



# **2024-2025 Student Rights, Responsibilities & Behavioral Consequences Handbook**

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



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# Preface

\*Note: The District is in the process of moving to a new policy platform called *Policy Online*. This move includes revising policies to align with the Alaska Association of School Boards (AASB) policy manual, which uses a different numbering system. Throughout this manual where policy numbers are indicated, you will see the corresponding AASB policy number. One of these policy numbers will be active. Search for policies online at the [K12northstar.org website](http://K12northstar.org). We expect this process to be completed by the end of the 2024-2025 school year.

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 bring 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.

For the purpose of imposing disciplinary consequences, elementary students are those students enrolled in grades kindergarten through 5, regardless of additional grades enrolled at the school. Secondary students are those students enrolled in grades 6 through 12, regardless of additional grades enrolled at the school.

If you want to go to the source, please visit the school board page on the district's website ([www.k12northstar.org](http://www.k12northstar.org)). 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 measure outlines in this handbook are not intended to be all-inclusive. See School Board Policies and Administrative Regulations on the district's website for all policies, administrative regulations, and unabridged language.
- Source documents may be more complete or may be amended from time to time. During the 2024-2025 school year; several discipline policies are under revision and may be updated.
- Individual buildings may have rules specific to their building for safety and the promotion of a positive school climate.

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

<p>Student</p> <ul style="list-style-type: none"> <li>I will be at school on time every day ready to learn.</li> <li>I will work hard and do my best.</li> </ul>	<p>Parent/Guardian</p> <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 support my child's efforts and celebrate the successes.</li> </ul>	<p>School Staff</p> <ul style="list-style-type: none"> <li>I will provide a welcoming environment.</li> <li>I will communicate high standards for student performance and clear expectations for what students will learn.</li> <li>I will support my school's wellness initiatives.</li> </ul>
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Learning

<p>Student</p> <ul style="list-style-type: none"> <li>I will make sure I understand the material.</li> <li>I will listen and do my best in class.</li> <li>I will participate fully in classroom activities.</li> <li>I will work hard and complete assignments.</li> </ul>	<p>Parent/Guardian</p> <ul style="list-style-type: none"> <li>I will know how my child learns best and share that information with the school.</li> <li>I am open to sharing my skills and expertise at school if requested.</li> <li>I will read and use numbers daily with my family.</li> <li>I will monitor homework daily and support completion of school assignments.</li> </ul>	<p>School Staff</p> <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 assign appropriate homework.</li> <li>I will incorporate physical activity to enhance student learning throughout the day as appropriate.</li> </ul>
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Safe & Drug-Free Schools

<p>Student</p> <ul style="list-style-type: none"> <li>I will treat staff, parents, other students, and visitors with respect.</li> <li>I will follow classroom and school rules and will be in control of my behavior.</li> <li>I will talk to a trusted adult if I am aware of bullying or unsafe behavior.</li> </ul>	<p>Parent/Guardian</p> <ul style="list-style-type: none"> <li>I will treat staff and students with respect.</li> <li>I will support and reinforce classroom expectations and school rules.</li> <li>I will talk with my child about bullying, and promote safe and drug-free schools.</li> </ul>	<p>School Staff</p> <ul style="list-style-type: none"> <li>I will treat students and parents with respect.</li> <li>I will clearly communicate school behavior expectations.</li> <li>I will take steps to prevent bullying and promote safe and drug-free schools.</li> </ul>
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Communicating

<p>Student</p> <ul style="list-style-type: none"> <li>I will ask for help when I need it.</li> <li>I will talk with my family about what I learn and do at school every day.</li> </ul>	<p>Parent/Guardian</p> <ul style="list-style-type: none"> <li>I will use school 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 parent involvement opportunities and parent-teacher conferences.</li> </ul>	<p>School Staff</p> <ul style="list-style-type: none"> <li>I will maintain regular communication with parents, including information on student progress.</li> <li>I will provide family involvement opportunities and encourage participation.</li> </ul>
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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**

<p><b>Student</b></p> <ul style="list-style-type: none"> <li>• I will come to class on time ready to learn.</li> <li>• I will eat nutritious food, get adequate sleep and physical activity, and dress appropriately.</li> <li>• I will take responsibility for my own learning.</li> </ul>	<p><b>Parent/Guardian</b></p> <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 communicate a positive attitude toward school and homework.</li> </ul>	<p><b>School Staff</b></p> <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 support my school's wellness initiatives.</li> </ul>
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**Learning**

<p><b>Student</b></p> <ul style="list-style-type: none"> <li>• I will use strategies that best support my learning style.</li> <li>• I will be prepared to give school my full attention.</li> <li>• I will participate fully in classroom activities.</li> <li>• I will complete assignments accurately and on time.</li> </ul>	<p><b>Parent/Guardian</b></p> <ul style="list-style-type: none"> <li>• I will provide input on my child's learning style.</li> <li>• I will offer to share appropriate skills and expertise with the school.</li> <li>• I will expose my child to real life applications (cooking, budgeting, shopping, etc.)</li> <li>• I will provide time and space for homework.</li> <li>• I will monitor homework and support timely completion of school assignments.</li> </ul>	<p><b>School Staff</b></p> <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 a real world application of subject matter.</li> <li>• I will incorporate physical activity to enhance student learning as appropriate.</li> <li>• I will increase student responsibility for work completion and quality.</li> <li>• I will inform parents of ways to support homework.</li> </ul>
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**Safe & Drug-Free Schools**

<p><b>Student</b></p> <ul style="list-style-type: none"> <li>• I will respect the personal rights and property of myself and others.</li> <li>• I will behave in a responsible manner.</li> <li>• I will inform an adult about bullying and harassment.</li> <li>• I will know how to keep myself safe and drug-free.</li> </ul>	<p><b>Parent/Guardian</b></p> <ul style="list-style-type: none"> <li>• I will talk with my child about respecting people and property.</li> <li>• I will set positive behavior expectations and reinforce school policies.</li> <li>• I will talk with my child about bullying, harassment, peer pressure, safety, and drug-free behavior.</li> </ul>	<p><b>School Staff</b></p> <ul style="list-style-type: none"> <li>• I will treat students and parents with respect.</li> <li>• I will clearly articulate 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>
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**Communicating**

<p><b>Student</b></p> <ul style="list-style-type: none"> <li>• I will pay attention to information and ask questions for understanding.</li> <li>• I will talk with my family about what occurs at school.</li> </ul>	<p><b>Parent/Guardian</b></p> <ul style="list-style-type: none"> <li>• I will use school 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>	<p><b>School Staff</b></p> <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>
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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**

<p><b>Student</b></p> <ul style="list-style-type: none"> <li>I will come to class on time ready to learn and dress 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>	<p><b>Parent/Guardian</b></p> <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>	<p><b>School Staff</b></p> <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>
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**Learning**

<p><b>Student</b></p> <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 take responsibility for completing and returning my assignments on time.</li> </ul>	<p><b>Parent/Guardian</b></p> <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>	<p><b>School Staff</b></p> <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 a 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>
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**Safe & Drug-Free Schools**

<p><b>Student</b></p> <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>	<p><b>Parent/Guardian</b></p> <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>	<p><b>School Staff</b></p> <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>
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**Communicating**

<p><b>Student</b></p> <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>	<p><b>Parent/Guardian</b></p> <ul style="list-style-type: none"> <li>I will use school 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>	<p><b>School Staff</b></p> <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>
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# Student Rights

**Speech** (1041.1/AASB 5145.2): Students have the right to express personal views in classrooms, during student activities and in publications. Students are expected to be responsible in the expression of such views and may not infringe upon the property and well-being of others, or become a serious disruption to the educational process. Student speech may be suppressed if the speech (1) materially and substantially interferes with the requirements of appropriate discipline in the operation of schools; (2) invades or collides with the rights of others; (3) is vulgar, lewd, obscene, or is plainly offensive or violates other applicable policy. In addition, school officials may impose reasonable time, place, and manner restrictions on student speech.

**Patriotic Expression** (1041.1/AASB 6115): A student may abstain from the pledge or salute if he/she desires.

**Assembly** (1041.1 & 955/AASB 5145.2 & 6145): 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** (1041.2/AASB 6145.3): 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**

(School Board Policy & Admin. Reg. 1041.1/AASB 5132 )

Students have a responsibility to dress and act in a manner which is appropriate for school. Students also have the right to dress in a manner which expresses an ethnic, religious, or political point of view. While students have the right to choose both their actions and their own style of dress, they also have the responsibility to make appropriate and respectful choices as to their style of dress. Students' school attire should not pose a threat to public or personal health and safety, or be disruptive or distracting to classroom activity or student behavior. School staff have the right and responsibility to make professional judgements regarding the appropriateness of those actions and dress based upon the standards stated above. A student's manner of dress would be considered inappropriate if it were distracting enough to deter students, teachers, or staff from educational activities in the classroom or to disrupt the positive and safe climate on campus.

The responsibility for providing the dress and grooming of a student rests primarily with the student and parents or guardians in accordance with guidelines below.

**Allowable Dress & Grooming while at school or school related activities:**

- Students must wear clothing including both a shirt with pants, shorts, or skirt, or the equivalent, and footwear appropriate for classes and activities the student is expected to participate in each day.
- Shirts and dresses must have fabric on the front, back and on the sides for appropriate coverage.
- Clothing must cover undergarments.
- Fabric covering all private parts must not be see-through.
- Hats and other head-gear must allow the face to be visible and not interfere with the line of sight to any student or staff.
- Clothing must be appropriate for all scheduled classroom activities as outlined by school administration including physical education, science labs, shop, and other activities where unique hazards may exist.
- Specialized courses or activities may require specialized attire, such as safety gear or sports uniform.

**Non-Allowable Dress & Grooming for school and school related activities:**

- Clothing may not depict, advertise or advocate the use of alcohol, tobacco, electronic cigarettes or vaping devices, marijuana, or other controlled substances. Hoods on clothing must remain off the head.
- Clothing may not depict pornography, nudity, or sexual acts.
- Clothing may not use or depict hate speech or target any group based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other groups in board policy as protected groups.
- Clothing of all types recognized as gang affiliated or threatening must not be worn and must not threaten the health or safety of any other student or staff.
- Clothing, drawings, tattoos, and accessories that display or promote hateful and/or disrespectful messages are not permitted. This includes, but is not limited to: drug, alcohol, or tobacco related information, gang signs or symbols, depiction of weapons or violence, obscenities, insults, stereotypes, sexual innuendo, disrespectful statements that target a specific class of individuals, or offensive words or graphics.
- If any portion of a student's attire or grooming threatens the health or safety of any other person, then discipline for dress or grooming violations should be consistent with discipline policies for similar violations.

Exceptions to the above rules may be made for religious, medical, or cultural reasons. Any claim that an exception is warranted for a particular item of clothing will be decided on a case-by-case basis by the school administration. The school administration will communicate with the student and the parent or guardian to determine the applicability of the exception. Building

administrators have the discretion to make site-level decisions regarding allowable dress, within Title IX guidelines.

