



# NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

Ambler · Buckland · Deering · Kiana · Kivalina · Kobuk · Kotzebue · Noatak · Noorvik · Selawik · Shungnak  
PO Box 51 · Kotzebue, Alaska 99752 · Phone (907) 442-1800

## NWABSD BOARD OF EDUCATION

### Board Policy Committee Meeting

Conducted via Teams and in the NWABSD Boardroom

### Agenda

**June 2, 2025**

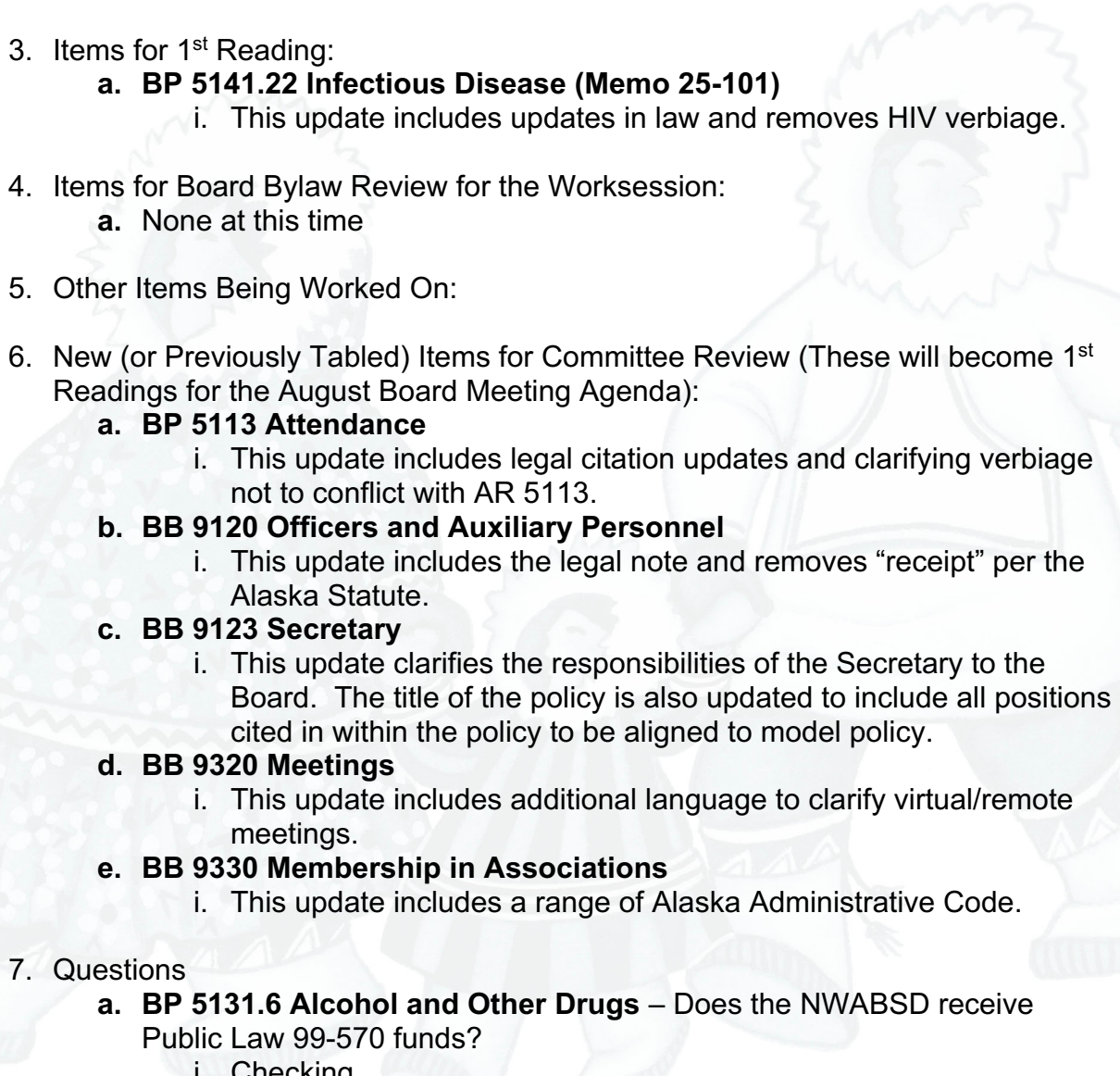
1. Roll Call
2. Items for 2<sup>nd</sup> Reading (Public Comment has been sought via the [District Website](#))
  - a. **BP 1250 Volunteer Assistance (Memo 25-131)**
    - i. This update modifies BP 1250 to clarify that background checks should be completed for all volunteers, regardless of the number of hours worked. It also clarifies that school visitors do not need to obtain a background check.
    - ii. NOTE: BP 1250 Volunteer Assistance – AASB combined the language in the first paragraph. The additional background check language was from the NWABSD.
  - b. **BP 4151 Salary Guides - Exempt Employees \*\*NEW\*\* (Memo 25-132)**
    - i. NWABSD does not currently have this BP.
    - ii. This BP adds clarity on exempt employees.
  - c. **BP 4313.1 Load Scheduling Hours of Employment (Memo 25-133)**
    - i. This update includes Fair Labor Standards Act language and citations for exempt employees.
  - d. **BP 5040 – Student Nutrition and Physical Activity (Memo 25-134)**
    - i. This update includes the removal of food as a reward language as well as updates to physical activity requirements.
  - e. **BP 5148 Childcare \*\*NEW\*\* (Memo 25-135)**
    - i. This policy is not currently adopted and is recommended by administration to support childcare in the region.
  - f. **BP 6115 Ceremonies and Observances (Memo 25-136)**
    - i. This update includes the inclusion of local observances and the daily pledge of allegiance requirement.
  - g. **BP 6142.4 Community Service (Memo 25-137)**
    - i. This update includes cultural language supporting volunteer work as a part of curriculum.
  - h. **BP 6143 Courses of Study (Memo 25-138)**
    - i. This update includes culturally responsive language as well as multiple tracks post-graduation.
  - i. **BP 6146.4 Reciprocity on Graduation Requirements (Memo 25-139)**
    - i. This update includes a legal note for explanation and clarification of credit requirements.
  - j. **BP 6153 School-Sponsored Trips (Memo 25-140)**

**Committee Members:** Carol Schaeffer (Chairperson), Jeanne Gerhardt-Cyrus, Marie Greene, Millie Hawley, Alice Melton Barr

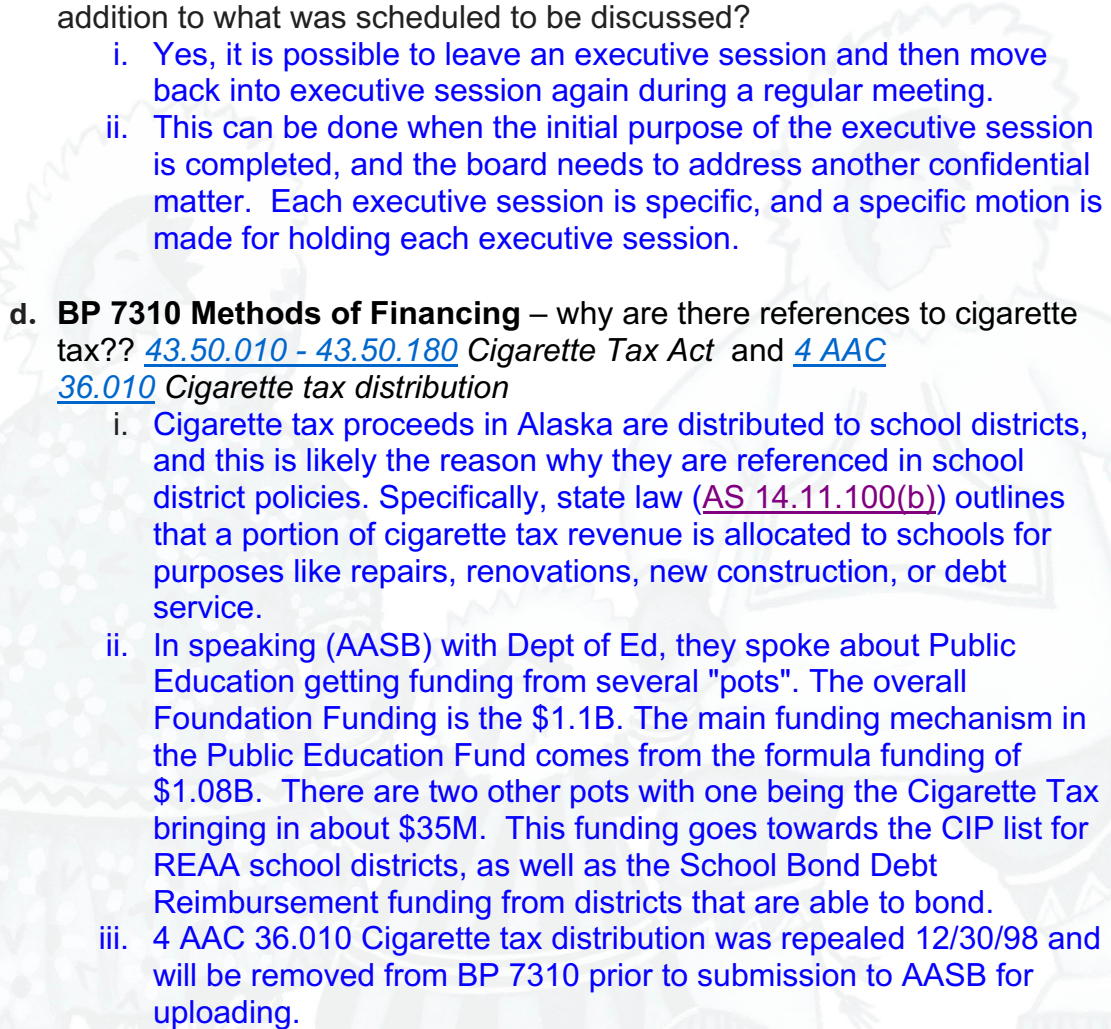
**Technology Director:** Amy Eakin

**MISSION:** To provide a learning environment that inspires and challenges students and employees to excel.  
**VISION:** To graduate all students with the knowledge, skills, and attitudes necessary for a successful future.

