

## **BP 5138 STUDENT POSSESSION & USE OF PORTABLE ELECTRONIC DEVICES, INCLUDING CELLULAR PHONES**

The School Board recognizes that many students possess and use cell phones and other portable electronic devices. These devices serve an important purpose in facilitating communication between the student and ~~his or her~~their family, as well as serving as tools to access electronic information. In the school setting, portable electronic devices are permitted so long as their use is consistent with this policy and does not interfere with the educational process or with safety and security.

*(cf. 5030 - School Discipline and Safety)*

### **Educational Uses**

In many instances, there is educational value in utilizing portable electronic devices in the classroom when such devices deliver content, and extend, enhance, and/or reinforce a student's learning process related to the student's learning style, the instructional objectives of the class and/or the learning environment. The appropriateness of in-class use of these devices consistent with the instructional objectives within instructional time will be determined by the classroom teacher with the approval ~~by of~~ the ~~building site~~ administrator.

Use of portable electronic devices for students with disabilities will be outlined in a student's Individualized Education Program (IEP) or Section 504 plan, as determined appropriate by the IEP or 504 Team.

*(cf. 6159 - Individualized Education Program)*

If use of a portable electronic device is required in individual instances (not provided for in an IEP or 504 plan) to assist a student with the student's education, permission must be obtained in writing from a ~~building site~~ administrator prior to use of the portable electronic device at any time when such use would otherwise be prohibited by this policy. In case of an emergency, verbal permission by a teacher or administrator is required in situations where permission can be obtained.

### **Conditions of Use – Cellular Phones**

Note: School boards may select one of the two options for the use of cellular phones in schools. These conditions may be modified as desired.

(Option 1): High school students (grades 9 – 12) may use cellular phones and other personal portable electronic devices before and after school, during passing periods, and during the student's lunch period. Elementary and middle school students (grades K-8) may use such devices only before and after school. Devices should be powered off and put away at all other times.

~~(Option 2): Students may use cellular phones and other personal portable electronic devices only before and after school. Such devices should be powered off and put away at all other times. The School Board shall delegate the responsibility to Advisory School Councils for determining whether students in Middle and/or High School may use cellular phones and other personal, portable electronic devices during their lunch period.~~

~~Students may possess and use portable electronic devices including, but not limited to, cell phones, smartphones, music players, tablets, laptops, etc., subject to limitations of this and other policies of the district.~~

~~Portable electronic devices~~Cellular devices shall not be turned on or used in any way: ~~(1) be powered off~~ during ~~other school sponsored~~instructional time and supervised group activities during the school day (for example, student assemblies, awards, or other public ceremonies, etc.); ~~or (2) when their use is otherwise prohibited by school., unless authorized by supervising~~ personnel.

~~(cf. 6116—Classroom Interruptions)~~

Instructional time includes the entire period of a scheduled class and other time when students are directed to report to and participate in any instructional activity. The principal site administrator may establish, and school personnel may enforce, additional guidelines limiting or prohibiting the possession and use of portable electronic devices as appropriate to campus needs. The learning environment includes all times that a student is on school grounds during the school day and when school sponsored and supervised group activities are held.

*~~Note: The following optional paragraph reflects the guidelines used by the Anchorage School District to specify permitted uses based on grade level. It may be revised or deleted as appropriate.~~*

No student may use a cellular phone or portable electronic device in a manner, or at a time, that interferes with or is disruptive of another student's instructional timelearning environment. The learning environment includes all times that a student is on school grounds during the school day and when school sponsored and supervised group activities are held.~~High school students may use cellular phones and other portable electronic devices before and after school and during the student's lunch period. Elementary and middle school students (grades K-8) may use such devices only before and after school. Additionally, no student may use a cellular phone or portable electronic device in a manner, or at a time, that interferes with or is disruptive of other students' instructional time.~~

(cf. 6116 - Classroom Interruptions)

During the school day and school-sponsored activities/instructional time, students will comply with this policy and with administrative and staff member directives regarding use. Students are required to turn cell phones and other portable electronic devices over to school personnel when requested. Students who refuse to do so are subject to disciplinary action.

