



AMBLER SCHOOL

PO BOX 109 • Ambler, Alaska 99786 • (907) 445-2154

Advisory School Counsel Minutes

Date: 12/09/2025 - Tuesday (Normally the 2nd Monday)
Time: 3:45

Principal: Kevin D. Matthews

ASC Members: Nellie Cleveland – Chair
 Mary Ramoth – Vice-Chair
 Kristy Walton - Secretary
 Vacant (member resigned recently)
 Mary Douglas - absent

Quorum Established: Yes No

1. Call to order – 3:53
2. Moment of silence -
3. Roll call –
4. Introduction of Staff and Guests – (reminder: there are two places for public comments)- Marvin Sheldon
5. Approval of Agenda – Motion - Mary Ramoth – Kristy Walton - 2nd - approved
6. Correspondence – (see email about questions/public comments)
7. Public Comments – Marvin Sheldon – glad to have gym open – more activities – little dribblers etc...
8. Principal Report
 - A. Student Activities & Funds Update
 1. Activity Fund. – Current - \$54,638.47 – (Ivisions balances have been updated - \$48K from firefighters) (no change) – The money from the fire crews should be issued soon, now that the government shutdown is over. We received \$6,000 from the state for the Fish and Game staying here last spring. We also received \$5,000 from NANA. The \$11,000 has been



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sent to the district office to be deposited in the activity fund. When all funds are deposited, we will have over \$100K.

2. MS Volleyball – our team did great.
3. Basketball – We started practice last week. We still need a coach. – can we use activity funds, Yes we can use activity funds for tournaments, prom, etc...
4. New Staff – Selena Cleveland – Anita Griepentrog (The new principal and his wife will be here after the holiday break. She will be teaching MS/HS ELA Social Studies.
5. Question about Public Comments: (See attached email from Ms. Eakins)

B. Student Attendance & Enrollment.

(November) **65 students total** (up two from last month) (6th grade shifted to MS)

Pre-K/K	12
1-2	10
3-5	16
MS	16
HS	11

Attendance Report – ADA – current -82.15% Last Month 82.15% - District Average is 85.39%

(December) **64 students total** (Down one)

Pre-K/K	12
1-2	10
3-5	16
MS	15



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HS

11

Attendance Report – ADA – current -82.15% Last Month 82.15% - District Average is 85.39% (We haven't received an update)

Note: A question was asked about older kids going to younger kids gym. Open gym is normally broken into age groups so that the little kids can have a safe space for open gym.

Upcoming Events

Battle of the Books

Basketball

Holiday Break. 12/20-1/4/92026

9. Youth Leader Report – gym has been open at least once a week, - Movie night with NANA – haunted house went well, normal holiday traffic – working on holiday decorations.

10. Board Policy Review for Public Comment – none –

11. Items for Advisory School Council Consideration

A. Old Business

a. none

B. New Business

a. Vacant Seat

b. MS/HS Passing Time

c. Graduation Date (May 9th-18th)- May 15th – Motion - Mary Ramoth – 2nd Kristy Walton – approved – would like to get additional input from the staff.

Attachments for ASC:

- a. Safe & Civil (Ambler Handbook)
- b. Amy Eakins email (question about public comments)
- c. ADA Report



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- d. Last month's minutes (Oct. with previous agenda)
- e. ASC Documents from District Website (with previous agenda)
- f. Activity Fund Account
- g. Gym Schedule – MS/HS Passing Schedule

12. Public Comments – none

13. ASC member comments –

14. Time and Place of next meeting

2nd Monday – 01/12/2025 – 3:45

15. Approval of Minutes – Motion – Mary Ramoth – 2nd Kristy Walton - approved

16. Adjournment – 4:43



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Microsoft Teams [Need help?](#)

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Meeting ID: 254 767 010 747 3

Passcode: Kf9nR76q

Dial in by phone

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[\(833\) 682-3239,,701367666#](#) United States (Toll-free)

[Find a local number](#)

Phone conference ID: 701 367 666#



Re: ASC Question

From Amy Eakin <aeakin@nwarctic.org>

Date Wed 2025-11-05 8:00 AM

To Kevin Matthews <kmattthews@nwarctic.org>; Perrian Windhausen <pwindhausen@nwarctic.org>

Cc Jeff Alexander <jalexander@nwarctic.org>; Terri Walker <twalker@nwarctic.org>

Kevin,

Jazmine Camp was Terri's Executive Assistant/Secretary years ago. What page did you find that on? I will edit it.

There are two times typically for public comment: once at the beginning of the meeting and once at the end of the meeting.

Many ASC meetings are not too formal.

If people are wanting to publicly comment during other times in the meeting, typically this is a sign more is going on that has not been addressed.

Your ASC president really is the one to keep the meeting in order. You may consider talking with your ASC president about your concerns.

If people are feeling like they are not being heard, it will get worse.

I cc'd Jeff and Terri on this. Perrian is headed your way today as well.

Take care,
Amy

Amy Eakin | Director of Technology
Northwest Arctic Borough School District
W (907) 442-1830 | C (208) 850-8262

"The child must know that he is a miracle, that since the beginning of the world there hasn't been, and until the end of the world there will not be, another child like him." Pablo Casals 1876-1973

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From: Kevin Matthews <kmattthews@nwarctic.org>

Date: Wednesday, November 5, 2025 at 7:21 AM

To: Perrian Windhausen <pwindhausen@nwarctic.org>

Cc: Amy Eakin <aeakin@nwarctic.org>, Jazmine Camp <jcamp@nwarctic.org>

Subject: ASC Question

I have an ASC Question and found this in Canvas. Who is Jazmine Camp?

For questions related to ASC please first review Board Policy, and second ask Jazmine Camp

The question was raised in the last meeting by a former ASC member, current staff member about asking questions or making comments in the ASC meeting. There are two places in the agenda for community comments but this person wants to know if she can make comments/ask questions during the principal's comments? As a point of order, I would say that public comments should be limited to the two agenda items for public comment. Please advise.



