day short term suspension, principal's discretion
- 3rd offense ..... Up to 5-day short term suspension principal's discretion
- Subsequent offense ..... Up to 10-day suspension, principal's discretion

Secondary Consequences:

- 1st offense ..... Principal's discretion
- 2nd offense ..... Up to 3-day short term suspension, principal's discretion
- 3rd offense ..... Up to 5-day short term suspension principal's discretion
- 4<sup>th</sup> offense ..... Up to 10-day short term suspension, principal's discretion
- Subsequent offence .....Recommendation for long-term suspension or expulsion, principal's discretion

**■ Paraphernalia**

(Ref. Admin. Reg. 1048.65)

Behavior that constitutes possession or use of items, devices, equipment, and/or products associated with:

- combustion or fire starting
- weapons, including ammunition for firearms and guns; projectiles such as arrows; and nuclear, biological, chemical or explosive materials.
- smoking and/or the use of tobacco or nicotine
- electronic cigarettes and other nicotine delivery systems
- illegal drinking and the use of alcohol or
- marijuana, inhalants, narcotics, depressants, hallucinogen or stimulant.

while on school grounds or at school-sponsored activities. (See also Admin. Reg. 1049.1-Use ,Possession, and/or Distribution of Alcohol and other Drugs,1048.61-Arson, and 1049.3-Tobacco or Nicotine Violations.)

Action taken when paraphernalia offense is committed may include confiscation of item(s), equipment and/or product(s) and:

Elementary Consequences:

- 1st offense ..... Principal's discretion
- 2nd offense ..... Up to 3-day short term suspension, principal's discretion
- 3rd offense ..... Up to 5-day short term suspension, principal's discretion
- Subsequent offense ..... Up to 10-day short term suspension, principal discretion

Secondary Consequences:

- 1st offense ..... Principal's discretion
- 2nd offense ..... Minimum 3-dayshort term suspension, principal's discretion
- 3rd offense ..... Minimum 5-day short term suspension, principal's discretion
- 4th offense ..... Minimum 10-day short term suspension. principal's discretion
- Subsequent offense .....Recommendation for long-term suspension or expulsion, principal's discretion

**GUN FREE SCHOOLS ACT**

On May 31, 1994, the Elementary and Secondary Education Act of 1965 (ESEA) was amended to include the Gun-Free Schools Act.

**Title VIII – Gun-Free Schools**

“Sec. 8001. Gun-free requirements”

- (1) IN GENERAL – No assistance may be provided to any local educational agency under this Act unless such agency has in effect a policy requiring the expulsion from school for a period of not less than one year of any student who is determined to have brought a weapon to a school under the jurisdiction of the agency except such policy may allow the chief administering officer of the agency to modify such expulsion requirements for a student on a case-by-case basis.
- (2) DEFINITION – For the purpose of this section, the term “weapon” means a firearm as such term is defined in section 921 of Title 18, United States Code.

Behavioral Standards Involving Violence and/or Weapons

**Firearms, Deadly Weapons or Weapons**

(Ref. School Board Policy 1048.7)

Students shall not knowingly possess use, or threaten to use a firearm, a deadly weapon, a defensive weapon, or their replicas in school buildings, on school grounds including school parking lots, on district-provided transportation, or at any school-related or school-sponsored activity unless prior written permission has been obtained from the superintendent, the principal, or their designee.

For all students, the minimum original disciplinary consequence for violating this policy by **possession of a firearm is expulsion from school for one calendar year.**

For all students, the minimum original disciplinary consequence for violating this policy with **possession of a deadly weapon shall be suspension from school for at least thirty (30) school days....**

**Firearms, Deadly Weapons, or Weapons**

(Ref. Admin Reg. 948.7)

Administrative regulations specify the disciplinary consequences for students who violate the Firearms, Deadly Weapons, and Weapons policy. (See School Board Policy 1048.7). Federal and state law mandate the imposition of minimum original disciplinary consequences for firearms and some deadly weapons violations.

Voluntary relinquishment of a firearm or deadly weapon may not be considered when imposing the original disciplinary action involving firearms or deadly weapons. However, the superintendent may consider a student’s voluntary relinquishment to school authorities of a firearm or deadly weapon as a mitigating factor when determining a modification to the original disciplinary action mandatory minimum.

**Firearms**

Definition: Section 921(a) of Title 18 of the United States Code defines firearm to include any weapon (including starter gun) that will be, or is designed to or may readily be, converted to expel a projectile by the action of an explosive. This includes, but is not limited to:

- 1. Guns such as revolvers, pistols, shotguns, rifles, automatic or semiautomatic pistols or handguns, starter guns, machine pistols, machine guns, and zip guns:
  - a) the frame or receiver of any firearm;
  - b) any firearm muffler or silencer;
  - c) any destructive device which includes:
    - Any explosive, incendiary or poison gas, including:
      - bomb,
      - grenade,
      - rockets having a propellant charge of more than four ounces
      - missile having an explosive or incendiary charge of more than one-quarter ounce
      - mine, or
      - similar device
- 2. Any weapon that will, or that may be readily converted to expel a projectile by the action of an explosive or other propellant, and that has a barrel with a bore of more than one-half inch in diameter.
- 3. Any combination or parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

Firearms Offenses: Behavior that involves **possession of, use of, or threatened use while in possession** of firearms in school buildings, on school grounds, in school parking lots, on district-provided transportation, or at any school-related or school-sponsored activity away from school or in violation of School Board Policy 1048.7 is prohibited.

Consequences: Disciplinary actions taken when **firearms** offenses are committed shall include:

Elementary and Secondary Consequences:

All Offenses .....Original disciplinary action minimum  
automatic one year (365 days) expulsion from school. The superintendent may issue a modification to the full calendar year expulsion in writing on a case-by-case basis.

