

# MITKOF MIDDLE SCHOOL

## VIKINGS

[www.pcsd.us](http://www.pcsd.us)

School colors: Blue, White, and Black  
500 North 1<sup>st</sup> Street  
Petersburg, Alaska 99833  
Phone & Fax: 877-526-7656

### Principal

Brad King

### Dean of Students/Activities Director

Jaime Cabral

### Counselor

Rachel Etcher

### Office Assistants

Nancy Curtiss

Lori Marsh

Tausha Sperl

### Certified Teaching Staff

|                |                  |
|----------------|------------------|
| Beau Ward*     | Trinity Edwards* |
| Hannah Smith   | Alenna Nilsen*   |
| Dave Owens*    | Stephanie Pawuk  |
| Jill Lenhard * | Casey Gates*     |
| Lisa Adams*    | Dustin Crump*    |
| Ashley Lohr*   | Chelsea Corrao*  |
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\*denotes staff member teaches in multiple buildings

Email addresses for all staff are as follows: firstinitiallastname@pcsd.us  
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### Superintendent

Robyn Taylor

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## ***Mission Statement***

The faculty, staff, and administration of Mitkof Middle School recognize the transitional nature as well as the intellectual, social, emotional, and physical needs of adolescents. We are committed to academic excellence in a safe environment that respects the rights of others and enhances individual growth and development. We are dedicated to the creation of a variety of interdisciplinary, active learning opportunities that prepare our students for continued school success and lifelong learning.

## ***School Mission***

Petersburg Schools will advocate for continuous growth, promote a healthy environment and provide diverse educational opportunities where all students achieve.

## ***School Goals***

The following goals were developed after collecting input from school staff, parents and the wider Petersburg Community. The Mitkof Middle School is dedicated to realizing the following goals:

1. Completion of all assigned work to satisfactory standard
2. Provide extra support for Math
3. Provide consistent discipline
4. Provide extra support for Reading

## ***School Values***

Mitkof Middle School provides a positive learning environment that meets the unique and personal needs of our students. Building on basic skills acquired in the elementary school, students explore expanded curriculum while becoming more self-directed. This philosophy is accomplished through the development of:

1. A realistic and wholesome self-concept, as well as an appreciation of others
2. Basic academic skills
3. Exploratory activities and classes
4. Decision making and problem solving skills
5. Individual critical and creative thinking, curiosity, and inquiry
6. Personal pride, positive work attitudes, and a desire for success
7. Career awareness, lifelong learning, safety, consumer responsibilities, and leisure time activities
8. Supportive relationships among home, school, and community

## ***Activities/Athletics***

**Activity Calendar:** The middle school maintains an Activity Calendar on the school webpage. In addition to newsletters, a schedule of activities is found on this calendar. Please ensure the school secretary has a current email address to receive the school newsletter but don't forget to check the Activity Calendar on a regular basis. The calendar can be found at: [pcsd.us](http://pcsd.us)

**Activity Nights:** The middle school hosts Activity Nights throughout the school year. Middle school staff provide supervision during these nights to ensure a fun and safe environment. Access is limited to middle school students. Parents of middle school students are invited and welcome to attend. Students must be in attendance for the duration of the school day in order to attend activity nights. School policy is in effect at these nights as these activities are considered school functions. Activities are organized by the Student Council and include such things as: dance, gym time and other games and activities. Behavioral and academic eligibility can be considerations as to students being allowed to attend.

**Awards Assembly:** The middle school hosts an Awards Assembly at the end of each quarter to recognize the academic, attendance and behavioral success of students. The awards given include:

- Honor Roll for students with Proficient or Advanced academic standing
- Academic Achievement for students who raise their average grade by 10pts from one quarter to the next.
- Teachers often recognize other outstanding student achievement during these assemblies

Parents are always invited and welcomed to these assemblies. Please watch the middle school Activities Calendar to see when these assemblies will occur.

**School Yearbook:** Publication of the school yearbook is under the leadership of a designated teacher(s). Students who have an interest in art, writing, photography, and/or layouts are encouraged to request participation.

**Student Council:** The middle school has an active student government composed of classroom representatives and officers. They are involved in planning and conducting special events and taking part in school leadership and community service. Class nominations and elections are held at the beginning of each school year. Students may not have missing products and/or attendance issues to be a nomination for officer. All students are encouraged to participate in the Student Council election process. Members of the Student Council must have passing grades (C's or better) and regular attendance or may be removed from serving on the council.

### ***Activity Day Eligibility***

Students become ineligible for end-of-the-quarter activity days when they have a D or F in any class. Students with unserved detentions are also ineligible for Activity Day.

The school staff feels that academic support interventions are sufficient to help all students be able to participate in end-of-the-quarter activity days. However, if students fail to make use of these opportunities and complete all missing work, they will have the chance to participate in the next end-of-the-quarter activity day based on the completion of all assignments by the next end of the quarter deadline.

Students with outstanding assignments are ineligible for End-of-the-Quarter Activity Days. Students become ineligible for end of quarter activity days if they receive a disciplinary action that results in an In-School or Out-of-School suspension during the quarter. Students may be ineligible for activity days if they have received several discipline referrals. Administration and staff will evaluate these students and determine eligibility.

### ***Athletic/Activity Eligibility***

## **ACADEMIC CHECK POLICY**

1. All students traveling as part of the PSD activities program must be grade eligible the Wednesday of the week of departure.
  - Activities Director or Designee will pull grades on Tuesday morning.
  - Students who do not meet the grade requirements will get a grade check sheet from the Activities Director
  - Students must return the grade check sheet signed by the teacher no later than Wednesday at 3:45pm for eligibility. This includes home events.
2. If there are extenuating circumstances, the Principal may extend the deadline. The principal will document all incidences of extenuating circumstances. Under no circumstances shall an administrator, coach, or parent pressure a teacher to extend deadlines or certify eligibility for an ineligible player. A teacher may request that an administrator extend the deadline if that teacher is in the process of working with a student on their eligibility and feels that circumstances would warrant an extension.
3. The Superintendent or designee may revoke a student's eligibility for participation in extra/co-curricular activities when a student's poor citizenship is serious enough to warrant loss of this privilege.
4. The Activities Director will inform the coaches Wednesday evening if a player is ineligible for the next week's event.

Ineligible players may practice if approved by the head coach and administration. MMS students that have been on the grade check for two (2) consecutive weeks will be deemed ineligible for practice until all grades are passing and are placed on a probationary status for the remainder of the activity season. Students that are on a probationary status will be ineligible to practice and participate in any interscholastic competition until the next scheduled grade check and regain practice eligibility by meeting academic minimums.

## **ATTENDANCE REQUIREMENTS**

PHS & MMS students must attend all classes on the day of travel or activity, up to the departure time for an event. If students leave or participate on a weekend or holiday, students must attend all classes on the last school day before departure or competition. Students should return to school within approximately one hour after their return to Petersburg. Dates and times for departure and return will be determined by the principal and/or the Activities Director. If a student is unclear, they must ask the coach/advisor before leaving the terminal. Those who do not return within the time frame or do not report to school following the travel may become ineligible for participation in the next traveling event. The loss of travel privileges will be for the same activity, however, if it happens at the last activity of the season, it will apply to the very next activity in which the student may participate.

Students that receive an unexcused absence in any class throughout the day or that leave school during the school day that are not deemed excusable absences (i.e., doctor appointments, scheduled dental appointments, see also PHS & MMS School handbook)

will not be allowed to practice for their activity on that school day. Please plan appointments accordingly to avoid conflicts with the attendance requirements. Schedules and dates of competition and travel are posted and planned well in advance.

Mitkof Middle School students that do not dress down for PE class and/or are unexcused or not in attendance for that school calendar day are not allowed to practice during that same calendar day for an activity. MMS & PHS Students that have disciplinary detentions must complete a minimum of one (1) detention prior to attending practice. MMS Students that earn a major disciplinary infraction may be removed from travel or participation in any academic or athletic related competition.

**Practice** – As defined by ASAA and Article 7 Section 7.A of ASAA Bylaws. A practice is defined as a regularly scheduled team physical activity designed for the preparation of athletes for the sports season and conducted under the supervision of a certified school coach during the season established by the Board of Directors. In order to qualify as a practice, the student must participate in at least one hour of physical activity. Students are required to attend a minimum of 10 practices per activity in order to be eligible for any travel/competition. For overlapping activities that require a minimum practice quantity, the number required to be eligible for the next activity is 5 practices.