Mr. Matthews - Principal Ambler School
PO Box 109
109 Ambler Drive, Ambler, AK 99786
Phone: 907-445-2154
Fax: 844-845-0939
907.445.5046 Cell Phone

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Ambler School

08/18/2025 to 10/31/2025 = 50 school days

Grade Level	Carry Fwd	Gain	Mult Gain	Loss	Ending Days	Actual OffTrack Days	Days N/E	Days Absent	Days Attd	ADA	ADA %
-2	0	0	0	0	0	0	0	0	0	0	0.00%
-1	0	4	0	0	4	200	0	0	13	187	3.74
0	0	8	0	1	7	400	0	16	97.5	286.5	5.73
Subtotal	0	12	0	1	11	600	0	16	110.5	473.5	9.47
1	0	6	0	1	5	300	0	58	37	205	4.1
2	0	6	0	0	6	300	0	0	34.5	265.5	5.31
3	0	7	0	0	7	350	0	0	61	289	5.78
Subtotal	0	19	0	1	18	950	0	58	132.5	759.5	15.19
4	0	5	0	1	4	250	0	58	16	176	3.52
5	0	5	0	0	5	250	0	0	28	222	4.44
6	0	5	0	0	5	250	0	5	15.5	229.5	4.59
Subtotal	0	15	0	1	14	750	0	63	59.5	627.5	12.55
7	0	5	0	0	5	250	0	42	33.53	174.47	3.48
8	0	5	0	0	5	250	0	43	30.4	176.6	3.53
Subtotal	0	10	0	0	10	500	0	85	63.93	351.07	7.01
9	0	6	0	0	6	300	0	120	21.9	158.1	3.16
10	0	4	0	1	3	200	0	42	44.65	113.35	2.26
11	0	2	0	0	2	100	0	0	60.28	39.72	0.79
12	0	2	0	1	1	100	0	37	23.56	39.44	0.78
Subtotal	0	14	0	2	12	700	0	199	150.39	350.61	6.99
Grand Total	0	70	0	5	65	3500	0	421	516.82	2562.18	51.21
K-12 Attend	0	65	0	5	61	3300	0	421	503.82	2375.18	47.47
Report Calculations											
((Carry Fwd + Gain - Mult. Gain) X School Days)											
= Actual Days											
Actual Days - (Off Track + Days N/E + Days Absent) = Days Attd											
[Days Attd / (Actual Days - Off Track - Days N/E)] X 100 = ADA%											
[Note: Multiple gains are for students that entered more than one time during the report time span.											

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 the 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 in actions taken by the Advisory School Council.

The Advisory School Council shall develop an effective working relationship with the school personnel, particularly the 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 School District.
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 School Board, including recommended responses and actions.

Role of the Superintendent or Designee

The Superintendent or designee shall:

1. Supervise the conduct of elections of Advisory School Council members.
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.
3. Solicit and receive recommendations from the Advisory School Council.

Legal Reference:

ALASKA STATUTES

[14.08.115](#) *Advisory School Boards in REAA*

[14.12.035](#) *Advisory School Boards in Borough School Districts*

ALASKA ADMINISTRATIVE CODE

4 AAC 05.010 - 4 AAC 05.090 Local education

Adopted: March 28, 1995

Revised: October 29, 2002

Revised: June 03, 2025

Northwest Arctic Borough School District

BP 8110 BOARD MEMBERSHIP

Each Advisory School Council shall consist of a minimum of three elected members. The Advisory School Council may increase the number of elected members serving on the Council to a maximum of seven members. Members shall serve a term of three year.

Advisory School Council Members may be employed by the district.

The School Board encourages Advisory School Councils to appoint a nonvoting student member to the Advisory School Councils.

Legal Reference:

ALASKA STATUTES

14.08.115 Advisory school boards in REAA

14.12.035 Advisory school boards in borough school districts

Revised: August 24, 2001

October 29, 2002

Adopted: March 28, 1995

Northwest Arctic Borough School District

BP 8120 ELECTIONS

Note: Pursuant to AS 14.08.115 and AS 14.12.035, the school board prescribes the manner of selecting advisory boards.

All qualified and interested individuals are encouraged to serve the district and its students by seeking election to the advisory school council. The district shall be responsible for conducting advisory school council elections for the respective attendance areas.

The Superintendent or designee shall make the necessary procedures, forms and staff assignments for the conduct of elections.

Qualifications for Candidates and Voters

An individual is eligible to seek election to the advisory school council if the person meets the voter qualifications set forth below, and has never been convicted of a crime requiring registration on any sexual offender list, or a crime against children.

An individual with the following qualifications is eligible to vote in an Advisory School Council election:

1. is a United States citizen;
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 attendance area for at least 30 days before the date of the election; 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.

Note: The following language should be utilized if the School Board has determined that student members are permitted to serve on advisory school councils.

A district student is eligible for appointment as a Student Advisory School Council Member without meeting the above qualifications.

Note: The following options may be selected based on district philosophy and needs.

School board members may hold concurrent membership on both the School Board and local Advisory School Council.

Election Procedures

The Superintendent may make a timely request that the Division of Elections conduct the advisory school council elections at the same time as the Regional School Board election, occurring annually on the first Tuesday in October. The advisory school council and regional school board elections shall be conducted separately. The Superintendent shall oversee the district's obligations for the advisory school council elections, including advertising, printing and delivering of ballots, tallying of ballots, and certification of the advisory school council elections.

Legal Reference:

ALASKA STATUTES

[14.08.071 Elections, advisory votes](#)

[14.08.115 Advisory school boards in REAA](#)

[14.12.035](#) *Advisory school boards in borough school districts***ALASKA ADMINISTRATIVE CODE**[6 AAC 27.180](#) *Advisory school board elections*

Adopted: March 28, 1995

Revised: October 29, 2002

Revised: February 25, 2025

Northwest Arctic Borough School District

BP 8130 VACANCIES

A vacancy on the Advisory School Council may occur for any of the following reasons:

1. If Council member submits a written resignation, which is subsequently accepted by the Advisory School Council.
2. If a Council member moves out of, or is physically absent from the attendance area he/she represents.
3. If a Council member is removed from office by action of the Advisory School Council or the School Board.