A cellular phone or portable electronic device that has been confiscated by the District and not turned over to law enforcement will be released/returned to the parent/guardian when no longer necessary for investigation or disciplinary proceedings. As appropriate, the cellular phone or portable electronic device may be returned directly to the student.

The district-District assumes no responsibility for loss or damage to personal property of students, including cell phones and other portable electronic devices, whether in the possession of students or if confiscated by school personnel pursuant to this policy.

### **Prohibited Conduct**

Possession of a cellular ~~tele~~phone or other portable electronic device by students is a privilege. This privilege will be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of the device so as to violate the law or any other school or District rule. In addition to those conduct rules set forth elsewhere, the following actions are strictly prohibited and may result in disciplinary action:

1. Accessing and/or viewing an Internet site that is otherwise blocked to students at school.
2. Sending an e-mail, text message or other communication that harasses, intimidates, threatens, bullies, or discriminates against another individual.
3. Taking, sending, downloading or uploading a harassing, threatening, or inappropriate photograph-photo/video of anyone.
4. Using a cell phone/smartphone or camera to take photos/videos in a restroom, dressing room, or locker room, or to take a photo/video of any person who has requested that you not do so.
5. Using a camera or other recording device to record or capture the content of tests, assessments, homework, or class work without express prior permission from the instructor.
6. Hacking or intentionally obtaining, accessing, or modifying files, passwords, or data belonging to others.

### **Exceptions and Permitted Use**

Nothing in this policy shall be interpreted to prohibit the use of cellular phones or other electronic devices when used for medical or translation purposes, or when a teacher or administrator of the District grants permission for a student to use a cellular phone or electronic device for educational purposes.

6.

(cf. 5131 - Conduct)

(cf. 5131.4 - Campus Disturbances)

(cf. 5131.41 - Violent and Aggressive Conduct)

(cf. 5131.42 - Threats of Violence)

(cf. 5131.43 - Harassment, Intimidation and Bullying)

(cf. 5131.9 - Academic Honesty)

(cf. 5137 - Positive School Climate)

(cf. 6161.4 - Internet)

(cf. 6161.5 - Web Sites/Pages)

### **Searches**

The contents of a cell phone/~~smartphone~~, camera, or other portable electronic device may be searched to determine ownership, to identify emergency contacts, or upon reasonable suspicion that a school or District rule or the law has been violated.

(cf. 5145.12 - Search and Seizure)

#### Legal Reference:

#### ALASKA STATUTES

14.33.300 Wireless telecommunications device policy

~~Revised: November 27, 2012~~

Adopted: November 23, 2010

Revised: November 27, 2012

Revised:

**Northwest Arctic Borough School District**

## **BP 6151 CLASS SIZE**

The Superintendent or designee shall establish and make available to the public a target average class size for each grade level. The target average class size may not exceed the following:

- **Pre-Kindergarten through Grade 6:** 23 students
- **Grade 7 through Grade 12:** 30 students

The class size targets may exclude mixed grade classes and courses in art, library, music, computer science, vocational-technical, and physical education.

The Superintendent or designee shall also establish a procedure to reduce class sizes when possible and appropriate.

*Legal Reference:*

ALASKA STATUTES

*14.03.065 Maximum classroom size*

*Adopted:*

**Northwest Arctic Borough School District**

## BP 5111 ADMISSION

**Note:** Pursuant to [4 AAC 06.060](#), authority to deny admission to a student is vested with the School Board. The following sample policy authorizes the Superintendent or designee to deny admission to children who don't meet established entrance requirements.

The School Board believes that all children should have the opportunity to receive a free appropriate public education. Staff shall encourage parents/guardians to enroll all school-aged children in school.

The School Board reserves the right to verify the residency or anticipated residency of any student and the validity of any affidavit of guardianship. These admission policies are not intended to be a barrier to the enrollment and retention of homeless children and youth.

The Superintendent or designee shall verify compliance with all entrance requirements established by law or School Board policy.

Students subject to suspension or expulsion under AS 13.03.160 in the District or another district are not guaranteed admission.