**Examinations for Student Athletes:** Students who wish to participate in school athletics shall present to school officials a physician's written certification dated within eighteen (18) months prior to participation in the activity, that they have been examined and are fit to participate in sports. Students shall also present to school officials, prior to participation, verification of responsibility for accident insurance coverage signed by the parent/guardian. A parent/guardian who has no insurance coverage shall by signature accept full financial responsibility for injuries.  
AR 5141.3

### **Middle School Athletics:**

Petersburg School District and Mitkof Middle School offer numerous activities for students to be involved in. We are fortunate enough to have great support from the community, teachers, and staff to advocate for student participation in extra-curricular activities. The following are the athletics that MMS offers:

Cross Country (Boys and Girls) FALL

Basketball (Boys and Girls) FALL

Cheerleading (Boys and Girls) FALL

Wrestling (Boys and Girls) WINTER

Native Youth Olympics (Boys and Girls) WINTER

Track and Field (Boys and Girls) SPRING

Volleyball (Girls and Boys) SPRING

All student-athletes will need to have submitted school activity forms, fees, and parental permission forms by specified date and time in order to be eligible. Student-athletes will also need to have met the grade requirements as set forth in the MMS Handbook and Activity Handbook. Fees for activities are \$50/activity.

### **Middle School Travel**

All MMS eligible students are permitted one trip per activity within the following activities: Cross Country, Boys Basketball, Girls Basketball, Robotics, Cheerleading, Wrestling, Track & Field, Volleyball, and Native Youth Olympics.

All participants who have met practice requirements, eligibility requirements, academic eligibility requirements, and demonstrate positive citizenship and sportsmanship are able to participate in travel.

\*Note for 2025-2026 that travel to away trips are NOT guaranteed. Competitive seasons will occur and travel to away trips are based on location, fund availability, team size, transportation availability, host team accommodation availability, and other unforeseen situations. The Activities & Athletics department will in good faith attempt to provide the best seasons possible for all MS teams for possible competition away from Petersburg as well as hosting events.

**Club Sports:** A number of additional athletic activities are offered in cooperation with local organizations; however, these activities are considered club sports. Club groups work in association with the middle school to promote academics and behavioral standards especially where travel for competition is considered.

### ***Administering Medication***

Before a designated employee administers any prescription or over-the-counter medication to any student during school hours, or permits a student to self-administer asthma medication, the district shall have received: 1. A written statement from the student's physician or pharmacy label detailing the prescribed method, amount and time schedules by which the medication is to be taken, and 2. A written statement from the student's parent/guardian requesting the district to assist the student in taking the medication as prescribed by the physician. Medication shall be in a properly labeled pharmacy bottle containing the name and telephone number of the pharmacy, the student's identification, name of the physician, and dosage of the medication to be given. The designated employee shall be responsible for the medication at school and shall administer it in accordance with the physician's indicated dosage schedule.

All medication shall be kept in a locked drawer or cabinet.

AR 5141.21(a)

### **Anaphylactic Injections**

Parents/guardians of students who may require emergency anaphylactic injections shall provide explicit written permission for authorized staff to administer such injections.

#### **(Anaphylactic Injections cont.)**

All medication for injections shall be labeled with the student's name, medicine name, and expiration date. It shall be stored in a locked cabinet with easy access by authorized staff.

AR 5141.21(b)

### **Asthma Inhalers**

Parents/guardians of students who may require an asthma inhaler shall provide express

written permission for the student to carry the asthma inhaler and to self-administer the medication. This authorization must verify that the student has sufficient knowledge and training to recognize the need for medication and how to administer the medication. All inhalers shall be clearly labeled with the student's name, medicine name, and expiration date.

The student shall report each use of the asthma inhaler to the office who will notify the school nurse so that a record of administration may be kept.

Students are not permitted to share inhaler medication with any other student. Doing so will result in disciplinary action, up to and including, suspension or expulsion.

### ***Alcohol, Tobacco, and Drugs***

The school district unequivocally supports drug-free schools and disciplinary measures to assure that the schools stay drug free. Appropriate action will be taken to eliminate the possession, use or sale of alcohol, tobacco, and other drugs and related paraphernalia on school grounds, at school events, or in any situation in which the school is responsible for the conduct and well-being of students. Students possessing, selling and/or using alcohol, tobacco, or other drugs or related paraphernalia shall be subject to disciplinary procedures which may result in suspension or expulsion. School authorities may search students and school properties for the possession of alcohol and other drugs. BP 5131.6(c)

For the purposes of this policy "tobacco" is defined to include tobacco in any form and/or any nicotine-delivering devices including but not limited to; cigarettes, vapes, vape cartridges, chewing tobacco, pipes, cigars, etc. BP 3513.3

### ***Attendance Policy***

It's very difficult to learn when you're not in class. Students who have been absent are responsible for making up missed work without disrupting the flow of classroom activities.

*8 Alaska Statute 14.30.010. (When Attendance Compulsory)*

Tardiness and poor attendance affect children socially and academically. Students may feel awkward walking in late to a class, and other children will notice when a peer is absent in class to help with a project or collaborate in studying, for example. If a student's tardiness or attendance becomes disruptive to their education, a meeting will be scheduled to make a plan so that attendance will not continue to negatively impact your child's education.

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

#### ***A. Absence***

Being absent from a class for more than 10 minutes may be considered an aggravated tardy. There are three types of absence: excused, unexcused, and absent. Valid reasons for an excused absence (E) are listed below. Unexcused absences (U) are those for which there is not a legal, excusable reason for the absence. Absent (A) reflects a parent removing a student from school without meeting the criteria for an excused absence.

#### ***B. HOME NOTIFICATION***

Attendance records are kept each period. Every effort is made to notify parents by phone/text when a student is absent and the school does not have prior notification. Parents are notified by letter when the student is in danger of failing due to absences.



### **C. TARDIES**

Tardiness is disruptive to the classroom environment and infringes on others' learning rights. Students are expected to be at their assigned learning stations on time. A "tardy" means the student was less than ten (10) minutes late for class. Students arriving to class more than 10 minutes late will be assigned an aggravated tardy which will have more discipline associated and may result in loss of credit on class assignments. After three (3) tardies per quarter per class student, parent, and teacher will receive notification that each additional tardies for that class, students will be assigned 30 minutes of detention with the teacher. Habitual tardiness will result in additional consequences.

### **LEGAL REASONS FOR AN EXCUSED ABSENCE**

1. Sickness, flu/communicable diseases, or other medical diagnoses. Students with ongoing and/or major illness and who are under the verified care of a doctor may be granted extra days for absence.
2. Communicable Diseases
  - a. Examples: strep throat, chicken pox, lice, pink eye, scabies, ringworm, impetigo, etc.
  - b. Students will be sent home if suspected of having a communicable disease and will be advised to remain out of school until properly treated or no longer contagious. Please check with your family physician to determine when your child may return to school. (Doctors note is REQUIRED)
  - c. Please notify the school any time your child is kept home for suspected contagious conditions. This will help us observe other students for signs and symptoms.
3. Fever or Diarrhea
  - a. If a child has a fever or diarrhea they need to stay home. If a child develops a fever or diarrhea while at school we will call his/her parent or guardian.  
**Students must be fever and diarrhea free for 24 hours before returning to school.**
4. Vomiting (due to illness)
  - a. Children may return to school 24 hours after the last vomiting incident.
5. School-sponsored activities; e.g., local and regional athletic events, AASG, etc.
6. Death in the immediate family, parents, grandparents, or siblings.
7. Students participating in Viking Swim Club or other sanctioned club sports.  
Absences must be prearranged with the proper forms through the attendance office.
8. Family trips or local, non-profit community organizations.
  - a. A trip slip must be on file in the high school office a minimum of three days before departure.

### **ABSENCES REPORTING**

A note or a phone call by parent/guardian explaining daily absences is needed. Please call the main office between 8:00 A.M. and 4:00 P.M. at 877-526-7656, or you may call outside office hours and leave a message and leave a message **within the same day of absence.**

1. All absences are documented daily by staff and verified by the parent through a phone call or note. If we have not been notified by the time attendance is recorded in the office, we will call to verify the absence. This procedure ensures student safety.  
If a student is absent for 5 consecutive days due to medical/illness, after communicating with school officials, we may request a doctor's note to excuse the absence. A "Release

from School” form may be requested from the Petersburg Medical Center by a patient or patient representative at no charge.