Consequences for violations of the appropriate dress will require the student to change into garments, footwear, or accessories that are acceptable. Parents or guardians will be contacted. Continued violations will be considered insubordination resulting in appropriate disciplinary consequences (cross-reference School Board Policy and Administrative Regulation 1046.5/AASB 5144).

## **Religious Expression in the Schools**

(School Board Policy & Admin. Reg. 1013/AASB 6141.2)

Schools shall allow students acting on their own to express their personal religious views or beliefs. Schools may not discriminate against private 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 discussion 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 doing so, 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 settings.

Student religious conduct or expression may not be prohibited in homework, classroom discussion, 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 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 expression, any prohibition or regulations 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.

## **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 or 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.

## **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/AASB 1325)
- Students may distribute literature at reasonable times, places, and manners designated by the school district.

## **Access to Equal Education Opportunity and Anti-Harassment Policy**

Students have the right to a safe learning environment, free from harassment and discrimination on the basis of race, ethnicity, color, religion, creed, sex, age, national origin, physical or mental disability, marital status, changes in marital status, pregnancy, childbirth or related medical conditions, parenthood, sexual orientation, gender identity, or veteran status or any other basis of discrimination prohibited by local, state, or federal law. The following policies address these rights.

### **Nondiscrimination**

(School Board Policy 130 / AASB 0410 & 5145.3)

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**

(School Board Policy 131 & Administrative Regulation 1046.7/AASB 5131.43)

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.

### **Sexual Harassment**

(School Board Policy 131.2/AASB 5145.7 & Administrative Regulation 131.1/AASB 0410)

Sexual harassment is an unlawful form of discrimination on the basis of sex under Title VII of the Civil Rights Act of 1964, as amended in 1972 and 1991; Title IX of the Education Amendment of 1972; and Chapter 18 of the Alaska Statutes. Some forms of sexual harassment may also constitute criminal conduct resulting in criminal penalties.

Sexual harassment is unwelcome conduct of a sexual nature which denies or limits the student's ability to participate in or to receive benefits, services, or opportunities in the school's program. 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;
- Touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, job, promotion, compensation, etc;
- Display or distribution of sexually suggestive or derogatory objects, pictures, magazines, cartoons, posters, drawings or images;
- Sexually oriented gestures;
- Touching oneself sexually or talking about one's sexual activity in front of others.

Allegations of certain forms of sexual harassment require the implementation of the district's Title IX formal grievance process. The Title IX formal grievance process applies to complaints of the following forms of sexual harassment:

- A. A district employee conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;
- B. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity;
- C. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(a)(v): an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;



- D. "Dating violence" as defined in 34 U.S.C. 12291(a)(10): violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim;
- E. "Domestic violence" as defined in 34 U.S.C. 12291(a)(8): felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction; or
- F. "Stalking" as defined in 34 U.S.C. 12291 (a)(30): engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

Allegations of harassment or discrimination should be reported immediately. Reports may be made to a trusted staff member, the building administrator, or the Title IX/Employment and Educational Opportunity ("EEO") Office.

**FNSBSD Title IX Compliance Office**

[titleix@k12northstar.org](mailto:titleix@k12northstar.org)

[Online Reporting Form](#)

**(907) 452-2000, ext. 11379**

**Reporting Procedure**

- Harassment or discrimination committed by students against other students or against school district employees constitutes misconduct. Harassment or discrimination committed by school district employees against students constitutes misconduct. Harassment or discrimination committed by volunteers, visitors, or agents against volunteers, visitors, or agents constitutes misconduct.
- Students may approach teachers, counselors, nurses, building administrators, and the EEO Office for guidance, support, and/or advocacy in addressing matters related to harassment or discrimination.
- School staff are responsible for taking appropriate and effective action when they know, or reasonably should have known that a student under their supervision is being harassed or discriminated against.
- Any student, or caregiver of a student, who believes that a student has been subjected to harassment or discrimination should report such conduct promptly.
  - The report may be verbal or written;
  - The report may be made directly to the EEO Office or to any teacher, counselor, nurse, or other staff member(s), who in turn shall report to the building administrator or the EEO Office. Any employees receiving a report must report to a supervisor, building administrator, or the EEO Office.

- The supervisor or building administrator shall confer with the EEO Office. The EEO Office shall promptly investigate any complaints of harassment or discrimination.
- The EEO Officer or designee will present the findings of investigation to the superintendent of schools or designee for his/her concurrence.
- Grievance process - 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 are available from the EEO Officer.
- Confidentiality will be preserved consistent with applicable laws and the school district duty to investigate and address complaints.
- The school district shall endeavor to provide appropriate relief for victims of harassment or discrimination. Appropriate relief is reasonable, timely, effective, tailored to the specific incident, prevents recurrence, and does not burden the victim(s).
- A student who violates the harassment or discrimination policy will be subjected to disciplinary action deemed necessary and appropriate, including parental notification, warnings, counseling, suspension, or expulsion.
- The intentional fabrications of harassment or discrimination complaints constitute misconduct.

Allegations of harassment or discrimination will be promptly, fairly, and thoroughly investigated. Violations of these policies will be subject to appropriate action, including discipline.

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

### **Homeless Children and Youth/McKinney-Vento Education Program**

(School Board Policy & Admin. Reg. 1027/AASB 5112.6)

Youth and families facing housing insecurity 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 regulations 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 McKinney-Vento liaison for the school district (452-2000 ext. 11470). The liaison shall ensure youth and families facing housing insecurity 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 family engagement activities
- Eligibility for participation in interscholastic activities.

Students facing housing insecurity may be entitled to a waiver of school related costs.

## **Student Conflict Resolution**

(School Board Policy 1055/AASB 5030)

Student conflict resolution programs in the schools shall promote the use of nonviolent strategies including peer mediation or other student oriented resolution strategies. Students are encouraged to report conflict to school staff for support and safe resolution.

## **FERPA Annual Notification:**

[FERPA Notification of Rights/See k12northstar.org/Transcripts & Records](https://www.k12northstar.org/Transcripts & Records)

Academic transcripts are maintained and released in compliance with the Family Educational Rights and Privacy Act (FERPA). High school students, current and/or former, may request electronic transcripts online at <https://www.k12northstar.org/Page/2027>. Transcripts and academic records may be requested in-person, via mail/email/fax, or by telephone to the Student Records department as long as proper identification is obtained.

Current students may contact their school's counseling office for assistance as well.

Email: [transcripts@k12northstar.org](mailto:transcripts@k12northstar.org), Ph: (907)452-2000 x11238

# **Student Responsibilities**

## **Compulsory Education**

(Admin. Reg. 1031/AASB 5113 & 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**

(School Board Policy 1031/AASB 5113)

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 an opportunity to maintain continuity of instruction and achieve comparable credit. When the number of excused absences impacts a student's academics, the building administrator 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**

(Admin. Reg. 1031/AASB 5113)

### 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 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 are 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 at 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 office 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 notifications 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**

(Admin. Reg. 1031/AASB 5113)

### 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 pre approval is required and received.

Each building administrator 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 or 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 McKinney-Vento Act. (see School Board Policy 1027/AASB 5112.6)
4. Parents have electronic access to information about a student's attendance status.

5. Elementary schools shall make personal telephone calls to the parents 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.

1. Students have the opportunity to make up work assigned or due during excused absences via alternative assignments provided according to the teacher's expectations.
2. 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.
3. 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.
4. 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 of the second school attendance day following the last day if a series of days of absence and the stated reason for the absence in accordance with state and borough law and accepted by the school. An excused absence also included absences where pre approval is required and received.

Each building administrator 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 or 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 McKinney-Vento Act. (see School Board Policy 1027/AASB 5112.6)
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 of referral for an attendance plan.

1. Students have the opportunity to make up work assigned or due during excused absences via alternative assignments provided according to the teacher's expectations.
2. 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.
3. 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.
4. 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**

(Admin. Reg. 1031/AASB 5113)

### 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/ guardian (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/guardian 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:
  - a. Written notice to parents after 5 unexcused absences;
  - b. Personal telephone calls to parent/guardian;

- c. Individualized interactive intervention between student, parent/guardian and school staff;
- d. Attendance plan;
- e. Behavior contract for attendance;
- f. In-school intervention;
- g. Detention
- h. Saturday school;
- i. Insubordination (AR 1046.5/AASB 5144) for failure to comply with behavior consequences;
- j. Discussion with student and parent/guardian of the minor offense citation process;
- k. Referral to the code enforcement officer for investigation of violations of compulsory attendance and issuance of citation-pursuant to borough code; FNSBC, Chapter 9.20
- l. Discussion of referral for further legal action.

### Secondary

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/ guardian (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 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 & 974.2/AASB 5121)
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/guardian 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:
  - a. Written notice to parents after 5 unexcused absences;
  - b. Personal telephone calls to parent/guardian;
  - c. Individualized interactive intervention between student, parent/guardian and school staff;
  - d. Attendance plan;
  - e. Behavior contract for attendance;In-school intervention;
  - f. Detention
  - g. Saturday school;
  - h. Insubordination (AR 1046.5/AASB 5144) for failure to comply with behavior consequences;
  - i. Discussion with student and parent/guardian of the minor offense citation process;
  - j. Referral to the code enforcement officer for investigation of violations of compulsory attendance and issuance of citation-pursuant to borough code; FNSBC, Chapter 9.20



- k. Discussion of referral for further legal action.

## **Truancy**

(Ref. Admin. Reg. 1031/AASB 5113)

### 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 absence unless excused.

### Procedure

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

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

## **Other Considerations**

### A. 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 or waiting for the Board's final action on an

expulsion.

B. 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.

C. 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 (see School Board Policy 1063.2: Homebound Instruction).

D. College Visits or Educational Experiences

(Administrative regulation being developed.)

E. Withdrawal

Schools shall withdraw from attendance records any student marked unexcused absent for more than 10 consecutive school days. 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. Prior to withdrawing a student displaying a homeless icon on his or her PowerSchool Premier account, contact the McKinney-Vento liaison (452-2000, ext. 11358). The school shall contact students with more than 15 consecutive days of excused absences to determine if a withdrawal is appropriate.

### **Out-of-Attendance Area**

(School Board Policy & Amin. Reg. 1032/AASB 5116)

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 apply to attend a district school outside of his or her attendance area on a space available basis, families must apply for OAA using the district's online system @ <https://lottery.k12northstar.org>

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.

## **Administering Medicines to Students**

(School Board Policy & Admin. Reg. 1062.2/AASB 5141.21)

The parents/guardians 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 a building administrator or designee who will supervise its administration. 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 building administrator, 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 building administrator's designee. At that time the number of pills will be counted, with documentation signed by the nurse or building administrator'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 prescription 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 building administrator'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 building administrator's designee. If the parent/guardian/adult designee does not want the medication returned, the school nurse or building administrator'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-5) - 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 6-12) - 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

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 met:

- A. The parent/guardian will annually update the school health history form
- B. The parent/guardian provides written (not verbal) authorization for the self-administration of the medications
- C. 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
- D. 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 administer the medication as prescribed
- E. 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
- F. 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
- G. 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. A health care provider means a licensed physician, advanced nurse practitioner, physician assistant, village health aide, or pharmacist (ref. Alaska Statute 14.30.141).