- i. This update moves procedural verbiage to the Administrative Regulation.
  - ii. Temperature ratings were reviewed and not removed.
- k. **BP 6161.2 Damaged or Lost Instructional Materials (Memo 25-141)**
  - i. This update adds language to address damaged or lost equipment along with damaged or lost instructional materials. It has also been updated to reflect the removal of BP 5125.3.
- l. **BP 6179 Childcare and Development Programs \*\*NEW\*\* (Memo 25-142)**
  - i. This policy has not been previously reviewed for adoption by the NWABSD and supports childcare programs within the region.
- m. **BP 7000 Concept and Roles (Memo 25-143)**
  - i. This update includes the update of the Department of Education name and an additional statute cited.
- n. **BP 7310 Methods of Financing (Memo 25-144)**
  - i. This update includes language around construction/major maintenance and local contributions.
- o. **BP 8000 Concepts and Roles (Memo 25-145)**
  - i. This update includes 2021 AASB revision recommendations including law updates and role clarifications.
- p. **BP 8320 Meetings (Memo 25-146)**
  - i. This update includes language about executive sessions as recommended by AASB in 2009.
- q. **BB 9122 Vice President (Memo 25-147)**
  - i. This update includes the removal of a law citation and a clarification of duties.
- r. **BB 9200 Board Members (Memo 25-148)**
  - i. Update 1 per AASB - This bylaw adds further clarity to how complaints brought to the board should be addressed and requires board approval for legal opinions.
    - 1. The complaint process clarified with AASB, and the verbiage has been updated to reflect when a board member should go to the Superintendent
  - ii. Update 2 per AASB - This bylaw has been revised to clarify that no board members should abstain from a vote absent a compelling reason to do so
- s. **BB 9210 Qualifications \*\*NEW\*\* (Memo 25-149)**
  - i. This policy clarifies the qualifications for a Board member. It was adopted by AASB in 2007.
- t. **BB 9220 Elections (Memo 25-150)**
  - i. This update includes clarified verbiage around staff elected to the Board, additional policy citations, and updated notes.
- u. **BB 9230 Orientation (Memo 25-151)**
  - i. This update includes a reference to Board Standards.
- v. **BB 9240 Board Development (Memo 25-152)**
  - i. This update includes a reference to Board Standards.
- w. **BB 9321 Executive Sessions (Memo 25-153)**

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- i. This update includes additional language for reasons to enter executive session, how that may occur, and updated legal citations
  - 3. Items for 1<sup>st</sup> Reading:
    - a. **BP 5141.22 Infectious Disease (Memo 25-101)**
      - i. This update includes updates in law and removes HIV verbiage.
  - 4. Items for Board Bylaw Review for the Worksession:
    - a. None at this time
  - 5. Other Items Being Worked On:
  - 6. New (or Previously Tabled) Items for Committee Review (These will become 1<sup>st</sup> Readings for the August Board Meeting Agenda):
    - a. **BP 5113 Attendance**
      - i. This update includes legal citation updates and clarifying verbiage not to conflict with AR 5113.
    - b. **BB 9120 Officers and Auxiliary Personnel**
      - i. This update includes the legal note and removes “receipt” per the Alaska Statute.
    - c. **BB 9123 Secretary**
      - i. This update clarifies the responsibilities of the Secretary to the Board. The title of the policy is also updated to include all positions cited in within the policy to be aligned to model policy.
    - d. **BB 9320 Meetings**
      - i. This update includes additional language to clarify virtual/remote meetings.
    - e. **BB 9330 Membership in Associations**
      - i. This update includes a range of Alaska Administrative Code.
  - 7. Questions
    - a. **BP 5131.6 Alcohol and Other Drugs** – Does the NWABSD receive Public Law 99-570 funds?
      - i. Checking
    - b. **BB 9321 Executive Sessions** – is it ok to just read all four of the reasons before going into executive session or do you have to only read the specific reason and then only discuss that one thing during executive session? The idea is to read all of the reasons to go into executive session so that the Board has the ability to discuss other things that may come up
      - i. No. An Executive session is specific; only one issue at a time.
      - ii. In Alaska, it is not permitted to read all four reasons for an executive session and then discuss any topic during the session. You must specify the specific reason for the executive session in the motion and only discuss that particular item. The purpose is to ensure transparency and to prevent the executive session from being used to circumvent the Open Meetings Act.



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- c. **BB 9321 Executive Sessions** - Can you go out of executive session and then go back in after reading another statement if something came up in addition to what was scheduled to be discussed?
- i. Yes, it is possible to leave an executive session and then move back into executive session again during a regular meeting.
  - ii. This can be done when the initial purpose of the executive session is completed, and the board needs to address another confidential matter. Each executive session is specific, and a specific motion is made for holding each executive session.
- d. **BP 7310 Methods of Financing** – why are there references to cigarette tax?? [43.50.010 - 43.50.180 Cigarette Tax Act](#) and [4 AAC 36.010 Cigarette tax distribution](#)
- i. Cigarette tax proceeds in Alaska are distributed to school districts, and this is likely the reason why they are referenced in school district policies. Specifically, state law ([AS 14.11.100\(b\)](#)) outlines that a portion of cigarette tax revenue is allocated to schools for purposes like repairs, renovations, new construction, or debt service.
  - ii. In speaking (AASB) with Dept of Ed, they spoke about Public Education getting funding from several "pots". The overall Foundation Funding is the \$1.1B. The main funding mechanism in the Public Education Fund comes from the formula funding of \$1.08B. There are two other pots with one being the Cigarette Tax bringing in about \$35M. This funding goes towards the CIP list for REAA school districts, as well as the School Bond Debt Reimbursement funding from districts that are able to bond.
  - iii. 4 AAC 36.010 Cigarette tax distribution was repealed 12/30/98 and will be removed from BP 7310 prior to submission to AASB for uploading.

## BP 1250 VOLUNTEER ASSISTANCE

~~The wealth of experience available in the community is a resource that should be used in appropriate ways to enrich the educational program and strengthen our schools' relationships with homes, businesses, public agencies and private institutions. By their presence, volunteers also can make school environments safer and more closely supervised. The School Board recognizes that volunteer assistance in schools can enrich the educational program, increase supervision of students, and contribute to school safety while strengthening the schools' relationships with the community. The School Board encourages parents/guardians and other members of the community to share their time, knowledge and abilities with our students.~~

The Superintendent or designee may authorize the use of volunteers. The Superintendent or designee shall establish regulations to protect the safety of both students and volunteers. ~~Including background check for crimes involving moral turpitude.~~

Note: The following optional paragraph is offered for districts that wish to provide students the greatest possible protection, and should be revised or deleted based on the district's needs and ability to implement this policy.

All persons who wish to volunteer service with or around students must undergo a background check that includes crimes involving moral turpitude.

Like employees and students, volunteers shall act in accordance with district policies and regulations.

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*

*(cf. 1260 - Visits to the school)*

*(cf. 5141.42 – Professional Boundaries of Staff with Students)*

*(cf. 4112.5 / 4212.5 / 4312.5 – All Personnel Security Check)*

*(cf. AR 4112.5 Security Check)*

*Legal Reference:*

### ALASKA STATUTES

[20AAC 10035](#) - Regulation defining crimes of moral turpitude

*Adopted: June 09, 2004*

*Revised:*

## **Northwest Arctic Borough School District**

## BP 4151 SALARY GUIDES - EXEMPT EMPLOYEES

Note: The Fair Labor Standards Act (FLSA) is a federal law that requires most employees in the United States to be paid at least the federal minimum wage for all hours worked, and overtime pay at time and one-half the regular rate of pay for all hours worked over 40 hours in a workweek. However, Section 13(a)(1) of the FLSA provides an exemption from both minimum wage and overtime pay for employees employed as bona fide executive, administrative, or professional employees. Sections 13(a)(1) and 13(a)(17) also exempt certain computer employees. To qualify for exemption, employees generally must meet certain tests regarding their job duties and be paid on a salary basis at not less than \$455 per week. These salary requirements do not apply to teachers. Exempt computer employees may be paid at least \$455 on a salary basis or on an hourly basis at a rate not less than \$27.63 an hour. Job titles do not determine exempt status. In order for an exemption to apply, an employee's specific job duties and salary must meet all the requirements of the Department of Labor's regulations.

The School Board is committed to compliance with the salary basis requirements of the Fair Labor Standards Act. Improper deductions from the salaries of exempt employees are prohibited.

*(cf. BP 4253 Overtime Pay/Compensatory Time Off)*

### Salary Basis Requirement

An exempt employee must meet certain tests regarding their job duties and be paid on a salary basis. Being paid on a "salary basis" means an employee regularly receives a predetermined amount of compensation each pay period on a weekly, or less frequent, basis. The predetermined amount cannot be reduced because of variations in the quality or quantity of the employee's work. Subject to exceptions listed below, an exempt employee must receive the full salary for any workweek in which the employee performs any work, regardless of the number of days or hours worked. Exempt employees do not need to be paid for any workweek in which they perform no work.

### Permissible Deductions

Note: Under 2004 amendments to the federal regulations, employers can dock pay of exempt employees, without losing their exempt status, for disciplinary suspensions for one or more full days if employees break workplace conduct rules. To be able to take advantage of this provision, employers *must* adopt a written policy applicable to all employees that states that violating workplace conduct rules may result in a suspension.

Deductions from pay are permissible when an exempt employee: is absent from work for one or more full days for personal reasons other than sickness or disability; for absences of one or more full days due to sickness or disability if the deduction is made

in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness; to offset amounts employees receive as jury or witness fees, or for military pay; or for unpaid disciplinary suspensions of one or more full days imposed in good faith for violations of district policies or procedures.

The district is not required to pay the full salary in the initial or terminal week of employment; for penalties imposed in good faith for infractions of safety rules of major significance, or for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act. In these circumstances, either partial day or full day deductions may be made.

### **Complaint Procedure for Improper Deductions**

Note: Under the 2004 safe harbor provision, employers will not lose exempt status for employees as a result of improper deductions, so long as several steps are taken. First, your district must have a clearly communicated policy prohibiting improper pay deductions. Second, the policy must contain a complaint procedure. Third, if an employer makes an improper deduction, it must reimburse employees for the improper deduction and make a good faith commitment to comply in the future. Finally, if the employer "willfully" violates the policy by continuing to make improper deductions after a complaint, it will lose exempt status for all employees in the same job classification working for the same managers responsible for the improper deductions for the time period in which the improper deductions were made.

If you believe that an improper deduction has been made to your salary, you should immediately report this information to your direct supervisor, or to ~~insert alternative complaint mechanism(s)~~ the Director of Administrative Services.

Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

*Legal Reference:*

*Fair Labor Standards Act, [29 U.S.C. § 201](#), et seq.*

*Adopted:*

**Northwest Arctic Borough School District**



## **BP 4313.1 MANAGEMENT AND SUPERVISORY PERSONNEL - LOAD/SCHEDULING/HOURS OF EMPLOYMENT**

The School Board designates, in accordance with law, salaried positions which are exempt from overtime. Persons holding these positions work whatever hours are necessary in order to fulfill their assignments. Their positions are set apart from other positions by virtue of the duties, flexibility of hours, salary, benefit structure and authority which they entail.

Exempt designations are governed by the rules of the Fair Labor Standards Act, 29 U.S.C. 201-216 and 29 C.F.R. Part 541. Where an employee has been determined to be exempt, their exempt status should be listed on their contract.

Employees in exempt positions shall not be subject to salary deductions for absences of less than a day.

*Legal Reference:*

### UNITED STATES CODE

*Fair Labor Standards Act* [29 U.S.C. 201-216](#)

### CODE OF FEDERAL REGULATIONS

*Department of Labor Relations* [29 C.F.R. Parts 511-800](#)

**Adopted: June 09, 2004**

**Revised:**

**Northwest Arctic Borough School District**

## BP 5040 STUDENT NUTRITION AND PHYSICAL ACTIVITY

Note: -This policy was developed by the State of Alaska Obesity Prevention and Control Program and the Alaska Department of Education & Early Development Child Nutrition Program and meets all federal requirements for Local School Wellness Policies. It is intended to provide a framework for developing a wellness policy. The policy adopted by your School Board must be developed with the involvement of the identified advisory group discussed in Section A.

The School Board recognizes that schools are in a position to promote healthy lifestyle choices by students that can affect their lifelong wellness. Therefore, the School ~~District~~District will provide environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating, physical, and subsistence activity.

The School Board understands that:

- (a) Teaching about food and nutrition should support students in both the local community and other community contexts.
- (b) Traditional knowledge of food and harvesting teaches values and skills to all Alaskan students.
- (c) Food nutrition should link students positively to their cultures and ways of life in Alaska or countries of origin.
- (d) Tribal governments and tribal members have extensive indigenous nutrition, scientific, resource management, and legal knowledge about harvesting foods.
- (e) Offering subsistence and local food harvesting opportunities contributes to nutritional health, but also supports cultural identity, improved physical and mental health, and deepens students understanding of an ecosystem.
- (f) Familiar and cultural foods can create cultural safety and contribute to a positive learning environment.