(cf. 5112.6 - Education for Homeless Children and Children in Foster Care Youths)

(cf. 5112.1 - Exemptions from Attendance)

(cf. 5112.2 - Exclusions from Attendance)

(cf. 5116 - School Attendance Boundaries)

(cf. 5117 - Interdistrict Attendance)

(cf. 5141.3 - Health Examinations)

(cf. 5141.31 - Immunizations)

**Note:** A child who is six years of age on or before September 1 following the beginning of the school year, and who is under the age of 20 and has not completed the 12<sup>th</sup> grade, is of school age. [AS 14.03.070](#). The school year begins on July 1 and ends June 30. ~~Pursuant to [AS 14.03.080](#), the School Board may admit children under school age who meet School Board standards of mental, physical, and emotional capacity necessary to perform satisfactorily in school and may admit children under school age to kindergarten, as provided below. In 2003, the legislature amended the early entrance statute for the purpose of clarifying that two-year kindergarten programs are not authorized. Districts with early entry into kindergarten must have an~~

~~educational program prescribing that under school age students advance through the curriculum or grade level by the following school year. This is a programmatic requirement and is not meant to limit individualized student assessment. In 2004, the early entrance statute was again amended to provide School Boards with the option of delegating early entrance decisions to the Superintendent or designee. The School Board may establish a kindergarten class for children who are five on or before September 1 following the beginning of the school year; must admit children under school age who move into the district and who were previously enrolled in public school in another district or state; and may admit students over school age and charge them tuition.~~

A child five years of age on or before September 1 may be admitted to kindergarten.

### ~~Early Admission~~

There is no early admission for pre-kindergarten.

Students in kindergarten and above are eligible for early admission through the acceleration process.

(cf. 5123 - Promotion/Acceleration/Retention)

The Superintendent or designee is the delegated authority to make early-entrance determinations. The School Board authorizes the admission of students under school age who are at least four years of age at the beginning of the school year, provided they exhibit the mental, physical, and emotional capacity to perform satisfactorily, including advancement through the curriculum or grade level by the following year.

The cutoff date to apply for early admission to kindergarten will be ten (10) school days after school opening.

~~The School Board authorizes the admission of students under school age who exhibit the ability to perform satisfactorily, including advancement through the curriculum or grade level by the following year. The Superintendent or designee is delegated authority to make early entrance determinations.~~ Students under school age who were previously enrolled in public school shall be admitted to school at the grade level determined by the Superintendent or designee. (AS 14.03.080)

Legal Reference:

### ALASKA STATUTES

[14.30.010](#) When attendance compulsory

[14.03.020](#) School year

[14.03.070](#) School age

[14.03.080](#) Right to attend school

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

[14.03.160](#) Suspension or expulsion of students for possessing weapons

ALASKA ADMINISTRATIVE CODE

[4 AAC 06.055](#) Immunizations required

UNITED STATES CODE

[42 U.S.C. 11432 - 11433](#) McKinney-Vento Homeless Assistance Act

~~Revised: July 28, 2004~~

~~June 11, 2018~~

Adopted: April 28, 2004

Revised: July 28, 2004

Revised: June 11, 2018

Revised:

**Northwest Arctic Borough School District**

## BP 10000 CONCEPTS AND ROLES

Charter schools are schools established under AS 14.03.250 that operate within the public school district. Charter schools are established upon the approval by the Northwest Arctic Borough School Board (hereafter referred to as School Board) and the State Board of Education and Early Development (hereafter referred to as State Board of Education) of an application for a charter school. Charter schools shall operate under a written contract between the charter school and the School Board.

### The School Board Shall:

1. Prescribe an application procedure, including the formation of an Academic Policy Committee (APC).
4. (cf. 10040 – Academic Policy Committee)
2. Make decisions on charter school applications in writing and issued within 60 days, including relevant findings of fact and conclusions of law.
3. Provide an annual program budget based on student enrollment.
4. Require that Academic Policy Committees support the mission and strategic plan goals of the School District by communicating feedback to the School Board, including recommended responses and actions.

### Role of the Superintendent

1. Once the School Board has a decision in regards to a contract with the Charter School, they will work with the Department of Education and Early Development (DEED) to communicate the decision of the Board in regards to the Charter School.
2. Work with the Principal and APC to ensure reports are timely to the School Board.
3. Ensure that the Charter is following their contract with the School District.