### **Non-prescription 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-5)

Non-prescription 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 non-prescription 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 non-prescription medication must be listed on the approved standing orders from the district's medical advisor.

### Middle School (6-8)

Non-prescription 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 non-prescription 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)

Non-prescription medication may be self administered by high school students, but the medication must be in the original container. The school nurse may administer non-prescription 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 non-prescription 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**

(School Board Policy & Admin. Reg. 1062.4/AASB 6145.22)

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 to 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;
  - 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 healthcare 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

## **Student Driving and Parking**

(School Board Policy 1048.5/AASB 5144)

The School Board encourages all students to use the transportation provided by the district. However, when a student drives to school, they must abide by all state of Alaska statutes and regulations regarding the operation of student vehicles, and the administrative rules or regulations pertaining to the operation of student vehicles on school property or at a school sponsored activity. Motor vehicle violations may result in loss of driving privileges, disciplinary action, and/or reports to law enforcement. Vehicles include automobiles, snowmachines, motorcycles, all-terrain vehicles, etc. (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.

## **Student Groups**

(School Board Policy & Admin. Reg. 955/ AASB 6145)

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/AASB 6145 or student-led (limited-open forum) student groups as defined in Policy 955.3/AASB 6145. All student groups must be approved by the building administrator. All student group participants must comply with all applicable school board policies including Policy 130/AASB 0410: Nondiscrimination; Policy 131/AASB 5131.43: Harassment; Policy 1048.1/AASB 5144: Hazing; and Policy 1042.4/AASB 5144: Initiations; Policy 1048.2/AASB 5131.43: Bullying; Policy 1046.9/AASB 5144: Failure to Report; Policy 1045.3/AASB 5144: Aiding and Abetting.

### **Initiations**

(School Board Policy 1042.4/AASB 5144)

All forms of initiations by school or non-school groups are prohibited unless prior approval has been obtained from the building administrator. An initiation is defined as a ceremony, ritual test, or activity with which a group admits a new member. Consequences for engaging in unsanctioned initiations will follow the behavioral standards violated.

For a complete guide to student activities see the [High School Activities Handbook](#).

## **Secondary Student Group Conditions**

(Ref. School Board Policy & Admin, Reg. 995.1/AASB 6145)

All announcements, posted notices, or written publications by student groups must be approved by the building administrator 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 meetings during instructional time must have the explicit written approval of the building administrator based on a written explanation as to why the meeting at that time is required.

## **Student Conduct Requirements for Participation**

(School Board Policy & Admin. Reg. 955.11/AASB 6145)

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 school 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/AASB 5144 - Subject to School Authority specifies the conditions under which this policy applies.)

## **School-Sponsored Student Groups**

(School Board Policy 955.2/AASB 6145)

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

- Participation is a requirement of a specific course offering.
- 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.

## **Eligibility**

(Admin. Reg. 955.21/AASB 6145)

All entering sixth, seventh, eighth, and ninth graders are automatically eligible 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 eligible or ineligible immediately upon verification of grades by the building administrator must take place according to an annual administrative memo that provides dates for eligibility determination.

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

(School Board Policy & Admin Reg. 955.21/AASB 6145)

### Middle School Eligibility

To be eligible for participation in a school-sponsored student group that prepares students for ASAA sanctioned groups in high school, a student in grades 6 through 8, 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 6 through 8, not meeting these eligibility requirements 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.

### 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.

### 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 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/AASB 5121.

District-approved summer school and/or correspondence classes, when completed before August 1, 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/AASB 5121) 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/AASB 6145.

#### Directions for Establishing Eligibility

Activities administrator/coordinators will determine the eligibility of each athlete/participant. Activities administrator/coordinators 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 administrator/coordinator at his/her school who will then communicate with the activities administrator/coordinator of the school for whom the athletes/participants in question play.

### **Student Attendance Requirement**

(School Board Policy & Admin. Reg. 955.22/AASB 6145)

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 building administrator. 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.

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

(School Board Policy & Admin. Reg. 955.24/AASB 6145)

### 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/guardian consent form on file prior to tryouts.

A physical examination must be performed by a practicing physician, an advanced nurse practitioner (APN), a physician's assistant (PA), or a military medical examiner, and the student's parent or legal guardian, certifying that he or she has submitted to a history and physical examination within the prior 18 months. The statement must certify that, in the opinion of the examiner, the student is physically fit to participate in strenuous physical activities. The district's physical examination form can be obtained from the school or downloaded from the district's website.

### 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/guardian consent form on file prior to participating.

### Elementary

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

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

(School Board Policy & Admin. Reg. 955.23/AASB 6145)

School-sponsored student groups shall have adult sponsors.

## **Student-Led Groups**

(School Board Policy & Admin. Reg. 955.3/AASB 6145)

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

(School Board Policy 955.31/AASB 6145)

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

(School Board Policies & Admin. Reg. 955.4/AASB 6153)

The Board may approve requests for out-of-district and out-of-state travel by student groups where such travel provides an important benefit to the involved student(s) and to the district. Travel shall be authorized only when such benefits cannot be provided to students within the community.

All out-of-state travel beyond Delta and the Denali Borough must receive prior approval by the superintendent or designee, and will be submitted to the Board for approval. Requests must be certified by the building administrator, and must be funded by the student club or group to include pay for all sponsor costs including substitute pay. Travel proposals should address safety and supervision of students at all times. Requests shall be submitted in writing with a preliminary budget, at least 45 days, but no more than one(1) calendar year in advance, prior to the trip. All requests will be reviewed by the superintendent or designee before Board approval. Fundraising, travel plans, and confirmation may not occur until approval of the travel requests by the superintendent.

Provisions for students with special needs must be included in the travel request.

For any student-related travel, all chaperones (non-district employees) are required to go through the district volunteer approval process in advance to ensure the safety and welfare of all students.

Prior to travel, a complete list of all participants, including chaperones must be submitted to the Assistant Superintendent's office.

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

(School Board Policy & Admin. Reg. 955.43/AASB 6153)

All fundraising, including raffles and vending machines for travel of student groups must have school board (if the fundraising goal is \$1,000 or more), building administrator 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. Students may not be denied membership or continued membership to the student group if paying the fees is a hardship. School administration, through the student group sponsor or athletic coach, is responsible for providing reasonable alternatives to paying fees for students when necessary.

Fundraising for travel organized by a third party vendor is not school related and should not involve school staff, district accounting, and not conducted during school hours.

Donations and/or gifts over \$10,000 will be brought to the School Board for official acceptance (Policy 1156/AASB 3290).

## **Bus Conduct**

(School Board Policy & Admin. Reg. 761/AASB 5131.1)

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 building administrator, and a copy of the misconduct report provided to the transportation office.

The building administrator will have the authority to suspend the riding privileges of students and/or take other disciplinary actions for students who have disciplinary problems on the bus. Parents/Guardians of children whose behavior and 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.

### General Bus Policies

- Students are required to ride the bus assigned to them and to board and disembark at their assigned stop.
- Students may be transported to an already established bus stop or on a different bus on an occasional basis. Parents/Guardians 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.

- The bus driver has full responsibility and authority for the safety of students while they are being transported on the bus.
- Parents/Guardians may not remove a student from a bus, after the student has boarded, without the approval of a school representative.
- Parents/Guardians may not accompany their children on the bus to or from school.
- Parents/Guardians are responsible for damages to the school bus if caused by their children.
- The driver will assign seats for elementary, middle, and high school students.
- 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.
- Only electronic equipment that is allowed on school grounds is allowed on the bus, such as cell phones, radios or stereos.
- 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 building administrator and the bus contractor.
- Sleds and plastic toboggans may not be transported.
- No animals, of any kind, are allowed on the bus with the exception of a service animal individually trained to do work or perform a task for a person with a disability.
- Any items not permitted at school may not be transported on the bus.

#### 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 seat.
8. Take the bus route change information home to parents/guardians.

#### 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 student's 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 loudspeaker.
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 westling 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 your 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 forwards, 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 towards 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 & Procedures**

Drivers are responsible for maintaining order on the buses. Administering sanctions for misconduct on the school bus is the responsibility of the building administrator at the school where the student is enrolled. **Only the building administrator or designee has the authority to suspend a student's bus riding privileges.** It is the responsibility of the building administrator to advise parents/guardians 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 building administrator. The building administrator will forward one (1) copy to the parents/guardians 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 building administrator.
2. The second misconduct citation may result in the composition 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 to 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 parent/guardian, the building administrator, 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 judgement, 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/guardians 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 (7) minutes 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 building administrator 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.

For more information please call the Transportation Department at:

(907)452-2000 option 4

Office Hours:

8:00 AM - 4:30 PM

[k12northstar.org/transportation](http://k12northstar.org/transportation)

Durham School Services

Fairbanks: (907)206-7789 (6:00 AM - 5:30 PM)

Moose Creek/North Pole: (907)206-7789 option 4 (6:00 AM - 5:00 PM)

Call Durham for student drop-off/pick-up issues, late buses, missed stops, driver complaints, service issues, and lost items.

## **Responsibilities Of School Authorities**

### **Subject to School Authority**

(School Board Policy & Admin. Reg. 1042.1/AASB 5144)

Each pupil is under the control and direction of the building administrator 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 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. Such determination will be made by the building administrator.

### **Supervision of Students**

(School Board Policy 1051.1/AASB 5142)

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 to this supervision are expected to act as reasonably prudent adults in providing for the safety of the students in 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/guardians 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**

(School Board Policy 1066.2/AASB 5142)

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



## **School Security Videos**

(School Board Policy & Admin. Reg. 723/AASB 3516.6 )

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 the subpoena, court order, or release in accordance with the Family Education Rights and Privacy Act (FERPA, 20 United State Code 1232 (g), 34 CFR Part 99) and any other applicable local, state and federal privacy laws.

## **Student Use of Technology**

(School Board Policy 802.2/AASB 6161.4)

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:

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

## **Acceptable Uses**

(School Board Policy 802.21/AASB 6161.4)

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**

(School Board Policy 802.22/AASB 6161.4)

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 cyberbullying 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 of safety and welfare of the school community; and
5. Altering the pre-set school district software applications.

## **Acceptable Technology Use Agreement**

(School Board Policy and Admin. Reg. 802.25/AASB 6161.4)

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

### Procedures and Responsibilities

1. Building Administrators 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-5 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 4-5 will review the Grades K-5 RTUA with students and assist them to acknowledge the RTUA through their PowerSchool Premier account on a yearly basis.
4. Teachers in grades 6-12 will review the Grades 6-12 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 parents/guardians acknowledge the RTUA during the registration process.