Should an Advisory School Council member be absent from three consecutive regular meetings without prior excuse by the President the Advisory School Council may remove the member from office and declare his/her position vacant. If a member misses two consecutive regular meetings, the Advisory School Council President will notify the member by certified return receipt mail of this policy.

The Advisory School Council may recommend that the School Board remove a member from office because of misconduct in fulfilling his/her responsibilities.

If a vacancy occurs on the Advisory School Council, the remaining members will, within 30 days of the vacancy, appoint a successor to serve until the next regular election. If unable to agree on a successor, the Advisory School Council shall submit recommendations to the School Board for appointment.

Legal Reference:

ALASKA STATUTES

14.08.115 Advisory school boards in REAA

14.12.035 Advisory school boards in borough school districts

Revised: October 29, 2002

Adopted: March 28, 1995

Northwest Arctic Borough School District

BP 8140 OFFICERS

Each Advisory School Council shall annually elect a President, Vice-President and Secretary. Members may serve consecutive terms as a council officer.

The duties of the President are to preside at Advisory School Council meetings, appoint all committees of the Advisory School Council, and represent the Advisory School Council at public meetings, special meetings, and other occasions as directed by the School Board. The President will also see that all information from the School Board is distributed to other Advisory School Council members. The President shall be an ex-officio member of all Advisory School Council subcommittees.

The duties of Vice-President are to preside at Advisory School Council meetings in the absence of the President and to perform all other duties as shall be assigned by the Advisory School Council.

The duties of the Secretary are to insure that an accurate record of the proceedings of the Advisory School Council is kept and that a copy of this record is presented to each Advisory School Council member, the Principal or designee, and the Superintendent who will make these records available to the School Board.

Legal Reference:

ALASKA STATUTES

14.08.115 Advisory school boards in REAA

14.12.035 Advisory school boards in borough school districts

Revised: October 29, 2002

Adopted: March 28, 1995

Northwest Arctic Borough School District

BP 8200 POWERS AND DUTIES

The powers and duties of the Advisory School Council are delegated by the School Board and may be discharged only at a legal meeting conducted according to Board policy and administrative regulations.

Advisory School Councils shall advise the School Board and administration on all matters concerning the schools and shall perform other duties as prescribed by the School Board.

The Advisory School Council shall seek to represent the interests of the community and communicate those interests to the School Board and administration.

Within the guidelines established by the School Board, the Advisory School Council shall:

1. Develop a school philosophy that is in line with NWABSD goals, and state and federal mandates.
2. Carry out all duties assigned to the Advisory School Councils as outlined in the NWABSD strategic plan.
3. Reinforce district policy manual and student/parent handbook. Establish local policy manuals in the form of student and staff handbooks prepared by the principals and approved by the Advisory School Council which should include, but not be limited to the following areas:

The ASC shall advise on:

- a. School facilities (use of school buildings by outside groups, and cold weather closure);
- b. Advisory School Council rules of operation (meetings and work sessions, notification procedures for members, communication with the Advisory School Council, reading files, records and minutes).
4. The Advisory School Council shall be informed of the student activity program of the school.
5. Advise the principal as to the allocation of site/community-generated funds earmarked for the local student activity program.
6. Review once per semester student achievement/behavioral/attendance data and make recommendations to administration in how to increase student achievement. Review and adopt a report prepared by the principal to be submitted prior to the end of the school year to the Advisory School Council and to the community served by the Advisory School Council. This report shall include the following:
 - a. progress and achievement through the year,
 - b. recommendations for achieving regional goals and objectives, student achievement, status and projections of staffing levels,
 - c. status of the physical plant including suggestions for summer maintenance, and extracurricular activities carried on throughout the year.
7. Assist in the selection of the school principal by selecting a representative from the Advisory School Council or Advisory School Council designee to participate in interviewing candidates as part of the district interviewing team that makes recommendations to the Superintendent who will make the final decision.
8. Be responsible to the community by establishing a line of communication between the school and parents, assuming responsibility for the educational program of the school within the limitations established by the School Board, attempting to resolve any conflicts involving the school at the local level in accordance with appropriate complaint procedures, and attending all training sessions offered for Advisory School Council development.
9. Each member shall visit an elementary, middle, and high school classroom at least once per year.
10. Review annually the school's safety and disciplinary plan for the purpose of recommending and adopting changes to the plan.
11. Review annually the school's crisis response plan for the purpose of recommending and adopting changes to the plan.
12. Review the school's bilingual/bicultural program for the purpose of making recommendations to the School Board.

Note: According to [AS 14.30.420](#), a School Board shall establish a local Native Language Curriculum Advisory Council for each school in which a majority of the students are Alaska Natives. Any school district with Alaska Native students may establish a local Native Language Curriculum Advisory Council for each school with Alaska Native students. The Native Language Curriculum Advisory Council may recommend a Native language education program, which, if established should comply with [AS 14.30.420](#).

13. Act as, or establish a local Native Language Curriculum Advisory Council for each school in the district in which a majority of students are Alaska Natives.
14. Recommend to the Superintendent a representative to be named to the NWABSD Parent Action Committee (PAC) for the purpose of advising the NWABSD on the goals and objectives for Indian Education, Johnson O'Malley (JOM), Title 1-A, and Title 1-C Migrant Education.
15. Review facility use requests by the public and make recommendations to the principal regarding such use in accordance with NWABSD policy and procedures.
16. Advise the principal on long-range building plans and review the status of the physical condition of the school facility.

Duties not performed by the Advisory School Council in a timely manner and in accordance with the policies and regulations of the district are to be carried out by the next responsible board or school official.