To guide these efforts, the School Board adopts the following definitions:

"Employees" of charter schools are considered employees of the ~~d~~District with all rights guaranteed by their respective collective bargaining agreements unless specifically waived by mutual agreement between the appropriate bargaining unit and School Board.

"Principal" means a person selected by the Academic Policy Committee to select, appoint, or otherwise supervise employees of the charter school. This person is required to possess an Alaska Type B Administrative Certificate. The ~~school-D~~district assumes no responsibility for employing this person after the termination of the charter

school contract ~~unless~~ except as required by state statute and/or an applicable negotiated agreement ~~the person has tenure.~~

“~~Head~~ Lead Teacher” means a person selected by the Academic Policy Committee to select, appoint, or otherwise supervise employees of the charter school. This person is not required to possess an Alaska Type B Administrative Certificate. If a type B is not possessed, the individual may not conduct certificated employee evaluations. The ~~school~~ District assumes no responsibility for employing this person after the termination of the charter school contract except as required by state statute and/or an applicable negotiated agreement ~~unless the person has tenure.~~

"Annual program budget" means the funding generated by students enrolled in the charter school as set forth in AS 14.03.260.

Note: Charter schools operating correspondence programs must comply with the requirements for state approval and operation as set forth in 4 AAC 33.405 – 4 AAC 33.490. Charter schools operating residential programs must comply with the requirements set forth in AS 14.16.100 and 4 AAC 33.090.

*Legal Reference:*

Alaska Statutes

*14.03.250-14.03.280 Charter Schools*

*AS 14.16.100 Application for residential school*

Alaska Administrative Code

*4 AAC 33.110-119 Charter Schools*

*4 AAC 33.405 - .490 Correspondence Study Programs*

*4 AAC 33.090 District-operated statewide and district-wide residential schools*

*Adopted:*

**Northwest Arctic Borough School District**

## **BP 10010 ESTABLISHMENT OF CHARTER SCHOOLS**

The School Board shall give appropriate consideration to any charter school application, in light of its overall effect on the School ~~d~~District's children and the proposed school's ability to function effectively and meet its goals. The School Board desires to support innovations which improve student learning and views charter schools as an opportunity to implement school-level reform. In accordance with law, the proposed charter must include descriptions of the vision, mission and goals of the charter school, the governance structure which will be used, the educational outcomes to be attained by students, and the method by which progress in meeting these outcomes will be measured. The mission of the proposed charter school must be compatible with the School Board's priorities and the existing mission statement and strategic plan of the ~~d~~District.

Charter school applications must be in accordance with AS 14.03.250. Charter school applications and renewals may be submitted at any time; however, they must be received by the ~~school-d~~District no later than October 1 preceding the school year for which applicants propose commencement of charter school operations. All applications will be subject to administrative review and comment prior to the School Board's review. A charter school shall begin operation as agreed with the School Board, but no later than the first day of the count period of the year approved for opening.

*Legal Reference:*

*Alaska Statutes*

*14.03.250 Application for Charter Schools*

*Adopted:*

**Northwest Arctic Borough School District**

## BP 10020 CHARTER SCHOOL APPLICATION

The following steps shall be followed in making an application for the establishment of a charter school, in accordance with AS 14.03.250 and 4 AAC 33.110. Applicants are cautioned that the Alaska Department of Education and Early Development (DEED) has its own policies and deadlines, and to the extent the applicant's proposed charter school may be affected by those deadlines, the applicant should take those deadlines into account. The charter school application and proposed contract with the School Board shall comply with all application procedures and requirements as defined by AS 14.03.255, AS 14.03.250 and 4 AAC 33.110 and address all elements specified within the district policies and administrative regulations.

1. After receiving a Notice of Intent, the ~~s~~Superintendent shall establish an administrative committee to meet with the charter school representatives to review the application procedures and requirements.
2. Following the initial meeting with the administrative committee, the charter school representatives shall prepare the application with all the required information and a proposed contract between the school and the Board, as well as the development of bylaws.