Schools will provide nutrition promotion and education, physical education, and other school-based activities to foster lifelong habits of healthy eating and physical activity, and will establish linkages between nutrition education, school meals, and local food programs.

*(cf. 1020 – Youth Services)*

### A. Planning and Periodic Review by Stakeholders

The school ~~district~~District and when appropriate individual schools within the ~~district~~District will create or work with an existing advisory group that will assist in developing, implementing, monitoring, reviewing and, as necessary, revising school nutrition and physical activity goals.

The school ~~district~~District will permit and encourage the participation of students, parents, food service personnel, School Board members, school administrators, school health professionals, physical education teachers, local SNAP-Ed coordinators and other interested community members in the advisory group. The ~~district~~District will promote opportunities to participate in the advisory group at least once a year through parent and stakeholder communication, which may include newsletters, public announcements, web-postings, parent communication, etc.

The school ~~district~~District will provide the advisory group with appropriate information and clear guidelines to assist in the development and/or revision of relevant policies and nutrition and physical activity goals. Goals will be based on available scientific evidence for improving school nutrition and physical activity programs. Goals and progress toward achievement will be presented to the School Board on an annual basis.

School ~~district~~Districts will add ~~in~~ a pathway during planning to submit a local foods nutritional plan and an opportunity to determine how donated local foods can meet with occupational health and safety regulations.

*(cf. 1000 – Concepts and Roles)*

## **B. Nutrition**

All foods available in ~~district~~District schools during the school day shall be offered to students with consideration for promoting student health and reducing childhood obesity.

All foods and beverages provided through the National School Lunch or School Breakfast Programs shall meet nutritional requirements of the National School Lunch Act. ([7 C.F.R. Parts 210](#) and [220](#)) To the extent practicable, all schools in the ~~district~~District will participate in available federal school meal programs.

All other foods and beverages made available on school campus (including, but not limited to vending, franchise vendors, concessions, a la carte, student stores, classroom parties, fundraising, and foods and beverages that are not for sale) during the school day, between the hours of 12:00 AM and 30 minutes after the conclusion of the instructional day, shall meet nutritional requirements of the National School Lunch Act, Nutrition Standards for All Foods Sold in Schools also known as Smart Snacks in School. For the purpose of this policy, the school

campus is defined as all property under the jurisdiction of the school ~~district~~District that is accessible to students.

Schools will provide students with access to a variety of affordable, nutritious and appealing foods that meet the health and nutrition needs of students; will accommodate, as much as possible, the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe and pleasant settings and adequate time for students to eat.

Traditional cultural foods may be exempted from ~~the~~ nutritional requirements when offered free of charge and for educational purposes. Traditional cultural foods offered for sale or as a part of the school breakfast or lunch program must meet nutritional requirements.

~~Foods and beverages will not be offered as a reward for students' performance or behavior.~~

Schools will provide free potable water (water that is safe and satisfactory for drinking and cooking) in the place where meals are served and elsewhere throughout the school buildings.

When practicable, Alaska farm and fish products will be utilized in meals and snacks.

Schools will encourage all students to participate in federal school meal programs and protect the identity of students who eat free and reduced priced meals.

Schools will encourage all students to eat healthy and nutritious meals within the school dining environment and will, to the extent practicable, involve students in menu planning.

To the extent practicable, schools will schedule lunch as close to the middle of the school day as possible. Schools are encouraged to provide opportunities for mid-morning or mid-afternoon healthy snack breaks.

Schools will limit food and beverage marketing on campus to the promotion of foods and beverages that meet the National School Lunch Act, Nutritional Guidelines for All Foods Sold in Schools.

Schools will work to provide age-appropriate nutrition education as part of the health and physical education curricula that respects and integrates the cultural practices of students. Schools will provide opportunities for students to practice nutrition and harvesting skills both inside and outside the school setting. The ~~District~~District will seek to provide evidence-based nutrition education curricula and intergenerational knowledge on local foods that fosters lifelong healthy eating behaviors integrated into comprehensive school health education.

**To the extent practicable:**

- (a) Students in grades pre-K-12 shall receive nutrition education that teaches the skills needed to adopt lifelong healthy eating behaviors.
- (b) Classroom nutrition education shall be reinforced in the school dining room or cafeteria setting as well as in the classroom, with coordination among the nutrition service staff, administrators, local advisory group, and teachers.
- (c) Students shall receive consistent nutrition messages from schools and the ~~district~~District. This includes in classrooms, on field trips, cafeterias, outreach programs and other school-based activities.
- (d) Nutrition education ~~shall~~should be taught by a certified/licensed health education teacher, and should include input and guest instruction by a locally endorsed Elder or culture bearer.
- (e) Schools will strive to establish or support opportunities to learn about local plants, harvesting, hunting and gardening to provide students with experiences in planting, harvesting, preparing, serving and tasting healthy, nutritious and Alaskan foods.

*(cf. 0210 – Goals for Student Learning)*

*(cf. 3550 – Food Service)*

*(cf. 3551 – Food Service Operations)*

*(cf. 3552 – Regular Lunch Program)*

*(cf. 3553 – Free and Reduced Price Meals)*

*(cf. 3554 – Other Food Sales)*

**C. Mandatory Physical Activity**

Pursuant to [AS 14.30.360](#), a ~~district~~District shall establish guidelines for schools in the ~~district~~District to provide opportunities during each full school day for students in grades kindergarten through 8 for a minimum of 90 percent of the daily amount of physical activity recommended for children and adolescents in the physical activity guides by the Centers for Disease Control and Prevention. The time provided for physical activity may involve physical education classes and unstructured physical activity, such as recess. The ~~district~~District shall adopt guidelines that allow students to be excused from physical activity due to medical and health and safety reasons, such as inclement weather.



Note: Section D: Physical Activity and Section E: Physical Education are optional policies that provide physical education and physical activity goals that meet the requirements of state and federal law. The District's policies may differ from Sections D and E provided the policies meet the requirements of AS 14.30.360, as described in Section C: Mandatory Physical Activity Guidelines. While federal law does not require the language in Section C: Physical Education and Section D: Physical Activity. The following optional policy language provides additional physical education and physical activity goals.

#### **D. ~~Optional~~ Physical Education**

Physical education will be closely coordinated with the overall school health program, especially health education, so that students thoroughly understand the benefits of being physically active and master the self-management skills needed to stay active for a lifetime.

To the extent practicable, all schools will provide daily physical education opportunities for all students. All elementary students will be provided at least the National Association for Sport and Physical Education (NASPE) recommendation of 150 minutes (determined by ~~district~~District capacity) of physical education per week, for the entire school year.

Middle and high school students shall be provided at least the National Association for Sport and Physical Education (NASPE) recommendation of 225 minutes (determined by ~~district~~District capacity) of physical education per week, for the entire school year.

All elementary and middle-school students will be required to participate in physical education for all years of enrollment ~~in~~ through middle school. All high school students shall be required to participate in physical education for one full year. Physical education shall be exclusive of health education and shall be available for all four years of high school. Each ~~district~~District/school will adopt a physical education curriculum that aligns with the Alaska State Standards for Physical Education for grades K-12, with grade level benchmarks. The curriculum shall be reviewed in accordance with the regular curriculum review and adoption schedule of the ~~District~~District.

#### **E. Physical Activity**

All students in grades kindergarten through eight will be provided with at least 54 minutes each day of physical activity. Elementary and middle school students will be provided with at least 45 minutes each day of physical activity, not including time spent in physical education. This time may be accumulated throughout the school day and may include physical education, recess and classroom based~~before/after school sponsored~~ activities. Whenever possible, all students shall be given opportunities for physical activity through a range of programs

including, but not limited to, intramurals, interscholastic athletics and physical activity clubs. Elementary students will be provided at least 20 minutes each day of structured, active recess. Classroom based physical activity is encouraged and counts toward the ~~45-54~~ minute requirement as long as it does not replace recess.

When practicable, recess shall be scheduled before lunch periods and take place outdoors.

Indoor and outdoor facilities shall be available so that physical activity is safe and not dependent on the weather. Physical activity equipment shall be age-appropriate, inviting, and available in sufficient quantities for all students to be active. Equipment shall be inspected regularly (at least weekly) for safety and replaced when needed.

Using physical activity as punishment, or withholding physical activity/physical education time as a means of discipline, is prohibited.

The ~~district~~District/school will promote strategies/events designed to generate interest in and support active transport to school (walking school busses, 'bicycle trains.' Walk/Bike to School Day, Safe Routes to School Programs).

Schools are encouraged to negotiate mutually acceptable and fiscally responsible arrangements with community agencies and organizations to keep school spaces and facilities available to students, staff, and community members before, during, and after the school day, on weekends, and during school vacations.

*(cf. 1330 – Community use of school facilities)*

## **F. Communication with Parents**

The ~~district~~District/school will regularly, at least annually, inform and update the public, including students, parents, and the community, about the content, implementation of, and progress towards goals in this policy. Parents will be actively notified through email or other notification processes and provided access to this policy and all subsequent reports and updates.

The ~~district~~District must make available to the public the wellness policy, including any updates to and about the wellness policy, at least annually. The ~~district~~District must also make available the 3-year assessment described in Section G, including progress toward meeting the goals of the policy.

The ~~district~~District/school will support the efforts of parents to provide a healthy diet and daily physical activity for their children. Schools will encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet nutrition standards. The ~~district~~District will provide parents & the public with information on healthy foods that meet the requirements of the

National School Lunch Act, Nutrition Standards for All Foods Sold in Schools also known as Smart Snacks in School, and ideas for policy compliant foods for vending, concessions, a la carte, student stores, classroom parties and fundraising activities.

The ~~district~~District/school will provide information about physical education and other school-based physical activity opportunities before, during and after the school day; and support the efforts of parents to provide their children with opportunities to be physically active outside of school. Such supports will include sharing information through a website, social media platform, newsletter, or other take-home materials, special events, or physical education homework.

(cf. 6020 – Parent Involvement)

### **G. Monitoring, Compliance and Evaluation**

The ~~s~~Superintendent or designee will ensure compliance with established ~~district~~District-wide nutrition and physical activity wellness policies and administrative regulations. Administrative regulations may be developed to ensure that information will be gathered to assist the School Board and ~~district~~District in evaluating implementation of these policies and to ensure that necessary documentation is maintained in preparation for the triennial administrative review conducted by Child Nutrition Programs, Department of Education & Early Development.

The Superintendent or designee will designate one or more persons to be responsible for ensuring that each school within the ~~district~~District complies with this policy, and that school activities, including fundraisers and celebrations, are consistent with ~~district~~District nutrition and physical activity goals.

The School Board will receive an annual summary report on ~~district~~District-wide compliance with the established nutrition and physical activity policies, and the progress made in attaining the ~~district~~District nutrition and physical activity goals, based on input from the schools within the ~~district~~District. The report will also be distributed to advisory councils, parent/teacher organizations, school principals, and school health services personnel, and will be made available to the public.

The ~~district~~District must conduct an assessment of wellness policy every 3 years, at a minimum.

The assessment must determine:

- compliance with the wellness policy,
- how the wellness policy compares to model wellness policies, and
- progress made in attaining the goals of the wellness policy.

The policy must be updated as appropriate.