Legal Reference:

ALASKA STATUTES

[14.08.115](#) *Advisory school boards in REAA*

[14.12.035](#) *Advisory school boards in borough school districts*

[14.30.420](#) - *Native language education*

Revised: March 01, 2016

Adopted: March 28, 1995

Northwest Arctic Borough School District

BP 8310 ORIENTATION

The Superintendent or designee will work with new Advisory School Council members in conjunction with personnel and/or materials from the State Department of Education and Association of Alaska School Boards for the purpose of orientation. The training will be done as soon as practicable after the Advisory School Council election.

(cf. 8330 - Member Responsibilities)

Revised: October 29, 2002

Adopted: March 28, 1995

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

Adopted: March 28, 1995

Revised: October 29, 2002

Revised: June 03, 2025

Northwest Arctic Borough School District

BP 8321 EXECUTIVE SESSIONS

The Advisory School Council may not hold executive sessions.

Legal Reference:

ALASKA STATUTES

44.62.310 Agency meetings public

44.62.312 State policy regarding meetings

Revised: October 29, 2002

Adopted: March 28, 1995

Northwest Arctic Borough School District

BP 8330 MEMBER RESPONSIBILITIES

The School Board requests Advisory School Council members to participate in training as made available by the district. In addition, Advisory School Council members must become familiar with state laws and regulations related to schools and district policies and regulations. The Superintendent or designee shall assist members to understand their responsibilities within the framework of the laws, board policies and regulations. Members of Advisory School Councils have no authority within the school system to manage or control students or staff, except as may be specifically authorized by the School Board or administration.

(cf. 1250 - Visits to the Schools)

The Advisory School Council may recommend to the Superintendent or designee that its members represent the district at community or school functions or at activities associated with school business.

(cf. 1220 - Citizen councils)

Legal Reference:

ALASKA STATUTES

14.08.115 Advisory school boards in REAA

14.12.035 Advisory school boards in borough school districts

Revised: October 29, 2002

Adopted: March 28, 1995

Northwest Arctic Borough School District

BP 8340 CODE OF ETHICS

The School Board expects all members of Advisory School Councils to maintain the highest ethical standards, which includes complying with state and federal laws and the board policies and administrative regulations of the district.

(cf. 9270 - Conflict of Interest)

Revised: October 29, 2002

Adopted: March 28, 1995

Northwest Arctic Borough School District

BP 8400 NAMING SCHOOLS

School buildings shall be named for:

- the community-geographic location (English or Inupiaq); and
- a distinguished community resident living or deceased.

An Advisory School Council request for naming a building after a prominent living or deceased resident must be made by formal resolution, requiring a confirming vote of the citizens of that community at a special election held following the public meeting at which the Advisory School Council resolution passed.

(cf. BP 7511 - Naming of Facility)

Revised: October 29, 2002

Adopted: March 28, 1995

Northwest Arctic Borough School District



**Safe & Civil
Ambler Staff Handbook**

2025-2026



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Ambler Cafeteria Expectations for Elementary/Middle/High School

Breakfast

Goal: The cafeteria at the Ambler School is a safe place where students can enjoy their breakfast and lunch while socializing with their peers.

Student Expectations:

- Leave gym at 8:20 – go to breakfast
- Get breakfast, sit anywhere. Stay in cafeteria until dismissed
- Leave breakfast area at 8:45
- All food must be consumed in the cafeteria (do not take any opened food to the gym).
- No one may leave the cafeteria before 8:30
- Raise hand if help is needed

Teaching Responsibilities:

- Initial Teaching: Staff Site Inservice Day in August. This Training will involve modeling the expectations of both teacher and student behavior.
- Initial Teaching: Students. We will have an assembly with Principal, then subsequent training and modeling within classrooms.
- Reteaching: Staff - When observed behavior indicates a need to reteach. Reteach after any extended break in school.
- Reteaching: Students - As observation data indicate students need to be reminded and after each break lasting a week or more.
- Newcomers: Youth Leaders will meet with new students to demonstrate and teach expectations.
- Morning Assembly as needed
- Any time you are in the hallway alone you must have a designated hallway pass (counselor, restroom, water).

Adult Expectations:

- Scanning breakfast – count
- Monitoring all tables by visually scanning and actively circulating



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- Direct students to throw away trash
- Help students who may need assistance
- Ensure that students remain in cafeteria until 8:30

Encouragement:

- Reminders
- "Good morning"
- Conversation about interests

Correction:

- Verbal Correction
- Move seat



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Lunch

Goal: The cafeteria at the Ambler School is a safe place where students can enjoy their breakfast and lunch while socializing with their peers.

Student Expectations

Conversation: Voice level 1

Help: Raise hand to get out of seat, ask to go to the restroom, get condiments, etc.

Activity:

- wait quietly (voice level 1) in line in your spot
- say "please, thank you" to serving staff
- sit at assigned table
- eat
- clean the area by throwing trash away. (Dump all trash at the same time).

Movement:

- stand in line
- "sit on your bottom"
- get up only with permission
- after disposing of trash, sit on designated bench or area. (PreK-K stay at tables)
- may go to the restroom only when a pass is available (there are two passes for boys and two passes for girls – allows for no more than four students in the bathroom)

Participation:

- eat lunch
- follow expectations



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Cafeteria (Lunch) for Elementary/Middle/High School

Adult Expectations

- Have computer and scanner prior to start of lunch (**Meaningful Work**- select students can help with this procedure as a part of their behavior plan)
- Scan lunches until all have received lunch
- Monitor students by scanning and circulating
- Direct students to clean up
- Ensure that students leaving to use the cafeteria take a pass (only allow the number of students using the restroom to match the number of passes)
- Direct students to their bench or designated area to wait for their teacher

Encouragement Procedures

- use student names
- high five
- smile

Correction Procedures

- redirect
- move seats
- stay with supervisor
- proximity



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Gym

Goal – The Ambler School Gym is for students to engage in physical activity and learn sportsmanship.