*Please consult Petersburg Medical Center (or attending medical facility) and your insurance provider to predetermine medical costs. Petersburg School District is not responsible for medical charges associated with your child.*

2. If a student is going to be out of school for family trips or other personal reasons, a trip slip needs to be filed in the office before leaving (with the exception of family emergencies.) The trip slip must be signed and turned into the office before all travel. Class work will be done according to the arrangements made ahead of time with individual teachers. Students need to take this form to their teachers a minimum of three school days prior to their absence. In order to receive credit for work missed, the student must have a signed trip slip and complete assigned work on time.

3. Step 1: After five (5) cumulative days of unexcused absences per quarter in the MS and semester in the HS, a letter will be sent home describing the attendance concern along with a copy of the Alaska State Compulsory Attendance Law.

4. Step 2: After ten (10) unexcused absences per quarter in the MS and semester in the HS, another letter will be sent home describing the attendance concern along with a copy of the Alaska State Compulsory Attendance Law.

5. Step 3: Students who have unexcused absences beyond 12 days per quarter in the MS and semester in the HS, parents will be notified by the school office to make an appointment with the principal and school counselor to assess any concerns, including medical that may be keeping the child from attending school on a regular basis so other supports or concerns can be addressed. This includes a doctor's verification and or other professional evaluations.

### **MAKEUP WORK**

See page 18 for the Late/Missing Work policy.

Unexcused absences may result in reduced or no credit for assignments that were assigned or due on the date of the student unexcused absence(s). Teachers will ensure that students will have access to the information to allow the opportunity for learning to continue.

If you feel there are extenuating circumstances, a parent/guardian has the option of the appeal procedure.

**Out of School Suspension.** Daily work is to be handed in the day OSS students return to school. All of their assignments are posted on the teacher's web site. Work not handed in on time turns into a "0".

### **CHECKING OUT**

Parents are advised to call the school on the morning of a student's absence, if possible. Please call the main office by 8:15am at 877-526-7656, or you may call outside office hours and leave a message. Notification will enable the teacher to plan makeup work, to know approximately how long the student will be absent, and to arrange to send assignments home.

Students who leave school grounds for any reason, including students leaving on a school-sponsored trip, are to check out through the office. Returning students must check

in to the office before re-entering class. Failure to check out through the office will result in disciplinary action.

The middle school maintains a “closed campus”. Students are only permitted to leave the campus during the school day when signed out by a parent. This includes lunchtime.

### ***Awards Assembly***

An awards assembly is held following the end of each quarter of school. The assembly will be scheduled and posted on the Middle School Activity Calendar. Awards given during this assembly include: Honor Roll, No Tardies, and Academic Achievement, etc. Other quarterly achievements are also recognized during this assembly. Parents are encouraged and welcomed to attend.

### ***Band***

Band is required for all 6<sup>th</sup> grade students. Band is an elective for 7<sup>th</sup> and 8<sup>th</sup> graders.

### ***Bullying/Harassment/Threats***

Bullying will not be tolerated. Examples or types of bullying (directly or indirectly) may include, but are not limited to: physical, verbal, emotional (psychological), sexual. Allegations of bullying shall be promptly investigated, giving due regard to the need for confidentiality and the safety of the victim and/or any individual(s) who report an incident(s) of bullying to a teacher, counselor, or principal. An individual has the legal right to report an incident(s) of bullying without fear of reprisal or retaliation at any time.

***Harassment:*** Harassment, intimidation and bullying disrupt a student’s ability to learn and a school’s ability to educate. Students are expected to demonstrate positive character traits and values. Conduct and speech must be civil and respectful in order to promote harmonious and courteous relations in the school environment.

Students are prohibited from engaging in any form of harassment, intimidation, or bullying while on school property, on school buses, at the bus stop, or at school-sponsored activities or functions. Students who engage in such acts are subject to appropriate disciplinary action, up to and including suspension or expulsion. BP 5131.43(a)

Conduct that does not rise to the level of harassment, intimidation or bullying may still be prohibited by other policies or rules. BP 5131.43(c)

Reporting Harassment: Students or staff members who have witnessed or have reliable information that a student has been subjected to harassment, intimidation or bullying should report the incident immediately to the principal or his/her designee, who shall promptly initiate an investigation. The STOP It reporting system is a confidential option for reporting. The STOP It app is available for cell phones and a link to the system is available on the school websites. The investigation shall include an assessment of what actions should be taken, as appropriate, to protect the student who has been found to be the victim of harassment, intimidation or bullying. Such actions may include the provision of support services necessary to permit the student to feel safe and secure in attending school. BP 5131.43(c)

The principal or designee shall by telephone and in writing notify the parents or guardians of the students involved of the alleged harassment, intimidation or bullying incident. The notice shall advise individuals involved of their due process rights.

At the conclusion of the investigation, the principal shall take such disciplinary action

deemed necessary and appropriate to end the misconduct and prevent its recurrence. The principal will act in accordance with the student conduct code,

Incidents of harassment, intimidation or bullying that involve criminal activity shall be reported to law enforcement.

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

**Retaliation Prohibited:** Retaliation or reprisal against any person who reports an incident of harassment, intimidation or bullying, or cooperates in an investigation, is strictly prohibited. Any such retaliation or reprisals will result in suspension or expulsion of offending students.

*All information regarding Reporting of Harassment to Retaliation Prohibited referenced in AR 5131.43(b)*

**Cyberbullying/Harassment via Technology:** The district's computer network, including access to the Internet via that network, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment, intimidation, or bullying. Users are responsible for the appropriateness of the material they transmit over the system. All forms of harassment, intimidation or bullying over the network, commonly referred to as cyberbullying, are prohibited. Cyberbullying also includes, but is not limited to, other misuses of technology to harass, intimidate, or bully, including sending or posting inappropriate email messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs.

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

In situations in which the cyberbullying originated from a non-school computer, but is brought to the attention of school officials, disciplinary measures may be imposed provided the cyberbullying and/or Internet threats:

1. Contain threats of violence against staff members or students;
2. Threaten vandalism to school property;
3. Suggest or advocate physical harm to staff members or students; or
4. Create a significant disruption to the school's educational mission, purpose and objectives.

Disciplinary action may include, but is not limited to, the loss of computer privileges, detention, suspension, or expulsion for those committing acts of cyberbullying. In addition, when any kind of threat is communicated or when a hate crime is committed, this shall be reported to local law officials.

BP 5131.43(b)

**Threats of Violence:** Students should be educated in an environment that is free from harm and threats of harm. Threats of violence or death are prohibited. Students shall not make any threats, suggestions, or predictions of violence against any person or group or to the school building, whether made orally, in writing, or electronic means. No threat of violence will be considered a joke. Any bomb threats or threats of violence or death, whether or not made during school hours or on school grounds, shall result in immediate

disciplinary action, up to and including suspension and/or expulsion. All students shall report any and all threats of violence, including jokes and threats of suicide, by reporting the threat to a teacher or school principal, who in turn reports it to the Superintendent.

The right is reserved to hold the student responsible for any costs and/or damages incurred by the District because of a threat. BP 5131.42

### ***Bus Conduct***

Bus transportation is a privilege extended only to students who display good conduct while preparing to ride, riding or leaving the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied transportation. BP 5131.1

### ***Curriculum***

The curriculum at Mitkof Middle School has been designed to meet the unique needs of our students. Students are assigned seven classes each day. Four assigned classes are in core subjects. The remaining three classes consist of exploratory subjects.

All students are required to take the school's four core courses each year. The core middle school subjects include: Math, Science, Language Arts, and Social Studies.

Exploratory classes are designed to engage student interests. Student exploratory schedules may be adjusted as required to address either academic or behavioral requirements. Also, exploratory classes are intended to meet the needs of specific grade levels. Exploratory programs include:

- Physical Education for all grade levels
- Careers for all grade levels
- Band for all grade levels
- Computer Literacy for all grade levels
- MS Introduction for sixth grade
- Exploratory classes provide opportunity for programs from local organizations
- Robotics for sixth grade
- Spanish for seventh grade
- Art for seventh grade
- Health for eighth grade
- X Tech for eighth grade

### ***Discipline***

The school is responsible for students' safety and welfare in school and during school-sponsored functions; therefore, students are subject to school discipline during these times. It is expected that Mitkof Middle School students will conduct themselves as responsible citizens and make an effort to achieve excellence in their studies.

Students may be disciplined for behavior, prohibited by student discipline rules, that occurs off campus if the behavior is either related to school or school activities or is likely to affect safety, welfare or disrupt the educational process in the District.

By law, students caught possessing a firearm must be expelled for no less than one calendar year. Students caught possessing a deadly weapon must be suspended for a minimum of 30 calendar days.