**Deadly Weapons**

Definition: Deadly weapon means anything other than a firearm that is designed for and capable of causing death or serious physical injury, including antique firearms, an axe, a club, metal knuckles or other martial arts weapons, toxic chemicals and biological substances, and some knives or similar instruments with a rigid blade and sharp cutting edge designed for causing death or serious physical injury. Knives which have not been designed for causing death or serious physical injury are excluded from the definition of deadly weapon but are prohibited as weapons and dangerous instruments.

**Deadly Weapon Possession Offenses and Consequences:**

Behavior that involves possessing a deadly weapon or replica of a deadly weapon in school buildings, on school grounds including parking lots, on district-provided transportation, or at any school-related or school-sponsored activity in violation of School Board Policy 1048.7 is prohibited. Parents and local law enforcement shall be notified. Deadly weapons shall be confiscated and turned over to law enforcement.

The original minimum disciplinary action for **possession of a deadly weapon** shall be **long-term suspension** from school for **not less than thirty (30) days**. The student may be required to obtain a threat assessment. The principal has the discretion to impose a more severe original disciplinary sanction than the minimum if warranted. The superintendent may issue a modification to the mandatory minimum on a case-by-case basis.

**Consequences for Use or Threatened Use of a Deadly Weapon:**

Behavior that involves use or threatened use of a deadly weapon in school buildings, on school grounds including parking lots, on district-provided transportation, or at any school-related or school-sponsored activity in violation of School Board Policy 1048.7 is prohibited. Deadly weapons shall be confiscated and parents and local law enforcement shall be notified.

The original minimum disciplinary action for **threatening use of a deadly weapon in a student's possession** shall be **long-term suspension** from school for **not less than thirty (30) days**. The student may be required to obtain a threat assessment. The principal has the discretion to impose a more severe original disciplinary sanction, up to and including expulsion for an indefinite period of time, if warranted. The superintendent may issue a modification to the mandatory minimum on a case-by-case basis.

The original minimum disciplinary action for **use of a deadly weapon in a student's possession** shall be **long-term suspension** from school for **not less than forty-five (45) days**. The principal has the discretion to impose a more severe original disciplinary sanction, up to and including expulsion for an indefinite period of time, if warranted. The superintendent may issue a modification to the mandatory minimum on a case-by-case basis.

**■ Weapons Other Than Firearms or Deadly Weapons**

A. **Definition:** The term weapon means any object or device that is used as or looks like a weapon, other than a firearm or deadly weapon. The term includes, but is not limited to:

- salable fireworks (consumer grade);
- paint ball gun;
- squirt gun;
- BB, spring, air and pellet guns;
- defensive weapon, such as an electric stun gun or a device to dispense mace or similar chemical agent, that is not designed to cause death or serious bodily injury;
- a knife that does not meet the definition of deadly weapon because it is not designed for and capable of causing death or serious physical injury;
- dangerous instrument and other object when its possession is for the purpose of causing a person bodily harm or placing a person in fear of bodily harm;

- a toy gun which looks like a real firearm but is not capable of being readily converted to expel a projectile by the action of an explosive; and
- a toy knife that is indistinguishable in appearance from a real knife.

In determining whether a sharp knife is a weapon or a deadly weapon, consideration should be given to whether it is apparent the knife was designed for a specific useful purpose other than causing death or serious physical injury. Examples of knives that maybe considered include a leatherman tool, utility knife, xacto knife, and small souvenir pocket knife.

**B. Weapon Possession Offenses and Consequences:**

Behavior that involves possession of any weapon, in violation of School Board Policy 1048.7 is prohibited except for instructional materials as provided below. The weapon will be confiscated and local law enforcement may be notified or requested to respond. The prohibition on possession of weapons does not extend to possession within the classroom of supplies and material provided as part of the instructional curriculum of a class in which a student is enrolled, such as kitchen knives in a home economics class or scalpels in a science lab.

**Disciplinary actions** for all offenses of **possession** of a weapon, excluding:

- toy gun or toy knife easily recognized as a child's plaything (see AR 1048.7 – 3.D.); or
  - squirt gun by an elementary student (see AR 1048.7 – 3.E.);
- shall include:

**Elementary Consequences:**

**Grades K-3:**

- 1st offense ..... up to 3-day short term suspension, principal's discretion
- 2nd offense ..... up to 5-day short term suspension, principal's discretion
- 3rd offense ..... up to 10-day short term suspension, principal's discretion

**Grades 4-6:**

- 1st offense ..... up to 5-day short term suspension, principal's discretion
- 2nd offense ..... up to 10-day short term suspension, principal's discretion
- 3rd offense ..... up to 20-day short term suspension, principal's discretion

**Secondary Consequences:**

- 1st offense ..... 5-day short term suspension, principal's discretion
- 2nd offense ..... 10-day short term suspension, principal's discretion
- 3rd offense ..... 20-day long term suspension, principal's discretion
- Subsequent offense ... Recommendation for long-term suspension or expulsion, principal's discretion

**C. Weapon Use or Threatened Use Offenses and Consequences:**

Behavior that involves *use to cause harm or threatened use while in possession* of any weapon, in violation of School Board Policy 1048.7 is prohibited. The weapon will be confiscated and local law enforcement may be notified or requested to respond. The exception in AR 1048.7 – 3.B permitting possession of instructional materials within the classroom does not extend to their possession outside the classroom or their use for purposes other than those provided by the curriculum.

For **all students**, the consequences for **use to cause harm** of a weapon shall be at the **principal's discretion with a recommended minimum of a 30-day long term suspension**.