## **Sanctions**

(School Board Policy 802.28/AASB 6161.4)

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/AASB 5131 and accompanying Administrative Regulations.) When and where applicable, law enforcement agencies may be involved.

## **Mobile Learning Devices**

(School Board Policy 804.2/AASB 5138)

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 are off school property or outside of the school day but utilizing the 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**

(School Board Policy 804.3/AASB 5138)

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 activity. 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 email, 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 devices 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/AASB 5144 Academic Dishonesty; 1046.3/AASB 5144 Refusal to Follow Classroom Rules; 1046.4/AASB 5144 Disruptive Behavior; 1046.6/AASB 5144 Flagrant Disrespect; 1046.7/AASB 5131.43 Harassment; 1048.2/AASB 5131.43 Intimidating Behavior/Bullying; 1048.4/AASB 5144 Physical Aggression; 1048.6/AASB 5144 Criminal Offenses)

## Searches

(School Board Policy 804.4/AASB 5138)

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

The building administration will not search a student's portable electronic device without parent/guardian consent and under limited conditions.

### Search and Seizure

(School Board Policy & Admin. Reg. 1041.3/AASB 5145.12)

The school board is committed to maintaining an environment for students and staff which is safe and conducive to learning and working. The board recognizes that incidents may occur where the health, safety and welfare of students and staff are jeopardized and which necessitate the search and seizure of students, their property, or their lockers, by building administration.

The board authorizes building administration to conduct searches when there is reasonable suspicion that the search will uncover evidence that the student is violating the law or the rules

of the district or the school. In determining whether reasonable suspicion for a search exists building administration shall consider:

1. The student's age and previous behavior patterns.
2. The prevalence and seriousness in the school of the problem to which the search was directed.
3. The urgency requiring the search without delay.
4. The substantive value and reliability of the information used as a justification for the search.
5. The location of the student at the time of the incident which gave rise to reasonable suspicion.

The building administration shall conduct all searches in the presence of another staff member. The fruits of such searches may be used in school disciplinary proceedings. The building administration 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 paraphernalia. Paraphernalia items (including weapons) will not be returned to the student, and may be turned over to the police.

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 board urges that discretion, good judgment and common sense be exercised in all cases of search and seizure. The building administration has the right and duty to search a student's person and possessions if the building administration 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 or in a student's possessions.

Before searching a student or a student's possessions, building administration should seek, but need not receive, the freely offered consent of the student whenever reasonably and safely possible. 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 building administration will not search a student's cell phone or other portable electronic device without parent or guardian consent, and under limited conditions as defined in administrative regulation.

#### **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 areas shall as a condition of being permitted such use, be deemed to have waived any possessory claim to such areas and students shall not have any expectation of privacy in such area or use of area. Periodic general inspections of

these items or areas 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 officers 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 drug-detection dogs and metal detectors, or similar detection devices, may be used upon express authorization of the superintendent.

### **Search of Vehicles**

Student vehicles constitute student property on school grounds and can be searched when building administration has reasonable suspicion to believe that drugs, weapons, dangerous, illegal matter or stolen goods are likely to be found therein.

## **Commercial Solicitation**

(School Board Policy 1042.3/AASB 1321)

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**

(School Board Policy 1076/AASB 6164.2)

This policy permits employers, including military recruiters and representatives of postsecondary 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**

(School Board Policy 1061/AASB 5040)

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**

(Admin. Reg. 1061.3/AASB 3554)

During the school day, all food and beverages provided by the school or sold on school grounds must follow the Nutrition Standards of All Food 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.

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

For more information about school nutrition program resources and regulations go to [k12northstar.org/nutrition](http://k12northstar.org/nutrition)

### **Student Discipline**

(School Board Policy 1050/AASB 5144)

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**

(School Board Policy 1052.12/AASB 5144)

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**

(School Board Policy 1051/AASB 5144)

The authority to discipline students resides primarily with the building administrator 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.

### **School Handbooks**

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 building administrators are granted authority to issue staff, student, and school handbooks that align with Board policies and administrative regulations.

## **Students Behavioral Standards**

(School Board Policy & Admin. Reg. 1045 & 1045.1/AASB 5131)

The purpose of these regulations (1046-1049/ AASB 5131.6) is to ensure fair and consistent student discipline in elementary and secondary schools.

The goal of the school district's discipline policies is to create as safe an environment as possible for the education and socialization of all students. When a student displays inappropriate behavior on school grounds, or at a school sponsored activity, on a school bus, or when his or her misconduct is related to school order, disciplinary consequences will result.

The building administrator 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**

(Admin.Reg. 1054.1/AASB 5131)

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. Building administrator 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 5, regardless of additional grades enrolled at the school. Secondary students are those students enrolled in grades 6 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 5 or in grade 6 through 12.

All building administrators shall have the discretion to determine appropriate behavior interventions and disciplinary consequences, following administrative regulations and school board policies. Discipline infractions shall not carry over from elementary to middle school, or from middle school to high school, except for drug, alcohol, and serious safety violations, (assault, deadly weapons, firearms, etc.) which must be counted from one year to the next.



# Definitions of Disciplinary Actions

## Simple Discipline

(School Board Policy 1052.1/AASB 5144)

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/guardians should be involved in dealing with behavior which seriously interferes with the student's own learning experience or that of their students.

## Detention of Students

(School Board Policy 1052.11/AASB 5144)

A school administrator or teacher may detain a student for disciplinary reasons after school hours provided the parent/guardian 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/Guardians 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

(School Board Policy 1052.2/AASB 5144)

Per AS 14.30.045, 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 10 days, he or she may participate in an alternative educational opportunity offered by the district.

## **Short Term Suspensions and Interventions**

(School Board Policy 1052.21, 1051.211 & 1051.212/AASB 5144)

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 building administrator or his/her designee may impose a short term suspension or intervention.

An in-school short term intervention is a disciplinary alternative used when a student's behavior violates school or district rules and he/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.

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

## **Long-Term Suspension**

(School Board Policy 1054.1/AASB 5144.1)

Long-Term Suspension shall mean the denial of the right to attend schools for a specific period of time that is in excess of ten(10) school days, but less than one (1) year.

## **Expulsion**

(School Board Policy 1054.1/AASB 5144.1)

"Expulsion" shall mean "expulsion" or "Denial of admission" and shall mean the denial of the right to attend school for an indefinite period of time greater than ten (10) school days or for a specific period of time equal to or greater than one (1) year.

**The district has an appeal process for long-term suspensions and expulsions. See due process procedures under School Board Policy and Administrative Regulation 1054.1/AASB 5144.1**

## **Coursework While in Suspension or Expulsion Status**

(School Board Policy & Admin. Reg. 1031 & 1052.3/AASB 5113 & 5144)

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 or waiting for the board's final action. Families are encouraged to work with the SMART program during this time.

If a student receives special education services, the student's services and placement shall be governed by his/her Individual Education Plan (IEP) or interim alternative educational placement as appropriate.

## **Due Process**

### **Disciplinary Due Process**

(School Board Policy & Admin. Reg. 1054 & 1054.1/AASB 5144.1)

Due process is a set of required procedures and procedural safeguards to be followed when a student violates student behavior standards

Students with disabilities who are covered under the Individuals with Disabilities 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/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 building administrator shall make a reasonable attempt to contact the student's parent/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, confirmed email, or hand delivered to the student and his/her parent/guardian.
- B. The notice shall include the student's right to participate in the administrative review process and the right to appeal to the school board.
- C. The district shall provide notice of time, date, and location of the administrative review to take place within five (5) school days of the notice of discipline to the student. The student may be present at the administrative review hearing and may choose to be represented during that meeting by a representative of their choice.
- D. The suspension time the student served during the course of due process shall be credited against the long-term suspension or expulsion imposed as final action.
- E. The following procedural guidelines shall govern hearings requested by students and or parents/guardians:
  - a. Written notice of charges against a student, procedures to be followed and recommended discipline shall be provided to the student and/or parent/guardian.

- b. Parents/guardians may be present at hearings.
- c. The student and parent/guardian may be represented by another person of his/her choice.
- d. The district will make incident reports, witness statements, or other documents the district relies on as the basis for the discipline available at the meeting and should, to the extent practicable, provide such materials to the student upon request in advance of the meeting. The district shall not be required to reveal the names of witnesses when doing so would subject the witness to the risk of retaliation or harm or breach confidentiality. Consistent with federal and state law, the district shall not disclose the contents of another student's records where such disclosure has not been authorized as provided by law.
- e. The student shall be given an opportunity at the administrative review meeting to present their version of the facts and events identified as the basis for the discipline and to provide relevant documents, witness statements, testimony and oral or written argument. Administrative review will not be conducted according to technical court rules relating to evidence and witnesses. The district will accept all relevant, not unnecessarily repetitious, information offered on behalf of the student.
- f. All relevant evidence shall be accepted. If before a disciplinary decision is issued, additional evidence comes to light which was not reasonably available at the time of the administrative review meeting, then the meeting may be reconvened to address the new evidence.
- g. The student and/or parent/guardian and/or his/her representative shall be allowed to question the school administrator(s) presenting the evidence and any other adult witness who may be present.
- h. Following completion of the administrative review, the district shall issue a written decision within eight (8) school days. The decision shall include the administrative review disciplinary decision and findings of fact. The decision will also include the district's efforts to make the student aware of the right to participate in the administrative review and describe the level of the student's participation. The written decision shall inform the student of the right to appeal the disciplinary decision to the School Board in accordance with Board Policy 1054.1.
- i. 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 schedule, the hearing officer may recommend a transition date on which to return to school which is consistent with grading periods or course transitions.
- j. The student and/or his/her parent/guardian shall have five (5) school days after receipt of the hearing officer's written decision to appeal that decision to the School Board.

F. The following procedural guidelines shall govern an appeal to the School Board:

- a. The appeal shall be submitted to the Board on the evidence presented at the previous administrative review 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.
- b. When an appeal of a long-term suspension is properly brought before the board or when an administrative review decision on expulsion is before the Board, the Board will determine whether the record developed during administrative review supports the finding the student violated relevant behavioral standards, whether grounds exist under as 14.30.045, and whether the discipline is reasonable and not excessive under the circumstances.

The Board shall consider disciplinary appeals and administrative review decisions of expulsion on the administrative record. The Board may:

1. Deliberate the matter based on the administrative record in executive session (outside the presence of school administrators, the student, and their parent or guardian) and make a final decision by motion in a public meeting; or
2. Grant the student and, if so, the administration also, the opportunity to present any new arguments not available at the time of administrative review and make a final decision by motion in a public meeting; or
3. Schedule a special meeting to hear further arguments and further deliberate the matter to report a decision within ten (10) school days after such hearing; or
4. If the Board determines that further development of the factual record is necessary, remand the matter to district administrators to further develop the administrative record to occur within ten (10) school days after which time the appeal will be reset before the Board.

Any decision by the Board to expel a student shall be issued in writing and shall advise the student that it is a final decision which may be appealed to the superior court within thirty (30) days in accordance with Alaska Appellate Rule 602.