(cf. BP 10010 Establishment of Charter Schools)

~~2.~~

3. The contract between the charter school and the School Board shall reflect all agreements regarding the operation of the charter school. Any revisions of the terms of the contract may be made only with the approval of the School Board and charter school Academic Policy Committee. The contract will take effect upon the State Board of Education's approval of the application.
4. Following the timely receipt of the complete application form and the proposed written contract between the charter school and the School Board, the Board shall hold a public work session with the charter school representatives. During this work session, the charter school representatives shall present their proposal for a charter school and the contract with the School Board. The School Board and the charter school representatives may negotiate provisions of the contract during this meeting.
5. Following the work session the School Board shall place the charter school proposal on the agenda for a School Board meeting. A public hearing ~~may~~shall be held prior to the approval or denial of the charter school application. The School Board will take action to approve or deny the request to establish the charter school.
6. Upon approval of a charter school application, the School Board will submit to the State Board of Education a copy of the charter school application and a report on

the action taken by the School Board not later than 30 working days following the School Board's action, in accordance with 4 AAC 33.110(b).

*(cf. E 10020 - Sample Bylaws)*

*Legal Reference:*

*Alaska Statutes*

*14.03.250-14.03.280 Charter Schools*

*Adopted:*

**Northwest Arctic Borough School District**

## **BP 10021 CHARTER SCHOOL APPLICATION APPEALS**

If the School Board denies an application for a charter school, the applicant may appeal the denial to the Commissioner of Education and Early Development within 60 days of the School Board's denial, in accordance with AS 14.03.250(d). A decision of the Commissioner upholding the denial may be appealed by the charter school applicant within 30 days to the State Board of Education. If the Commissioner approves the application, they shall forward it to the State Board of Education for review and approval.

*(cf. BP 10020 Charter School Application)*

*Legal Reference:*

*Alaska Statutes*

*14.03.250(d) – Application for charter school*

*Adopted:*

**Northwest Arctic Borough School District**

## **BP 10040 ACADEMIC POLICY COMMITTEE**

Charter schools shall establish an Academic Policy Committee. Each application for a charter school shall include a description of the Academic Policy Committee and its procedures. The Academic Policy Committee shall consist of parents of students attending (or planning to attend) the charter school, teachers at the charter school (or teachers who agree to teach at the charter school), ~~and~~ employees of the charter school (or employees who agree to work at the charter school), and a Superintendent designee. The committee composition details are documented in the By-Laws of the Charter School.

The Academic Policy Committee shall supervise the academic operation of the charter school and ensure the fulfillment of the mission of the charter school. The Academic Policy Committee will meet regularly and not less than four times during the academic year with teachers and staff to monitor progress in achieving the policies and goals established for the school and to review, evaluate, and improve its operations.

The Academic Policy Committee shall select the principal/head teacher of the charter school. The principal/head teacher shall select, appoint, or otherwise supervise employees of the charter school in accordance with District ~~HR~~ policies and procedures. If the person selected as the principal/head teacher by the Academic Policy Committee does not possess an Alaska Type B administrative certificate, the Superintendent shall designate an administrator to evaluate the certified staff/teacher(s) in the charter school.

The Academic Policy Committee will function according to the terms of law.

The Academic Policy Committee shall report directly to the Superintendent or designee.

*Adopted:*

## **BP 10050 PRINCIPAL / HLEAD TEACHER**

### **Charter School Principal**

A charter school principal must possess a current Alaska Administrative Certificate and be either an existing principal in the School dDistrict or be eligible for hire as a dDistrict administrator. A retired district administrator may serve as a charter school principal if the administrator left the dDistrict in good standing, had satisfactory performance evaluations, and has a current administrative certificate. The ~~school-d~~District assumes no responsibility for employing ~~this person~~this charter school principal after the termination of the charter school contract except as required by state statute and/or an applicable negotiated agreement.

If the charter school Academic Policy Committee desires to contract by addendum with a principal who is currently employed as a dDistrict principal, the Superintendent's approval is required prior to entering into the contract.

### **Charter School HLead Teacher**

A charter school hlead teacher is not required to possess an Alaska type B administrative certificate. A hlead teacher must possess an Alaska type A certificate and be either an existing teacher in the dDistrict or be eligible for hire as a dDistrict teacher. A retired dDistrict teacher may serve as a charter school hlead teacher if the teacher left the dDistrict in good standing, had satisfactory performance evaluations, and has a current teacher certificate. The ~~school-D~~District assumes no responsibility for employing ~~this person~~this charter school lead teacher after the termination of the charter school contract except as required by state statute and/or an applicable negotiated agreement.