For **all students**, the consequences for **threatened use while in possession of a weapon** shall be at the **principal's discretion with a recommended minimum of a 20-day long term suspension**.

**D. Toy Gun and Toy Knife Offenses:**

Behavior that involves *possession, use or threatened use while in possession of a toy knife or gun*, easily recognized as a child's plaything, including a Nerf-like gun but excluding those that look real in violation of School Board Policy 1048.7 is prohibited. The toy gun or toy knife will be confiscated.

**Elementary Consequences:**

- 1st offense..... principal's discretion
- 2nd offense..... up to 3-day short term suspension, principal's discretion
- 3rd offense..... up to 5-day short term suspension, principal' discretion

**Secondary Consequences:**

- 1st offense..... 3-day short term suspension, principal's discretion
- 2nd offense..... 5-day short term suspension, principal's discretion
- 3rd offense..... 10-day short term suspension, principal's discretion
- Subsequent offense..... Long-term suspension or expulsion, principal's discretion

**E. Squirt Gun Offenses at Elementary:**

Behavior by an elementary student that involves any *possession of a squirt gun*, regardless of whether there is actual or threatened use, in school buildings, on school grounds, in school parking lots, on district-provided transportation, or at any school-related or school-sponsored activity away from school, or in violation of School Board Policy 1048.7 is prohibited. The squirt gun will be confiscated.

**Elementary Consequences:**

- 1st offense..... principal's discretion
- 2nd offense..... up to 3-day short term suspension, principal's discretion
- 3rd offense..... up to 5-day short term suspension, principal's discretion
- 4th offense..... up to 10-day short term suspension, principal's discretion
- Subsequent offense..... Long term suspension, principal's discretion

**■ Procedural Guidelines for Modifications to Original Disciplinary Action Minimums**

- A. School administrators are required to issue:
  1. mandatory one year (365 calendar days) expulsions for firearm violations;
  2. mandatory minimum 30-school day long-term suspensions for possession of or threatened use while in possession of a deadly weapon violations; and
  3. mandatory minimum 45-school day long-term suspensions for use of a deadly weapon violations.
- B. School administrators carry out preliminary information gathering regarding the violation and prepare a written recommendation regarding a modification to the original disciplinary action minimum for the superintendent.

- C. The superintendent may issue a modification to the mandatory minimum original discipline.
- D. Modifications are made on a case-by-case basis and in writing.
- E. The school district shall comply with the original disciplinary action minimums imposed on students with disabilities consistent with IDEA and Section 504.

**■ Amnesty Opportunity**

The Fairbanks North Star Borough School District has zero tolerance for weapons. The district, in an effort to minimize exclusionary discipline consequences under the weapons policies, establishes an amnesty opportunity at each school. Non-violent students who inadvertently bring banned objects to school, or find them in route or on school grounds, can give them to a school official without fear of discipline. These **items may not be shown to other students prior to submitting them to a school official** to be considered under the amnesty policy.

Building administrators have the final determination whether or not the amnesty policy applies in discipline circumstances involving weapons.

**Definitions**

A. **Serious physical injury:** Limited to violent incidents in school buildings, on school grounds, in school parking lots, on district-provided transportation, or at any school-related or school-sponsored activity away from school, that result in student(s) requiring professional medical attention. Examples include stab or bullet wounds, concussions, fractured or broken bones, or cuts requiring stitches.

B. **Bodily harm:** A detrimental loss or injury to the body.

C. **Victim:** The person who is the object of a crime or disciplinary offense; in comparison to a witness, spectator, or bystander, who is one present and personally sees, hears, or perceives a concern.

D. **Rubric for Determining Appropriate Consequences for Weapons Violations.**(See Appendix A – 1048.7).

**Legal References:**

- Gun-Free Schools Act (GFSA) 20 USC §7151 (Public Law 103-227)
- No Child Left Behind (NCLB) Act of 2001 (Public Law 107-110) 18 USC §921
- AS 11.61.210
- AS 14.03.160

**Alcohol and Other Unauthorized Substance Violations**

(Ref. School Board Policy & Admin. Reg. 1049-1049.3)

**■ Use, Possession, and/or Distribution of Alcohol, or Other Unauthorized Substances**

(Ref. Admin. Reg 1049.1)

It is a violation of policy for a student to use, possess, or be under the influence of alcohol, or other unauthorized substance at any time while on school grounds, going to or leaving school, during school hours or while in transit to or from, or during school sponsored activities.

**Unauthorized substance includes:** alcohol, marijuana, hallucinogens, narcotics, depressants, stimulants and inhalants. The term also includes any substance designed or intended to imitate, look like or represented as an unauthorized substance.

The term includes any prescription medication or nonprescription medication or over the counter substance:

- misused,
- possessed for misuse, or
- distributed with knowledge of intent to misuse.
- used or misused improperly alter consciousness
- used or misused to improperly affect a function of the body, resulting in harm used or misused under circumstances presenting a potential for harm.(Cross reference Policy and Administrative Regulation 1062.2 - Adminstrating Medications)

The term could also include paraphernalia. (See Administrative Regulation 1048.65)

**Definitions:**

**Depressant** is not an unauthorized substance if a student has a valid prescription authorizing its possession and use and does so in accordance with School Board Policy 1062.2 and accompanying regulation.

**Stimulant** is not an unauthorized substance if a student has a valid prescription authorizing its possession and use and does so in accordance with School Board Policy & Admin. Reg. 1062.2. A common stimulant, caffeine, is not an unauthorized substance if consumed as a beverage in amounts not presenting a potential for harm.

A common item containing an **inhalant**, such as a marker or an aerosol spray toiletry, is not an unauthorized substance when the item is appropriately used in accordance with its intended purpose.

