

## Kenai Peninsula Borough School District

### Policy Review Committee

August 8, 2011

2:00 – 2:30 PM

Conference Room C

Borough Building

#### AGENDA

#### Approval of notes from Policy Meeting of July 11, 2011.....Page 2

#### Review of Policies for Updating

➤ *BB 1321 Solicitation of Funds From and By Students.....Page 4*

The State of Alaska, Department of Revenue, Tax Division, has mandated that the KPGBSD use the exact language as per the attached revision in its policy. The State has been advised that this will go before the Board for approval at the September meeting; therefore, we also have this scheduled for the worksession and for a first reading.

➤ *E 1330 Room/Building Use Application.....Page 5*

With the passage of AS 14.30.142-143, we have added a section on our Room/Building Use Application addressing concussion requirements.

➤ *BP 5131.7 Weapons and Dangerous Instruments.....Page 8*

Changes to this policy were introduced at the Policy Review Committee on July 11, 2011. It is scheduled for worksession and first reading at the today's meeting. In the fourth paragraph, the line regarding suspension/expulsion has been changed to only reflect the Board's authority to expel.

➤ *AR 5144 Discipline Guide.....Page 10*

Changes to this AR were introduced at the Policy Review Committee on July 11, 2011. It is scheduled for worksession and first reading at the today's meeting.

At the recommendation of this committee, we have added the line "Personal parental/guardian notification" to each disciplinary item, and clarified several of the lines.

# Board Policy Review Committee Meeting Notes

## Borough Building, Conference Room C

### Meeting Notes

**Date/Time:** July 11, 2011, 5:30 PM

**Members:** Liz Downing– Present  
Sunni Hilts - Present  
Dave Jones – Present  
Sammy Crawford – Present  
Laurie Olson –Present  
Steve Atwater - Present

**Guests:**  
Sean Dusek – Present  
Lynn Hohl – Present  
Tim Navarre – Present  
Clayton Holland - Present

Laurie Wood – Secretary – Present

**Approval of Minutes:** The minutes from 6/6/11 were approved.

### Review of Policies

➤ *BP 5124 Communication with Parents/Guardians*

The administration recommends editing this policy to reflect the change in the student database program to PowerSchool from Discovery.

- Discussion and decision to change PowerSchool to “District student information system” so there is not a need to change this again in the future.
- Insert “appropriate” between provide and access to now read “provide appropriate access”

➤ *AR 5131.1 Bus Conduct*

Administration recommends adding qualifier which allows service animals to ride on a school bus per the recent changes in the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. These changes are reflected in our newly proposed policy *BP 0411 Service Animals*.

➤ *BP 5131.6 Alcohol and Other Drugs*

The administration recommends specifying “synthetic drugs” and specifically “K2 and Spice” to the Prohibited and Substances and Items list.

Question and discussion about bath salts (the latest synthetic drug hat can be ordered over the internet) however, administration recommends going along with K2 and Spice due to the recent change in state statute.

➤ *BP 5131.7 Weapons and Dangerous Instruments & AR 5131.7 Weapons and Dangerous Instruments*

The administration recommends aligning this policy and AR with the current AASB policy. The policy further defines “firearm”. The AR goes into detail on the method which may be used by the student to seek early reinstatement.

- Discussion on length of suspensions—state law requires 30 days but even though that is required, it can be modified
- Discussion on definitions
- Discussion on students with disabilities

➤ *AR 5144 Discipline Guide*

The administration recommends changing this AR to be more comprehensive to today's discipline needs and to better represent the needs of the State's discipline reporting requirements. Additionally, we have combined this into one table for both elementary and secondary disciplines (versus the original two tables). Note that most of the discipline information was identical anyway.

- Discussion on use of portable electronic devices. Change first item from "telecommunication devices" to "portable electronic devices" and delete the final line "and other portable electronic devices".
- Inappropriate use of computer is covered under Internet Policy. Also, add here??
- Replace all "call home" to "parent/guardian contact"
- Discussion on harassment.
- Discussion of differing amounts of suspension dependent on length of blade with administration authorized to suspend up to 45 days for possession of a weapon with a 30-day minimum.

➤ *AR 6153 School-Sponsored Trips*

The administration recommends adding the information per the Section 504, IDEA and ADA regarding who can and cannot be excluded from field trips.

- Discussions inappropriate prohibition of a field trip for misbehavior

Discussion on "Insubordination" on both page 25 and page 28 in *AR 5144 Discipline Guide* .