Knives/blades are coded under two different categories, one for blades 2 1/2 inches and longer (code 7) and one for knives/blades less than 2 1/2 inches (code 27). Any knife/blade coded as a 7 is considered a deadly weapon and must result in a mandatory 30-day suspension.

### **In-School Suspension (ISS)/Detention**

In-school suspension or detention may be assigned by the principal or designee. Detention and In-school suspension will be assigned according to behavioral chart description (See Appendix Discipline Chart).

### **Reporting to Law Enforcement**

In addition to subjecting a student to discipline, any crime committed by a student while at school, on school grounds, or during any school sponsored activity on or off campus shall be reported to law enforcement. Criminal proceedings are independent of actions taken by the School District. The District may impose discipline for misconduct regardless of whether criminal charges are filed or a conviction is obtained. BP 5144(b)

### **Academic Intervention**

At Mitkof Middle School, we are concerned about each student's academic achievements. Academics are only a part of the student's whole education, but habits, grades, and study skills can greatly affect a student's opportunities in the future. The Academic Intervention Plan addresses steps to be taken to ensure students are maximizing their academic opportunities. This plan is overseen by the teachers, RTI Coordinator, and Administration

#### **Tier 1**

Support for all students

- OPTIONAL after school work time in teacher classrooms or library
- Grades are monitored by student, parents, and teachers using Powerschool

**Grade Check:** If a student has a D or F at the grade check at each mid quarter or quarter end they advance to Intervention Tier 2.

#### **Tier 2**

- The teacher contacts the parent/guardian.
- Students have to stay after school in a teacher's classroom ( supervised by the teacher or a paraprofessional).
  - Monday-Thursday 3:00-3:45
  - If a student skips or does not attend an after-school session they will receive a morning with the teacher in order to compensate for the missed session. Consequences will escalate for unresolved missed sessions.
  - Once the student is passing all core classes and maintains that status for one (1) week, they will be exited from academic support. Students cannot attend any after school activities before 3:45 until they are off Tier 2.

**Grade Check:** At the end of the next quarter or midquarter, students who have A, B, or C in all core classes return to Tier 1. Students who continue to have a D or F advance to Intervention Tier 3.

#### **Tier 3**

- The teacher contacts the parent/guardian.
- Students continue to stay after school in a teacher's classroom as in Tier 2.

AND
- School staff will assign intensive interventions based upon need. Possibilities include:
  - Replaced classes with Individual Learning Program
  - Schedule change to add a Supported Study Period

- Saturday School work time to complete missing or low scoring assignments

**Grade Check:** If a student has D or F grades in a core class at this grade check, they advance to Intervention Tier 4. At the end of the next quarter or mid quarter, students who have A, B, or C in all core classes return to Tier 2.

#### **Tier 4**

- The teacher contacts the parent/guardian.
- Students continue to stay after school in a teacher's classroom as in Tier 3.
- Tier 4 intervention is Summer School to help students complete units of study from core classes that were not passed during the school year.

### ***Dress and Grooming for School***

The dress and grooming of students shall not be disruptive of the educational activities and processes of the school. BP 5132

1. Shoes shall be worn.
2. Clothing that exposes the entire shoulder, tube tops, spaghetti straps, or similar type clothing, may be worn only with a blouse or shirt. Clothing exposing the torso or the midriff, either front, back or sides, shall not be worn. Underwear/Undergarments shall not be visible.
3. Leggings and yoga pants, when worn, cannot allow more of the wearer's body to be seen than when wearing jean-like material, must be completely opaque, and of a material substantially thicker than tights.
4. Head coverings shall not be worn in the auditorium and/or assemblies, and may be worn at staff discretion in classrooms - Head coverings worn for religious reasons are allowed. -Hoodies are not to be worn covering the head inside the school buildings.
5. Skirts, dresses, and shorts shall be no shorter than the individual's mid-thigh. Destruction jeans shall not reveal skin above the individual's mid-thigh.
6. Garments and/or jewelry which display or suggest sexual, vulgar, drug, gang, or alcohol-related wording or graphics, or which provoke or may tend to provoke violence or disruption in the school, shall not be worn.
7. In the event of a dress code infraction, clothing will be offered in order for the student to return to class. If the offered clothing is refused, the parent/guardian will be contacted to bring alternative clothing that meets the dress code.

### ***Due Process***

Students and their parents have the opportunity to request a conference and/or hearing if they are dissatisfied with the imposition of a disciplinary action. Definition of the various disciplinary actions, and the authority and grounds for imposing discipline are specified in the school board policy manual. Reference BP 5144.1 (a)

1. For the sanctions of ISS and/detention the student will have the opportunity to explain his/her conduct to the principal. A conference/hearing with the principal should occur as soon after the incident as possible. There is no appeal beyond the principal for ISS or detention.
2. For the sanctions of suspension from extra-curricular activities and/or short-term school suspension (less than 10 days), the student will normally have the opportunity to explain his/her conduct to the principal prior to imposition of the sanction. An informal hearing will be held within 24 hours, if possible.
3. An extra-curricular suspension shall not be postponed while awaiting an appeal

hearing. Under certain circumstances, the principal may order a short-term suspension to begin before an appeal hearing. The appeal hearing will be held as soon as practical after short-term suspension begins.

4. The only avenue of appeal for short-term suspensions of 10 (ten) days or less is to the building principal. (AR 5144.1)

All procedures in the school policy manual are the minimum standards for imposing discipline. More formal procedures may be invoked under special circumstances.

### ***Electronics –Personal (Cell Phones, Airpods, Headphones, Ear Buds, Smart Watches, etc.)***

Student cell phone and electronic device use is not a right. All devices that can receive or transmit a signal are not to be on the student's person during school. This includes cell phones, airpods, smartwatches, headphones, etc. Devices will be placed in the secure lock box of the student's first period teacher for the duration of the school day. Device notifications/ringers are to be silenced. At no time may students create a hotspot or tether devices; the school network must be used at all times in accordance with the Children's Internet Protection Act. Students must surrender personal electronic devices, including cell phones, to a PSD staff member upon request as they are a disruption to the learning environment. **The return of personal devices will require a parent to pick up the device at the school office.** Exceptions to the head phone usage will only be made for medical necessities and must be documented with the office or special education department. Any devices that take pictures should not be used in sensitive areas such as locker rooms, bathrooms, etc. Additionally, photographing or capturing videos of other students and/or staff without their prior approval is prohibited and may earn disciplinary actions.

### ***Emergency Contact Information***

To facilitate immediate contact with parents/guardians on such occasions, the Board requires parents/guardians to furnish the schools with the current information specified below:

1. Home address and telephone number.
2. Parent/guardian's business address and telephone number.
3. Name, address and telephone number of a relative or friend who is authorized by the parent/guardian to care for the student in cases of emergency when the parent/guardian cannot be reached.
4. Local physician to call in case of emergency. BP 5141(a)

### ***Fire Drills***

Required fire drills are held monthly during the school year.

**SIGNAL:** A continual sounding of the fire alarm is the signal to exit immediately.

**PROCEDURE:** Upon hearing the alarm, rise and leave the room briskly and in an orderly way. Form a line and file outside the building according to the instructions of the teacher. When outside, be alert to further instructions so that fire lanes may be kept clear. Return to class at a signal from the principal or teachers.

### ***Gun Free Schools***

By state law, any student who is determined to have brought a gun or other firearm to a school in the district shall be expelled from the district for a period of not less than one



year. The Board may, on its own initiative or on the recommendation of the Superintendent, modify the expulsion requirement on a case-by-case basis.

The term "firearm" means a firearm as defined in Section 921 of Title 18 of the United States Code and includes bombs and other incendiary devices. The term also includes parts from which a firearm may be assembled.

### ***Homework Policy***

All assignments including classwork, projects, quizzes, and tests are covered in this policy. Assignments are designed with a specific instructional purpose in mind, such as: preparation, practice, extension, and/or creativity. It is essential for students to demonstrate proficiency by meeting a minimal standard on all assignments. *Practices* are assignments that reinforce taught curricular skills whereas *Products* assess learning benchmarks within each class. Teachers will establish a grading policy for their class and inform students and parents at the beginning of the course. Students are welcome and encouraged to stay after school to get help with their work.

### ***Late/Missing Work***

Timely completion and submission of school work are essential components of the educational process and help to prepare students for future academic and professional success. This policy applies uniformly to all students and classes.

**Assignment Deadlines:** Each teacher will establish specific deadlines for assignments. This will be stated when the assignment is given.