**Over the counter** substance is defined as drugs that are considered safe and effective for use by the general public without a prescription.

The school administrator will take the following steps when addressing a student's use, possession or being under the influence of alcohol or other unauthorized substance on any school property or at any school sponsored activity as prohibited in School Board Policy 1049.1.

1. The school administrator may initiate a search when reasonable suspicion exists that a student possesses, is using, or is under the influence of alcohol or other unauthorized substance. (See School Board Policy 1041.3 on Search and Seizure)

- a. The school administrator may require the student to submit to screening tools for the presence of alcohol and/or unauthorized substances. Screening tools include, but are not limited to:
  - Behavior Observation Checklist and Referral Form (see AR 1049.1.A.6)
  - ALCO-Stick
  - Breathalyzer
  - Oral swab for drugs
  - Oral swab for alcohol

b. The screening tools are to be performed with discretion; documented; and results reported to the appropriate school officials.

c. A student who refuses to submit to a search or screening tool based on reasonable suspicion shall receive a consequence equal to the discipline that would be imposed in the student's individual circumstances as if the student submitted to the search or screening tool and the results were positive for alcohol, or other unauthorized substances. (See also section 1049.2)

2. A positive result on a screening tool for alcohol violates Policy 1049.1 and shall result in discipline as outlined in this administrative regulation. Screening tools for alcohol include, but are not limited to, the behavior observation checklist, the ALCO-stick, the Breathalyzer, and the oral swab for alcohol.

3. The school administrator shall refer the student to a laboratory for a urinalysis or other appropriate laboratory test if the screening tool for unauthorized substances is positive. Screening tools for unauthorized substances include, but are not limited to, the behavior observation checklist and the oral swab for drugs.

- a. The school administrator shall contact the parent prior to the urinalysis or other appropriate laboratory test being conducted.
- b. Evidence of reasonable suspicion shall be made available to the parent upon request.
- c. The urinalysis or other appropriate laboratory test must be performed at a district-approved laboratory and will be conducted at district expense. The results of the urinalysis or other appropriate laboratory test shall be released to the school district.
- d. The urinalysis or other appropriate laboratory test must be conducted within six (6) hours of the school's request.
- e. If the urinalysis or other appropriate laboratory test is positive, the student will be subject to the disciplinary procedure outlined in this administrative regulation.
- f. For refusal or failure to submit to a urinalysis or other appropriate laboratory test, or tampering with a urinalysis or other appropriate laboratory test, or delay over six (6) hours in conducting a urinalysis or other appropriate laboratory test, see section 1049.2 of this administrative regulation.

4. **Disciplinary Outcomes for Students in Grades 7-12 Who Use or Possess Alcohol, or Other Unauthorized Substances**

- a. Discipline for the **first offense** of use, possession, being under the influence, refusing search or screening test, refusing urinalysis or other laboratory test, or tampering with a specimen shall be:
  - 1) School administrator contacts parent.
  - 2) If incident involves possession of Alcohol or other unauthorized substances or being under the influence of alcohol, school administrator notifies local law enforcement.

3) **10-day short term suspension.** The parent has the option to have the student

spend the final five days in an intervention program.

- 4) Referral to obtain a **drug assessment** (See AR1049.1.C.1)
- 5) High school students assigned 10-24 hours of **community service**, determined by the school administrator. No community service required for middle school students.

b. Discipline for the **second offense** of use, possession, being under the influence, refusing search or screening test, refusing urinalysis or other laboratory test, or tampering with a specimen shall be:

- 1) School administrator contacts parent
- 2) If incident involves possession of alcohol or unauthorized substances or being under the influence of alcohol,

school administrator notifies local law enforcement.

- 3) **10-days short term suspension.** The parent has the option to have the student spend the final five days in a district wide intervention program.
- 4) Referral to obtain a **drug assessment.** (See AR 1049.1.C.1)
- 5) High school students assigned 10-24 Hours of **community service**, determined by the school administrator. Middle school students assigned 10-12 hours of community service, determined by the school administrator.

c. Discipline for the **third and subsequent** offense of use, possession, being under the influence, refusing search or screening test, refusing urinalysis or other laboratory test, or tampering with a specimen shall be:

- 1) School administrator contacts parent.
- 2) If incident involves possession of alcohol or other unauthorized substance or being under the influence of alcohol, school administrator notifies local law enforcement.
- 3) **Thirty (30)-day long term suspension.**
- 4) Referral to obtain a **drug assessment.** (See AR 1049.1.C.1)

5) High school and middle school students assigned 10-24 hours of **community service**, determined by the school administrator.

d. If a student **fails to comply with return to school requirements** of:

- 1) Scheduling or obtaining a drug assessment;
- 2) Scheduling or completing community service;
- 3) Attending intervention classes or meetings; or
- 4) Complying with drug assessment recommendations, then the school administrator has the discretion to **suspend the student for up to an additional ten (10) days depending upon the degree of noncompliance.**

If a student fails to comply with an assessment recommendation of submitting to a random urinalysis or other random laboratory test or screening tool, see AR 1049.2.3.