Dave handed out the text of HB 15 which was passed by legislature having to do with concussions. He also distributed a draft of a new policy re: concussions. Bill becomes law August 21st, our sports start August 1<sup>st</sup>. Require that fall sports coaches get training before season starts. Teams will have parent/student meetings. Parent must sign off that student has received the education. This will come back as a new policy, currently, it will be an administrative procedure.

- Discussions on fast tracking policy
- Discussions on inclusion in KPSAA Handbook
- Dave is awaiting a call from AASB re what they are doing with this policy.

➤ *AR 0420 School-Based Management/Site Councils*

There wasn't sufficient time to discuss Lynn's input on this AR. Dave noted that administration will be encapsulating this and sending to site councils for input and comments.

Meeting Adjourned: 6:40pm

**SOLICITATION OF FUNDS FROM AND BY STUDENTS**

Fund raising campaigns or drives that involve students, and are approved at the school level, shall be reported to the Superintendent. In approved drives, no individual or group quotas shall be required for students, donations shall be voluntary and without pressure. Due to safety concerns, door-to-door solicitation by students without parental accompaniment is discouraged, especially at the elementary level.

Schools must apply to the state annually for gaming permits to operate any games of chance and contests of skill (raffle, bingo, etc.). Any use of the permit for other than raffles must have approval from the Superintendent.

Upon the dissolution of the ~~organization~~ Kenai Peninsula Borough School District, the disposition of net proceeds from charitable gaming conducted under AS 05.15 will go to a ~~charitable organization or another qualified organization that is authorized to conduct an activity~~ permittee, other than a multiple-beneficiary permittee.

When approved in advance by the Superintendent, funds may be solicited or materials distributed for those nonprofit, nonpartisan charitable organizations that are properly chartered or licensed by state or federal law.

*(cf. 3452 - Student Activity Funds)*  
*(cf. 1240 - Organizations Supporting Student Activities)*  
*(cf. 3290 - Gifts, Grants, and Bequests)*

The Superintendent may limit fund raising activities in order to prevent interference with the instructional program or to protect students from dangerous or unsafe situations. No students shall be barred from a curricular or cocurricular activity because they did not participate in fund-raising activities.

No student shall be denied admission to a class for failure to raise a specified amount of money for activities associated with a class. Enrichment activities outside the normal requirements of a course may have individual fees required for attendance or participation.

Legal Reference

AS 05.15.690 - Games of Chance and Contests of Skill

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**  
**Adoption Date: ~~November 15, 2004~~ \_\_\_\_\_**

**Room/Building Use Application**

\_\_\_\_\_  
School Room Name, No., Etc. Date(s) of Activity  
\_\_\_\_\_  
Age(s) of group Admission  will,  will not, be charged.  
\_\_\_\_\_  
(Day of Week)  
From: \_\_\_\_\_ to \_\_\_\_\_ Approximate number of people using the facility \_\_\_\_\_  
(Include time to setup & take-down)

\_\_\_\_\_  
Purpose for Which Facility Will be Used Organization  
**I have read and agree to the Instructions, and Conditions of Use. If using auditorium, I have also read and agree to AR 1330.**  
 **Certificate of Insurance is attached.**

\_\_\_\_\_  
Person-In-Charge Signature of Applicant  
\_\_\_\_\_  
Mailing Address Phone

AS 14.30.143 Concussion Requirements:  
Is this building/facility usage related to a nonprofit youth organization providing an opportunity to participate in sports or other recreational activities that could result in a concussion?  Yes,  No  
If so, has the organization provided the District written verification of  
 (A) A valid insurance policy covering the injury or death in an amount not less than \$50,000 for each person and \$100,000 for each incident;  
 (B) Compliance with the protocol for prevention and reporting of concussions required in AS 14.30.142.

See AR1330 for fee information.  
A room/building use fee  will,  will not, be charged. Amount \$ \_\_\_\_\_  
A custodial fee  will,  will not, be charged. Amount \$ \_\_\_\_\_ per hour plus overtime  
A technical fee  will,  will not, be charged. Amount \$ \_\_\_\_\_  
TOTAL \$ \_\_\_\_\_

Additional conditions/comments: \_\_\_\_\_

\_\_\_\_\_  
Approval of Local School Administrator Date

COPY: School, Applicant, Community Schools (if appropriate)

**Instructions**

This application must be presented to the local building administrator ten (10) days prior to the date facilities are to be used. If approved, one copy will be retained at the school, one copy will be returned to the party making the request and, if appropriate, one copy will be submitted to the local Community School Programs office.