**Late Submissions:** Assignments submitted after the established deadline will be considered late/missing.

**Gradebook Entry:** A grade of "zero" (0) will be entered into the PowerSchool gradebook for all late/missing work. This reflects the student's current grade without the late/missing work.

**Late Work Penalties:** Assignments submitted up to 5 school days late will receive a maximum of 80% of the total possible points. Assignments submitted between 6 and 20 school days late will receive a maximum of 50% of the possible points. Assignments submitted more than 20 school days late will not receive credit.

**Gradebook Indicators:** Late or missing work will be clearly flagged in the PowerSchool gradebook to inform students and parents.

**Academic Quarter Deadline:** The end of the academic quarter is a hard deadline for all quarter work unless an appeal has been granted for extenuating circumstances by administration as outlined below.

**Appeals Process:** Exceptions for unusual circumstances must be appealed to the administration in writing by the student and/or teacher. A decision on the appeal will be provided by administration to the teacher and student within one calendar week of the appeal submission. During the appeal process no additional penalties will be applied to the work.

### ***Lockers***

Lockers are school property. Lockers may be opened and inspected by school officials without student permission. Any items contained in a locker shall be considered to be the property of the student to whom the locker was assigned. Items in a locker are the student's responsibility, and they need to make sure to keep their belongings locked up and secure in their locker. The school is not responsible for items that are lost or stolen out of lockers. Students are not to jam the locks or in any way permanently alter the locker.

## ***Make-up work***

Students are responsible for any missed work when they are absent. In the event the student is absent for illness, the student needs to confer with the teacher, either via email or on the first day returning to school, to create a plan for learning and to get the assignments missed. For pre-arranged absences i.e. Family trip, activity trip, etc., make up work is due upon return to school unless previously arranged with the teacher. If work is not turned in during the agreed-upon time frame, a "0" will be placed in the grade book for those assignments.

## ***Non-Discrimination Policy***

Petersburg School District does not discriminate on the basis of age, gender, race, color, religion, national origin, ethnic group, marital or parental status, physical or mental disability or any other unlawful consideration in providing educational services, activities, and programs, including vocational and career technology education programs. Petersburg School District complies with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Title II of the Americans with Disabilities Act of 1990 ("ADA"), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; and any other legally-protected classification or status protected by applicable law. Any questions or concerns about Petersburg School District's compliance with these federal programs should be brought to the attention of the following persons designated as being responsible for coordinating compliance with these requirements:

For more information regarding accommodations, civil rights or grievance procedures, contact: Superintendent Taylor at (877) 526-7656, Petersburg School District, 201 Charles W. St., PO Box 289, Petersburg, Alaska, 99833.

For more information regarding Title IX regulations or to file a grievance contact. Mara Lutomski, Title IX coordinator at 877-526-7656 x100 Petersburg School District, 201 Charles W. St. PO Box 289, Petersburg, Alaska, 99833.

Petersburg School District will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

## ***PART-TIME ENROLLMENT***

Students who are enrolled in another school as their primary school may also enroll at Mitkof Middle School, if space is available in the desired classes. Part-time students will enroll after full time students have registered.

Part-time students will need to request to attend school day activities outside of their scheduled enrollments. Additional criteria may apply to participate in these events.

## ***PBIS***

PBIS (Positive Behavior Interventions and Supports) is a school-wide, proactive approach, which emphasizes the instruction of social skills, data-based decision making, and the prevention of problematic behavior. While fostering positive behaviors and interactions, PBIS also improves academic performance.

The most important part of PBIS is teaching expected behaviors. This is accomplished by utilizing a school-wide matrix of behaviors, which encompasses the three main expectations of Petersburg School District -- Be Safe, Be Respectful, and Be

Responsible.

### ***Physical Education and Athletics Health Restriction***

A student who has been removed from participation in physical education class, an athletic practice or game for serious physical injury or medical condition by a supervising adult (i.e. coach, parent, athletic director, etc.) may not return to play until the student has been evaluated, diagnosed and cleared for participation by a licensed practitioner, which may be:

1) A health care provider licensed in Alaska, or exempt from licensure under Alaska law (AS 08.64.370(1), (2), or (4),

OR

2) a person acting at the direction and under the supervision of a physician licensed in Alaska, or exempt from licensure.

If your child has a diagnosis that may restrict or limit his/her activities in physical education, then your child's doctor must fill out a Release From School form and have it submitted to the school office at the beginning of the school year or prior to the beginning of the next school day. The doctor must specify the amount of time this form is valid. Note that a student who is unable to participate in physical education is not able to participate in interscholastic sports and may be excluded from certain field trips.

The following health conditions may require a completed Release From School form:

- Asthma
- Heart Conditions, including murmurs
- Orthopedic problems
- Cerebral Palsy
- Seizure Disorder
- History of head injury, dizziness and/or fainting
- Any other disease/illness that may restrict physical activity.

During the school year, your son/daughter may sustain an illness or injury that will require your child to be excluded or restricted from participating in physical education and interscholastic activities. All notes from a medical professional or parent must be brought to the school office for your child to be excused from the gym. Petersburg School District limits parent excuses to 3 days for each quarter in the MS and 3 days per semester in the HS. Students requiring more than the above exclusion/restriction must bring in a doctor's note to be excused (see above). Additional excused days of physical education may be required to be made up with the PE teacher.

Parents who are a licensed practitioner cannot excuse their own child, as legal documentation must come from a third party medical professional.

### ***PowerSchool***

Mitkof Middle School provides parents and students access to current grades and attendance through the Internet. Access your information at: <http://27.237.243.14> or <http://24.237.243.14> For security purposes, parents and students are assigned unique user names and passwords for each individual student at MMS. To receive your ID and password, please contact the middle school office.

## ***Report Cards and Grading System***

Report cards are sent home at the end of each quarter (nine weeks). In addition, midterm report is sent home midway into each quarter. Parent teacher conferences are held as designated in school calendar. Additional parent conferences can be arranged as needed. Parents are encouraged to speak with their child's teachers frequently. Our grading system is as follows:

|    |               |
|----|---------------|
| A  | Excellent     |
| A- |               |
| B+ |               |
| B  | Above Average |
| B- |               |
| C+ |               |
| C  | Average       |
| C- |               |
| D+ |               |
| D  | Below Average |
| D- |               |
| F  | Failing       |
| P  | Passing       |
| W  | Withdrawal    |
| I  | Incomplete    |
| NG | No Grade      |

An incomplete is given only when a student's work is not finished because of illness, other excused absence, or by teacher request to take additional time to assess the student's achievement level. If not made up within two weeks after the end of the term, an incomplete will be assigned a grade that indicates the student's completed progress during that term. Students shall be graded Pass/Fail only for study skills classes. A No Grade is assigned only with counselor and principal approval. (AR 5121)

## ***Safe Schools and Crisis Response***

Students need to feel safe within their school. The District has a crisis response plan. Procedures are in place for a response to threats of attack, shooting in the school and hostage situations as well as other dangerous situations, including a death. The response team consists of staff, parents, students, police, clergy, and social service professionals.

Students who are aware of plans that would endanger any member of the school community or school property should contact the principal or Superintendent immediately to let them know about the situation.

A student should never hesitate to contact school officials or Crime Stoppers (772-7463) with knowledge concerning threats towards another student, staff member or the school buildings. What one student may believe to be an insignificant threat could, in actuality, be the only information known to prevent a tragedy. Students sharing information with school officials can know that their efforts will be respected and valued even if the threat proves to be uneventful.

### **EMERGENCY PROCEDURES and Emergency Commands:**

A.L.I.C.E. is a school safety program created in the year 2000 to offer additional options to students and staff in dealing with an armed intruder situation. Two of the individuals who

founded and developed the program are long-term law enforcement professionals. A 30-year educational professional is a member of the team and works to ensure that A.L.I.C.E. teaching/training materials are age-appropriate, psychologically sound, and address the issues of individuals with special needs.

**A.L.I.C.E. is an acronym that stands for:**

**ALERT:** Get the word out that a threat exists.

**LOCKDOWN:** Secure a place to stay as much as possible as a starting point to buy time.

**INFORM:** Give constant, real-time information throughout the building using all available technology.

**COUNTER:** This is a last resort. Individuals are unable to escape. Countering may be as simple as creating a distraction to allow opportunities to escape.

**EVACUATE:** The goal is to move students out of the danger zone. It's important to be prepared to escape.

Traditionally, schools have used a procedure known as "lockdown" which essentially means locking the school building and classrooms and having students and teachers take shelter in their classroom. We believe that offering additional age-appropriate options will allow our students and teachers to be better prepared if a crisis situation occurs. Providing a constant flow of information to everyone in the building can allow opportunities to safely evacuate the building. An important goal of the A.L.I.C.E. program is to evacuate as many people as possible to a safe place.