Students

- Only one person in the ball room at a time
- Stay on the gym floor
- Scooters on the blue court (perimeter) only
- Only bodies on scooters, not objects
- No students under or behind bleachers
- Exit the gym by walking on the ramp
- Share equipment
- Put all equipment away at the end of gym
- Avoid hitting ceiling tiles.

Teaching Responsibilities

- Each teacher should teach rules/expectation

Adult Expectations

- Keep door locked
- Monitor by circulating and scanning
- If keeping restrooms locked, have key available to unlock
- Keep electronic devices out of sight
- Take a walkie talkie with you to the gym
- Keep a head count

Encouragement Procedures

- "Great Job"



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- "Look at you being safe!"
- "Thanks for helping clean-up"

Correction

- Restate Expectation
- Time Out
- Change Activity
- Call for help



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Morning Assembly

Goals: The Morning Assembly at Ambler School allows students to set focus for the school day and to reinforce the importance of Inupiaq Values.

Student Expectations:

- Be on the bleachers @ 8:50, seated by grade level
- Voice level 1-2 while waiting
- At the attention signal, students respond by going to voice level zero. (The attention signal is a raised hand with the statement, "May I have your attention please!")
- Youth Leaders prepare the morning message
- Listen quietly to Inupiaq values. Say the pledge together.
- Listen to announcement and menu
- Youth Leaders go to exit door
- Students join teachers when directed

Adult Expectations:

- Be in the gym by 8:50
- Sit with students (when possible), monitoring student behavior
- Participate in the morning message/Add announcements if needed
- Move to the floor, get students ready to exit

Encouragement Procedures

- "Have a Good day" "make a good choice" - High fives

Correction Procedures

- "Teacher Eye"
- Redo Attention Signal
- Verbal Redirection
- Remind students to walk
- Positive Practice



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Restroom

Goal: The restrooms at Ambler School should be a safe and clean environment.

Student Expectations:

- MS/HS – Sign out and use the correct Bathroom Pass. When finished, return pass and sign in.
- Elementary students follow classroom procedures. Elementary students should use the bathroom in their hallway or in their classroom.
- Bathroom
 - Go/Use the toilet
 - Flush
 - Wash
 - Leave
- Put toilet paper and sanitary products in the trash can
- Clean up after yourself
- Always use a hall pass
- Tell an adult when supplies are low
- Walk back to class quietly.



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Gym List

How students get on the gym list:

1. Absence on the day the gym is open.

Exceptions: Medical Dental, School Sponsored Event, Subsistence (with verification from guardian)

2. Office Referral
3. Behavior log entry in PowerSchool



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Cell Phone/Ear Buds/Electronic Devices

1. Teacher tells student "Out of Sight;" if student complies, no further action. "Off and away"
2. If device comes out again, teacher notifies admin or designee to come to class to retrieve phone.
3. Student may get their phone at the end of the day on the first offense.
4. Parents will be required to get the phone on subsequent offenses.



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Ambler School Hallway Expectations for (Secondary) Middle School/High School

Goal: The goal for the hallway is for students to take care of needs (bathroom, water), prepare for next class (visit locker for materials), and to have conversation time with peers with appropriate voice level and respectful/responsible interactions.

Expectation for Student Behavior:

- Conversation between peers – voice level 1
- If you need help, ask a classmate first. If an emergency occurs ask help from an adult.
- Walk on the right side of the hall in the direction of travel; crossing over if need to get to locker
- Keep feet on the floor
- No Horseplay – No Running
- Go to restroom, get water, visit locker only (do not enter or interrupt other classes)
- Use school appropriate language

Teaching Responsibilities

- Initial Teaching: Staff Site Inservice Day in August. This Training will involve modeling the expectations of both teacher and student behavior.
- Initial Teaching: **Students.** We will have an assembly with Principal, then subsequent training and modeling within classrooms.
- Reteaching: **Staff** - When observed behavior indicates a need to reteach. Reteach after any extended break in school.
- Reteaching: **Students** - As observation data indicate students need to be reminded and after each break lasting a week or more.
- Newcomers: Youth Leaders will meet with new students to demonstrate and teach expectations.
- Morning Assembly as needed



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- Any time you are in the hallway alone you must have a designated hallway pass (counselor, restroom, water).

Expectations for Adults:

- Be at the door
- Step into the hall at class dismissal
- Engage with students (small talk, ask about intents, etc.)
- Set a time for transition point
- Issue a "one minute warning."
- Monitor restroom when necessary
- Scan the area – listen for change in noise

Encouragement:

- Thumbs up
- Smile
- Fist Bump
- High Five
- Verbal Praise

Correction:

- "Language, please"
- "Don't be tardy to the party"
- "Feet on the floor"
- "Hands to self"
- "Values, please"



Ambler School Hallway Expectations for (Elementary)

Goal: Students should go from one place to another efficiently.

Expectations for student behavior:

- Line in transition, voice level 0, Line waiting, voice level 1
- Walk on the right in the direction of travel
- Hands, feet and objects to self
- Hands behind (Pk-2); Hands at side or in pockets (3-5)
- Stop at all stop signs
- Follow the line leader

*****Unaccompanied students must have a Hall Pass.**

C-

H-

A - ask your teacher by raising your hand

M- walk only in the hallway (PK-2) hands behind you; (3-5) hands at side or in pockets;
Stop at stop signs

P-

Teaching Responsibilities

- Initial Teaching: Staff Site Inservice Day in August. This Training will involve modeling the expectations of both teacher and student behavior.
- Initial Teaching: **Students**. We will have an assembly with Principal, then subsequent training and modeling within classrooms.
- Reteaching: **Staff** - When observed behavior indicates a need to reteach. Reteach after any extended break in school.
- Reteaching: **Students** - As observation data indicate students need to be reminded and after each break lasting a week or more.