*Legal Reference:*

UNITED STATES CODE

Richard B. Russell National School Lunch Act, [42 U.S.C. 1751-1769j](#)

Child Nutrition Act of 1996, [42 U.S.C. 1771-1793](#)

CODE OF FEDERAL REGULATIONS

[7 C.F.R. Parts 210](#) and [220](#), National School Lunch Program and Breakfast Program

FEDERAL REGISTER

Nutrition Standards for All Foods Sold in Schools (“Smart Snacks in School”), Vol. 78, No. 125, Part II, Department of Agriculture (2013)

ALASKA STATUTES

[AS 14.30.360](#) Health education curriculum; physical activity guidelines

~~Revised: September 29, 2015~~

~~May 01, 2018~~

~~August 25, 2020~~

**ADOPTED: MAY 03, 2006**

~~Revised: September 29, 2015~~

~~Revised: May 01, 2018~~

~~Revised: August 25, 2020~~

~~Revised:~~

## **BP 5148 CHILDCARE**

<p><u>Note: This optional policy addresses community needs for childcare and may be revised or deleted as needed.</u></p>
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The School Board recognizes that childcare and supervision are a necessity for many working families. The School Board is deeply concerned about our community's need for childcare.

As part of our efforts to ensure the well-being of the community's children, the District shall work cooperatively with public and private agencies to provide childcare alternatives to the community. Besides serving community needs, the School Board anticipates that these alternatives will generate increased parental involvement and support for the schools.

The Superintendent or designee shall identify locations both at operating and future facilities where daycare programs might be placed without adverse impact on the district instructional program.

*(cf. 0430 - Community School Program)*

*(cf. 1020 - Youth Services)*

*(cf. 1330 - Use of School Facilities)*

*(cf. 3280 - Sale, Lease, Rental of District-owned Real Property)*

**Adopted:**

**Northwest Arctic Borough School District**



## BP 6115 CEREMONIES AND OBSERVANCES

### Patriotic Exercises

Note: By state law, the Pledge of Allegiance must be recited each day. AS 14.03.130. A person/student is permitted to recite the salute to the flag or to maintain a respectful silence.

The School Board encourages activities that instill pride in our country, state, borough, town or village. The Pledge of Allegiance shall be recited ~~or patriotic exercises conducted on a regular basis as determined by the School Board each day.~~ The School Board encourages students and staff to recite the Pledge of Allegiance in their indigenous language.

The district respects the legal right of individuals not to participate in the salute to the flag for personal reasons. An individual not participating in the salute to the flag must maintain a respectful silence.

The School Board recognizes the potential importance and relevance of local ceremonies in addition to the Pledge of Allegiance. With School Board approval, and provided that such ceremonies do not contravene state or federal law, the School Board encourages such local ceremonies as a way of celebrating and recognizing place and local culture as an important part of the educational day.

*(cf. 5145.2 - Freedom of Speech/Expression)*

*(cf. 6141.2 - Recognition of Religious Beliefs and Customs)*

*(cf. 6141.6 - Multicultural Education)*

### Special Days and Events

District schools shall commemorate special days and events in accordance with law. Schools are encouraged to recognize days and events of local significance.

District schools shall be closed in observance of Labor Day, Thanksgiving Day and the day after, Christmas Day, New Year's Day, Memorial Day, and the Fourth of July.

Holidays which fall on a Sunday shall be observed the following Monday. Holidays which fall on a Saturday shall be observed the preceding Friday.

Furthermore, the Board specifically recognizes the cultural and civic importance of the following people or events and encourages school leaders and students to incorporate celebrations or recognition within the school's activities and curriculum. These people or events for the Northwest Arctic Borough School District to recognize are Dr. Della Keats Day, Indigenous People's Day, and Veteran's Day.

(cf. 6111 - School Calendar)

*Legal Reference:*

ALASKA STATUTES

[14.03.050](#) *School holidays*

[14.03.130](#) *Display of flag and pledge of allegiance*

[41.15.900](#) *Observance of Arbor Day*

U.S. SUPREME COURT

[West Virginia State Board of Education, et al . v. Burnette, et al](#) 319 U.S. 624  
(1943)

*Banks v. Board of Public Instruction, 314 F. Supp. 285*

*Hanover v. Northrup, 325 F. Supp. 170*

*Adopted: April 28, 2004*

*Revised:*

**Northwest Arctic Borough School District**

## BP 6142.4 COMMUNITY SERVICE

Note: The following optional policy recognizes volunteer work experience as part of the curriculum.

The School Board desires that all students develop a sense of social responsibility and encourages opportunities for students to perform volunteer duties in the community. The School Board believes that through volunteer service, students may gain a better understanding of local culture. These experiences enable students to reinforce cultural values that support community wellbeing. The School Board also ~~The Board~~ believes that volunteer service can help students gain self-esteem, reinforce skills, discover career options and learn the value of volunteer work. Community service ~~motivates~~ can motivate students to learn by relating the curriculum to the needs of the community at large and reinforcing community cultural values.

The Superintendent or designee may develop with staff, parents/guardians, and community organizations a community service course ~~which~~ that reinforces the student's educational curriculum and provides opportunities for student volunteers to meet community needs and understand the community cultural impacts. - The Superintendent or designee may authorize community service credit ~~which~~ that may be applied towards high school graduation.

Parents/guardians of student volunteers shall receive information about the community service program and its benefits for both the community and the student.

*(cf. 1240 - Volunteers)*

*Adopted: April 28, 2004*

*Revised:*

**Northwest Arctic Borough School District**

## BP 6143 COURSES OF STUDY

### All Schools

The School Board recognizes that a student's cultural and personal identity are integral in engaging a student in effective and productive learning. The School Board supports and encourages the development of courses of study that provide an opportunity to combine place-based and culturally relevant learning while meeting the necessary state and district standards. All students must have relevant and engaging coursework that prepares them to be productive citizens and provides them with skills and opportunity for post-secondary college or career choices. The courses of study beginning in primary school through high school are recognized as a continuum, each building upon the former. Courses of study may be developed as "tracks" that take into account student interests such as Career and Technical Education (CTE) or college readiness.

### **Elementary Schools**

The School Board shall adopt a course of study for elementary grades aligned with state performance and content standards, and which sufficiently prepares district students for the required high school course of study. The elementary course of study should include culturally responsive, place-based instruction and materials that align with the Alaska Standards for Culturally Responsive Schools and incorporate strategies and frameworks for student-centered learning.

### **Secondary Schools**

The School Board shall adopt courses of study designed to meet student needs and to ~~conform with~~ satisfy district and state graduation requirements ~~and~~. Courses will also be adopted that meet the requirements for admission to post-secondary programs, whether Career Technical Education or college, postsecondary schools. Courses of study shall be integrated where appropriate and provide students the opportunity to attain skills ~~appropriate~~ for entry-level employment upon graduation from high school. Secondary school courses of study should include culturally responsive, place-based instruction and materials that align with the Alaska Standards for Culturally Responsive Schools and incorporate strategies and frameworks for student-centered learning.

*(cf. 6141 - Curriculum Development and Evaluation)*

*(cf. 6146.1 - High School Graduation Requirements)*

*(cf. 6184 - Virtual/Online Courses)*

*Legal Reference:*

ALASKA ADMINISTRATIVE CODE

05.080 School Curriculum and ~~P~~ersonnel

4 AAC 06.075 High ~~S~~chool ~~G~~raduation ~~R~~requirements

*Adopted: April 28, 2004*

*Revised:*

**Northwest Arctic Borough School District**



## BP 6146.4 RECIPROCITY ON GRADUATION REQUIREMENTS

Note: 4 AAC 06.075 authorizes the District to exempt transfer students with at least 13 units of credit from graduation credit requirements. The following sample policy may be revised or deleted to reflect district philosophy and needs.

### Credit Requirements

The Superintendent or designee may exempt students transferring into the District from meeting district ~~graduation-credit~~ requirements for graduation upon verification of equivalent credits received elsewhere.

*(cf. 5118 - Transfers; Withdrawals)*

*Legal Reference:*

ALASKA ADMINISTRATIVE CODE

[4 AAC 06.075](#) *High school graduation requirements*

*Adopted: April 28, 2004*

*Revised:*

**Northwest Arctic Borough School District**

## BP 6153 SCHOOL-SPONSORED TRIPS

Note: The following optional policy may be revised or deleted to reflect district philosophy and needs.

The School Board recognizes that school-sponsored trips are important components of a student's development. Besides supplementing and enriching classroom learning experiences, such trips encourage new interests among students, make them more aware of community resources, and help them relate their school experiences to the outside world. The School Board believes that careful planning can greatly enhance the value and safety of such trips.

(cf. 1321 - Solicitation of Funds from and by Students)

(cf. 6145 - Extracurricular Activities)

The Superintendent or designee must approve all trips involving out-of-district travel.

Principals shall ensure that a plan is developed ~~which~~that provides ~~for~~ the safety of students and their proper supervision by certificated and/or classified staff on in-district school-sponsored trips and certificated staff on out-of-district school-sponsored trips. In certain circumstances, the Superintendent or Designee may waive this requirement. Other school employees and parents/guardians also may participate in this supervision and may be asked to attend preparatory training sessions and/or meetings.

(cf. 3541 - Transportation: School-Related Trips)

In advance of a studententy trip, teachers shall determine educational objectives which relate directly to the curriculum. Principals shall ensure that teachers develop plans ~~which~~that provide for the best use of students' learning time while on the trip. Teachers also shall provide appropriate instruction before and after the trip.

### **Approval Procedures**

- ~~1. All travel within the District must be approved by the Principal.~~
- ~~2. All travel which takes the student outside of the District or State must be approved by the Principal, and the Superintendent.~~
- ~~3. All out of District travel plans must be on file with the Superintendent's office before travel takes place.~~
- ~~4. The Principal must approve, without exception, all chaperones for travel initiated at a school site.~~
- ~~5. The Superintendent, or his/her designee, must approve all chaperones for travel initiated by the District Office.~~
- ~~6. One week prior to the date the student travel is to occur, the trip sponsor must submit to the Principal a travel plan for approval. Upon approval of the plan, the Principal shall send the plan to the Superintendent.~~

7. ~~An approved Student Travel/Eligibility Form must be on file in the Principal's Office before a student is permitted to travel.~~

Commented [AE1]: Moved to the AR

### **Cold Weather Travel Procedures**

The following procedures were developed to avoid unnecessary risk to students and staff during winter travel.

1. Student travel will not be allowed in temperatures below -35° F and/or adverse weather conditions as determined by principal/coach/Superintendent or Superintendent's designee.
2. Staff travel is not required at temperatures below -35° F.
3. Traveling out of district ~~—provided students;~~ Students may travel provided they are in Kotzebue when the temperature drops below the allowable level for travel and the commercial jet arrives ~~(Alaska Airlines or Frontier) students may travel.~~

*Legal Reference:*

#### ALASKA ADMINISTRATIVE CODE

[4 AAC 06.520](#) *Recreational and athletic activities*

*~~Revised: June 03, 2008~~*

*Adopted: April 28, 2004*

*Revised: June 03, 2008*

**Northwest Arctic Borough School District**

## **BP 6161.2 DAMAGED OR LOST INSTRUCTIONAL MATERIALS AND EQUIPMENT**

*Note: The following sample policy may be revised or deleted to reflect District philosophy and needs*

The School Board recognizes that instructional materials are an expensive District resource. The Superintendent or designee may establish procedures in accordance with law to protect instructional materials from damage or loss.

Instructional materials and equipment provided for use by students and staff remain the property of the District. Students and staff are responsible for maintaining and returning ~~borrowed~~ materials in good condition, with no more wear and tear than usually results from normal use.

When materials and equipment are lost or so damaged that they are no longer usable, the student or staff shall be responsible for reparation (compensation) equal to the current replacement cost of the materials. When materials are damaged but still usable, the Superintendent or designee shall determine a lesser charge.