### ***School Safety and Discipline Policies***

This School Safety and Discipline Policy has been prepared by the school with the input of the larger school community over an extended period of time. It contains information the school wants students to know about their rights and responsibilities.

Student success is very important to teachers and the principal. "Success" can mean a lot of things. It is much more than passing classes and graduating from high school. It begins with learning to work with and respect others. It means respecting your culture and your community. Most importantly, it means respecting yourself. Most of the school rules are related to respect for other people and for the rights of other people.

This policy begins with the descriptions of the rights that students have. Those rights are to be honored and protected. It continues with a description of student responsibilities. Those responsibilities will also be upheld. If you have questions or concerns, talk to your teachers or your principal. They are there to help you with problems that arise.

### ***Search and Seizure***

Because lockers are under the joint control of the student and the district, school officials shall have the right and ability to open and inspect any school locker without student permission when they have reasonable suspicion that the search will disclose evidence of illegal possessions or activity or when odors, smoke, fire and/or other threats to student health, welfare or safety emanate from the locker.

For health and safety reasons, a general inspection of school properties such as lockers and desks may be conducted on a regular, announced basis. Any items contained in a locker shall be considered to be the property of the student to whom the locker was assigned. Notice of this policy shall be given to all students when lockers are assigned. Notice will also be posted in prominent locations throughout the school.

Authorization to search is specified in BP 5145.12(b)

Any district administrator may search a student's clothing, possessions and/or automobile on school premises if the administrator has reason to suspect that a student possesses contraband.

The superintendent may authorize a district employee to request a drug test from a student, if the employee has reasonable cause to suspect that the student is under the influence of alcohol or a controlled substance not prescribed as required by law. A student's failure to comply upon request pursuant to this policy may be used as evidence against the student in a disciplinary proceeding or may subject the student to other sanctions by board policies and school rules. BP 5145.12 (Search and seizure) does not authorize any school employee to conduct a strip search of a student.

Contraband discovered in the course of a search shall be seized. If the seized item is not illegal to possess, but is prohibited on school grounds, the item shall be returned to the student's parent(s) or guardian at the end of the school day. If the item is illegal to possess, the Superintendent may direct that the item be surrendered to the police.

A reasonable attempt will be made to notify the student's parent(s) or guardian before a search has taken place, if practical. If prior notification is not practical, a reasonable attempt will be made to notify the student's parent(s) or guardian after a search has taken place. The notification shall include the reason for the search and the nature of any contraband discovered.

### ***Sexual Harassment***

The Board shall not tolerate the sexual harassment of any student by any other student or any district employee. Any student or employee who is found guilty of sexual harassment shall be subject to disciplinary action.

Students or staff should immediately report incidences of sexual harassment to the principal or designee. The Superintendent or designee shall promptly investigate each complaint of sexual harassment in a way that ensures the privacy of all parties concerned. In no case shall the student be required to resolve the complaint directly with the offending person. BP 5145.7(a) Sexual Harassment complaints shall be reported to the Title IX Coordinator Mara Lutomski at [titleix@pcsd.us](mailto:titleix@pcsd.us)

### ***Student Fees***

Students are responsible for any damaged books or supplies on loan. A student activity fee is required for each sport in which a student participates in which they travel, with a reduced activity fee for activities/grades in which students do not travel. Each student must pay a yearly fee for ASB, which contributes to the many events that student government organizes for the student body. An optional fee for an annual yearbook can also be paid at the beginning of the year. Students are assigned a PSD laptop and will be required to pay the insurance fee annually. A complete schedule of student fees can be found in the school office or be accessed on the school district website.

### ***Student Information Release***

#### **Permission to Publish Opt-Out Policy: Middle School/High School**

Mitkof Middle School follows an opt-out policy. Student work, photographs, video images, and/or recorded statements may be posted on District websites, social media pages, and

other electronic media to highlight student achievements or showcase educational experiences.

Please complete the online opt-out form if you prefer to opt your student out. This will exclude your child and their work from being posted on the District's website (PCSD.US), Facebook, Instagram, and Twitter. Please note that only first names will be used in posts.

The opt-out form is available at the website address- <https://www.pcsd.us/page/optout> or scan the following QR Code with your smart device-



### **Release of Information to military recruiters**

The federal Elementary and Secondary Education Act requires all local education agencies to provide to military recruiters, upon their request, the name, address and telephone number (including unlisted number) of secondary school students. Although military recruiters focus their efforts on high school juniors and seniors, the law allows for the gathering of this information from the broad category of "secondary" students, defined as students in grades 7 through 12. If any secondary student or the parent/guardian of a secondary student does not want the District to provide the requested information to military recruiters, the secondary student or the parent/guardian must "opt out" of providing such information by submitting a signed, written request to this effect.

### **Institutions of Higher Learning information release**

The Every Student Succeeds Act of 2015 (ESSA) requires all local education agencies to provide to institutions of higher education, upon their request, the name, address, and telephone number of secondary school students. Although post-secondary institutions/schools focus their efforts on high school juniors and seniors, the law allows for the gathering of this information from secondary students. If any eligible student (18 years of age) or the parent/guardian of a secondary student does not want the District to provide the requested information to institutions of higher education, the secondary student or the parent/guardian must "opt out" of providing such information by submitting a signed, written request to this effect.

### ***Student Rights, Responsibilities and Grievance Procedures***

School rules have been made to protect every student's right to learn. If a student breaks a school rule, it means they are interfering with the right of others to learn. Remember that a lot of thought has gone into making school rules. They have not been made to upset students or to make adults happy. They are there for student protection!

All school rules are related to law that guarantees a free, public school education to all people ages seven through sixteen. No one can take that right away from students without a good reason. Such "good reasons" are related to behavior. If students behave in a way that endangers other people, their right to a free education can be taken away. Also, if

students interfere with the education of others, their rights can be taken away.

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

If there are any questions relating to student rights, contact the principal. Petersburg Schools are committed to providing an effective means for parents and the community to voice concerns and complaints. In general, the complaint should be received and addressed at the level closest to which the complaint originated. For example, if it involves a teacher, first talk to that individual. If you are still concerned, talk with the principal. Then if you are still concerned, make an appointment to talk with the Superintendent.

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

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

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

- The name of the school district employee or other individual whose decision or action is at issue;
- The specific decision(s) or actions at issue;
- Any board policy or law that the parent or student believes has been misapplied, misinterpreted, or violated; and
- The specific resolution desired

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

- a. the name and address of the party or parties alleging the violation, and
- b. a description of the alleged violation of the Federal law or regulation by the local educational agency.

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

Petersburg School District



Mara Lutomski  
P.O. Box 289  
Petersburg, Alaska 99833  
Tel: (877) 526-7656  
Email: [titleix@pcsd.us](mailto:titleix@pcsd.us)

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

Petersburg School District  
Superintendent's Office  
P.O. Box 289  
Petersburg, Alaska 99833  
Tel:(877) 526-7656  
Email: [exec@pcsd.us](mailto:exec@pcsd.us)

Upon receipt of a complaint the, Petersburg School District shall adhere to the following procedures:

1. The principal shall investigate, except in situations related to Title IX incidents, the alleged violation and shall render a written resolution of the complaint in a prompt and thorough manner. Title IX incidents will be investigated by the Title IX investigator.
2. The principal shall provide an opportunity for the complainant or the complainant's representative, or both, to present evidence, including an opportunity to question the parties involved.
3. Upon receipt of the principal's resolution to the complaint, the party alleging the violation has the right to appeal this decision to the Superintendent within thirty (30) days. The superintendent will render a final decision within thirty (30) days from the date the appeal is received.

## ***Suspension and Expulsion***

### **Grounds for Suspension and Expulsion:**

A student may be suspended or expelled for the following causes:

1. Continued willful disobedience or open and persistent defiance of reasonable school authority;
2. Behavior which is in some way harmful to the welfare, safety or morals of other students;
3. Conviction of a felony which the board determines will cause the attendance of the child to be in some way harmful to the welfare or education of other students.

A student may be suspended or expelled for behavior occurring at any time, including but not limited to the following circumstances:

1. While on school grounds.
2. While going to or coming from school or a school-sponsored activity.
3. During the lunch period, whether on or off the school campus.

AR 5144.1(a)

A Principal may suspend a student from school for any of the acts listed under "Grounds for Suspension and Expulsion" for not more than thirty (30) consecutive days.