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- Newcomers: Youth Leaders will meet with new students to demonstrate and teach expectations.
- Morning Assembly as needed

Expectations for Adults

- Monitor all parts of the line by moving to the front, the middle and the back.
- Follow all expectations for students
- Stay with the line
- Smile, be positive

Encouragement Procedures

- Provide positive feedback to group or individuals
 - "This group is following Grizzly expectations"
- Nonverbal (thumbs up, jazz hands, etc.)

Correction Procedure

- Stop the entire line
- Non-verbal Correction
- Remind the students of rule(s)



General Information

Introduction

Welcome to Ambler School! We are committed to providing challenging educational experiences and supporting the academic and social/emotional growth of our students and staff. This guidebook is to help you navigate daily operations at AMBLER. You may also want to become familiar with the following manuals available on the district website.

- *NWABSD School Board Policies*
- *NWABSD Administrative Policy and Procedures Manual*
- *Code of Conduct*
- *Student-Parent Handbook*
- *Negotiated Agreements*

Professional Expectations

- Come to work on time
- Stay until the end of your contract time
- Complete lesson plans weekly and submit them to canvas by 9:00am on Mondays
- Check email regularly and respond promptly as needed
- Complete all district and site assignments on or before the due dates
- Work collaboratively and professionally with other staff members
- Bring problems and concerns to administration

Front Office Staff

AMBLER Staff are under direct supervision of building Administration. We are here to support you so let us know if you have questions and concerns or ideas and we will do our best to address any issues.

Workday

Certified - The official workday for AMBLER Certified Staff is from 8:10-3:40p each day. This includes a 30-minute duty-free lunch. Extensions to the standard work week/day will be done in accordance with the Negotiated Agreement.



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Classified - Work schedules are individually determined according to the scope of the job description. Failure to work within the prescribed time schedules could result in disciplinary action. Classified employees get a 15-minute break in the morning and in the afternoon and a 30-minute duty free lunch break.

Requests

Classroom Supplies – Request supplies from the office manager, preferably via email, and not in the office between 8:30-9:30 am, if possible.

Curricular Materials – Email requests to the building administrator who will compile a list and submit to the Curriculum Director.

Maintenance/Custodial – All staff members are asked to report any unsafe conditions or vandalism on the school grounds to site admin or the front office team. We will generate maintenance and custodial work orders.

If any request is made in conversation with admin, please follow up promptly with an email.

Building Security

At the end of the school day, classroom teachers are responsible for making sure their workspace is vacated, classroom door is locked, and **windows are latched**. Staff are to be diligent about the security of the building during weekends. Please ensure all doors are locked and secured as you enter/exit. **Some doors will not fully latch as they close behind you**. Any building security concerns (vandalism, unlocked doors, stolen property) should be communicated to the building administrator as soon as possible.

School Delay & Cancellations

School may be cancelled due to inclement weather or other unplanned reasons. Staff will be contacted via School Messenger as soon as feasible to inform them of a delay or cancellation. **New staff members need to coordinate with the registrar (registrar@nwarctic.org) to ensure that their cell phone number is on file**. See the site administrator for more information on opting in to these important announcements.

Advisory School Council



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While staff members are not required to attend monthly ASC meetings, they are encouraged to attend. Staff presence at these meetings does make a difference. ASC meetings are scheduled by Advisory School Members and will be announced to staff by email as timely as feasible.

Collaborative Meetings

There are regular staff collaborative meetings on Mondays at 2:45pm. Please be prompt so we can get started right away.

Other meetings may be called, or the Monday meeting extended by an hour as needed in accordance with the Negotiated Agreement.

Instruction and Student Expectations

Student Supervision

Students must be supervised at all times during the day. No student should be left unsupervised in your classroom at any time. ALL staff members have a duty to supervise students at any time or place in the school building. This includes playground, bathrooms, lunchroom, gym, etc.

Recess Supervision Expectations - All staff assigned to the playground and cafeteria must be walking around, looking around, and talking around. Interact positively with students and encourage and acknowledge appropriate behavior.

Afterschool Activities - Sponsors, advisors, coaches, and volunteers must be sure that all areas of the activity are thoroughly supervised and maintained. Prior to leaving, supervisors of the afterschool activity are to sweep the building to ensure that all students have exited, and exits are secured. The activity sponsor will remain at the school until the last student has left.

Lesson Plans

Lesson plans are to be submitted by the beginning of the instructional week (Monday, 9:00am) in Canvas. District staff and site administrator will review these and may submit feedback or generate a conversation regarding things they noted. Work with your team if you need help with lesson plan format or expectations. Please keep current lesson plans on the clipboard by your door.

Sub Plans



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When you need to be absent from school, plans for your substitute are required and should be thorough and include everything needed for someone to run your classroom in your absence. Create a substitute teacher folder that has the following things ready so that your lesson plan and work sheets can be added.

These plans need to include:

- Seating Chart
- Class Roster (For attendance if needed)
- Lunch Count Sheets
- Weekly/Daily Schedule
- Class Rules & Procedures
- Emergency Procedures – AMBLER

Emergency Lesson Plans

Five days of emergency lesson plans are due by September 30. These plans should be stand alone and fit anywhere in your curriculum. They should include all the items above as well as a master copy of all worksheets or materials that need to be copied in the event of your sudden absence.

These plans will only be used in the event of an emergency that calls the teacher away from the classroom unexpectedly for an extended period. If your emergency plans are used during the school year a new set will need to be submitted. You may want to work with your grade level team to prepare these for all the teachers at your grade level.

Grading

The most important factor in grading is that the student, parent, and teacher reach an understanding of how a grade is arrived at.

Certified staff are expected to be familiar with the relevant Grades & Achievement policies outlined in the Student-Parent Handbook:

- Grades/Evaluation of Student Achievement
- Grades for Achievement
- Progress Reports
- Criteria for Determining Grades for Achievement
- Components of the Grading Criteria

Students in grades 3, 4, and 5 must have at least two grades reported in PowerSchool a week in all core subjects.