Where charges for room/building use apply, scheduling or rental fees will be charged according to rates established by the Board of Education. Cost of custodial or other services will be assessed at the conclusion of the activity according to the level of service provided. Such charges will be itemized on this form with one copy retained at the school and one copy sent to the party making the request. All scheduling, rental and/or custodial fees will be paid to the local school. No fees are charged for school or community school sponsored programs and activities, parent advisory committees (PAC's), site councils or PTA groups.

All applicants are responsible for adult supervision, cleanup and building security. Therefore, a mutually satisfactory agreement must be reached with the local building administrator or the custodian for this type of service prior to the start of such activities. If the applicant/permittee seeks to use school premises outside of normal school attendance hours for a community function, the applicant/permittee acknowledges that no school staff will be on duty unless the applicant arranges for a specific staff service in advance. The applicant/permittee agrees that it is responsible for adult supervision, interior cleanup, building security, and exterior maintenance of the sidewalks or walkways, including snow/ice removal and application of traction control. The applicant/permittee further agrees that it is subject to all provisions of the administrative rules and regulations governing the community use of school facilities.

The applicant/permittee agrees to assume the risk of liability for damages because of bodily injury or property damage to any person or entity arising out of the use of the premises, and it agrees to indemnify, defend, and hold the School District harmless from any claims, demands, or suits by any person or entity arising out of that use, unless the liability is on account of the District's sole negligence. The applicant/permittee further agrees to provide the District with a certificate of insurance naming the District as an additional insured, unless the District waives this requirement in writing. Applicant/permittee shall be subject to all provisions of the administrative rules and regulations governing community use of school facilities.

#### **Conditions of Use**

1. Sponsoring organizations shall provide competent adult supervision agreed upon at the time the request for facility use is submitted. Principals are program supervisors and shall not be called upon to supervise activities of other groups.
2. Applicants shall supply any special supervision, determined necessary by the principal.
3. Smoking is prohibited.
4. Alcoholic beverages/illegal or illicit drugs are not permitted in school facilities or on school property at any time.
5. Obscenity is prohibited.
6. Firearms or other deadly or defensive weapons, as defined in AS 11.81.900(b) (16) and (19), are not permitted in school facilities or on school property without the express written permission of the Superintendent.
7. Installation of equipment, alteration of existing building facilities, use of materials that affect the condition of floors, walls or other building parts may not be undertaken without specific approval of the principal.
8. Groups or organizations using the facilities shall assume all responsibility for the collection of admission fees, taxes, or other fees in connection with their programs unless prior arrangements have been made with the principal.
9. Advertising or sales of merchandise and printed matter, except that incidental to the program, is forbidden on school grounds.
10. Concessions operated in community school programs shall be supervised by Community School coordinators. Operational costs shall be paid for from receipts, and the profit shall be deposited in the Community School activity fund account.
11. Evening activities and programs shall be concluded thirty (30) minutes prior to the close of the second shift custodian work day and buildings shall be vacated by the close of the second shift custodian's work day unless prior approval has been granted by the principal.
12. Rental agreements are not transferable.
13. Rental fees shall be determined in advance. Custodian, or other service charges, may be assessed at the conclusion of the activity according to the level of service provided.
14. Seating, other special equipment, or facilities arrangements shall be made at the time the rental agreement is issued. Extra compensation shall be paid to cover costs for supervision, transferring equipment, setting up equipment in the building, or other services.
15. Fire and safety regulations shall be observed.
16. Lunchroom facilities may be used by students, parents, and teachers organizations for the purpose of preparing and/or serving meals prepared by the cafeteria staff. Groups not desiring to use the kitchen facilities for food preparation may opt to rent commons, cafeteria, or gymnasium facilities, and have meals catered with permission of the building principal. Cafeteria staff must be present to supervise use of food preparation equipment in kitchen facilities.

17. Violation of these rules and regulations shall restrict subsequent facility use agreement.
18. The District reserves the right to cancel a Room/Building Use Application, if such action is deemed necessary and in the best interest of the District. In the event of such revocation or cancellation, the District will refund any advance payment made and there shall be no claim or right to damages or expenses on the part of the permittee.
19. The District is not responsible for loss or damage to personal property by individuals or groups.
20. The District may require a hold harmless agreement and/or certificates of insurance, when appropriate.
21. Violation of these rules or regulations shall restrict subsequent facility use agreement.