Suspension may be imposed upon a first offense if the principal determines the student's behavior to be in some way harmful to the welfare, safety or morals of other students or the student's presence represents a danger to persons or property or threatens to disrupt

the instructional process.

AR 5144.1(b)

### **Short Term Suspension Procedures (10 days or less)**

Suspension shall be preceded by an informal conference conducted by the Superintendent or principal, and shall include the student, and whenever practicable, the teacher, supervisor, or school employee who referred the student to the principal. At the conference, the student shall be informed of the reason for the disciplinary action and the evidence against him/her and shall be given the opportunity to explain his/her version and evidence in support of his/her defense.

If at the end of this discussion the Superintendent or principal believes the student is guilty of the misconduct charged, the student may be suspended for 10 days or less.

AR 5144.1(b)

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

AR 5144.1(c)

### **Notice to Parents/Guardians**

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

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

No penalties may be imposed on the student for the failure or refusal of the parent/guardian to meet with school authorities. The student may not be denied readmission solely because the parent/ guardian failed to meet with school authorities.

AR 5144.1(c)

### **Long Term Suspension (more than 10 days)**

Where alleged misconduct of a student warrants a suspension of more than 10 days, the student will be provided the opportunity for a hearing as outlined under the expulsion procedure. The long term suspension procedure does not preclude a student from being suspended for up to 10 days if procedures for short term suspension have been followed.

A student requesting a hearing regarding a long term suspension will be readmitted in the program (at the end of a short term suspension if applicable) pending the outcome of the hearing except where the superintendent determines that the student's presence in school poses a threat to harm to him or herself or others.

### **Authority to Expel**

A student may be expelled only by the Board.

The Superintendent or principal shall recommend a student's expulsion for any of the following acts, unless the principal or Superintendent finds, and reports in writing to the

Board, that expulsion is inappropriate due to particular circumstances which shall be set out in the report of the incident:

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any firearm, knife, explosive or other dangerous object at school or at a school activity off school grounds.
3. Unlawful sale of any controlled substance.
4. Robbery, extortion, or the conviction of any other felony which will cause the attendance of the student to be injurious to the welfare or education of other students. AR 5144.1(d)

### ***Textbooks and Supplies***

All lockers, textbooks, and library books are loaned to students free of charge. Students are responsible for lost or damaged books and are expected to pay for them.

### ***Vandalism, Theft and Graffiti***

The School Board considers vandalism a very serious matter. Vandalism includes the negligent, willful, or unlawful damaging or theft of any district-owned real or personal property, including the writing of graffiti. Any district student who commits an act of vandalism shall be subject to disciplinary action, reparation for damages, and also may be reported to the appropriate authorities for legal prosecution. If reparation of damages is not made, the district also may withhold the student's grades, diploma and/or transcripts. BP 5131.5

### ***Visitors***

Adult visitors are always welcome to the middle school if they are parents, guardians or are assisting a staff member. All visitors need to check in at the office and get a visitor pass. Visitors need the principal's permission before attending class.

### ***Weapons and Dangerous Instruments***

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

The Board shall expel any student who brings a firearm to school in violation of this policy for a period of not less than one (1) calendar year. The Board shall suspend for at least 30 days, or expel for the school year, or permanently, a student who 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.

All violations of this policy shall be reported to the school board, local, state and federal agencies including law enforcement authorities. BP 5131.7(a)

### ***Glossary***

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

**Assault, physical:** to intentionally, knowingly and recklessly cause or act in an attempt to

cause physical injury to another, assault includes, but is not limited to, aggressive behavior.

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

**Bullying:** See Harassment, Intimidation and Bullying

**Cheating:** submitting someone else's work as your own or providing your work to another, giving another answers on an exam, and providing answers electronically.

**Cyberbullying/Harassment via technology:** All forms of harassment, intimidation or bullying over the school district network is commonly referred to as cyberbullying. Cyberbullying also includes, but is not limited to, other misuses of technology to harass, intimidate, or bully, including sending or posting inappropriate email messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs. BP 5131.43(b).

**Detention:** assignment to a designated area other than the classroom before, during or after school.

**Drug:** an illicit substance.

**Drug/Alcohol Free School Zone:** Federal and State statutes provide for penalties for the distribution of drugs within 1000 feet of a school, the "Drug Free School Zone", subject to the following conditions:

1. Does not require knowledge of the proximity of a school.
2. Does not require evidence that children are currently or likely to congregate
3. Does not require proof that the sale of drugs had a detrimental effect on children

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

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

**Fighting:** mutual use of physical force by two or more students.

**Firearm:** includes any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. Firearms also include any type of weapon by whatever name which will or may be readily converted to expel a projectile by the action of an explosive or other propellant and which has any barrel or bore of more than one-half inch in diameter; or as defined in section 921 of Title 18, United States Code.

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

- (a) physically harms the student or damages the student's property;
- (b) has the effect of substantially interfering with the student's education;
- (c) is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or

(d) has the effect of substantially disrupting the orderly operation of the school.  
BP 5134.43(a)

**Hazing:** initiation rites perpetrated against a new student, new member, or lower classman. All hazing is a violation of the Harassment, Intimidation and Bullying policy. Consequences will be assigned to those determined to be guilty of acts of hazing.

**In-school suspension:** removal of a student from the classroom and school activities by an administrator or designee and assignment to a designated room or area within the school building. Lunch may be eaten in the ISS room. A lunch time other than the regular time may be assigned. The student in ISS is counted present on the attendance roles. The work collected may be turned in for credit.

**Pornography:** material that depicts erotic behavior and is intended to cause sexual excitement. Pornographic material may be protected expression unless it is determined to be obscene. The disruptive nature of pornography makes it inappropriate for the learning environment. Those who bring or access pornography at school will be subject to discipline. Child pornography is illegal under state and federal laws prohibiting the depiction of minors in sexual acts.

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

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

**School Wide Discipline Chart:** Please refer to the Appendix for the School Wide Discipline Chart. A teacher led review of this chart occurs several times a year to help students better understand school wide responsibilities.

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

**Suspension:** temporary removal of a student from the school building and property and/or from participating in school activities.

**Trespass:** unauthorized presence on school property. Refusing to depart from school property at the request of a school authority is considered an act of trespassing.

**Truancy:** willful and unjustified failure to attend school by one who is required to attend; skipping. This includes leaving the building without prior approval and/or checking out through the office.

**Vandalism:** Vandalism includes the negligent, willful, or unlawful damaging or theft of any district-owned real or personal property, including the writing of graffiti.

**Vaping:** 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. The term shall include any such device whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, or under any other product name or descriptor.

**Weapon:** The terms "Deadly Weapon," "Weapon," and "Dangerous Instruments" are defined as anything designed for and capable of causing death or serious physical injury, including, to the extent they are not already included in the above definition, any pistol, revolver, rifle, shotgun, air gun, spring gun or zip gun, any bomb or other explosive, including fireworks, any poison, any dangerous or deadly gas, any slingshot, bludgeon, nightstick, straight razor or throwing star, brass knuckles or artificial knuckles of any kind, any knife, axe, or club. AR 5131.7(c) in Petersburg School Board Policy

# PETERSBURG DISCIPLINE GRID

(This chart has been prepared to provide assistance; it should not be interpreted as absolute)

Our philosophy is to involve parents as much as possible in student discipline. Parents will be notified when infractions are either recurring and/or serious. Discipline measures will be cumulative. Prior behavioral misconduct will affect subsequent disciplinary measures.