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Board policy states that, "whenever it becomes evident to a teacher that a student is in danger of failing a course, the teacher shall arrange a conference with the student's parent/guardian or send the parent a written report". This also needs to be documented with a log entry in PowerSchool. Parent/guardians must be notified by the teacher before a failing grade is assigned.

Grade reporting schedules, directions for entering and verifying grades, and examples of specific grade level progress reports and report cards are posted on the district webpage under PowerSchool → Teachers.

Cell Phones

During contact time with students, staff should not be on their cell phones. Personal phone usage should be confined to breaks and duty-free lunch unless phones are being used for school purposes (calling the office, calling a parent, etc.) We may be using cell phones to contact you in the event of an emergency at school. It should be with you at all times, including recess and gym.

Cell phones are not allowed for students to use from 9:00-3:30.

Cell Phone/Ear Buds/Electronic Devices (from Safe and Civil Plan)

5. Teacher tells student "Out of Sight;" if student complies, no further action. "Off and away"
6. If device comes out again, teacher notifies admin or designee to come to class to retrieve phone.
7. Student may get their phone at the end of the day on the first offense.
8. Parents will be required to get the phone on subsequent offenses.

Assemblies

Attendance/Awards assemblies will take place at the end of each semester in the gym or the Multi-Purpose Room.

Any other assembly must have Admin approval in advance of the event. Please practice the district attention signal with your students prior to the assemblies and discuss behavior expectations when listening to a speaker.

Attendance



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It is an expectation that attendance will be submitted on time and accurately. Maintaining accurate attendance records throughout the day is a safety matter.

Morning attendance should be completed no later than 9:10 AM. If students are not in attendance, please, mark them "absent". Our front office staff will adjust their attendance in PowerSchool when they come to school. Students arriving by 9:30 will be changed to "Tardy" while students arriving after 9:30 will continue to be marked as absent for the morning period. If you notice that a change needs to be made, please email the office to make the changes.

Automated phone calls go out each morning at around 9:30 to the families of students marked as unexcused absent. It is important to have your attendance entered promptly to ensure that they receive this automated call.

PM attendance should be completed as soon as you return from lunch.

Discipline Referrals

Staff members may send students to the office if the need arises for level 2 and 3 offenses. Send a note with the student or send a text explaining why you are sending a child to the office. Document all incidents in PowerSchool and notify parents when appropriate. Refer to the Student/Parent Handbook for specific levels of discipline.

Field Trips

Field Trips must be communicated to AMBLER Administration with as much advance notice as possible.

Requests can be made by submitting a draft of the permission slip that references the destination, date, and the times of departure and return. Email these requests to Mr. Matthews:

- Transportation needs to be arranged at least a week in advance of the trip to ensure that the field trip does not interfere with other scheduled uses. Talk with site administrator about this as soon as possible.
- All students attending the field trip must have a signed parent permission slip on site. In some circumstances, verbal permission via phone is okay but will not be a common practice.
- Parent volunteers and chaperones must clear a background check to participate. Front office staff must be given at least 48 hours to submit



volunteer information to Human Resources for the background check.

They will need legal name and birth date.

- Staff must notify the front office staff when they leave AMBLER and upon their return.

Homework

Board Policy 6154 outlines district guidelines with respect to homework. It should exist to reinforce academic skills and develop ideas creatively. The Board encourages staff to consider parents and guardians as a contributing resource but to keep the responsibility of homework with the student. This will look very different for the wide range of developmental levels we encounter in an elementary school setting. Please discuss homework with your team to establish developmentally appropriate practices that help our students grow and learn. Please be considerate of our families in the amount of work that you assign.

Outdoor Activity Expectations

Proper Attire – When students are outdoors for any activity, they should be dressed appropriately for the weather including proper footwear and outerwear. Outdoor recess is only allowed when it is -18°F or warmer though staff may exercise their discretion to choose indoor recess even if the conditions would technically allow outdoor activity. When the weather starts to be consistently below 20°F, students will need to have specific outdoor clothing items in order to participate. Please communicate in advance with families as that season approaches to ensure all students can participate fully. The five required items will be a hat, gloves, coat, ski pants, and boots. Reinforce this with “Please wear all five every day in order to go out and play.” The official weather website of record that we use for determining appropriate temperature is the National Weather Service for Kotzebue. Please visit the short link <https://bit.ly/Amblerwx> and bookmark this page for your reference. If you have students who are consistently not wearing appropriate gear to allow outdoor activity participation, please contact their parent or guardian. If they are in need of clothing, we may be able to help locate certain items. Reach out to Mr. Matthews if you have a student who is in need.

Behavior – Please supervise students to ensure that all equipment is used in the appropriate manner. If students are using the equipment in a risky manner or other than its intended use, please redirect them and highlight the importance of safety. When we have puddles on the playground, students should not be in



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them unless they have appropriate waterproof boots. When snow piles are present, students may climb and slide on them only if they have the appropriate attire. Students should not jump from them or wrestle on them. Reinforce that improper behavior will limit activity options for all students.

Library

Our Library Aide is responsible for setting the rules and procedures for library use and behavior. A master library schedule will be established when your class may visit the library to check out books. Large groups outside of regular library class should be arranged with the library aide in advance.

Gymnasium & Physical Education

Our gym is used throughout the day for physical education (PE) class. Classroom teachers will be provided a PE schedule for use throughout the year. Classroom teachers are responsible for carrying out PE instruction during their scheduled period. The gym office has equipment that may be used with your class. Please instruct students explicitly in the proper use of all equipment and report any damage to office staff.

Be mindful of transition times. Budget sufficient time to put away equipment, gather any student belongings, and ensure the space is ready for the next class. Arrive promptly for your scheduled time, but please wait in the hall if another class has not yet exited.

PE should consist of organized activities focused on teamwork, agility, healthy competition, and specific athletic skills. No more than one day per week should be set aside for unstructured open gym.