- G. The following procedural guidelines shall govern a student's readmission to district schools following a long-term suspension or expulsion:
  - a. 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 building administrator.
  - b. Students expelled for an indefinite period of time or who seek return to school prior to a previously set return date 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 accepted to document progress and/or rehabilitation.

- Building Administrator Interview: The student will complete an interview with the building administrator 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 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/AASB 5144.2)

Administrative Regulation 1054.1 provides information about procedural due process for regular education students. A student with a disability is entitled to the same due process provided to all students as described in policy and administrative regulation (AR) 1054.1, with the provision for reasonable accommodations consistent with the student's individualized education program (IEP) or 504 plan and the procedural safeguards and due process rights through IDEA and Section 504. AR 1054 summarizes suspension, expulsion, and due process procedures for students with disabilities. The information contained herein is also in the Student Rights, Responsibilities & Behavioral Consequences Handbook.

Any student who has been referred or identified for special education services or is in the process of eligibility determination – and is subject to discipline – is entitled to all of the IDEA protections afforded to a child with a disability.

## **Discipline and Due Process for Students with IEP or Section 504 Plan Removal for up to 10 days**

Students with a disability, suspended for ten (10) days or less, are entitled to short-term disciplinary procedures, which apply to all students who receive suspensions. Routine discipline and short-term disciplinary actions are not changes in placement and do not prompt federal or state procedural safeguards for students with disabilities. District personnel may suspend a student with a disability for up to ten (10) school days per year without providing educational services. The days need not be consecutive. Removals for up to ten (10) school days may be out-of-school suspensions, an interim alternative educational setting (IAES) or another setting. Parents must be immediately notified of the discipline decision.

1. IEP/504 teams should consider a functional behavioral assessment (FBA) and behavior intervention plan (BIP) to address behavior that impairs learning or the learning of others.

## **Removal for More Than 10 Days or Placement in an Interim Alternative Educational Setting**

Students with an IEP whose suspension constitutes a change in placement must continue to receive a free and appropriate public education. A change in placement occurs if:

1. the removal is for more than 10 consecutive school days;
2. the student has been subjected to a series of removals for more than 10 days that constitute a pattern;
3. the district shall determine whether a pattern of removals constitutes a change in placement.

The parents shall be immediately notified of the discipline decision and be provided a notice of procedural safeguards on the day the change in placement decision is made.

### **Manifestation Determination**

When a change in placement is contemplated for disciplinary purposes, the district must conduct a manifestation determination. Note: students with a 504 are not entitled to a manifestation determination for drug and/or alcohol violations.

#### **A. Timeframe for Making Determination**

Within ten (10) school days of any decision to change the placement of a student with a disability because of a violation of student conduct rules, a manifestation determination shall be made of the relationship between the student's disability and the behavior subject to disciplinary action.

#### **A. How Determination is Made**

In making a manifestation determination, the district, the parent, and relevant members of the student's IEP/504 team (as determined by the district and the parent) must review all

relevant information in the student's file, including the student's IEP/504, any teacher observations, and any relevant information provided by the parents to determine:

1. if the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or
  2. if the conduct in question was the direct result of the district's failure to implement the IEP/504.
- A. No Manifestation is Found

If it is determined that the conduct is not a manifestation of the student's disability, the relevant disciplinary procedures applicable to students with disabilities may be applied to the student in the same manner and for the same duration as applied to students without disabilities, except that a free appropriate public education must continue to be provided to students with an IEP. The educational services may be provided in an alternate setting. The IAES must be determined by the IEP team.

A. Manifestation is Found

If the district, the parent, and relevant members of the IEP team determine that either of the conditions above is met, the conduct shall be determined to be a manifestation of the student's disability. If the team determines that the student's conduct is a manifestation, then the child's placement cannot be changed except via the IEP/504 team process. If a manifestation is found, the IEP/504 team must either:

1. conduct a functional behavioral assessment, unless the district had already conducted one prior to the behavior leading to the change in placement, and implement a behavioral intervention plan for the student; or
2. if a behavior intervention plan has already been developed, review the plan and modify it, as necessary, to address the behavior; and
3. except under special circumstances for drugs, weapons or serious bodily injury as set forth below, return the student to the placement from which the student was removed, unless the parent and the district agree to a change of placement as part of the behavior intervention plan.
4. under certain conditions (i.e. possession of weapons or illegal drugs, or for inflicting "serious bodily injury" upon another person), the district may use IAES placements for up to 45 school days for children with disabilities without regard for whether the behavior is a manifestation of the student's disability, if children without disabilities would be placed in alternative educational placements or would be excluded from school for the same disciplinary action.

### **Disciplinary Appeals**

Long-term suspensions and expulsions for violations of student behavior standards should be fair, consistent, and appropriate to the level of student misconduct. A student with a disability is entitled to the same due process provided to all students as described in Policy and Administrative Regulation (AR) 1054.1.



Federal and state statutes and regulations provide additional procedural safeguards for students with disabilities. A parent/guardian who disagrees with any placement decision or the manifestation determination may appeal the decision by requesting a hearing through the state special education dispute resolution process. These procedural safeguards, parents' rights for special education, will be provided to parents/guardians in their native language with meeting notices for any proposed changes in a student's placement.

Parents/guardians of students served by a 504 plan have a right to challenge the team's manifestation determination or placement by requesting a due process hearing through the school district's employment and educational opportunity (EEO) office.

Placement During Appeals:

When an appeal of a manifestation determination or placement is requested by either the parent or the district, the student shall remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the time period provided for deciding the hearing, whichever occurs first, unless the parent/guardian and the district agree otherwise.

## Discipline Infractions & Consequences

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.

### Aggravating and Mitigating Circumstances

(School Board Policy & Admin. Reg. 1045.4/AASB 5144)

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

<p><b>Mitigating</b> 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.</p> <p><b>Individual mitigating circumstances</b> include, but are not limited to, the following:</p>	<p><b>Aggravating</b> circumstances are defined as circumstances that increase guilt or enormity, but which are above and beyond the essential elements of the offense itself.</p> <p><b>Individual aggravating circumstances</b> include, but are not limited to, the following:</p>
<p><u>Continued on next page</u></p>	<p><u>Continued on next page</u></p>

<u>Individual Mitigating Circumstances</u>	<u>Individual Aggravating Circumstances</u>
<b>Discipline Record</b>	
<p><b><u>Prior Discipline History</u></b></p> <ul style="list-style-type: none"> <li>● Few prior disciplinary offenses</li> <li>● Infrequent prior disciplinary offenses</li> <li>● Unrelated prior disciplinary offenses</li> </ul>	<p><b><u>Prior Discipline History</u></b></p> <ul style="list-style-type: none"> <li>● Extensive prior disciplinary offenses</li> <li>● Frequent prior disciplinary offenses</li> <li>● Major or significant prior disciplinary offenses</li> </ul> <p><b><u>Current Discipline Status</u></b></p> <ul style="list-style-type: none"> <li>● Offender is currently expelled or under a trespass order</li> </ul>
<b>Developmental Status</b>	
<ul style="list-style-type: none"> <li>● Age</li> <li>● Social/cognitive/emotional immaturity</li> <li>● Vulnerability</li> <li>● Physical size/strength</li> <li>● Perceived imbalance of power</li> </ul>	<ul style="list-style-type: none"> <li>● Offender is a leader of a group who participated in the conduct</li> <li>● Offender knew or reasonably should have known that the victim was particularly vulnerable because of disability, ill health, or immaturity, physical size</li> </ul>
<b>Culpability</b>	
<p><b><u>Negligence</u></b> – failing to perceive the nature and degree of risk associated with taking action; deviating from the standard of care a reasonable person would observe.</p>	<p><b><u>Intentional</u></b> – 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.</p>
<b>Harm or Impact</b>	
<ul style="list-style-type: none"> <li>● Off-handed threat with no apparent ability or intent to carry out the threat</li> <li>● No injury or only minor injury</li> </ul>	<ul style="list-style-type: none"> <li>● Imminence of threat, apparent ability, and intent to execute</li> <li>● Serious physical injury or harm requiring medical care</li> <li>● The prohibited conduct or action involved gang presence or gang-related behavior</li> <li>● The prohibited conduct included discriminatory harassment</li> </ul>
<b>Individual's Mental Health</b>	
<ul style="list-style-type: none"> <li>● Initiating or modifying a course of medication</li> <li>● Identified physical/emotional trauma</li> <li>● Family dissolution</li> </ul>	
<b>Continued on next page</b>	

<b>State of Conscience</b>	
<ul style="list-style-type: none"> <li>● Sincere verbal statements of regret/ tears</li> <li>● Acknowledgment of wrongdoing</li> <li>● Cooperation with investigation/owning up</li> <li>● Turns self in</li> <li>● Identifiable emotional circumstances</li> <li>● Remorseful</li> </ul>	<ul style="list-style-type: none"> <li>● Would do it again if given a chance</li> <li>● Student justifies action</li> <li>● Delay in telling the truth</li> <li>● Stonewalling, lying, uncooperative, deceiving, threatening</li> </ul>
<b>Drug Distribution Violations</b>	
<ul style="list-style-type: none"> <li>● Mutual use, with evidence to support primary ownership</li> <li>● Low level of harm or potential for harm</li> <li>● First offense</li> <li>● Other mitigating circumstances as outlined in this AR</li> </ul>	<ul style="list-style-type: none"> <li>● The intent includes pressure on peers or causing harm</li> <li>● The intent is selling/profit/gain</li> <li>● High level of harm or potential for harm</li> <li>● Weapon involvement</li> <li>● Second or more distribution violation</li> </ul>
<u><b>Group Mitigating Circumstances</b></u>	<u><b>Group Aggravating Circumstances</b></u>
<p>The <b>impact of group dynamics</b> may also mitigate or aggravate an offense. These include, but are not limited to, the following circumstances:</p>	
<ul style="list-style-type: none"> <li>● The student, although an accomplice, played only a minor role in the commission of the offense.</li> <li>● 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.</li> <li>● The student committed the prohibited conduct under a substantial degree of duress or coercion which significantly affected the student's conduct.</li> <li>● The student was significantly influenced by a substantially more mature person.</li> <li>● The student acted with serious provocation from the victim.</li> <li>● The student assisted the school in detecting or apprehending other persons who engaged in prohibited conduct.</li> </ul>	<ul style="list-style-type: none"> <li>● The student was the leader of a group of two or more persons who participated in the conduct.</li> <li>● Another person sustained physical injury as a direct result of the student's aiding and abetting behavior.</li> <li>● Another person was placed in the potential for serious harm as a direct result of the student's aiding and abetting behavior.</li> <li>● The student knew or reasonably should have known that the victim was particularly vulnerable because of disability, ill health, or other factors.</li> <li>● The student's conduct created a risk of imminent physical injury to three or more persons other than himself or herself.</li> <li>● 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.</li> <li>● The prohibited conduct or action involved gang presence or gang-related behavior.</li> </ul>

## **Aiding and Abetting Behavior**

(School Board Policy & Admin. Reg. 1045.3/AASB 5144)

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/AASB 5131-1049/ AASB 5131.6.
- Failing to report information known beforehand that may have prevented a violation from occurring.
- Keeping secret the commission or accomplishment of violations of Policies 1045/AASB 5131-1049/ AASB 5131.6. Interfering with an investigation of an alleged violation of Policies 1045/AASB 5131-1049/ AASB 5131.6.