| OFFENSE  | OCCUR                            | CONSEQUENCE  |
|--|----------------------------------|--|
| <b>ALCOHOL</b><br>Using, possessing, taking action to possess, selling, distributing, or being under the influence of alcohol (or substances promoted as alcohol). *1, *Additional consequences apply for students enrolled in activities.   | First<br><br>Second<br><br>Third | Parent notification, police notification, 3-5 days suspension, Prime for Life (12 week) Reduction, or similar counseling<br><br>Parent notification, police notification, 5-7 days suspension, counseling<br><br>Parent notification, police notification, 10 days suspension, Expulsion hearing |
| <b>AUTOMOBILE MISUSE</b><br>Not following rules and regulations concerning vehicles on school premises.  | First<br>Second<br>Third         | Parent contact, student conference, possible detention, possible police notification<br>Parent conference, police notification, detention, possible ISS, loss of driving privileges<br>Student contract with principal, parent and police  |
| <b>*BUS MISCONDUCT</b><br>Not following the posted instructions governing riding school buses.   | First<br>Second                  | Parent contact, detention, some loss of bus privileges<br>Parent conference, possible ISS/OSS, progressive loss of bus privileges  |
| <b>USE OR POSSESSION OF DRUGS</b><br>Using, possessing, taking action to possess, selling, distributing, or being under the influence of drugs or other intoxicants (or substances promoted as dangerous drugs). Possessing any drug paraphernalia. *1<br>*Additional consequences apply for students enrolled in activities.  | First<br><br>Second<br><br>Third | Parent & Police notification, 3-5 days OSS, Prime for Life counseling<br><br>Parent & Police notification, 5-7 days OSS, additional counseling<br><br>Parent & Police notification, 10 days OSS, expulsion hearing   |
| <b>*DEFIANCE OF AUTHORITY/Disrespect/Insubordination</b><br>Refusal to follow the reasonable requests of District personnel.   | First<br>Second<br>Third         | Parent conference, apology, detention, possible suspension<br>Parent conference, student contract, possible suspension<br>Parent conference, Progressive suspensions (ISS/OSS), repeated may = possible expulsion  |
| <b>*DISORDERLY OR DISRUPTIVE CONDUCT</b><br>Language or behavior that disrupts and/or interferes with the educational environment or process.<br>Includes sustained loud talk, horseplay   | First<br><br>Second<br>Third     | Parent contact, apology, detention, possible suspension<br><br>Parent conference, possible suspension<br>Parent conference, Progressive suspensions (ISS/OSS), repeated may = possible expulsion   |
| <b>*DISRUPTIVE APPEARANCE / STUDENT DRESS</b><br>Dress or grooming that interferes with the learning process or school climate, is unclean, or threatens the health/safety of the student or others. (Clothing, jewelry, or working/graphics on clothing that is sexually suggestive, drug related, vulgar, that depicts violence, insulting, gang membership related, or ridicules a particular person or group.) | First<br><br>Second<br><br>Third | Teacher directed, change in dress<br><br>Office referral, parent contact, change in student dress<br><br>Principal referral  |
| <b>SKIPPING CLASS</b><br>Student leaves or misses class without permission   | First<br>Second                  | Detention, parent notification<br>Parent contact, possible suspension  |
| <b>FIGHTING</b><br>A hostile physical encounter between two or more individuals.   | First<br>Second<br>Third         | Parent and police notification, 1-3 day suspension<br>Parent conference, police notification, 3-5 days OSS, community service, recom. Counseling<br>Parent conference, police notification, 5+ days OSS, Expulsion hearing   |
| <b>FIRE SETTING / ATTEMPTED FIRE SETTING / FIRE PLAY</b><br>Using fire to destroy or attempt to destroy property.  | First                            | Parent and police notification, suspension, possible Expulsion hearing   |
| <b>FORGERY/THEFT</b><br>Student is in possession of, having passed on, or being responsible for removing someone else's property   | First<br><br>Second              | Parent and police notification (discretion),detention or possible suspension, restitution<br><br>Parent and police notification, restitution, suspension, possible Expulsion hearing   |

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| or has signed a person's name without that person's permission  | Third  | Parent and police notification, suspension, Expulsion hearing  |
| <b>LEWD CONDUCT / PROFANITY</b><br>Indcent exposure and/or the use of obscenity, profanity (oral, written, or gestured). Includes possession, selling and distribution of lewd materials.   | First  | 0-5 days OSS   |
|   | Second | 5-10 days OSS, Continued violation may result in expulsion   |
| <b>HARASSMENT/BULLYING</b><br>Student delivers disrespectful messages* (verbal, written or gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes. This includes harassment via electronic means. <i>*disrespectful messages include negative comments based on race, religion, gender, age and/or origin; sustained or intense verbal attacks based on ethnic origin, disabilities or personal matters.</i>  | First  | Parent conference, detention, possible suspension (ISS)  |
|   | Second | Parent/principal conference, suspension (OSS)  |
|   | Third  | Possible 3-5 day OSS, recommendation for expulsion hearing   |
| <b>INAPPROPRIATE LOCATION/OUT OF BOUNDS AREA</b><br>Student is in an area that is out of school boundaries  | First  | Detention, parent notification   |
|   | Second | Parent/principal conference, detention, student contract, possible ISS   |
| <b>CHEATING/COPYING</b><br>Submitting someone else's work as your own or providing your work to another   | First  | Zero on assignment, parent notification, possible detention  |
|   | Second | Zero on assignment(s), parent conference, detention/ISS, possible reflective assignment  |
| <b>LYING</b>  | First  | Test: zero on exam, no retake option, 2x detention, parent meeting with admin and teacher, next activity suspension within 30 days               |
| <b>PLAGIARISM</b><br>Using someone else's words and/or ideas  | First  | Plagiarism: Zero on assignment/exam, no retake option, 2x detention, parent meeting w/admin and teacher, next activity suspension within 30 days |
|   | Second |  |
| <b>GANG AFFILIATION DISPLAY</b><br>Organization composed of students that has an element of purpose which is concealed from the public and shared only confidentially among members. Participation in gang-related activities at school or school functions (possession or display of gang-related clothing, symbols, or paraphernalia, distribution of gang literature or materials, display of gang-related posters or graffiti, signs, or signals, harassment or intimidation of others or recruitment for gang membership). | First  | Parent conference, detention, student contract   |
|   | Second | Parent/Principal conference, suspension (OSS), contract dependent  |
| <b>PHYSICAL AGGRESSION/ASSAULT</b><br>Student engages in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).  | First  | Parent conference, police notification, 3-5 day OSS  |
|   | Second | Parent conference, police notification, 5-10 day OSS   |
|   | Third  | 10 days OSS, expulsion hearing   |
| <b>TARDINESS</b><br>Arriving late to school and/or class. Aggravated Tardy > 10 min late to a class   | First  | Office referral, detention, parent notification  |
|   | Repeat | Excessive tardies will result in a parent/principal discipline plan<br>Aggravated tardy=45 min detention w/ teacher of the affected class        |
| <b>TECHNOLOGY MISUSE</b><br>Failure to comply with the District's "Electronic Use Agreement."   | First  | Refer to PCSD Technology Plan for Discipline Procedures  |
| <b>USE OR POSSESSION OF TOBACCO</b><br>Using, possessing, and/or distributing of tobacco in any form.   | First  | Parent and police notification (discretionary), detention, possible ISS, addiction counseling  |
|   | Repeat | Parent and police notification, detention, progressive suspensions, contract, further addiction counseling                                       |



|   |        |   |
|---|--------|---|
| <b>TRESPASSING</b><br>Being present in unauthorized places or refusing to leave when asked to do so by District personnel.  | First  | Admin   |
|   | Second | OSS   |
| <b>UNEXCUSED ABSENCE/TRUANCY</b><br>Any absence that has not been excused by parent or legal guardian and/or appropriate school official.   | First  | Parent notification, detention  |
|   | Second | Parent notification, detention, repeated = truancy notification, possible police, ISS/OSS   |
| <b>PROPERTY DAMAGE/VANDALISM</b><br>Intentionally damaging, defacing, (including tagging/graffiti), or destroying public or private property.   | First  | Parent and police notification (discretionary), restitution, detention, possible ISS        |
|   | Second | Parent and police notification, restitution, OSS, possible expulsion                        |
|   | Third  | Parent and police notification, restitution, OSS, expulsion hearing                         |
| <b>WEAPONS: EXPLOSIVE DEVICES</b><br>Using, possessing, or selling an explosive device or material.   | First  | Parent notification, police notification, 10 days suspension, Expulsion hearing             |
| <b>WEAPONS: FIREARMS OR KNIVES</b><br>Using, possessing, or selling a firearm (any weapon, including a starter gun, that will or is designed to or readily be converted to expel a projectile by the action of an explosive. Or using, threatening to use, possessing, or selling knives of any form/length | First  | Parent and Police notification, 10 days OSS plus Expulsion hearing                          |
| <b>USE/POSSESSION OF COMBUSTIBLES WITH INTENT TO HARM</b><br>Student is in possession of substances/objects readily capable of causing bodily harm and/or property damage with intent to harm (matches, lighters, firecrackers, gasoline, lighter fluid)  | First  | Confiscation, parent & police notification, possible suspension, possible expulsion hearing |

\* = "occurrence" resets every year

\*1 = If a student is suspected of drug or alcohol use, the administration has the right to test and the student is required to submit to the testing. If the student refuses, he/she will be given the same discipline action as if guilty.

## SCHOOL GROUNDS MAP AND SCHOOL ZONE

### *Petersburg City Schools*