5. **Disciplinary Outcomes for Students in Grades K-6 Who Use or Possess Alcohol or Other Unauthorized Substances**

a. Discipline for the **first offense** of use, possession, being under the influence, refusing search or screening test, refusing urinalysis or other laboratory test, or tampering with a specimen shall be:

- 1) School administrator contacts parent.
- 2) If incident involves possession of alcohol, or other unauthorized substances or being under the influence of alcohol, school administrator notifies local law enforcement.
- 3) A mandatory **1-4 day short term suspension** as determined by the school administrator.
- 4) The school administrator **also has the discretion to:**
  - a) refer for a drug assessment (see AR 1049.1.C.1);
  - b) restrict participation in school activities; and
  - c) notify the Office of Children's Services (OCS).

b. Discipline for the **second offense** of use, possession, being under the influence, refusing search or screening test, refusing urinalysis or other laboratory test, or tampering with a specimen shall be:

- 1) School administrator contacts parent.
- 2) If incident involves possession of alcohol, or other unauthorized substances or being under the influence of alcohol, school administrator notifies local law enforcement.
- 3) Mandatory:
  - a) **5 to10-day short term suspension** as determined by the school administrator.
  - b) Referral to obtain a **drug assessment.** (See AR 1049.1.C.1)
  - c) Notification to the Office of Children's Services (OCS).
  - 4) The school administrator also has the discretion to restrict participation in school activities.

c. Discipline for the **third and subsequent offense** of use, possession, being under the influence, refusing search or screening test, refusing urinalysis or other laboratory test, or tampering with a specimen shall be:

- 1) School administrator contacts parent.
- 2) If incident involves possession of alcohol, or other unauthorized substances or being under the influence of alcohol, school administrator notifies local law enforcement.
- 3) A **long-term suspension for a period of thirty (30)**

- 4) Referral to obtain a **drug assessment** (see AR 1049.C.1)
- 5) Notification to the Office of Children's Services (OCS).

- d. If the student **fails to comply** with return to school requirements of:
- 1) Scheduling or obtaining an assessment;
  - 2) Attending intervention classes or meetings; or
  - 3) Complying with assessment recommendations, then the school **administrator has the discretion to suspend the student with a first violation for up to an additional four (4) days and the student with a second or subsequent violation for up to ten (10) days depending upon the degree of noncompliance.**

If a student fails to comply with an assessment recommendation of submitting to a random urinalysis or other random laboratory test or screening tool, see AR 1049.2.3

**B. Distribution of Alcohol or Other Unauthorized Substance**



***This section of this Administrative Regulation is under review***

It is a violation of policy for a student to distribute alcohol or other unauthorized substances regardless of amount, at any time while on school grounds, going to or leaving school, during school hours or while in transit to or from, or during school sponsored activities.

Unauthorized substance includes: alcohol, marijuana, hallucinogens, narcotics, depressants, stimulants and inhalants. The term also includes any substance designed or intended to imitate, look like or represented as an unauthorized substance.

The term includes any prescription medication or nonprescription medication or over the counter substance:

- misused,
- possessed for misuse, or
- distributed with knowledge of intent to misuse.
- used or misused improperly alter consciousness
- Used or misused to improperly affect a function of the body, resulting in harm used or misused under circumstances presenting a potential for harm.(Cross reference Policy and Administrative Regulation 1062.2 - Adminstrating Medications)

The term could also include paraphernalia. (See Administrative Regulation 1048.65)

Definitions:

**Depressant** is not an unauthorized substance if a student has a valid prescription authorizing its possession and use and does so in accordance with School Board Policy 1062.2 and accompanying regulation.

**Stimulant** is not an unauthorized substance if a student has a valid prescription authorizing its possession and use and does so in accordance with School Board Policy & Admin. Reg. 1062.2. A common stimulant, caffeine, is not an unauthorized substance if consumed as a beverage in amounts not presenting a potential for harm.

A common item containing an **inhalant**, such as a marker or an aerosol spray toiletry, is not an unauthorized substance

when the item is appropriately used in accordance with its intended purpose.

**Over the counter** substance is defined as drugs that are considered safe and effective for use by the general public without a prescription.

The school administrator will take the following steps when addressing a student's use, possession or being under the influence of alcohol or other unauthorized substance on any school property or at any school sponsored activity as prohibited in School Board Policy 1049.1.

**Distribute** means the actual, constructive or attempted delivery or transfer of an unauthorized substance, whether or not there is any money or other item of value exchanged. Distribute includes sale, gift, barter or exchange.

2. The school administrator shall take the following steps when addressing the distribution of alcohol or other unauthorized substances as prohibited in School Board Policy 1049.1.
  - a. The school administrator may initiate a search when reasonable suspicion exists that a student is distributing or has distributed alcohol or other unauthorized substance. (See Board Policy 1041.3 Search and Seizure)
  - b. The school administrator contacts parent.
  - c. The school administrator notifies local law enforcement.
  - d. The school administrator suspends immediately pending an investigation.

**Disciplinary Outcomes for Students in Grades 7-12 Who Distribute Alcohol or Other Unauthorized Substances**

- a. Discipline for the **first and subsequent offenses** of distribution of alcohol, controlled substances or prescription medication of a controlled substance or any look-alike or representation thereof or refusing a search shall be:
  - 1) School administrator contacts parent.
  - 2) If incident involves distribution, school administrator notifies local law enforcement.
  - 3) **Expulsion for an indefinite period of time.**
  - 4) Referral to obtain a **drug assessment**.(See AR 1049.1.C.1)
  - 5) Assignment of 10 -24 hours of **community service** as determined by the school administrator.
- b. Discipline for the **first and subsequent offenses of distribution of prescription medication of a non-controlled substance, a non-prescription medication or an over-the-counter preparation, or any look-alike or representation thereof** or refusing a search shall be:
  - 1) School administrator contacts parents.
  - 2) Recommendation for **up to and including an expulsion for an indefinite period of time.**
  - 3) Referral to obtain a **drug assessment**. (See AR 1049.1.C.1)
  - 4) Assignment of 10 -24 hours of **community service** as determined by the school administrator.

- c. If a student fails to comply with return to school requirements of:
- 1) Scheduling or obtaining a drug assessment;
  - 2) Scheduling or completing community service;
  - 3) Attending intervention classes or meetings; or
  - 4) Complying with drug assessment recommendations, then the school administrator has the discretion to suspend the student for up to an additional ten (10) days depending upon the degree of noncompliance.