#### **Application Procedure**

1. School facilities use applications shall be filed with the principal ten days prior to the date when facilities are to be used.
2. One copy of the approved use agreement will be retained at the school, and one copy will be returned to the requesting party, if appropriate.
3. Rental, labor, or other charges assessed shall be itemized on the Room/Building Use Application and one copy submitted to the school, one copy to the party making the request. The principal will be responsible for collecting all charges for rental, labor, supplies, damages, or other fees.

#### **Priority Use of Facilities** The following groups have priority for use of school facilities in the following order:

1. BOARD APPROVED PROGRAMS such as PAC's, band and orchestra parents, Community School classes/activities, drama and other school clubs shall be allowed rent-free use of school facilities for meetings or activities. Fees may be charged for technical or special services. Requests shall be submitted to the principal.
2. YOUTH PROGRAMS such as Campfire, Boy/Girl Scouts, to include private educational organizations shall be allowed rent-free use of school facilities for meetings or activities. Requests shall be submitted to the principal. Fees shall include a scheduling charge per request and may include custodial, technical, and special service charges whenever use occurs outside of regular custodial hours.
3. NONPROFIT GROUPS, civic/charitable organizations whose purpose is to improve community welfare and whose receipts are expended for community welfare shall be allowed use of school facilities at no cost to the District. Scheduling and custodial fees must be paid by the group. Requests shall be submitted to the principal.
4. GOVERNMENTAL GROUPS (i.e. city, borough, state agencies) conducting civic business shall be allowed use of school facilities at no cost to the District. Custodial fees must be paid by the group whenever use occurs outside of regular custodial hours. Requests shall be submitted to the principal.
5. BASIC GROUPS – All groups that do not meet the criteria of 1, 2, 3, 4 or 6.
6. PRIVATE, FOR PROFIT COMMERCIAL GROUPS.

*Revised 8/2011*

**WEAPONS AND DANGEROUS INSTRUMENTS**

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

*(cf 5144: Discipline Guide)*

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

The District shall, by regulation, define the terms "weapon," ~~and~~ "dangerous instrument" and "firearm."

The Board shall expel any student who brings a firearm to school in violation of this policy for a period of not less than one (1) calendar year. The Board may expel for the school year, or permanently, a student who possesses a deadly weapon other than a firearm. The District may consider requests for early reinstatement by students suspended or expelled for violations of this policy. The Superintendent shall develop procedures and conditions for early reinstatement.

The Superintendent may, on a case-by-case basis, recommend a modification of this period of expulsion. Such modification recommendation shall involve consideration of all relevant factors, including those in aggravation and mitigation of the violation, and, for students with disabilities, whether ~~suspension is appropriate if the student has an individual education plan~~ violation of this policy is a manifestation of the student's disability.

The Superintendent shall be responsible for reporting all violations of this policy to the Board and shall make all required reports to state, local, and federal agencies.

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

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

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

*(cf. 5144.2 – Suspension and Expulsion (Individuals with Exceptional Needs)*



*Legal Reference:*

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

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

*1973 Rehabilitation Act, Section 504*

*Elementary and Secondary Educational Act of 1965*

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

ALASKA STATUTES

*11.61.210 - Misconduct involving weapons in the fourth degree*

*11.81.900 - Definitions*

*14.03.160 - Suspension or expulsion of students for possessing weapons*

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date: ~~10/18/2004~~**

**ELEMENTARY DISCIPLINE GUIDE**

This outline is an informational and guidance tool. It contains examples of disciplinary infractions and appropriate penalties.

It is a reference tool for school staff, parents, and students regarding disciplinary responses to student misbehavior.