If it can be demonstrated to the Superintendent or designee's satisfaction that the student or staff has taken all reasonable precautions to safeguard instructional materials and equipment issued to ~~him/her~~them, the Superintendent or designee may excuse the student/parent/guardian/staff from payment of reparation (compensation).

~~If reparation is not excused and not paid by the student or parent/ guardian, the district may initiate due process procedures to withhold from the student his/her grades, diploma and transcripts.~~

~~(cf. 5125.2 Withholding Grades, Diploma or Transcripts)~~

(cf. 5131.5 - Vandalism, Theft and Graffiti)

(cf. 3515.4 Recovery for Property Loss or Damage)

Adopted: April 28, 2004

Revised:

**Northwest Arctic Borough School District**

## BP 6179 CHILDCARE AND DEVELOPMENT PROGRAMS

Note: The following optional policy may be revised or deleted to reflect District philosophy and needs.

The School Board wishes to provide a safe environment with competent, caring supervision for children whose parents/guardians are working, in training, seeking jobs, incapacitated, or in need of respite. Besides attempting to help children develop intellectually, socially, emotionally and physically, District childcare and preschool programs should strengthen families by enhancing parenting skills and reducing the strain on parents.

The Superintendent or designee shall ensure that District childcare and preschool programs comply with requirements of law.

A District must submit annual assurances to the Department indicating that the District has adopted written policies that ensure compliance with the programmatic requirements of [4 AAC 60.170](#), the pre-elementary education regulation. The assurances must be signed by the Superintendent or for the District.

*(cf. 5146 - Married/Pregnant/Parenting Students)*

*(cf. 5148 - Child Care)*

*Legal Reference:*

ALASKA ADMINISTRATIVE CODE

[4 AAC 60.010-4 AAC 60.180](#) *Pre-elementary (early childhood) school*

*Adopted:*

**Northwest Arctic Borough School District**



## BP 7000 CONCEPTS AND ROLES

Note: Pursuant to 14.11.020, borough assemblies or city councils and regional school boards may by resolution request responsibility from the State Department of Education and Early Development for the planning, design, and construction of school facilities funded by state grant funds. AS 35.15.080 provides for the assumption of responsibilities for state public works projects subject to AS 35.15.010. Pursuant to 14.14.060 and 14.14.065, borough assemblies and city councils may agree to a division of duties with the school board related to the design, maintenance, and construction of facilities. Assemblies and councils must consider the recommendations of the school board. The following sample language should be revised or deleted to reflect District responsibilities and needs.

Since school construction is costly, and buildings become a permanent part of the community to be used by large numbers of people, the School Board and the ~~district~~District administration must take great care to ensure that the facilities fully support the intended educational and community programs, will be appropriately maintained, may be altered conveniently and inexpensively to meet future educational and community needs, provide a healthful environment, and fit harmoniously and attractively into the community.

*(cf. 1330 - Use of School Facilities)*

### Role of the School Board

The School Board:

1. Recommends to the borough assembly, city council, or Department of Education and Early Development what buildings shall be built, when and where.
2. Approves design criteria for school facilities.
3. Seeks adequate financing for school facilities.
4. Approves the selection of artists for art works in new facilities, if required or desired.
5. Awards contracts to responsible bidders in the best interests of the ~~district~~District.

### Role of the Superintendent or Designee

The Superintendent or designee:

1. Directs the planning of all educational features of new buildings or alterations of old buildings.
2. Maintains overall responsibility for the preparation of the educational specifications and capital improvement plans for school facilities.
3. Acts as authorized agent of the ~~district~~District in all official governmental interactions related to school facilities.
4. Recommends artists for art-work in new facilities.

5. Oversees the preparation of bids, award of contracts and, in collaboration with the architect, the construction.

(cf. 3311 - Bids)

(cf. 3312 - Contracts)

*Legal Reference:*

#### ALASKA STATUTES

[14.07.020](#) *Duties of the department*

[14.08.101](#) *Powers (regional school board)*

[14.11.011](#) *Grant applications*

[14.14.060](#) *Relationship between borough school ~~district~~District and borough*

[14.14.065](#) *Relationship between city school ~~district~~District and city*

[35.15.010 - 35.15.120](#) *Construction procedures*

[35.27.020](#) *Art requirements for public buildings and facilities*

#### ALASKA ADMINISTRATIVE CODE

[4 AAC 31.010 - 4 AAC 31.090](#) *School facility planning and construction*

[4 AAC 31.900](#) *Definitions*

*Adopted: May 23, 1995*

*Revised:*

**Northwest Arctic Borough School District**

## BP 7310 METHODS OF FINANCING

Growth, safety considerations and educational program changes may require the construction of new facilities and the reconstruction of existing facilities. The purchase of school sites and the construction of buildings may be financed by any legally provided means which the Deistrict is qualified to employ, including state-financed assistance.

Note: 4 AAC 31.060 requires districts using state aid granted under AS 14.11.020 to comply with all pertinent laws and regulations related to the construction of a public school facility.

The Superintendent or designee shall determine the anticipated share of the school district's participation in the cost of any proposed school construction or major maintenance project, and shall evaluate available means of making the local contribution required by law. These alternatives may include the sale of capital bonds, the use of available federal funds or funds from other sources and, where applicable, locally contributed labor, material or equipment.

### *Legal Reference:*

#### ALASKA STATUTES

[14.11.005 - 14.11.135](#) *Construction, rehabilitation, and improvement of school and education-related facilities.*

[43.50.010 - 43.50.180](#) *Cigarette Tax Act*

#### ALASKA ADMINISTRATIVE CODE

[4 AAC 31.010 - 4 AAC 31.090](#) *School facility planning and construction*

[4 AAC 36.010](#) *Cigarette tax distribution*

[4 AAC 57.200 - 4 AAC 57.300](#) *Library construction grants*

*Adopted: May 23, 1995*

*Revised:*

**Northwest Arctic Borough School District**

## BP 8000 CONCEPTS AND ROLES

Note: AS 14.08.115 requires regional school boards to establish an advisory school board in each community with more than 50 permanent residents. Pursuant to AS 14.12.035, borough school districts may establish advisory school boards. The following sample policy is based on material from the Alaska Gateway School Districts may be revised or deleted to reflect district philosophy and needs.

The Advisory School Council functions under the direction of the School Board. School Board policy and actions shall prevail and be followed. The Advisory School Council's function is advisory except in those areas that have been specified by School Board.

*(cf. 8200 - Powers and Duties)*

*(cf. 9310 - Policy Manual)*

The Advisory School Council shall seek to learn the will of the people of the community and to represent their interests ~~by communicating issues and concerns of the community to the school principal and in actions taken by the Advisory School Board Council.~~

The Advisory School Council shall develop an effective working relationship with the school personnel, particularly the principal ~~Site Administrator~~ or designee.

The administration and the Advisory School Council are expected to work together cooperatively for the betterment of the local school. This relationship should ideally be modeled on the relationship between the School Board and Superintendent or designee, i.e., the Site Administrator shall be the executive officer of the Advisory School Council and administrative head of all the parts of the school.

### Role of the School Board

The School Board shall:

1. Establish Advisory School Councils where required by law and as deemed to be in the best interests of the District. ~~in each community.~~
2. Determine the membership and method of selection of Advisory School Councils.
3. Determine the powers and duties of Advisory School Councils.
4. Require that Advisory School Councils support the mission and goals of the District by communicating feedback to the regional board, including recommended responses and actions.

3.

### Role of the Superintendent or Designee

The Superintendent or designee shall:

1. Supervise the conduct of elections of Advisory School Council members.
- 4.2. Oversee the operation of elections of Advisory School Councils and report to the School Board, regarding the relationship between Advisory School Councils and the schools.
- 2.3. Solicit and receive recommendations from the Advisory School Council.

*Legal Reference:*

ALASKA STATUTES

14.08.115 Advisory Sschool Bboards in REAA

14.12.035 Advisory Sschool Bboards in Borough Sschool Districts

ALASKA ADMINISTRATIVE CODE

4 AAC 05.010 - 4 AAC 05.090 Local education

~~*Revised: October 29, 2002*~~

*Adopted: March 28, 1995*

*Revised: October 29, 2002*

*Revised:*

**Northwest Arctic Borough School District**

## BP 8320 MEETINGS

Note: Advisory School Councils are subject to open meeting laws.

All meetings of the Advisory School Council shall comply with the open meeting laws. The Advisory School Council shall provide public notice of its meetings and allow for public participation at its meetings.

The Advisory School Councils may not hold executive sessions.

The Superintendent or designee shall establish regulations to ensure compliance with law.

*(cf. 1340 - Access to District Records)*

*(cf. 9320 - Meetings)*

*Legal Reference:*

### ALASKA STATUTES

[29.20.020](#) *Meetings public*

[44.62.310](#) *Agency meetings public*

[44.62.312](#) *State policy regarding meetings*

~~*Revised: October 29, 2002*~~

*Adopted: March 28, 1995*

~~*Revised: October 29, 2002*~~

~~*Revised:*~~

**Northwest Arctic Borough School District**

## BB 9122 VICE PRESIDENT

Note: The following sample bylaw may be revised as needed. AS 14.14.070 requires the School Board to elect, at a minimum, a president, a clerk/secretary, and, if necessary, a treasurer. There is no language prohibiting the election of a vice president.

The duties of the vice president shall be to:

1. Serve as presiding officer in the absence of the President.
2. Certify or attest to actions taken by the School Board when required.
3. Maintain such other records or reports as required by law.
4. ~~Sign the minutes of the School Board meetings following their approval.~~
5. Sign documents as directed by the School Board on behalf of the district, and sign all other items which require the signature of the vice president.

Commented [AE1]: Move to secretary

In the absence of the President, the Vice-President shall discharge all the duties of the President.

(cf. 9120 - Officers and Auxiliary Personnel)

Legal Reference:

### ALASKA STATUTES

[14.14.070](#) Organization of school board

~~[14.14.020](#) Bond required~~

Adoption Date: May 23, 1995

Revised:

**Northwest Arctic Borough School District**



## BB 9200 BOARD MEMBERS

### Limits of Board Members Authority

The School Board has broad but clearly limited powers. The exercise of its authority is restricted to the functions required or permitted by law, and then only when it acts in a legally constituted meeting. Board members have authority only in regularly called meetings of the Board, or when delegated specific tasks by Board action. Individual Board members shall submit requests for research or administrative studies to the entire Board for consideration.

The Board is the unit of authority. An individual Board member is a part of the governing body which represents and acts for the community as a whole. Apart from the normal function as part of the unit, the Board member has no individual authority. No individual member of the Board, by virtue of holding office, shall exercise any administrative responsibility with respect to the schools; nor, as an individual, command the services of any school employee. Individually, the Board member may not commit the district to any policy, act or expenditure.

School visits by Board members are encouraged. Site Administrators should receive a courtesy call in advance of a visit. Board members, as with all visitors, must check in with the school office. Board members who visit schools of their own volition have no more authority than any other citizen. Board members have authority only in regularly called meetings of the Board, or when delegated specific tasks by Board action.

*(cf. 1250 - Visits to the Schools)*

<u>Note: The following is an optional process for Board members to make information requests.</u>
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### Board Member Requests for Information

Board members should make informed decisions on matters before them for a vote. The Superintendent or designee is responsible for providing the Board with relevant materials to inform the Board on those matters on which it is to act. If Board members desire further information, a request for information shall be directed to the Superintendent, pursuant to the following guidelines:

1. Requests for simple facts. Any Board member may make a request for simple facts to the Superintendent who will forward the request to the appropriate staff member. All responses to requests for simple facts will be provided to the requesting Board member and copied to the Board President.