If a student fails to comply with an assessment recommendation of submitting to a random urinalysis or other random laboratory test or screening tool, see AR 1049.2.3.

**4. Disciplinary Outcomes for Students in Grades K-6 Who Distribute Alcohol or Other Unauthorized Substances**

- a. Discipline for the **first violation** of distribution of alcohol or other unauthorized substance or refusing search shall be:
- 1) School administrator contacts parent.
  - 2) If incident involves distribution, school administrator notifies local law enforcement.
  - 3) A mandatory 5-10 day short term suspension as determined by the school administrator.
  - 4) The school administrator has the discretion to also:
    - a) refer for a drug assessment (See AR 1049.1.C.1);
    - b) restrict participation in school activities;
    - c) refer to the Office of Children's Services (OCS) and
    - d) recommend for long-term suspension or expulsion
- b. Discipline for the **second and subsequent offenses** of distribution of alcohol; or other unauthorized substance shall be:
- 1) School administrator contacts parent.
  - 2) If incident involves distribution, school administrator notifies local law enforcement.
  - 3) Long term suspension or expulsion for a definite or an indefinite period of time, school administrator's discretion.
  - 4) Referral to obtain a drug assessment. (See AR 1049.1.C.1)
  - 5) Referral to the Office of Children's Services (OCS).
- c. If a student fails to comply with return to school requirements of:
- 1) Scheduling or obtaining a drug assessment;
  - 2) Attending intervention classes or meetings; or
  - 3) Complying with drug assessment

recommendations, then the school administrator has the discretion to suspend the student for up to an additional ten (10) days depending upon the degree of noncompliance.

If a student fails to comply with an assessment recommendation of submitting to a random urinalysis or other random laboratory test or screening tool, see AR 1049.2.3.

**C. GENERAL PROVISIONS**

1. If subject to discipline under Board Policy 1049.1, students in grades 7-12 shall be required and students in grades K-6 may be required to obtain a drug and alcohol assessment by a state-approved assessment agency/provider.
  - a. An assessment is an evaluation of the student's involvement with alcohol and/or other drugs. The school district may conduct the first assessment at no cost to the student and deliver the results and treatment recommendations to the school. As an alternative, the student may, at his or her own expense, with financial assistance from the school district limited to \$100.00, arrange to have an assessment by an outside agency/provider. If the student commits a subsequent violation, the subsequent assessment must be conducted by an outside practitioner and at the student's expense.
  - b. The student shall schedule the assessment before readmission to school.
  - c. The school administrator has the authority to impose an additional suspension on a student who refuses to obtain a required assessment or following through on the assessment recommendations. (See AR 1049.1.C.3.c)
  - d. A student, who has been suspended, expelled, or otherwise disciplined for the distribution of alcohol or other unauthorized substance by a school not under the jurisdiction of the Fairbanks North Star Borough School District, will provide a current drug assessment by a state approved drug/alcohol treatment provider within five (5) days of enrollment in district schools. Any student who fails to obtain an assessment or follow through on the assessment recommendations may be disciplined according to these regulations.
2. A student expelled for an indefinite period of time for violation of Policy 1049.1 must seek approval for readmission by:
  - a. scheduling an interview with the school administrator, who must write a letter of approval;
  - b. scheduling an interview with the assistant superintendent, who must write a letter of approval;



- c. writing a letter to the school board; and appearing at an executive session of the school board; and
- d) receiving the school board's approval for readmission to school.

1. Upon the student's return to school following discipline for use, possession or distribution of alcohol; or other unauthorized substances:

- a. schedule a conference between the school administrator, prevention specialist, student and parent to review the student's intervention plan and program requirements.
- b. Refer and enroll the student in the school's student assistance program for support and follow up intervention service(s).
- c. If the student fails to get an assessment, fails to initiate or show progress on following through with assessment recommendations, fails to arrange or complete the required hours of community service, or fails to attend intervention meetings, then the school administrator shall suspend the student for up to an additional ten (10) day period of time. (See 1049.1.A.4.d, 1049.1.A.5.d, 1049.1.B.3.c, and 1049.1.B.4.c)

**■ Refusal to Submit to, Failure to Submit to, or Tampering with Urinalysis, Alcohol or other Unauthorized Substance Test**

*(Ref. Admin. Reg. 1049.2)*

The School District has the right to require any student to submit to a urinalysis or other appropriate laboratory test for alcohol or unauthorized substances on reasonable suspicion or as recommended by a drug assessment.

1. Refusal or failure to submit to a urinalysis or other appropriate laboratory test within six (6) hours of the school's request may result in a short-term suspension or expulsion for a period of days equal to the number of days that would be imposed in the circumstances of the student's case if the urinalysis or laboratory test results were positive.
2. If the results of the urinalysis or other appropriate laboratory test conclude the specimen is diluted, altered, tampered with or insufficient for testing, the school administrator may impose a suspension or expulsion for a period of days equal to the number of days that would be imposed in the circumstances of the student's case if the urinalysis or laboratory test results were positive.
3. Refusal by a student to submit to a random urinalysis or other random laboratory test, or screening tool imposed as a part of a drug assessment recommendation may be disciplined as a second or subsequent violation of 1049.1, depending on the student's individual circumstances.
4. Violations of Administrative Regulation 1049.2 do not require notification to local law enforcement.