Also see School Board Policies and Administrative Regulations 1045.5/AASB 5144 Authority to Investigate, and 1046.1/AASB 5144 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.

## **Disruptive Student Behavior**

The following administrative regulations define the consequences for violations of policies 1046.1/AASB 5144 through 1046.8/AASB 5144. Disruptive student behavior includes: **general dishonesty, academic dishonesty, refusal to follow school or classroom rules, disruptive behavior, insubordination, flagrant disrespect, harassment and interfering with school authority.**

## **General Dishonesty**

(School Board Policy & Admin. Reg. 1046.1/AASB 5144)

General dishonesty is defined as misrepresentation of the truth, including, but not limited to:

- Forging signatures
- False accusations against others
- Providing false identification
- Lying
- Misuse of school documents
- Willful withholding of information during a school investigation
- Hampering an investigation
- Diverting attention to avoid detection

Actions taken when general dishonesty is committed may include:

### Elementary Consequences:

- 1st offense - Building Administrator's discretion
- 2nd offense - Up to 3-day short term suspension, building administrator's discretion
- 3rd offense - Up to a 5-day short term suspension, building administrator's discretion
- Subsequent offense - Up to a 10-day short term suspension; building administrator's discretion

### Secondary Consequences:

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

## **Academic Dishonesty**

(School Board Policy & Admin. Reg. 1046.2/AASB 5144, also see 1047.1/AASB 5144 Theft or Embezzlement and 1047.4/AASB 5144 Computer Misuse/Damage)

Academic dishonesty is behavior that falsely presents a student's work as a product of his/her own effort or as a product achieved in keeping with the rules of the task. Academic dishonesty includes, but is not limited to:

- Unauthorized procuring, possessing, stealing, using or distributing tests, quizzes, answer keys, teaching materials, teacher manuals, or teacher textbooks;
- Any attempt to tamper with or alter a teacher's records or grades;
- Representing the work of others as one's own work;
- Unauthorized use of notes, homework assignments, and crib sheets;
- Obtaining or offering unauthorized assistance or communication on a test, quiz, or other assignment.

Actions taken when academic dishonesty is committed may include:

### Elementary Consequences:

building administrator's discretion in collaboration with parents. Building administrator's should use behavior intervention programs available. A grade of zero on the assignment, at teacher's discretion.

### Secondary Consequences:

- 1st offense - Building administrator's discretion and a grade of zero on the assignment
- 2nd offense - Minimum 3-day short term suspension, building administrator's discretion, and a grade of zero on the assignment
- 3rd offense - Minimum 5-day short term suspension, building administrator's discretion, and a grade of zero on the assignment
- 4th offense - Minimum 10-day short term suspension, building administrator's discretion, and a grade of zero on the assignment
- Subsequent offense - Recommendation for a long-term suspension or expulsion, building administrator's discretion, and a grade of zero on the assignment

## **Refusal to Follow School or Classroom Rules**

(School Board Policy & Admin. Reg. 1046.3/AASB 5144)

Refusal to follow school or classroom rules is defined as failure to follow specific written school and classroom rules as published in the school's student handbook or the teacher's classroom management procedures, and may result in disciplinary action.

There shall be no differences between elementary and secondary school students when consequences are assigned for violations of this policy.

Actions taken when a student refuses to follow school or classroom rules may include:

### Elementary and Secondary Consequences:

1st offense - Adults in authority will pursue available school intervention with the student and parent/guardian regarding breaking school and classroom rules.

Subsequent offense - If a student continues to break school or classroom rules, the behavior may be considered disruptive or flagrantly disrespectful and referred to administration.

## **Disruptive Behavior**

(School Board Policy & Admin. Reg. 1046.4/AASB 5144)

Disruptive behavior is defined as behavior that substantially interferes with the education process or the appropriate activities of others in the context of the school activity in which the behavior occurs, including, but not limited to:

- Persistent arguing
- Outbursts
- Defiance
- Extraordinary and/or distracting noises
- Wearing disruptive clothing
- Disruptive behavior also includes gang-related behavior such as flashing gang sign(s), tagging with gang-related symbols or slogans, or soliciting for gang members.

Action taken when disruptive behavior is committed may include:

### Elementary Consequences

1st offense - building administrator's discretion

2nd offense - Up to a 3-day short term suspension, building administrator's discretion

3rd offense - Up to a 5-day short term suspension, building administrator's discretion

Subsequent offense - Up to a 10-day short term suspension, building administrator's discretion

### Secondary Consequences

1st offense - building administrator's discretion

2nd offense - Up to a 3-day short term suspension, building administrator's discretion

3rd offense - Up to a 5-day short term suspension, building administrator's discretion

4th offense - Up to a 10-day short term suspension, building administrator's discretion

Subsequent offense - Recommendation for long-term suspension or expulsion, building administrator's discretion

## **Indecent Exposure**

(Admin. Reg. 1046.41/AASB 5144)

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

Action taken when indecent exposure is committed may include:

### Secondary Consequences

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

## **Sexual Activity**

(Admin. Reg. 1046.42/AASB 5144)

Action taken when a student engages in sexual activity may include:

### Secondary Consequences

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

## **Insubordination**

(School Board Policy & Admin. Reg. 1046.5/AASB 5144)

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 Consequences

- 1st offense - building administrator's discretion
- 2nd offense - Up to a 3-day short term suspension, building administrator's discretion
- 3rd offense - Up to a 5-day short term suspension, building administrator's discretion
- Subsequent offense - up to a 10-day short term suspension, building administrator's discretion

### Secondary Consequences

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

## **Flagrant Disrespect**

(School Board Policy & Admin. Reg. 1046.6/AASB 5144)

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.

Actions taken when flagrant disrespect is committed may include:

### Elementary Consequences

- 1st offense - building administrator's discretion
- 2nd offense - Up to a 3-day short term suspension, building administrator's discretion
- 3rd offense - Up to a 5-day short term suspension, building administrator's discretion
- Subsequent offense - Up to a 10-day short term suspension, building administrator's discretion

### Secondary Consequences

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

## **Harassment**

(School Board Policy & Admin. Reg. 1046.7/AASB 5131.43)

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. (Also see School Board Policies 130-131/AASB 0410, Harassment and Nondiscrimination. 1048.2/AASB 5131.43 Bullying, and Prohibited Conduct/Mobile Devices 804.3/AASB 5138)

Actions taken when harassment is committed may include:

### Elementary Consequences

- 1st offense - building administrator's discretion
- 2nd offense - Up to a 3-day short term suspension, building administrator's discretion
- 3rd offense - Up to a 5-day short term suspension, building administrator's discretion
- Subsequent offense - Up to a 10-day short term suspension, building administrator's discretion



### Secondary Consequences

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

Incidents of discrimination and harassment can be reported to the district EEO/Title IX office. See [www.k12northstar.org/EEO](http://www.k12northstar.org/EEO) for more information.

**Allegations of certain forms of sexual harassment require the implementation of the district's Title IX formal grievance process. Consequences will be determined by the district's Title IX /EEO Specialist .**

### **Interfering with School Authority**

(School Board Policy & Admin. Reg. 1046.8/AASB 5144)

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 Consequences

- 1st offense - building administrator's discretion
- 2nd offense - Up to a 3-day short term suspension, building administrator's discretion
- 3rd offense - Up to a 5-day short term suspension, building administrator's discretion
- Subsequent offense - Up to a 10-day short term suspension, building administrator's discretion

### Secondary Consequences

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

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

(School Board Policy & Admin. Reg. 1046.9/AASB 5144)

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/AASB 5144, 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/AASB 5144
- 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 administration regulation when the student is aware that the conduct is of that nature or that the circumstances exist; 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 Consequences

All offense - building administrator’s discretion

#### Secondary Consequences

1st offense - building administrator’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 - building administrator’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, building administrator’s discretion

### **Behavioral Standards Involving Property**

(School Board Policy 1047/AASB 5144)

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.

#### Procedures for Seeking Reimbursement

If restitution is sought, the school district may:

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

## **Theft or Embezzlement**

(School Board Policy & Admin. Reg. 1047.1/AASB 5144)

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 1046.2/AASB 5144 Academic Dishonesty)

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

### Elementary and Secondary Consequences

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

## **Trespassing**

(School Board Policy & Admin. Reg. 1047.2/AASB 5144)

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 - building administrator's 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 - building administrator's 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 - building administrator's discretion, up to and including recommendation for expulsion; for an indefinite period of time; law enforcement shall be contacted.

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

(School Board Policy & Admin. Reg. 1047.3/AASB 5144)

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 that state of mind to cause damage, destruction or vandalism, and/or the more serious the damage, the more serious the offense. (Also see 1047.4/AASB 5144 Computer Misuse/Damage)

Law enforcement may be notified. The building administrator's 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 in committed:

### Elementary and Secondary Consequences

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

## **Computer Misuse/Damage**

(School Board Policy & Admin. Reg. 1047.4/AASB 5144)

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, staff member, or any person;
- Behavior that misuses resources in violation of the Acceptable Computer Use Policy. (Also see 1046.2/AASB 5144 Academic Dishonesty and 1047.3/AASB 5144 Damage, Destruction and/or Vandalism)

Local law enforcement may be notified. The building administrator 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 - building administrator's discretion regarding loss of computer use
- 2nd offense - Up to a 3 day short term suspension, lost of computer use
- Subsequent offense - Up to a 5 day short term suspension, loss of computer use

### Secondary Consequences

- 1st offense - building administrator's discretion\*
- 2nd 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 building administrator's discretion\*

\*Loss of computer privileges could result in the student receiving an academic penalty as well as a disciplinary penalty if the 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".

## **Behavioral Standards Involving Violence and/or Weapons**

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.

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.

## **Hazing**

(School Board Policy & Admin. Reg. 1048.1/AASB 5144)

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, building administrator's discretion
- 2nd offense - Out-of-school short term suspension, building administrator's discretion
- 3rd offense - Up to a 3 day short term suspension, building administrator's discretion
- 4th offense - Up to a 5 day short term suspension, building administrator's discretion
- Subsequent offense - Up to a 10 day short term suspension, building administrator's discretion

### Secondary Consequences

- 1st offense - building administrator's discretion
- 2nd offense - Recommendation for long term suspension or expulsion, building administrator's discretion
- 3rd offense - Recommendation for expulsion for an indefinite period of time, building administrator's discretion

## **Initiations**

(School Board Policy & Admin. Reg. 1042.4/AASB 5144)

All forms of initiations by school or non-school groups are prohibited unless prior approval has been obtained from the building administrator. 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/AASB 5131.43)

## **Intimidating Behavior/Bullying**

(School Board Policy & Admin. Reg. 1048.2/AASB 5131.43)

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, poling, choking, hair pullings, 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 others pants, etc.