2. Requests for reports, research, administrative studies, detailed information, or for information relating to a problem or a potential problem in the District. Some information requests require significant administrative time and explanation to provide the requested response. Individual Board members shall submit such requests to the full

Board for consideration. Upon [concurrence of the other board members/majority request of the Board], the request shall then be forwarded to the Superintendent for response.

3. Complaints regarding personnel. Board members may have their own concerns and complaints regarding District personnel. Informal concerns should be privately communicated to the Superintendent. Formal complaints should be in writing and follow the District complaint policies. Board members may notify the Superintendent that they have filed a formal complaint.

4. When Board members receive complaints or requests for action from staff, students or members of the public, the Board members will direct the staff, students, members of the public to the appropriate complaint policy. Such information will be conveyed to the Superintendent.

5. Requests for legal advice or opinions by a Board member that will incur a cost for the district must be approved by a majority vote of the Board before the request is made to legal counsel. Legal counsel is responsible to the Board.

*(cf. 6162.8 - Research)*

*(cf. 9322 - Agenda/Meeting Materials)*

~~The Board is the unit of authority. An individual Board member is a part of the governing body which represents and acts for the community as a whole. Apart from the normal function as part of the unit, the Board member has no individual authority. No individual member of the Board, by virtue of holding office, shall exercise any administrative responsibility with respect to the schools; nor, as an individual, command the services of any school employee. Individually, the Board member may not commit the district to any policy, act or expenditure.~~

~~No members of the Board shall be asked to perform any routine or clerical duties which may be assigned to an employee, nor shall any Board member become an employee of his/her district while serving on the Board.~~

~~A Board member should resign from the Board before seeking to secure district employment. In no event shall a final decision for hire be made prior to receiving the Board member's resignation.~~

*(cf. 9250 - Remuneration, Reimbursement and other Benefits)*

*(cf. 9270 - Conflict of Interest)*

~~Board members who visit schools of their own volition have no more authority than any other citizen. Board members have authority only in regularly called meetings of the Board, or when delegated specific tasks by Board action.~~

Commented [AE1]: This is not in the AASB Model BB 9200.

~~(cf. 1250 - Visits to the Schools)~~

### Obligations of Members

Members of the Board must ~~endeavor~~ ~~make strong efforts~~ ~~make strong efforts~~ to attend all meetings, study all materials presented with the agenda prior to attending the meeting, participate in the discussion of any items which come before the Board, and vote on all motions and resolutions, abstaining only for compelling reasons. If no compelling reason requires abstention, members of the Board shall not abstain.

If a Board Member knows they will be unable to attend scheduled meetings, worksession, or committee assignments they must notify the Board President ~~or and the Superintendent's Office of this intended absence. If a Board Member notifies the Superintendent's Office with a request for an excused absence, this information will be communicated to the Board President for his/her decision and action.~~

Commented [AE2]: This is not in the Model AASB policy.

The Board member should not ~~place subordinate the education of children and youth to any~~ partisan principle, group interest, or the member's own personal interest ~~above the education of children and youth.~~

The Board member should be prepared and willing to devote a sufficient amount of time to the study of the problems of education in the district, the state, and the nation in order to interpret them to the people of the district.

~~(cf. 9230 - Meetings)~~

Legal Reference:

ALASKA STATUTES

14.14.140 Restrictions on employment

Adoption Date: May 23, 1995

Revision Date: June 6, 2023

Revision Date:

**Northwest Arctic Borough School District**

## BB 9210 QUALIFICATIONS

Note: Under [AS 14.08.041](#) (governing regional school boards) and [AS 14.12.080](#) (municipal school boards), individuals are eligible to run for school board if they meet local voter qualifications. Local voter qualifications are set forth at [AS 29.26.050](#). To be a qualified local voter, the individual must also meet the requirements to vote in the State of Alaska as defined in the [Alaska Constitution, Article V](#), and [AS 15.05.010](#). The following policy sets forth the qualifications to be a voter in a state and local election, thus qualifying an individual to seek a seat on the school board.

All qualified and interested individuals are encouraged to serve the district and its students by seeking election to the School Board.

*(cf. 9220 - School Board Elections)*

An individual with the following qualifications is eligible to be a member of the School Board:

1. is a citizen of the United States;
2. is 18 years of age or older;
3. is a registered voter in the State of Alaska;
4. has been a resident of the school district for 30 days immediately preceding the election (or appointment); and
5. is not disqualified from voting due to:
  - a. conviction of a felony involving moral turpitude, assuming voting rights have not been restored; or
  - b. a court finding of incompetency, unless the disability no longer exists.

*(cf. 9200 - School Board Members)*

*(cf. 9223 - Filling Vacancies)*

Note: The following language should be utilized by those school boards that have student board members.

A district student is eligible for appointment as an advisory Student School Board Member without meeting the above qualifications.

*(cf. 9110 - School Board Membership, incl. Student School Board Members)*

*Legal Reference:*

ALASKA STATUTES

[14.08.041](#) *Regional school boards*

[14.12.080](#) *Qualification of members*

[15.05.010](#) *Voter Qualification*

[29.26.050](#) *Voter Qualification*

ALASKA CONSTITUTION

[art. 5, sec. 1](#), *Qualified Voters*

[art. 5, sec. 2](#), *Disqualifications*

*Adopted:*

**Northwest Arctic Borough School District**

## BB 9220 SCHOOL BOARD ELECTIONS

School Board members shall be elected for a three-year term in accordance with procedures established by ordinance for municipal elections or by state regulations for regional educational attendance areas.

Any person eligible to be a voter in the district is eligible for School Board membership. ~~However, a~~ district employee may seek election to the School Board but must resign his/her position with the district if elected. ~~elected to the Board must resign his/her position with the Board in order to qualify for Board membership.~~

*(cf. 9110 – Board Membership)*

~~**Note:** If subject to the provisions of A.S. 39.50.020, elected municipal officers, including school board members are required to file financial disclosure statements upon filing for office and annually after election.~~

Note: The following optional language is intended to avoid situations which may be viewed as a conflict of interest.

A School Board member should resign from the School Board before seeking to secure district employment. In no event shall a final decision for hire be made prior to receiving the School Board member's resignation.

*(cf. 9210 - Qualifications)*

*(cf. 9250 - Remuneration, Reimbursement and other Benefits)*

*(cf. 9270 - Conflict of Interest)*

Note: The following options should be revised or deleted as appropriate in light of applicable municipal ordinances or state regulations. AS 29.26.060 requires runoff elections for school boards unless otherwise provided by municipal ordinance. AS 14.08.071 authorizes regional school boards, by resolution, to request of the Lieutenant Governor that runoff elections not be held.

Whenever it is impossible to determine which of two or more candidates has been elected to the School Board, a runoff election shall be held in accordance with law.

Note: If subject to the provisions of AS 39.50.020, elected municipal officers, including school board members, are required to file financial disclosure statements upon filing for office and annually after election.

*Legal Reference:*

**ALASKA STATUTES**

[14.08.041](#) *Regional school boards*

[14.08.051](#) *School board sections*

[14.08.061](#) *Term of office*

[14.08.071](#) *Elections*

[14.08.081](#) *Recall*

[14.12.050](#) *School board terms*

[14.12.080](#) *Qualification of members*

[14.12.110](#) *Single body as assembly and school board*

[14.14.140](#) *Restrictions on employment*

[29.20.300](#) *School boards*

[29.26.060](#) *Runoff elections*

[39.50.020](#) *Report of financial and business interests*

*Adoption Date: May 23, 1995*

*Revised:*

**Northwest Arctic Borough School District**



## BB 9230 ORIENTATION

The School Board ~~encourages~~invites all School Board candidates to attend public School Board meetings during the period of their candidacy so that insofar as possible, new members will be prepared to discuss and cast informed votes on matters before the School Board from the time ~~that~~ they are sworn into office.

The Superintendent or designee shall cooperate impartially with all candidates in providing them with information about ~~district~~District activities and school programs.

The School Board and the Superintendent or designee shall help each newly elected member to understand the School Board's commitment to board standards, ~~district~~District operations, and the School Board's functions, policies and procedures as soon after election as possible. Incoming members are encouraged to read the School Board's policies and informational materials on the function of the School Board and the school ~~system~~District, to visit school facilities, and to meet with the Superintendent or designee and School Board president, as needed to become oriented to School Board service.

The incoming member may attend, at ~~district~~District expense, workshops for newly elected members, including such workshops conducted by the Association of Alaska School Boards.

(cf. 9020 - Board Standards)

(cf. 9240 - Board Development-)

*Legal Reference:*

### ALASKA STATUTES

14.14.160 *Cooperation and support of certain association functions*

*Adoption Date: May 23, 1995*

*Revised:*

**Northwest Arctic Borough School ~~District~~District**

## BB 9240 BOARD DEVELOPMENT

Note: AS 14.14.160 authorizes cooperation with AASB in its training activities and in encouraging and fostering cooperation among school boards.

The public entrusts the School Board with the governance of its schools. The School Board recognizes that in order to live up to that public trust they must strive to meet the board standards they have adopted for themselves. School Board members, like teachers and administrators, need in-service training to assist them in meeting those standards. - As part of their job, School Board ~~M~~members need to participate in professional development activities that help them understand their responsibilities, stay abreast of new developments in education, and learn new ways to cope effectively with the problems they confront.

School Board members are strongly encouraged to attend at least one or more School Board development activities each year.

School Board members shall report on the development activities they attend at a regular School Board meeting as soon as possible after the School Board member's return.

Funds for School Board development and related travel shall be budgeted annually. Such activities may include state, regional, and national workshops, conferences, conventions, such as those offered by the Association of Alaska School Boards.

(cf. 9020 - Board Standards)

(cf. 9250 - Remuneration, Reimbursement, and Other Benefits)

*Legal Reference:*

### ALASKA STATUTES

14.14.160 *Cooperation and support of certain association functions*

*Adoption Date: May 23, 1995*

*Revised:*

**Northwest Arctic Borough School District**

## BB 9321 EXECUTIVE SESSIONS

Note: AS 44.62.312 sets forth a strong state policy favoring open meetings and the narrow construction of the exceptions to the public meeting law. The following bylaw reflects the legislature's revisions to AS 44.62.310, relating to executive sessions of the School Board.

Prior to entering an executive session, the School Board first shall meet in open session. At this open meeting, the School Board shall enter an executive session only after a majority of the School Board votes to accept a motion to enter the executive session. The motion shall clearly and with specificity describe the subject of the proposed executive session without defeating the purpose of addressing the subject in private. Unless stated in the motion for executive session, or auxiliary to the main question, no other subject may be discussed in that executive session.

The Board may hold executive sessions of the Board in order to discuss: The only subjects that the School Board may discuss in an executive session of the School Board are:

1. matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the ~~government unit~~, School District,
2. subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion, ~~or~~
3. matters which by law, municipal charter, or ordinance are required to be confidential, or
- 3.4. matters involving consideration of government records that by law are not subject to public disclosure.-

~~In order to hold an executive session, the Board shall meet in open session and obtain a majority vote of the Board authorizing the executive session to discuss a particular matter determined by the Board to be exempt from open meeting.~~

*(cf. 1340 - Access to District Records)*

~~No decisions~~ The School Board may be made not take action in an executive session, except to give direction to an attorney or labor negotiator regarding the handling of a specific legal matter or pending labor negotiations. All other action of the School Board. Any formal action must be made in an open meeting.