**■ Tobacco and Nicotine Violations**

*(Ref. School Board Policy & Admin. Reg. 1049.3)*

Tobacco and nicotine violations are defined as use, possession, or distribution of tobacco, electronic cigarettes, or unauthorized nicotine by students while on any district property (including grounds, buildings, and parking areas) or at any school-

sponsored activity. Solicitation, sale, barter, exchange of tobacco, electronic cigarettes, or nicotine by students while on school property or at any school-sponsored activity is also prohibited. (see also 1048.6.5- Paraphernalia)

**Elementary Consequences:**

- 1st offense of the current school year ..... Up to 3-day short term suspension and referral to school counselor
- 2nd offense of the current school year ..... 3 to 5-day short term suspension and referral to school counselor
- 3<sup>rd</sup> and subsequent offense of the current school year ..... 5 to 10-day short term suspension and referral to school counselor

**Secondary Consequences:**

- 1st offense of the current school year ..... Up to 3-day short term suspension and referral to the school's student assistance program
- 2nd offense of the current school year ..... 3 to 5-day short term suspension and referral to the school's student assistance program
- 3<sup>rd</sup> and subsequent offense of the current school year ..... 5 to 10-day short term suspension and referral to the school's student assistance program

**■ Criminal Investigations**

*(Ref. School Board Policy 1067)*

When a student is a suspect, witness, or victim of a crime, the school district will cooperate closely with law enforcement in investigation of criminal offenses in the spirit of combating crime while preserving the rights of students and maintaining the educational environment of the schools.

The release of student education records shall be in accordance with School Board Policy 1080: Student Records.

**■ Student Arrests**

*(Ref. School Board Policy 1067.3)*

If a law enforcement or probation officer has a warrant for a student's arrest, or if a law enforcement or probation officer states there is a probable cause to arrest a student, it is the principal's responsibility to facilitate the removal of the student from school with minimum disruption. It is the responsibility of the law enforcement or probation officer to notify the student's parents of such actions. The principal shall also make a reasonable attempt to notify the parent(s).

**■ Interview of Student by Law Enforcement**

*(Ref. School Board Policy 1067.4)*

Interviews of students at school by law enforcement officers regarding incidents not related to school are strongly discouraged. Law Enforcement officers are to make a responsible attempt to question students outside the school environment. Interviews conducted by a law enforcement officer acting in conjunction with a social worker responding to a reported suspicion of child abuse or neglect are an exception to his policy.

When a law enforcement officer asserts to the principal there is no other reasonable means of securing an interview with a student, or if the criminal act is school-related, the principal will allow the law enforcement officer to talk with the student at school after making a reasonable attempt to notify the student's parents prior to the interview. It is the responsibility of the law

enforcement officer interviewing the student to assure compliance with all applicable procedural safeguards. The principal shall attend the interview as a neutral observer. The principal shall inform the student of the right to refuse to talk to the law enforcement officer prior to the interview.

■ **Authority to Investigate**

*(Ref. School Board Policy & Admin. Reg. 1045.5)*

School administrators shall have the authority to investigate alleged violations of prohibited student behaviors or school/classroom rules. This includes conducting any interviews that may be necessary, confiscating any evidence of a violation, and/or searching any student, school facility, or vehicle (see also School Board Policy and Administrative Regulation 1041.3 Search and Seizure). Students may be questioned if they are involved in, witness to, or have knowledge of the behavior or incident at issue. A student's refusal to cooperate with the school administrator in an investigation may constitute insubordination.

■ **Contacts with Local Law Enforcement**

*(Ref. School Board Policy & Admin. Reg. 1045.6)*

The school administrator shall have discretion to contact law enforcement about any alleged student behavior which may constitute violation of local ordinance or state statute. The administrator shall make an effort to contact the parent or guardian of the student(s) involved when such contact is made with local law enforcement.

Depending on the severity and nature of the violation of prohibited student behaviors, a school principal may contact local law enforcement or be required to contact law enforcement. The school's contact with law enforcement could be:

- 1) written or verbal notification, e.g., fax, a telephone call or voice mail message, face to face contact if a law enforcement officer is physically present; or
- 2) a request to respond, e.g., a telephone call or a 911 call.

The school principal shall make a reasonable effort to contact the parents when local law enforcement is notified.

**Fairbanks North Star Borough School District  
Responsible Technology Use Agreement for Grades K-6**

Student's Name: \_\_\_\_\_

Student No. \_\_\_\_\_

**Dear Student and Parent/Guardian:**

The FNSB School District provides a technology-rich environment to enhance student learning. Technology is an integral part of a student's educational experience and must be used in support of education and research consistent with the educational objectives of the school district. Students shall use technology, including the Internet, in a safe, responsible and appropriate manner. (School Board Policy 802.2)

**While using technology tools, including the Internet, I agree I will:**

- use technology and its tools, including the Internet, only for legitimate school-related purposes.
- behave civilly and respectfully toward people online, just as I treat people courteously face-to-face.
- be polite and use appropriate language in my communications with others. I will not use profanity, vulgarities, discriminatory or any other derogatory language as determined by school administrators.
- not be abusive in my communications; I will not cyberbully or harass.
- report if I am cyberbullied or harassed.
- not violate any laws of the United States or the state of Alaska.
- respect the intellectual property of others and obey copyright laws. I will not steal or plagiarize the ideas, work, music or art of someone else. I will not use someone's work without proper citation and permission. I will have written permission when required from a copyright owner prior to downloading, copying, reproducing materials protected by copyright including, but not limited to music, images and movies.
- not share my user name and password with anyone other than my teacher, parent(s) or guardian.
- immediately notify my teacher if I access any inappropriate materials, whether accidentally or otherwise.
- not hack into an account, record, or file of a student, teacher or other to which I am not authorized access.
- not reveal personal information, including home address or telephone number, of myself or anyone else, unless guided by my teacher.
- abide by all school rules when accessing the Internet.
- not attempt to defeat or bypass the district's Internet filter or conceal prohibited Internet activity, such as proxies, https, special ports, modifications to district browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content.
- follow the terms of this Responsible Technology Use Agreement when using my personal mobile device on school district property.
- not access sites prohibited by the FNSB School District when using my personal mobile device on school district property.
- not commit any acts of vandalism or willful damage to either hardware or software.
- return any technology tool to my teacher in the same condition that I received it. This includes the settings and apps on all mobile devices.
- use my school e-mail for school-related purposes. I understand the e-mail restrictions allow me to e-mail only my teacher or approved sites.