<u>Infraction</u>	<u>Elementary and Secondary</u>
<del>Possession—Inappropriate use of telecommunication portable electronic devices such as pagers and cell phones, mp3 players and computers, etc.</del>	<u>Personal parental/guardian notification.</u> Reprimand, <del>parent contact,</del> return of device to parents on first offense, detention and/or community service may be added for repeated instances.
Forgery Cheating Misrepresentation	<u>Personal parental/guardian notification.</u> Particularly in K-1, ensure that student understands the offense; <del>—</del> . <u>This can result in</u> loss of credit or failing grade for test; <del>—</del> parent notification; <del>—</del> detention; <del>—</del> suspension; <del>—</del> community or school service as appropriate.
Profanity Vulgarity Public display of affection Inappropriate dress	<u>Personal parental/guardian notification.</u> Correction/intervention, parent notification to suspension depending on degree and context. Example: expletives directed at someone in anger or taunt or as part of harassment are treated more seriously than words said without apparent meaning or to self or in frustration with apology. Inappropriate dress: in addition to above, student may be given alternative clothing; for example, a t-shirt, to cover the offensive clothing for the day.
<u>Gambling/gaming</u>	<u>Personal parental/guardian notification.</u> <u>In all cases call to home, reprimand to suspension depending on severity and if offense is repeated.</u>
Insubordination Failure to identify self Disruptive behavior	<u>Personal parental/guardian notification.</u> <del>Call home, plus detention</del> <u>Detention</u> or suspension as appropriate to offense.

Intimidation Threatened assault Extortion Harassment <u>Chronic major disruption</u> <u>Bullying</u>	<u>Personal parental/guardian notification.</u> <del>Call home plus detention</del> <u>Detention</u> , 1 to 45-day suspension, resource referral, notify law enforcement depending on context and severity, educational sessions and/or community service as appropriate. A serious threatened assault, or one with an earlier incident, or one with felony or criminal charges may result in recommendation for expulsion. <u>Expletives directed at someone in anger or taunt or as part of harassment/bullying are treated more seriously than words said without apparent meaning or to self or in frustration with an apology.</u>
“Hazing” initiation (group or one-to-one)	<u>Personal parental/guardian notification.</u> <del>Call home, detention,</del> <u>Detention</u> , community service, suspension as appropriate.
<del>Major or chronic disruptive behavior</del>	<del>Call home plus 4 to 45-day suspension.</del>
Endangering others (by any means)	<u>Personal parental/guardian notification.</u> <del>Call home plus</del> 4 to 45-day suspension, notify law enforcement as appropriate.
Sexual harassment	<u>Personal parental/guardian notification.</u> <del>Call home, resource-</del> <u>Resource</u> referral, educational sessions, detention or 1- to 45-day suspension as appropriate. (Investigation and steps to prevent reoccurrence must occur.) Contact law enforcement as appropriate.
Sexual abuse	<u>Personal parental/guardian notification.</u> <del>Call home, resource-</del> <u>Resource</u> and law enforcement referral, educational sessions, suspension/recommendation for expulsion as appropriate. (Investigation and steps to prevent reoccurrence must occur.)
Trespass (students from one campus on another campus)	<u>Personal parental/guardian notification.</u> Reprimand, call home, penalty may be increased, legal authorities notified should behavior be repeated or if accompanied by other inappropriate or illegal acts or behaviors.

Gang-like behavior or apparel	<u>Personal parental/guardian notification. Call home; resource-Resource referral;</u> detention to suspension depending on context, repetition of behavior, and apparel.
Truancy	<u>Personal parental/guardian notification. Call home, parent-Parent</u> conference, parent shadow, resource referral, community service in exchange for time or classes missed, in-house suspension as available for continued infraction, required parent shadow for repeated occurrences. See policy manual for additional comments or guidelines. Suspension may be employed for severe incidences. <u>Parents may be referred to justice system for chronic cases.</u>
Possession/use of tobacco or tobacco look-alikes	<u>Personal parental/guardian notification. Contact parents,</u> 3 to 30-day suspension as identified in board policy, community service in lieu of suspension encouraged.
Theft Vandalism (i.e., graffiti)	<u>Elementary: Personal parental/guardian notification. Contact parents, restitutionRestitution,</u> community service, detention, in-house suspension if available, parent shadow, suspension, restricted access to schools. <u>Secondary: As above, plus could result in long-term suspension (up to 45 days) and removal from participation in any cocurricular sport for that sport's season.</u>
Fighting	<u>Elementary: Personal parental/guardian notification. Contact parents, resource-Resource</u> referral if appropriate, peer mediation if appropriate and available, 1 to 45-day suspension depending on severity and context of incident. <u>Secondary: Personal parental/guardian notification. Resource referral if appropriate, 1 to 45- day suspension depending on severity and context of incident.</u>