(cf. 1120 - School Board Meetings)

*Legal Reference:*

### ALASKA STATUTES

44.62.310-312 Alaska's Open Meetings Act

~~44.62.310~~ ~~Agency meetings public~~

~~44.62.312~~ ~~State policy regarding meetings~~

*Adoption Date: May 23, 1995*

**Northwest Arctic Borough School District**

## BP 5141.22 INFECTIOUS DISEASES

The School Board recognizes its dual responsibility to protect the health of students from risks posed by infectious diseases and to uphold the right of students to a free and appropriate education. The ~~d~~District requires all staff to routinely observe universal precautions to prevent exposure to bloodborne pathogens and prevent the spread of all infectious disease.

*(cf. 4119.43 - Universal Precautions)*

*(cf. 4119.42 - Exposure Control Plan for Bloodborne Pathogens)*

*(cf. 5141.23 - Infectious Disease Prevention)*

The admission of a student with an infectious disease identified by state health officials shall be determined by the Superintendent or designee according to standard health procedures. The Superintendent or designee shall consult with the student's parent/guardian and, as required, with the student's physician and/or the local health ~~department~~organization.

*(cf. 5112.2 - Exclusions from Attendance)*

*(cf. 5141.3 - Health Examinations)*

### Students with Bloodborne Pathogen Infections

**Note:** Under 4 AAC 06.060, a student diagnosed with AIDS or HIV does not have a condition that 'will cause the attendance of the child to be inimical to the welfare of other pupils,' as required for the suspension or removal of a student due to a medical condition under AS 14.30.045. A student's removal because of AIDS or HIV is only allowed if the student has uncoverable oozing lesions or other symptoms, or displays behavior, such as biting, which in the opinion of a team, substantially increases the risk of transmission to other pupils. That team must be made up of the student's physician, public health personnel, the parent/guardian, and school personnel associated with the child's placement.~~Of the 250,000 cases of Acquired Immune Deficiency Syndrome (AIDS) reported to the Centers for Disease Control as of January 1993, there were no reported cases of HIV transmission in school or day care settings. However, school districts are required to enact Exposure Control Plans and Universal Precautions for the prevention of contact with potentially infectious body fluids which may contain pathogens such as the hepatitis B virus (HBV) and the human immunodeficiency virus (HIV). The following section addresses the placement of students with HIV infection and AIDS (Acquired Immune Deficiency Syndrome). AIDS is a handicap pursuant to Section 504 of the Rehabilitation Act (29 U.S.C.794),~~

~~and a student with AIDS cannot be excluded from regular class without evidence that the student poses a risk of transmission of the HIV virus to classmates or teachers.~~

~~Whether HIV infection or AIDS is a handicap under the Education for All Handicapped Children Act (EAHCA) (20 U.S.C. 1400 et seq.) must be decided on a case-by-case basis. If AIDS adversely affects a child's educational performance, the child is treated as handicapped and entitled to an individualized education plan (IEP) under the EAHCA. (Doe v. Belleville Public School District)~~

~~We recommend that a review panel, including one or more physicians, help in determining the placement of these children on a case-by-case basis.~~

~~The following identifies the Superintendent or designee as the person to be contacted with the information that a student has HIV infection and/or AIDS. All staff should know who in the district serves in this capacity.~~

The Board recognizes that HIV and hepatitis B virus are bloodborne pathogens and not casually transmitted. Students with bloodborne pathogens are entitled to the rights and services accorded to other students. The sole presence of bloodborne pathogens is not sufficient reason to exclude students from attending school.

Parents/guardians are encouraged to inform the Superintendent or designee if their child has HIV infection and/or AIDS so that any such child will have access to appropriate district programs and services. The Superintendent or designee shall convene a review panel to make recommendations regarding appropriate programs and services for the student.

Students with bloodborne pathogens are entitled to the rights and services accorded to other students. The sole presence of bloodborne pathogens is not sufficient reason to exclude students from attending school. Parents/guardians of students whose educational performance is adversely affected by an infectious disease are encouraged to inform the Superintendent or designee so that any such child will have access to appropriate district programs and services. The Superintendent or designee shall convene a review panel to make recommendations regarding appropriate programs and services for the student.

The Superintendent or designee shall ensure that all of the student's rights to confidentiality are strictly observed in accordance with law.

The Superintendent or designee shall request that parents/guardians sign a release form to provide confidential medical information and records to the review panel.

*Legal Reference:*

ALASKA STATUTES

[14.30.045](#) *Grounds for suspension or denial of admission*

ALASKA ADMINISTRATIVE CODE

[4 AAC 06.060](#) *Suspension or denial of admission*

[4 AAC 06.150](#) *Confidentiality of AIDS information*

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

[20 United States Code, 1232g](#)

NONDISCRIMINATION UNDER REHABILITATION ACT OF 1973

[20 United States Code, 794](#)

UNITED STATES CODE

*Education For All Handicapped Children* [20 United States Code, 1400 et seq.](#)

*Federal Family Educational Rights And Privacy Act* [20 United States Code, 1232g](#)

*Nondiscrimination Under Rehabilitation Act Of 1973* [20 United States Code, 794](#)

U.S. SUPREME COURT

*Doe v. Belleville Public School District*, [672 F. Supp. 342](#)

*Thomas v. Atascadero Unified School District*, [662 F. Supp. 376](#)

*Phipps v. Saddleback Valley Unified School District (1988)*, [204 Cal. App. 3d 1110](#)

*Adopted: April 28, 2004*

*Revised:*

**Northwest Arctic Borough School District**



## **BP 5113 ATTENDANCE~~ABSENCES AND EXCUSES~~**

The School Board believes that regular attendance plays a key role in the success a student achieves in school. The School Board recognizes its responsibility under the law to ensure that students attend school regularly. Parents/guardians of children aged 7 to 16 are obligated to send their children to public school except as allowed by law. The School Board shall abide by all state attendance laws and may use any legal means to correct the problems of excessive absence or truancy.

(cf. 5112.1 - Exemptions from Attendance)

(cf. 5112.2 - Exclusions from Attendance)

~~Regular attendance at school has been identified as a primary indicator of success in school. Students are encouraged to get to school every day on time, attend all classes, and actively participate in all classes in which they are enrolled.~~

### **Compulsory Education**

~~Each parent or person having charge of a child within the compulsory attendance age shall be responsible for such child's regular, punctual, and active attendance at school as required under provisions of the law. Students share this responsibility. The administration shall enforce Alaska Statutes pertaining to compulsory education.~~

~~Regular and punctual attendance as well as active participation is essential to the successful learning process of students; excessive absenteeism disrupts and hinders that process, not only for the absent student, but for his/her classmates as well.~~

~~The Board believes that patterns of good attendance are set by students in their early school years and are dependent in large part on the attitude of parents. In all schools there will be firm, fair, and well-publicized rules of student attendance and close cooperation with parents on attendance problems.~~

~~The following procedures are established to prevent and reduce truancy. The superintendent shall take necessary action to correct the problems of excessive absence or truancy. If it reasonably appears, upon investigation, that a person has violated the compulsory education laws, the board or designee shall file a complaint with local law enforcement.~~

### **Daily Attendance Reporting Education**

~~School principals are responsible for an adequate and comprehensive system of attendance reporting, with each teacher held responsible for accurate reporting of daily attendance in his/her classroom.~~

~~Each school site shall make every effort to notify the parents/guardians of their child's absence the first hour of the school day and to verify why the student is absent.~~

### **Attendance Policy**

~~Students experiencing difficulty with attendance shall be counseled in an attempt to alleviate the problem. The district, the school, the parents/guardians, and the students shall work together to develop an appropriate plan for improving school attendance.~~

### **Excused Absences**

The Superintendent or designee may excuse student absences for health reasons, family emergencies or other reasons the Superintendent or designee determines constitute good cause.

Note: The School Board, may allow students to be absent for religious exercises or instruction. The following optional language may be revised or deleted as needed.

Student absence for religious instruction or participation in religious exercises away from school property may be excused.

No student excused for religious holiday shall be denied the opportunity to make up a test given on the religious holiday or denied an award or eligibility to compete for an award.

(cf. 6154 - Homework/Makeup Work)

### **Unexcused Absences/Truancy**

The School Board is committed to keeping students in school. Truancy is defined as the absence of a student from class without the knowledge or prior consent of the parent/guardian. The Superintendent or designee shall implement all steps appropriate to reduce student absences and to ensure that all children residing within the district are receiving appropriate educational services as required by law.

(cf. 5147 - Dropout Prevention)

(cf. 6164.5 - Student Study Teams)

(cf. 6176 - Weekend/Saturday Classes)

Note: The following optional paragraph is for use by districts that authorize teachers to assign failing grades for excessive unexcused absences as provided in BP 5121.

A student's grades may be affected by excessive unexcused absences in accordance with School Board policy.

(cf. 5121 - Grades/Evaluation of Student Achievement)

The Superintendent or designee shall report to the School Board any apparent violations of compulsory attendance laws. The School Board shall investigate such reports and any public complaints of violations of state compulsory attendance laws.

~~The following are considered to be acceptable absences:~~

- ~~1. Illness, medical, dental, and vision appointments substantiated by a statement from a parent/guardian, and/or medical practitioner. The principal may ask a parent/guardian to provide medical evidence from a physician or medical practitioner for excessive absences.~~
- ~~2. Death in the student's immediate family necessitating an absence. Immediate family is defined as legal guardians, birth or adoptive grandparents, parents, and siblings.~~
- ~~3. Other special circumstances approved by the principal.~~

~~When students who have been absent return to school and have not had that absence excused in advance, the student/parent must present a satisfactory explanation verifying the reason for the absence. One of the following methods will be used to verify students' absences.~~

- ~~1. Written notes from parent/guardian.~~
- ~~2. Conversation, in person or by telephone, between the school and the student's parent/guardian.~~
- ~~3. Any other reasonable method that establishes the fact that the student was actually absent for the reason stated. The school shall retain or make a written record of the reasons for the absence.~~

### **~~Return to School~~**

~~Students will have the right to make up schoolwork after returning to school. The teacher will determine the time required to complete assignments. It will be the responsibility of the student and parent/guardian, in conjunction with the classroom teacher, to ensure that the student completes any schoolwork missed while absent from school.~~

~~Satisfactory attendance at school is essential to learning, and regular attendance is key to academic success.~~

~~High School students (grades 9-12) absent more than sixteen (16) times from each semester course in which they are enrolled may be considered for alternate placement. The principal will make the determination of placement. This decision will take into~~

consideration input from the parent/guardian, student and teachers. The principal's decision shall be final.

Elementary students (grades K-5) and middle school students (grades 6-8) absent more than sixteen (16) times per semester may be assessed for additional interventions prior to being considered for retention.

### **Tardiness**

Middle and high school students are considered tardy through the 10<sup>th</sup> minute of the class period. After the 10<sup>th</sup> minute, the student is considered absent from that period. Elementary students are considered tardy through the 30<sup>th</sup> minute of the day. After the 30<sup>th</sup> minute, the student is considered absent for one half day. If the student is tardy, he/she should report directly to the office to secure an admit slip.

Habitual tardiness is a constant disruption to the class as a whole. Therefore, in Middle and High School, to attempt to alleviate this behavior, each five (5) tardies will be considered an absence.

### **Appeals Procedures**

If a parent or student wishes to appeal a decision made pursuant to this policy, such an appeal must be initiated in writing within fifteen (15) school days of the date of the decision or the date of the letter of notification to the principal who will, in turn, notify the Superintendent. The letter requesting an appeal must include specific reasons that the request should be considered. If an appeal is not filed within the timeline provided, the student/parent/guardian shall be deemed to have waived the right to an appeal and a hearing. The Superintendent shall render a written decision within five (5) school days of the close of the hearing. A parent/guardian may appeal the Superintendent's decision by requesting in writing that the school board review the decision within five (5) days of the Superintendent decision. The Board will hear the appeal in executive session at the next scheduled board meeting.

