



NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

Ambler · Buckland · Deering · Kiana · Kivalina · Kobuk · Kotzebue · Noatak · Noorvik · Selawik · Shungnak
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NWABSD BOARD OF EDUCATION

Board Policy Committee Meeting

Conducted via Teams and in the NWABSD Boardroom

Agenda

September 29, 2025

1. Roll Call
2. Items for 2nd Reading (Public Comment has been sought via the [District Website](#))
 - a. **BP 5113 Absences and Excuses**
 - i. This update includes legal citation updates and clarifying verbiage not to conflict with AR 5113.
3. Items for 1st Reading:
 - a. **BB 9120 Officers**
 - i. This update includes the legal note and removes “receipt” per the Alaska Statute.
 - b. **BB 9320 Meetings**
 - i. This update includes additional language to clarify virtual/remote meetings.
4. Items for Board Bylaw Review for the Worksession (These will become 1st Readings for the XXX Board Meeting Agenda):
 - i. **None at this time.**
5. Other Items Being Worked On:
 - a. **BB 9123 Clerk/Secretary and Treasurer**
 - 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.
 1. AASB has some potential edits for this BB after
 - b. AASB released an entirely ***new* 10000 series on Charter Schools**. This release will replace BP/AR 6181 on Charter Schools. Administration is currently reviewing this new series.
6. New (or Previously Tabled) Items for Committee Review (These will become 1st Readings for the November Board Meeting Agenda):
7. Questions
 - a. **BP 5131.6 Alcohol and Other Drugs** – Does the NWABSD receive Public Law 99-570 funds?
 - i. Checking

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.

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 10th minute of the class period. After the 10th minute, the student is considered absent from that period. Elementary students are considered tardy through the 30th minute of the day. After the 30th 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 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 (Virtual)

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. The Board President shall attend all meetings in person alongside the Superintendent or designee if practicable. 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.

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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