Assault on another person	<u>Personal parental/guardian notification.</u> <del>Contact parents, referral</del> <u>Referral</u> to resources or agencies and law enforcement, 11 to 45-day suspension to expulsion based on context and severity.
Arson Activating emergency procedures	<u>Personal parental/guardian notification.</u> <del>Contact parents, referral</del> <u>Referral</u> to resources or agencies and law enforcement, 11 to 45-day suspension to expulsion based on context and severity.
Possession/distribution of alcohol/ other drugs or look-alikes Possession of weapons (guns, knives, incendiaries, etc.) or look-alikes	<del>See specific Board policy, administrative regulations, and state law and regulations.</del> <u>Personal parental/guardian notification. Possession – up to 45 day suspension or expulsion; refusal to submit to Breathalyzer – 30-45 day suspension; selling – notify police, suspension or expulsion.</u>
<u>Possession of weapons (guns, knives, incendiaries, etc.) or look-alikes. Firearms includes guns, bombs, grenades, mines, rockets, missiles, pipe bombs, or similar devices designed to explode and capable of causing bodily harm or property damage.</u>	<u>Personal parental/guardian notification. Possession of a knife with more than a 2.5 inch blade: up to 45 days suspension or expulsion. Possession of a firearm: not less than one year expulsion.</u>
<u>Reckless driving</u>	<u>Personal parental/guardian notification. Reprimand, contact law as appropriate, detention, revoke parking privilege as needed for repeat offenses.</u>
<u>Refusal to submit to search and seizure with cause and per policy guidelines.</u>	<u>Personal parental/guardian notification. Refusal to consent: up to 45 days suspension or expulsion.</u>
<u>Inappropriate use of the internet.</u>	<u>Personal parental/guardian notification. Suspension of some or all access privileges up to and including expulsion.</u>
<u>Violent and aggressive behavior including verbal abuse, stalking, defiance and racial slurs.</u>	<u>Personal parental/guardian notification. Will result in immediate corrective action including reporting to Law Enforcement.</u>
<u>Bus incident</u>	<u>Personal parental/guardian notification. To be reported to the school principal, who shall determine the severity of the misconduct and take action accordingly. In all instances of misconduct, the rider and his/her parent/guardian shall be</u>

given notice and warning. In the case of a severe violation or repeated offenses, the rider may be denied transportation for a period of time determined by the principal, up to the remainder of the school year.

*cf. 5113 Absences and Excuses)*

*(cf. 5131 Conduct)*

*(cf. 5131.1 Bus Conduct)*

*(cf. 5131.4 Campus Disturbances)*

*(cf. 5131.41 Violent and Aggressive Conduct)*

*(cf. 5131.43 Bullying)*

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

*(cf. 5131.6 Alcohol and Other Drugs)*

*(cf. 5131.62 Tobacco)*

*(cf. 5131.7 Weapons and Dangerous Instruments)*

*(cf. 5131.9 Academic Honesty)*

*(cf. 5137 Positive School Climate)*

*(cf. 5145.12 Search and Seizure)*

*(cf. 5145.7 Sexual Harassment)*

*(cf. 6162.71 Internet Use Agreement)*

When making decisions about disciplinary consequences for misbehavior and infractions of school rules, the administrator and teacher will consider the context of the incident and the actual behaviors of the student.

The student's age, general behavior, and behavior pattern prior to and following the incident may be factors considered in this deliberation.

In all instances where the violation and/or penalty are defined by law or regulation, the full extent of the law may be exercised.

This list is exemplary only. There are acts of misbehavior or violations of law or school regulations that may not be included in this list. In such instances, disciplinary action will be at the discretion of the Principal and/or Superintendent with the understanding that the response and penalties will conform to District policy, state law, and regulations of the state and District.

~~**Students**~~ ~~AR-5144(d)~~

#### ~~SECONDARY DISCIPLINE GUIDE~~

~~This outline is an information and guidance tool. It contains examples of disciplinary infractions and appropriate penalties. It is a reference tool for school~~

staff, parents, and students regarding disciplinary responses to student misbehavior.