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

### Elementary Consequences

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

### Secondary Consequences

- 1st offense - Up to a 3 day short term suspension, building administrator's discretion
- 2nd offense - Up to a 5 day short term suspension, building administrator's discretion
- 3rd offense - Up to a 10 day short term suspension, building administrator's discretion
- Subsequent offense - Recommendation for long term suspension or expulsion, building administrator's discretion

Incidents of discrimination and/or harassment can be reported to the district EEO/Title IX office. See [k12northstar.org/eo](http://k12northstar.org/eo) for more information.

## **Physical Aggression**

(School Board Policy & Admin. Reg. 1048.4/AASB 5144)

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 and Secondary Consequences

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

## **Fighting**

(School Board Policy & Admin. Reg. 1048.3/AASB 5144)

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 - building administrator's discretion
- 2nd offense - Up to a 3 day short term suspension, building administrator's discretion

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

#### Secondary Consequences

1st offense - Up to a 3 day short term suspension, building administrator's discretion  
2nd offense - Up to a 5 day short term suspension, building administrator's discretion  
3rd offense - Up to a 10 day short term suspension, building administrator's discretion  
Subsequent offense - Recommendation for long term suspension or expulsion, building administrator's discretion

### **Assault**

(Admin. Reg. 1048.62/AASB 5144)

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.

Action taken when assault is committed may include:

#### Elementary and Secondary Consequences

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

### **Vehicle Offense**

(School Board Policy & Admin. Reg. 1048.5/AASB 5144)

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 a 10 day short term suspension, building administrator's discretion

#### Secondary Consequences

All parking violation - Up to temporary suspension of driving privileges, building administrator's discretion

1st moving offense - Revocation of driving privileges, building administrator's discretion, local law enforcement may be contacted



2nd moving offense - Up to a short term suspension from school, revocation of driving privileges, building administrator's discretion, local law enforcement may be contacted  
Subsequent moving offense -Up to recommendation for a long term suspension or expulsion, permanent revocation of driving privileges, building administrator's discretion, local law enforcement may be contacted

## **Criminal Offenses**

(School Board Policy & Admin. Reg. 1048.6/AASB 5144)

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 actions. 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 & Secondary Consequences

All offenses - Recommendation up to and including expulsion for an indefinite period, building administrator's discretion

Recommending expulsion for violation of policy 1048.6/AASB 5144, Criminal Offenses, requires a report to local law enforcement. Other board policy violations may constitute criminal offenses and contact with law enforcement as outlined in policy.

## **Arson**

(Admin. Reg. 1048.61/AASB 5144)

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. (Also see 1048.65/AASB 5144 Paraphernalia)

Actions take when arson is committed may include:

### Elementary & Secondary Consequences

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

## **Dangerous Action**

(Admin. Reg. 1048.66/AASB 5144)

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 and Secondary Consequences

1st offense - building administrator's discretion

2nd offense - Up to a 3 day short term suspension, building administrator's discretion  
3rd offense - Up to a 5 day short term suspension, building administrator's discretion  
4th offense - Up to a 10 day short term suspension, building administrator's discretion  
Subsequent offense - Recommendation for long term suspension or expulsion, building administrators discretion

## **False Alarm**

(Admin. Reg. 1048.63/AASB 5144)

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. (Also see Admin. Reg. 1048.2/AASB 5131.43 Intimidating Behavior/Bullying, 1048.64/AASB 5144 Threat/ Extortion/ Blackmail/ Coercion and 1048.7/AASB 5131.7 Firearms, Guns or Other Weapons)

Actions taken when a false alarm is committed may include:

### Elementary Consequences

All offenses - building administrator's discretion

### Secondary Consequences

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

## **Threat/Extortion/Blackmail/Coercion**

(Admin. Reg. 1048.64/AASB 5144)

A 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 of 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. (Also see Admin. Reg. 1048.63/AASB 5144 False Alarm)

Action taken when the above is committed may include:

### Elementary Consequences

1st offense - building administrator's discretion  
2nd offense - Up to a 3 day short term suspension, building administrator's discretion  
3rd offense - Up to a 5 day short term suspension, building administrator's discretion  
Subsequent offense - Up to a 10 day short term suspension, building administrator's discretion

### Secondary Consequences

1st offense - building administrator's discretion  
2nd offense - Up to a 3 day short term suspension, building administrator's discretion

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

## **Paraphernalia**

(Admin. Reg. 1048.65/AASB 5144)

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. (Also see Admin. Reg. 1049.4 AASB 5131.6 Use, Possession, and/or Distribution of Alcohol and other Drugs, 1048.61/AASB 5144 Arson, and 1049.3 Tobacco and 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 - building administrator's discretion  
2nd offense - Up to a 3 day short term suspension, building administrator's discretion  
3rd offense - Up to a 5 day short term suspension, building administrator's discretion  
Subsequent offense - Up to a 10 day short term suspension, building administrator's discretion

### Secondary Consequences:

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

# Behavioral Standards Involving Violence and/or Weapons

## Firearms, Deadly Weapons or Weapons

(School Board Policy 1048.7/AASB 5131.7Ref US Code 8001)

Administrative regulations specify the disciplinary consequences for students who violate the Firearms, Deadly Weapons, and Weapons policy. Federal and state law mandates 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.

The Superintendent or designee shall permit the possession of weapons, dangerous or deadly instruments, and non-deadly weapons or their replicas at school or at school-related or school-sponsored activities only at the request of a teacher and with the assurance that such possession serves a positive, appropriate purpose. Before granting permission, the Superintendent or designee shall verify that proper precautions have been taken to ensure that no accidents will occur and that the weapon or dangerous or deadly instrument will not be misused while under school supervision.

## Disciplinary Action

Disciplinary consequences for the possession of, use of, or threatened use of a firearm, deadly weapon, or non-deadly weapon, and replicas, are imposed when the conduct occurs in school buildings, on school grounds, in school parking lots, on district-provided transportation, or at any school-related or school-sponsored activity.

Students in possession of replicas with the intent to represent them as real firearms or deadly weapons may be subject to the disciplinary consequences associated with a real firearm or deadly weapon.

When the weapon involved is a **firearm** or a **deadly weapon** as prohibited in AS [14.03.160](#), the building administrator shall immediately report the matter to the Superintendent or designee and law enforcement.

**Firearms:** Firearms as defined in [Section 921 of Title 18](#) of the United States Code, include any weapon 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 weapon described above;*
  - b. *any firearm muffler or firearm silencer;*
  - c. *any destructive device, which includes:*

- i. any explosive, incendiary or poison gas, including a bomb, grenade, rocket 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 any 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.*

**Elementary and Secondary Consequences:**

Original disciplinary action minimum: automatic one-year (365 days) expulsion from the District.

**Deadly Weapons:** Original disciplinary action minimum: automatic 30-day suspension (for possession). The building administrator shall recommend a long-term suspension per district procedures. The building administrator shall consider any special circumstances involved in the violation, including threats while in possession and use of a deadly weapon, and has the discretion to recommend up to an expulsion if warranted.

*Definition [AS 11.81.900](#): The term "deadly weapon" is defined as anything designed for and capable of causing death or serious physical injury, other than what falls under the definition of a firearm, 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 that have not been designed to cause death or serious physical injury are excluded from the definition of deadly weapon but are prohibited as non-deadly weapons other than firearms or deadly weapons.*

**Elementary and Secondary Consequences:**

Original disciplinary action: recommendation for a long-term suspension or expulsion.

**Non-deadly weapons other than firearms or deadly weapons:** Consequences are as outlined below. Non-deadly weapons will be confiscated and parents shall be notified. Local law enforcement may be notified.

*Definition: The term non-deadly weapon: 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, paintball guns, Orbeez guns, stun guns, bb, spring, air, and pellet guns, defensive weapons such as an electric stun gun or mace, a knife that is not designed for and capable of causing death or serious physical injury (leatherman tool, small souvenir pocket knife, Xacto knife), toy knives and guns that look like real knives or guns, and any instrument when its possession is for the purpose of causing a person bodily harm or fear of bodily harm.*

**Elementary Consequences for Possession:**

1st offense

up to 3-day short-term suspension, building administrator's discretion

2nd offense

up to 5-day short-term suspension, building administrator's discretion

3rd offense

up to 10-day short-term suspension, building administrator's discretion

**Secondary Consequences for Possession:**

1st offense

Minimum 5-day short-term suspension, building administrator's discretion

2nd offense

Minimum 10-day short-term suspension, building administrator's discretion

3rd offense

Long-term suspension, building administrator's discretion

Subsequent offense

Recommendation for long-term suspension or expulsion, building administrator's discretion

*Consequences for use to cause harm, or threatened use to cause harm of a non-deadly weapon, for all students: building administrator's discretion up to and including long-term suspension.*

**Toy Guns and Toy Knives:** Behavior that involves the possession, use of, or threatened use of a toy gun or toy knife easily recognizable as a child's plaything, including a nerf-like gun or a squirt gun, is prohibited. The toy will be confiscated and parents will be notified. The consequences are as follows:

**Elementary Consequences:**

1st offense

building administrator's discretion

2nd offense

up to 3-day short-term suspension, building administrator's discretion

3rd offense

up to 5-day short-term suspension, building administrator's discretion

**Secondary Consequences:**

1st offense

up to 3-day short-term suspension, building administrator's discretion

2nd offense

up to 5-day short-term suspension, building administrator's discretion

3rd offense

up to 10-day short-term suspension, building administrator's discretion

Subsequent offense

Long-term suspension or expulsion, building administrator's discretion

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

1. Districts are required to issue:
  - a. mandatory one-year (365 calendar days) expulsions for firearm violations;
  - b. mandatory minimum 30 school day long-term suspensions for deadly weapon violations.
2. Building 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.
3. The Superintendent may issue a modification to the mandatory minimum original discipline.
4. Modifications are made on a case-by-case basis and in writing.
5. 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 en route or on school grounds, can give them to a school official without fear of discipline as long as it is reasonably clear that the student contacted a school official as soon as becoming aware of the weapon. 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 of whether or not the amnesty policy applies in discipline circumstances involving weapons.

## **Alcohol and Other Unauthorized Substance Violations**

(School Board Policy & Admin. Reg. 1049/ AASB 5131.6)

It is a violation of policy for a student to use, possess, or be under the influence of alcohol or other unauthorized substances, or to distribute alcohol or other unauthorized substances, 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.

The term **Unauthorized Substance** includes:

- all illegal intoxicants including controlled substances, and alcohol and marijuana which are illegal for minors to use and possess.

- any prescription or nonprescription medications or over-the-counter medications possessed or used with the intent to misuse to attain a high or alter consciousness, or under circumstances presenting a potential for harm to self or others.
- any benign substances that can be misused to attain a high or alter consciousness, such as inhalants.
- any substance designed or intended to imitate, look like, or be represented as an unauthorized substance.