**Parent:**

As the parent or guardian, I have read the FNSB School District's *Responsible Technology Use Agreement* and I have discussed it in age-appropriate language with my child. I understand that technology and Internet access is provided for educational purposes in keeping with the academic goals of the FNSB School District, and that student use for any other purpose is inappropriate.

**Parent or Guardian's Name (please print)** \_\_\_\_\_

**Parent or Guardian's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Student:**

I understand and will obey the rules of the FNSB School District's *Responsible Technology Use Agreement*. I will use the school district's technology resources productively and responsibly for school-related purposes. I will not use any technology resource in such a way that would be disruptive or cause harm to other users. I understand that consequences of my actions could include possible loss of technology privileges and/or school disciplinary action as stated in the *Students' Rights, Responsibilities and Behavioral Consequences Handbook* and/or prosecution under state and federal law.

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

**or**

**Log in to Power School Premier (PSP) to acknowledge online**

**Fairbanks North Star Borough School District  
Responsible Technology Use Agreement for Grades 7-12**

Student's Name: \_\_\_\_\_

Student No. \_\_\_\_\_

Dear Student and Parent/Guardian:

The FNSB School District provides a technology-rich environment to enhance student learning. Technology is an integral part of a student's educational experience and must be used in support of education and research consistent with the educational objectives of the school district. Students shall use technology, including the Internet, in a safe, responsible and appropriate manner. (School Board Policy 802.2)

**While using technology tools, including the Internet, I agree I will:**

- use technology and its tools, including the Internet, only for legitimate school-related purposes.
- behave civilly and respectfully toward people online, just as I treat people courteously face-to-face.
- be polite and use appropriate language in my communications with others. I will not use profanity, vulgarities, discriminatory or any other derogatory language as determined by school administrators.
- not be abusive in my communications; I will not cyberbully or harass.
- report if I am cyberbullied or harassed.
- not violate any laws of the United States or the state of Alaska.
- respect the intellectual property of others and obey copyright laws. I will not steal or plagiarize the ideas, work, music or art of someone else. I will not use someone's work without proper citation and permission. I will have written permission when required from a copyright owner prior to downloading, copying, reproducing materials protected by copyright including, but not limited to music, images and movies.
- not share my user name and password with anyone other than my teacher, parent(s) or guardian.
- immediately notify my teacher if I access any inappropriate materials, whether accidentally or otherwise.
- not hack into an account, record, or file of a student, teacher or other to which I am not authorized access.
- not reveal personal information, including home address or telephone number, of myself or anyone else, unless guided by my teacher.
- abide by all school rules when accessing the Internet.
- not attempt to defeat or bypass the district's Internet filter or conceal prohibited Internet activity, such as proxies, https, special ports, modifications to district browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content.
- follow the terms of this *Responsible Technology Use Agreement* when using my personal mobile device on school district property.
- not access sites prohibited by the FNSB School District when using my personal mobile device on school district property.
- not commit any acts of vandalism or willful damage to either hardware or software. This includes but is not limited to accessing, modifying, or destroying equipment, files, or settings on any technology resource including mobile devices.
- return any technology tool to my teacher in the same condition that I received it. This includes the settings and apps on all mobile devices.
- use my school e-mail for school-related purposes. I understand that the use of school e-mail is a privilege, not a right. The FNSB School District owns my school e-mail address and I have no expectation for privacy. The FNSB School District monitors and stores all e-mail per state and federal laws and its record retention rules.

**Parent:**

As the parent or guardian, I have read the FNSB School District's *Responsible Technology Use Agreement* and I have discussed it with my son or daughter. I understand that technology and Internet access is provided for educational purposes in keeping with the academic goals of the FNSB School District, and that student use for any other purpose is inappropriate. I understand that consequences of a student's actions could include possible loss of technology privileges and/or school disciplinary action as stated in the *Students' Rights, Responsibilities and Behavioral Consequences Handbook* and/or prosecution under state and federal law.

**Parent or Guardian's Name (please print)** \_\_\_\_\_

**Parent or Guardian's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Student:**

I understand and will obey the rules of the FNSBSD Responsible Technology Use Policy. I will use the FNSB School District's technology resources productively and responsibly for school-related purposes. I will not use any technology resource in such a way that would be disruptive or cause harm to other users. I understand that consequences of my actions could include possible loss of technology privileges and/or school disciplinary action as stated in the *Students' Rights, Responsibilities and Behavioral Consequences Handbook* and/or prosecution under state and federal law.

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

or

**Log in to Power School Premier (PSP) to acknowledge online**

Student's Name (printed)

--

Last Name,

First Name

**ACKNOWLEDGEMENT**  
**Student Rights, Responsibilities,**  
**& Behavioral Consequences Handbook**  
**2016-2017**

- I have received the 2016-2017 Fairbanks North Star Borough School District's Student Rights, Responsibilities, and Behavioral Consequences Handbook.
- I will read the handbook, and if I have any questions regarding its contents, I will ask.
- I understand it is my responsibility to follow the stated rules.

**Log in to Power School Premier (PSP) to acknowledge online.**