*Adopted:*

**Northwest Arctic Borough School District**

## **BP 10060 MEETINGS**

All meetings of the Academic Policy Committee (APC) shall comply with Alaska's Open Meetings Act. The Academic Policy Committee shall provide public notice of its meetings and allow for public participation at its meetings.

The Principal/~~H~~Lead Teacher or designee shall establish regulations to ensure compliance with law.

*Adopted:*

**Northwest Arctic Borough School District**

## **BP 10070 REVIEW OF THE CHARTER SCHOOL**

Once approved by both the School Board and the State Board of Education, the charter school will be subject to an annual review of its operations and finances by the School Board. Annually, the charter school will submit a written report and make a presentation to the School Board and the public. This report will include information on the attainment of student performance expectations, meetings of the governing bodies of the charter school, descriptions of charter school activities, and other information of interest to the School Board.

If academic performance targets for student achievement are not reached by the identified timelines specified in the contract, the Academic Policy Committee must submit a Plan for Improvement, outlining activities for remediation, a process for monitoring the progress of the Plan, and a process for reporting progress of the Plan to the School Board.

If any allegations of noncompliance with the charter school contract are presented either during the annual review or at any other time, then the School Board, through the Superintendent or designee, shall investigate these allegations. Prior to terminating the charter school contract, the School Board and the charter school Academic Policy Committee shall attempt to remedy any violations of the contract. The School Board shall provide written notice to the charter school Academic Policy Committee of its intent to terminate the contract and the reasons therefore.

The Department of Education and Early Development may audit the charter school's program and may take any action necessary to ensure compliance with federal and state law, including the withholding of funding.

*Adopted:*

## **BP 10080 AMENDMENT OF CHARTER AND TERMINATION OF CONTRACT**

A charter school may apply to the School Board for an amendment to its charter during the term of its contract. If the School Board approves the amendment, an amended contract must be executed to conform to the amended charter. The School Board must forward an amended charter and amended contract to the Department of Education and Early Development (DEED). A charter school may make minor changes to its program without review by ~~the Department~~DEED, if they are approved by the ~~d~~District. A change of program that involves the addition of an elementary or secondary program must be approved by the School Board and the State Board of Education ~~and Early Development~~.

When the charter school updates their vision and mission statements or the strategic plan the Academic Policy Committee shall send this information to the School Board.

The School Board may terminate a contract with a charter school pursuant to the causes set forth in AS 14.03.256.

*Legal Reference:*

*Alaska Statutes*

*14.03.256 Charter school termination*

*Alaska Administrative Code*

*4 AAC 33.113 Amendment of Charter*

*Adopted:*

**Northwest Arctic Borough School District**

## **BP 10090 COMMUNICATION**

Charter schools are an integral part of the School District. Open communication between the charter school and the eDistrict is essential to the effective functioning of each.

The District shall:

1. Respond in a timely manner to requests for information from the charter school.
2. Develop materials such as calendars, time-lines, or forms to assist charter schools in meeting eDistrict deadlines and reports.
3. Invite charter school employees to participate in ~~district~~-District-sponsored professional development workshops and programs.
4. Designate a contact person as the primary contact person between the charter school and the eDistrict administration.

The Charter School shall:

1. Respond in a timely manner to requests for information from the eDistrict.
2. Designate a contact person as the primary contact between the charter school and the eDistrict administration.

*Adopted:*

**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 [School](#) 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/[virtual](#), 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 make every reasonable effort to attend in-person for regular, non-primarily teleconference/virtual 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/[virtual](#), 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 [president](#) 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/[virtual](#) is authorized whenever physical presence is not practicable. [If a Board member knows they will be unable to physically attend scheduled in-person meetings, worksessions, or committee assignments, they must notify the Board President and the Superintendent's Office of an intended teleconference/virtual attendance.](#)

—All votes at a meeting of members attending by teleconference/[virtual](#) shall be taken by roll call.

The Board also authorizes the use of teleconferences/[virtual](#) 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/[virtual](#) 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/virtual 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 sessions, 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/virtual 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*

*Revised:*

**Northwest Arctic Borough School District**