### **Legal References:**

#### **Alaska Statutes**

**14.03.070 School age**

**14.17.500 Student count estimates**

**14.17.160 Student counting periods**

**A.S. 14.30.010 When Compulsory Attendance**

**A.S. 14.30.020 Violations**

*A.S. 14.30.030 Prevention and reduction of truancy*

*ALASKA ADMINISTRATIVE CODE*

*4 AAC 09.005-4 AAC 09.105 State aid*

~~*Revised: January 24, 2012*~~

*Adopted: July 25, 2006*

*Revised: January 24, 2012*

*Revised:*

**Northwest Arctic Borough School District**

## BB 9120 OFFICERS AND DUTIES

Note: Pursuant to A.S. 14.08.091 and A.S. 14.14.070, the School Board must meet within seven days of the certification of election results in order to elect one of its members as president, one as clerk, and if necessary, one as treasurer.

At its organizational meeting, held within seven (7) days ~~after receipt~~ of the certification of the results of the election, the Board shall elect officers in the following order: President, Vice-President, Secretary and Treasurer. Before taking office, each new member shall sign the oath of office.

(cf. 9121 — School Board President)

(cf. 9122 - Vice President/Clerk)

(cf. 9123 - Secretary/Treasurer)

Legal Reference:

### ALASKA STATUTES

14.08.091 Administration

14.12.110 Single body as assembly and school board

14.14.070 Organization of school board

29.20.300 School boards

Adoption Date: May 23, 1995

Revised:

**Northwest Arctic Borough School District**

## **BB 9123 CLERK/SECRETARY AND TREASURER**

Note: A.S. 14.14.070 requires the election of a clerk, and further states the School Board may appoint one of its members as board treasurer.

The Secretary shall ensure that an accurate record of the proceedings of the Board is kept, and that a copy of the record is distributed to each member, the Superintendent and others requesting it.

The Board delegates to the Superintendent's office the performance of all ministerial duties of the Secretary.

The Clerk/Secretary to the School Board, shall have the following duties:

1. Prepare and maintain the School Board minutes.
2. Sign the minutes of the School Board meetings following their approval.
3. Maintain School Board records and documents.
4. Submit to School Board the correspondence addressed to it.
5. Manage purchase orders and process check requests.
6. Other duties as assigned by the School Board.

Commented [AE1]: Model policy has this as a Vice-chair responsibility.

If a treasurer is elected, he or she may have any of the above duties, as more specifically assigned by the School Board.

*(cf. 3300 - Expenditures/Expending Authority)*

*(cf. 3530 - Risk Management)*

*(cf. 9120 - Officers and Auxiliary Personnel)*

*(cf. 9322 - Agenda/Meeting Materials)*

*(cf. 9324 — School Board Minutes)*

Legal Reference:

### **ALASKA STATUTES**

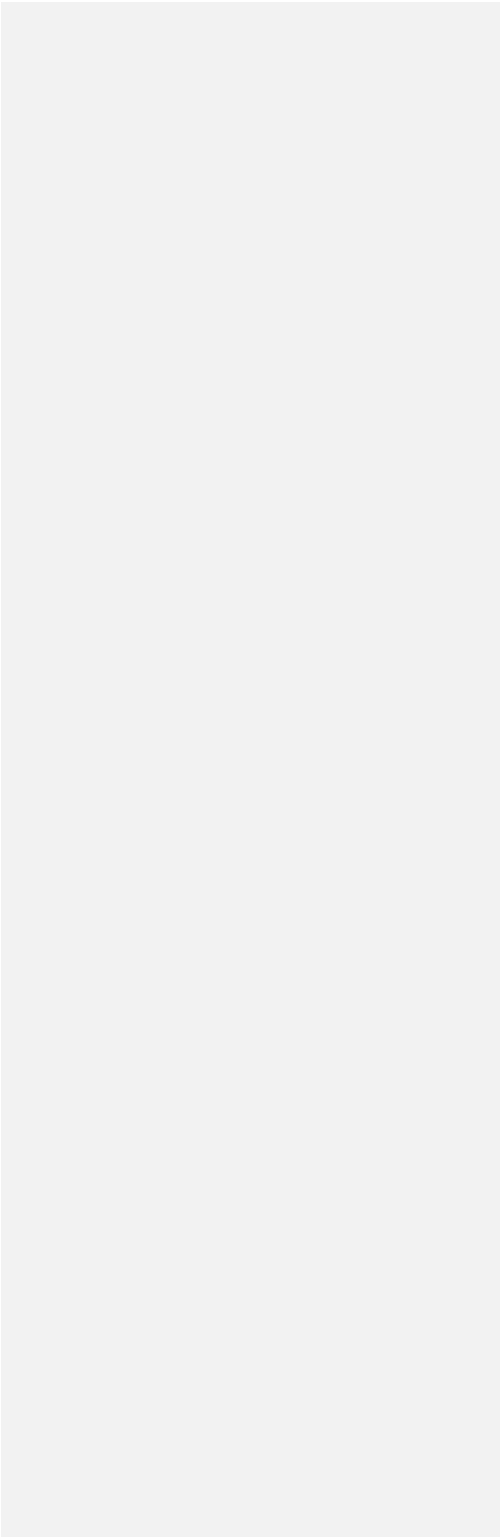
[14.08.091](#) Administration

[14.14.070](#) Organization of school board

Adoption Date: May 23, 1995

Revised:

**Northwest Arctic Borough School District**





## **BB 9320 MEETINGS**

Note: Alaska's Open Meetings Act A.S. 44.62.310-.312 requires meetings of the Board to be open to the public except as allowed by law and requires reasonable public notice of such meetings. 1994 revisions to the Act are reflected in this sample policy.

Meetings of the Board are conducted for the purpose of accomplishing district business. A meeting of the Board shall consist of any gathering of the members of the Board when more than three members of the Board, or a majority of the members, whichever is less, are present and collectively consider a matter upon which the Board is empowered to act. As a matter of district policy and state law, meetings ordinarily shall be open to the public. The Board may meet in closed sessions only to discuss certain matters as permitted or required by Alaska's Open Meetings Act. All business of the Board must be conducted at a duly convened meeting of the Board. Poll voting between meetings is not allowed.

*(cf. 9321 - Executive Sessions)*

Reasonable public notice shall be given for all meetings of the Board in accordance with law and district practice, and shall be posted at all regular district and school sites before the meeting. Such notice shall include the date, time and place of the meeting, and, if the meeting is by teleconference, the location of any teleconferencing facilities that will be used. Public Meetings may not be held in a private home or private business.

*(cf. 9012 - Communications To and From the Board)*

*(cf. 9322 - Agenda/Meeting Materials)*

*(cf. 9323 - Meeting Conduct)*

### **Regular Meetings**

The Board shall adopt a yearly calendar specifying the date, time and place of each regular meeting. The local media shall be provided with the annual calendar of regular Board meetings and shall be notified of any changes to the calendar.

Regular meetings shall be held on the last Tuesday of every month, unless otherwise determined by the Board. The meetings will convene at the appointed time, providing a quorum is present. Notice of regular meetings shall be posted at least five (5) days prior to the meeting.

[All members shall attend in-person for regular, non-primarily teleconference meetings.](#)

### **Special Meetings**

Special meetings of the Board may be called by the presiding officer or a majority of the Board members.

Except in case of an emergency, notice of special meetings shall be provided at least 24 hours before the meeting. This notice shall specify the date, time, place and, if the meeting is by teleconference, the location of any teleconferencing facilities that will be used. Such notice shall be given to all Board members, the superintendent and to the local news media. This notice also shall be posted at district and school sites at least 24 hours before the meeting. Notice of special meeting shall include a statement of the purpose of the meeting. No business may be transacted at this special meeting, other than that which is specifically stated in the notice of the meeting.

### **Emergency Special Meetings**

The Board president or designee shall give notice of an emergency special meeting to the local media by telephone before the meeting. If telephone services are not functioning, the notice requirement is waived. In that event, as soon after the meeting as practicable, the Board shall notify the local media that the meeting was held and shall describe the purpose of the meeting and any action taken by the Board.

### **Teleconferences**

Recognizing the inherent responsibility and statutory duties of Board members, the Board strongly encourages Board members to attend and participate at meetings of the Board. Though great importance is given to the physical presence of Board members at meetings, the attendance and participation of members by teleconference is authorized whenever physical presence is not practicable. All votes at a meeting of members attending by teleconference shall be taken by roll call.

The Board also authorizes the use of teleconferences for Board meetings when receiving public comment or testimony, and during Board deliberations.

Whenever possible, meeting agendas and supporting materials shall be available at all teleconference facilities used for the Board meeting.

#### VERSION 1: Teleconference Attendance:

1. The Board President shall attend all meetings in person alongside the Superintendent or designee if practicable
2. No other board members will be in person when the meeting has been scheduled to be primarily through teleconference.
  - a. Board members may attend teleconference meetings at their local school when prior arrangements have been made. No more than two (2) board members may attend in one location.

#### VERSION 2: Teleconference Attendance:

1. No board members will be in person when the meeting has been scheduled to be primarily through teleconference.
2. Board members may attend teleconference meetings at their local school when prior arrangements have been made. No two (2) board members may attend in one location.

VERSION 3: Teleconference Attendance:

1. The Board President shall attend all meetings in person alongside the Superintendent or designee if practicable.
2. Board members may attend teleconference meetings at their local school or board room when prior arrangements have been made.

a. —

Teleconference executive sessions:

1. To promote the highest degree of confidentiality during executive session, such Board members must annually sign an affidavit that the only people, if any, that will be present in the room during an executive session are authorized to be there.
2. At the beginning of every teleconference executive session, each member shall verbally affirm that the only people in the room with them are authorized to be there.

*Legal Reference:*

ALASKA STATUTES

[14.08.091](#) *Administration*

[14.14.070](#) *Organization of school board*

[14.14.080](#) *Declaring a school board vacancy*

[29.20.020](#) *Meetings public*

[44.62.310](#) *Agency meetings public*

[44.62.312](#) *State policy regarding meetings*

*Adoption Date: May 23, 1995*

*Revised: March 27, 2007*

*Revised: April 29, 2025*

**Northwest Arctic Borough School District**

## BB 9330 MEMBERSHIP IN ASSOCIATIONS

Membership in recognized associations such as Association of Alaska School Boards will be maintained by the schools for several reasons, including:

1. The inservice education benefits ~~to~~ our staff and School Board which comes s from participation in meetings, conferences, clinics and conventions.
2. Access to the communication media of such associations, such as newsletters, periodicals and advisory services.
3. Representation in actions affecting education in general and the school ~~district~~District in particular.

The School Board in maintaining such membership in no way abdicates its authority over the responsibility for the schools of the ~~district~~District as outlined in state law and Board policy.

The Superintendent or designee is directed to budget funds for such memberships, and for paying the costs of adequate participation of School Board, administration and staff in the activities of such associations s to achieve the purposes listed above.

*Legal Reference:*

### ALASKA STATUTES

14.07.058 Alaska School Activities Association

14.14.150 Association of Alaska School Boards the representative agency of board members

### ALASKA ADMINISTRATIVE CODE

4 AAC 66.010-66.0604 ~~AAC 66.010~~ Regional resource centers

*Adoption Date: May 23, 1995*

Revised:

**Northwest Arctic Borough School District**