**Distribution** means the intended, actual, constructive or attempted delivery or transfer of an unauthorized substance, whether or not there is any money or other item of value exchanged. Distribution includes giving, selling, bartering, and exchanging. Distribution also includes unauthorized substances packaged with the apparent intent to distribute.

### **Search and Seizure**

The building administrator may initiate a search when reasonable suspicion exists that a student possesses, is using, is distributing, or is under the influence of alcohol or other unauthorized substances.

### **Drug and Alcohol Testing**

The building administrator may require a student to submit to screening tools for the presence of alcohol and/or unauthorized substances when reasonable suspicion exists that a student is under the influence of an unauthorized substance.

### **Contacts**

All violations involving unauthorized substances require parent contact. All criminal violations (illegal intoxicants, marijuana, alcohol, and prescription medication that are controlled substances) require law enforcement contact. All concerns regarding student safety, abuse or neglect require Office of Children's Services (OCS) contact.

### **Student Support Team**

Schools shall evaluate the need to convene a Student Support Team when a student is engaging in the use, possession, and/or distribution of an unauthorized substance.

### **Use, Possession, or Being under the Influence of Alcohol or Other Unauthorized Substances**

The District recognizes students who misuse or abuse alcohol and other unauthorized substances are exhibiting behaviors that indicate a deeper problem and endeavor to work with each situation on an individual basis, using trauma-sensitive and whole-child approaches.

#### *Secondary Students*

1. 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:
  - a. Student is suspended (OSS) for 1 (one) day, and 4 (four) day in-school suspension/intervention



- b. High school students are assigned 5 (five) hours of community service, determined by the building administrator, which may be completed during in-school suspension/intervention.
  - c. Referral to district-provided substance abuse screening tool
2. 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:
    - a. Student is suspended (OSS) for 1 (one) day, and 4 (four) day in-school suspension/intervention
    - b. High school students are assigned 10 (ten) hours of community service, determined by the building administrator, which may be completed during in-school suspension/intervention.
    - c. Referral to district-provided substance abuse screening tool
  3. Discipline for the **third and subsequent offenses**:
    - a. High school students are assigned 20 (twenty) hours of community service
    - b. 10 (ten) day short-term suspension
    - c. Enrollment in the S.M.A.R.T. Program
    - d. Referral to district-provided substance abuse screening tool

#### *Elementary Students*

1. 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:
  - a. A mandatory 1 (one) to 4 (four) day short-term suspension, building administrator's discretion
  - b. The building administrator also has the discretion to:
    - i. refer to a district-provided substance abuse screening tool; and
    - ii. restrict participation in school activities
2. 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:
  - a. 5 (five) day short-term suspension, building administrator's discretion
  - b. Referral to a district-provided substance abuse screening tool
  - c. The building administrator also has the discretion to:
    - i. restrict participation in school activities
3. 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:
  - a. 10 (ten) day short-term suspension
  - b. Referral to district-provided substance abuse screening tool

## Distribution of Alcohol and/or Other Unauthorized Substances

### *Secondary*

1. Discipline for the distribution of illegal intoxicants, alcohol, prescription medication of a controlled substance, or any look-alike or representation thereof or refusing a search shall be:
  - a. Long-term suspension or expulsion, building administrator's discretion based on mitigating or aggravating circumstances.
    - i. Intent, harm/impact potential, previous violations, and age/development.
  - b. Referral to district-provided substance abuse screening tool
  - c. High school students are assigned 10 (ten) to 24 (twenty-four) of community service, determined by the building administrator
2. Discipline for the distribution of prescription medication of a non-controlled substance or other medications, or any benign substances that can be misused to attain a high or alter consciousness such as inhalants, distributed with the intent to to attain a high or alter consciousness, or under circumstances presenting a potential for harm to self or others, or refusing a search shall be:
  - a. Up to long-term suspension, building administrator's discretion based on mitigating or aggravating circumstances.
    - i. Intent, harm/impact potential, previous violations, and age/development.
  - b. Referral to district-provided substance abuse screening tool
  - c. High school students are assigned 10 (ten) to 24 (twenty-four) of community service, determined by the building administrator

### *Elementary*

1. Discipline for the **first violation** of distribution of alcohol or other unauthorized substances or refusing search shall be:
  - a. A mandatory 5 (five) to 10 (ten) day short-term suspension, building administrator's discretion.

The administrator also has the discretion to:

    - i. restrict participation in school activities;
    - ii. refer to a district-provided substance abuse screening tool
    - iii. long-term suspension or expulsion for an indefinite period of time, building administrator's discretion.
2. Discipline for the **second and subsequent offenses** of distribution of alcohol or other unauthorized substances shall be:
  - a. Long-term suspension or expulsion for an indefinite period of time, building administrator's discretion
  - b. Referral to a district-provided substance abuse screening tool

**Upon the student's return to school following a long-term suspension or expulsion, the school shall:**

1. Schedule a conference between the building administrator, prevention specialist, student, and parent/guardian to review the student's intervention plan and program requirements.
2. Refer and enroll the student in the school's student assistance program for support and follow-up intervention service(s).

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

(Admin. Reg. 1049.2/AASB 5131.61)

A building administrator has the right to require a student to submit to screening tools and drug and alcohol testing for the presence of alcohol and/or unauthorized substances when reasonable suspicion exists that a student possesses, is using, or is under the influence of alcohol or other unauthorized substances.

1. Screening tools include, but are not limited to:
  - a. Behavior Observation Checklist and Referral Form (see Behavior Observation Checklist and Referral Form);
  - b. ALCO-Stick;
  - c. Breathalyzer;
  - d. PAS IV Passive Alcohol Sensor Led Flashlight.
2. The screening tools are to be:
  - a. performed with discretion;
  - b. documented; and
  - c. results reported to the appropriate school officials and parent/guardian.
3. A student who refuses to submit to a 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 screening tool and the results were positive for alcohol or other unauthorized substances.
4. A positive result on a screening tool for alcohol violates policy and shall result in discipline.
5. The building administrator shall refer the student to a laboratory for urinalysis or other appropriate laboratory test if the screening tool for unauthorized substances is positive.
  - a. The building administrator shall contact the parent/guardian prior to the

urinalysis or other appropriate laboratory test being conducted.

- b. Evidence of reasonable suspicion shall be made available to the parent/guardian upon request.
- c. The urinalysis or other appropriate laboratory test must be performed at a District-approved laboratory and will be conducted at the District's 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 6 (six) 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 delay over 6 (six) hours in conducting a urinalysis, or if the results of the urinalysis or other appropriate laboratory test conclude the specimen is diluted, altered, tampered with or insufficient for testing, the building administrator may impose the discipline that would be imposed in the circumstances of the student's case if the urinalysis or laboratory test results were positive. Law enforcement contact is not required.

### **Tobacco and Nicotine Violations**

(School Board Policy & Admin. Reg. 1049.3)

Tobacco and nicotine violations are defined as use, possession, or distribution of tobacco, electronic cigarettes or vapor devices, or unauthorized nicotine by students while on any district property (including grounds, buildings, or parking areas) or at any school-sponsored activity. For the purposes of this policy, tobacco is defined to include tobacco and nicotine in any form as well as nicotine delivery devices, such as but not limited to, electronic cigarettes and vapor pens. Electronic cigarettes and vapor pens means any electronic oral device, such as one composed of a heating element, battery, and/or electronic circuit, which provides a vapor of nicotine or any other substance, and the use or inhalation of which simulates smoking.

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. Note: High school students participating in activities are also held to the TAD policies outlined by ASAA and additional consequences may apply.

#### Elementary Consequences

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

### Secondary Consequences

1st offense of the current school year Up to a 3 day short term suspension and referral to the school's student assistance program

2nd offense of the current school year 3-5 day short term suspension and referral to the school's student assistance program

3rd and subsequent offense of the current school year 5-10 day short term suspension and referral to the school's student assistance program

## **Criminal Investigations**

(School Board Policy 1067/AASB 5145.11)

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**

(School Board Policy 1067.3/AASB 5145.11)

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 probable cause to arrest a student, it is the building administrator'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 parent/guardian(s) of such actions. The building administrator shall also make a reasonable attempt to notify the parent/guardian(s).

### **Interview of Student by Law Enforcement**

(School Board Policy 1067.4/AASB 5145.11)

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 reasonable 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 this policy.

When a law enforcement officer asserts to the building administrator there is no other reasonable means of securing an interview with a student, or if the criminal act is school-related, the building administrator will allow the law enforcement officer to talk with the student at school after making a reasonable attempt to notify the student's parent/guardian(s) 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 building administrator shall attend the

interview as a neutral observer. The building administrator shall inform the student of the right to refuse to talk to the law enforcement officer prior to the interview.

### **Authority to Investigate**

(School Board Policy & Admin. Reg. 1045.5/AASB 5144)

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 (Also see School Board Policy and Administrative Regulation 1041.3/AASB 5145.12 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**

(School Board Policy & Admin. Reg. 1045.6/AASB 1410)

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/guardian(s) 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 building administrator 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 building administrator shall make a reasonable effort to contact the parent/guardian(s) when local law enforcement is notified.

# **Acknowledgements**

## **FNSB School District**

### **Acceptable Use Policy & Agreement**

The FNSB School District is committed to providing secure and up-to-date technology and resources to students and staff for educational purposes. These resources are provided in order to improve the entire educational experience, whether in a remote learning situation, in a blended learning environment, or in a school building. The School District reserves the right to monitor any and all activity on any District-owned network or device.

This Acceptable Use Policy & Agreement (AUP) is in place so that students, families, and staff (Users) are aware of their responsibilities. The School District reserves the right to modify this AUP at any time by publishing modifications on the School District website, in email, or elsewhere.

Users are responsible for adhering to appropriate behavior and communications on School District devices and networks. Users are required to comply with Board of Education policies and regulations. The School District is not responsible for actions of individuals utilizing School District devices or networks that violate this AUP and/or Board of Education policies and regulations.

School District Administrators may need to access data and files in the normal course of their duties to maintain network and system integrity, or to ensure that Users are using the network and system responsibly. This could include emails and files stored on or transmitted via any School District device or network. As such, Users should have no expectation of privacy on these devices or networks.

#### **Prohibited Activities:**

Users of School District networks or devices are prohibited from engaging in the following behaviors/activities:

- Accessing, distributing, or communicating inappropriate or offensive materials.
- Engaging in conduct or activity which violates Board of Education policy or regulation, school or classroom rules, or applicable law.
- Harassing or cyberbullying others.
- Violating copyright or software licenses.
- Accessing any system or account without authorization.
- Bypassing or otherwise evading School District controls.
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2024-2025

**Student Rights, Responsibilities, & Behavioral  
Consequences Handbook Acknowledgement**

- I have received the 2024-2025 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 PowerSchool Premier (PSP) to  
acknowledge online.**