<p>Forgery Cheating Misrepresentation</p>	<p>Loss of credit or failing grade for test, parent notification, detention, suspension, community or school service as appropriate.</p>
<p>Profanity Vulgarity Public display of affection Inappropriate dress</p>	<p>Correction/intervention, parent notification to suspension depending on degree and context. Example: expletives directed at someone in anger or taunt or as part of harassment are treated more seriously than words said without apparent meaning or to self or in frustration with apology. Inappropriate dress: in addition to above, student may be given alternative clothing; for example, a t-shirt to cover the offensive clothing for the day.</p>
<p>Gambling/gaming</p>	<p>In all cases call to home, reprimand to suspension depending on severity and repetition of offense.</p>
<p>Insubordination Failure to identify self Disruptive behavior</p>	<p>Call home, plus detention or suspension as appropriate to offense.</p>
<p>Intimidation Threatened assault Extortion Harassment</p>	<p>Call home plus detention, 1 to 45-day suspension, resource referral, notify law enforcement depending on context and severity, educational sessions and/or community service as appropriate. A serious threatened assault, or one with an earlier incident, or one with felony or criminal charges may result in recommendation for expulsion.</p>
<p>“Hazing” initiation (group or one to one)</p>	<p>Call home, detention, community service, suspension as appropriate.</p>
<p>Major or chronic disruptive behavior</p>	<p>Call home plus 4 to 45-day suspension.</p>
<p>Reckless driving</p>	<p>Reprimand, call home, contact law as appropriate, detention, revoke parking privilege as needed for repeat offenses.</p>

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**Students** AR 5144(e)

**SECONDARY DISCIPLINE GUIDE (CONTINUED)**

<del>Endangering others (by any means)</del>	<del>Call home, plus 4 to 45-day suspension, notify law enforcement as appropriate.</del>
<del>Sexual harassment</del>	<del>Call home, resource referral, educational sessions, detention to 1 to 45-day suspension as appropriate. (Investigation and steps to prevent reoccurrence must occur.) Contact law enforcement as appropriate.</del>
<del>Sexual abuse</del>	<del>Call home, resource and law enforcement referral, educational sessions, suspension/recommendation for expulsion as appropriate. (Investigation and steps to prevent reoccurrence must occur.)</del>
<del>Trespass (students from one campus on another campus)</del>	<del>Reprimand, call home, penalty may be increased, legal authorities notified should behavior be repeated or if accompanied by other inappropriate or illegal acts or behaviors.</del>
<del>Gang-like behavior or apparel</del>	<del>Call home; resource referral; detention to suspension depending on context, repetition of behavior, and apparel.</del>
<del>Truancy</del>	<del>Call home, parent conference, parent shadow, resource referral, community service in exchange for time or classes missed, in-house suspension as available for continued infraction, required parent shadow for repeated occurrences. See policy manual for additional comments or guidelines. Suspension may be employed for severe incidences.</del>
<del>Possession/use of tobacco or tobacco look-alikes</del>	<del>Contact parents, 3 to 30-day suspension as identified in board policy, community service in lieu of suspension encouraged.</del>
<del>Theft/vandalism</del>	<del>Contact parents, restitution, community service, detention, in-house suspension if available, parent shadow, suspension, restricted access to schools.</del>
<del><b>Students</b></del>	<del>AR 5144(f)</del>
<del><b>SECONDARY DISCIPLINE GUIDE (CONTINUED)</b></del>	
<del>Fighting</del>	<del>Contact parents, resource referral if appropriate, 1 to 45-day suspension</del>

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	<del>depending on severity and context of incident.</del>
<del>Assault on another person</del>	<del>Contact parents, referral to resources or agencies and law enforcement, 11 to 45-day suspension to expulsion based on context and severity.</del>
<del>Arson Activating emergency procedures</del>	<del>Contact parents, referral to resources or agencies and law enforcement, 11 to 45-day suspension to expulsion based on context and severity.</del>
<del>Possession/distribution of alcohol/ other drugs or look-alikes Possession of weapons (guns, knives, incendiaries etc.) or look-alikes</del>	<del>See specific Board policy, administrative regulations, and state law and regulations.</del>

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~~When making decisions about disciplinary consequences for misbehavior and infractions of school rules, the administrator and teacher will consider the context of the incident and the actual behaviors of the student.~~

~~The student's age, general behavior, and behavior pattern prior to and following the incident may be factors considered in this deliberation.~~

~~In all instances where the violation and/or penalty is defined by law or regulation, the full extent of the law may be exercised.~~

~~This list is exemplary only. There are acts of misbehavior or violations of law or school regulations that may not be included in this list. In such instances, disciplinary action will be at the discretion of the Principal and/or Superintendent with understanding that the response and penalties will conform to District policy, state law, and regulations of the state and District.~~

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**  
Adoption Date: 10/18/2004