

Instruction Training

Student Discipline

Mandatory trainings

KPBSD Administrators August 1, 2014

Policy

- BP 5131 Conduct – authority to take actions to protect school and enforce rules
- BP/AR 5144 Discipline – rules of conduct and guide
- BP/AR 5144.1 Suspension and Expulsion – updated, grounds, notice, record keeping
 - Work with District Office on incidents you may believe are grounds for expulsion – very specific process
- BP/AR 5144.11 Due Process
 - <http://www.kpbsd.k12.ak.us/board.aspx?id=3430>

Due Process

Do not assume that the allegation is true

Student provided:

- Oral or written notice of charges
- An explanation of evidence
- An opportunity to present the student's view of the incident
- An explanation of sanctions

Parents notified of suspension in writing

Suspensions over 10 days are appealable – always inform District Office

Documentation

- Electronic interactions through power school
- Factual information only
- No other students' names in report/discipline data base
- During an investigation
 - Have students write down their version of events
 - Be thorough – follow up leads, look for inconsistencies
 - Let the student talk – don't be in a hurry to get to the bottom line
 - Ask questions - try to stay away from yes/no type questions
 - What is your response to the allegations?
 - If you believe they are false, why the others lie?
 - Is there anyone else I should talk with?
 - If the explanation sounds exonerating, ask how it can be confirmed.
- Keep a factual file, preferably in chronological sequence of events
- Utilize District Office help

Examples

- Johnny initiated the name-calling, which is his usual pattern, and was warned two times before being sent to the principal. Time was spent calming Danny who was crying and embarrassed. Johnny was given two day ISS.
- Two-day ISS, name-calling, 2nd incident
- 2nd Example would be for the official document

Long Term Suspensions

- E 5144.1 (a) Long Term Suspension Process
 - <http://www.kpbsd.k12.ak.us/board.aspx?id=3456>
- Contact
- Sped vs. Regular Ed. - manifestation hearing after discipline is proposed – more information from Pupil Services
- Drugs/Alcohol
 - 1st Offense – 30 days with ATOSS option
 - 2nd Offense – 30 days
 - 3rd Offense – 45 days

Areas of Note

- Bullying – BP 5131.43 – thorough review
 - Documentation and follow up critical
- Alternatives to suspension
 - Community service – ensure legitimacy
 - Tobacco program
 - Creativity will require work with your director to ensure consistency across schools

Mandatory Training

- District and State Required
 - <http://www.kpbsd.k12.ak.us/departments.aspx?id=13876>
- Gender equity
 - Every other year
 - State e-module:
<http://www.eed.state.ak.us/elearning/genderrace.html>
- Suicide prevention
 - Annually
 - Jason Foundation or District approved training

Board Policy

Number	Policy	Notes
200	Goals for School District	Quality Assurance, utilize process and form located as exhibits
1250	Volunteer Assistance	Background checks
1330	Facility Use	AR procedures, Weapons Permit, Application
3513.3	Tobacco Free Schools	24/7 - 5131.62 discipline
3515.5	Emergency Action Plan	Teams, drills - School Safety and Security - Intruders
3530	Risk Management	Injury reporting - workers comp
4115	Evaluation/Supervision	Effective Instruction - training - 490 Neg. Agreement
4119.21	Code of Ethics	PTPC exhibit
4319.26	Teacher In Charge	Admin. Absence - see exhibit to report to Superintendent - This is also under BP2250 with Exhibit
5021	Non-Custodial access	Most recent court order - ask!
5022	Student Handbook	review annually (get site council approval)
5121	Assessment (Evaluation of Student Achievement)	Failures and communication - more than Power School - proactive
5123	Promotion/Acceleration/ Retention	AR provides steps for retention or acceleration
5125	Student Records	FERPA, Sped
5125.1	Directory Information	Opt out form
5131.43	Bullying	Definition - also Cyberbullying - threats and "significant disruption"
5131.6	Drugs/Alcohol	Definitions
5131.7	Weapons	Firearms - knife - threats
5141.4	Child Abuse and Neglect	OCS reporting, authorizations, partnership
5141.6	Student Nutrition	Beverage and vending standards for various school levels
5142	Safety	AR provides guidance on supervision of students throughout day, especially playgrounds
5144	Discipline	BP and AR (has guide for possible infractions)
5144.1	Suspension/Expulsion	Authority/Notice - expulsion details
5144.11	Due Process	BP for student/parents AR for administrator, Appeal exhibit
5145.12	Search and Seizure	Notice for lockers - refusal
5145.7	Sexual Harassment	Possible legal issue
6144	Controversial issues	View AR for more detail
6146.1	Graduation Requirements	Credits, Optional methods - AR describes HS credit for MS courses
6153	School Sponsored Trips	Lots of exhibits
6158	Health opt out	exhibits
6161.13	Student Fees	Required for class should not have fee except for student project materials
6161.4	Internet use agreement	AR and Exhibit for non-permission
6164.5	Intervention Teams	Description of responsibilities and members - Must have a Team

Bullying

- BP 5131.43: <http://www.kpbsd.k12.ak.us/board.aspx?id=3328>
- Teachers shall discuss this policy with their students in age appropriate ways and assure students that they need not endure any form of harassment, intimidation, or bullying
- The 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
- Documentation is critical with these allegations
- Cyberbullying – off campus – possibilities to intervene

Site Council

- Blue Book
 - <http://www.kpbsd.k12.ak.us/workArea/DownloadAsset.aspx?id=28645>
- Key Components
 - Composition
 - Notice of meetings
 - Bylaws
- Minutes
 - Submit to Superintendent and post publicly

Your Leadership Matters

- Have fun!
- You make a difference whether you know it or not
- Be better than you were yesterday
- Walk the talk – set the bar through your actions
- Focus on relationships