Team Meetings

Teamwork is critical to our work at AMBLER. Staff members will be a member of two teams, their grade level team and the cross-grade or "grade-alike" team. Special Ed teachers are also a team. Your grade level team will meet regularly to discuss progress on our school goals and to collaborate on instruction and special events. Team meeting notes will be submitted to Mr. Matthews for review and follow up. Our cross-grade teams include all staff members. These teams will meet periodically during our Monday collaborative meetings.



Parent Communication

All staff members are expected to assist in keeping an open channel of consistent communication between AMBLER families and their students' classrooms. Parents should be kept well informed through phone calls, mail, email and through classroom notes and newsletters.

Contact with parent/guardian is expected for the following situations...

- Accident/Incident
- Chronic Absenteeism
- Positive comments
- Classroom Misconduct
- D/F Grade

Teachers are welcome to use their own contact logs for regular contact, but PowerSchool entries must be used to formally document the above situations.

Chronic Absenteeism

Chronic absenteeism is defined as missing more than 10 percent of the school days in a school year. In a school year of 180 days that is 18 days per school year. Grade level teams will come up with strategies to support students and families that are struggling with attendance issues. Our school goal is a 95% attendance rate, and we will be displaying our attendance rates by classroom weekly so that students can see the impact of their absences and parents and community can see our progress toward this goal. On Fridays, the class with the highest attendance percentage for the week will receive a treat at lunch. **Nine days or less equals school success!**

Guest Speakers & Classroom Visitors

There are many place-based learning opportunities, and creating opportunities for our community, regional resources, and culture bearers to connect with classroom content and students is encouraged.

Teachers and grade-level teams need to communicate with each other and with the AMBLER Administration regarding **visitors** with as much advance notice as possible.



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All classroom volunteers and speakers must pass a background check before visiting the classroom. On the date/time of their visit, visitors should report to the office and check in with the front office.

At times, AMBLER Administration or NWABSD will arrange for visitors to speak to all classes. We will do our best to notify you with advance notice, but these schedules can vary due to inclement weather, travel to other villages, etc. Flexibility is greatly appreciated in these circumstances.

Classroom Organization

Classrooms are designed for learning and furniture and equipment were purchased to facilitate neatness and organization. Please let us know if your storage is not adequate. Develop systems within your classroom or grade level for managing papers, coats, boots, etc. so that students learn to take care of their possessions and their classroom. Even our youngest students should be learning this responsibility. Allow time with your students at the end of the day to put things away and prepare for the next day. Straightening rows, clearing the floors, and putting up chairs will help the custodians clean your classroom thoroughly in the evenings. This is essential to reduce the spread of headlice and bedbugs etc. Let the office know if you need help with organizing your classroom.

Video

Films should have an educationally relevant purpose, but Administration acknowledges celebrations and student activities are also educationally relevant.

Board policy prohibits showing any "R" rated movies in a school setting. No film/movie may be rated beyond G. In the event a movie is rated PG, parent permission must be obtained prior to showing the film. Arrangements must be made for students that do not have permission to watch the film.

Employee and Student Interactions – Safe & Civil Schools

Interactions between staff and students should be friendly and professional at all times. We strive for a 5:1 ratio of positive interactions to redirections. There is a direct correlation between staff reprimands and the frequency of misbehavior.

We get more of what we pay attention to. Behavioral and academic expectations should be clear to all students, (CHAMPS). Acknowledge students



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who are meeting and exceeding your expectations. When students misbehave, redirections should be quick and private when possible, (STOIC). Avoid lecturing the whole class about their shortcomings. Tell them what they are doing right, frequently. Harsh language and sarcasm are inappropriate for elementary students. Do not touch or grab your students in an aggressive manner.

Call the office if you need assistance with a violent child. Move your other students to safety if necessary. Your classroom should be highly structured for student success. Students should have many opportunities to respond every hour. They should be talking to the teacher and with each other more than the teacher is talking. Within an “I do, we do, you do” lesson format, the vast majority of time should be spent on “we do.” Supervision and student engagement will eliminate most discipline issues. Talk with admin or your team if you need help with this.

Bathrooms

Bathroom vandalism has been a problem in the past. Please take your students to the restroom as a group and limit individual students leaving your classroom and using the restroom unattended. Check the restrooms to make sure there are no messes or vandalism before taking a restroom break and again after your students are finished in the restroom. Go over restroom expectations frequently and be vigilant about supervision. Upper grades should have a sign out system in place for when an individual restroom break is needed. Where restrooms are shared between grade levels, please work together with others to create a schedule for restroom breaks to avoid congestion.

Special Education

Special education staff will be meeting with you soon to share IEP accommodations for students on your roster. We use a Multi-Tiered System of Support in our district to meet the needs of students who are not performing at grade level. Document your interventions with your struggling students and reach out to our special education staff if you have questions or need support.

School Counselor



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The Upriver Schools have a shared counselor who will be traveling between the three schools. The counselor will provide academic support and will be providing educational programs in the classroom.

Business Processes

Lunch

Staff may purchase breakfast and lunch through the Food Service program. A lunch costs \$9.76, and a breakfast costs \$5.28(subject to change). Please contact the building administrator for more information on payment for meals. You will not be able to charge meals for later payment.

Keys

Staff members will be issued keys to their relevant work areas. Any lost keys will need to be reported immediately to the site administrator. There is a \$100.00 charge for lost and unreturned keys.

All staff are responsible for student access to locked rooms/areas. At no time are students to utilize staff keys.

Leave/Leave Requests

All leave requests will be handled in accordance with the Negotiated Agreements and district regulations. We ask that staff, whenever possible, plan their leave and routine medical appointments for times that do not impact instruction. Regular attendance (missing fewer than 10 instructional days per year for any reason) is essential for our smooth operation.

All Leave Request need to be entered into Kronos for administrative approval.

Payrolls

Payroll is processed by the district office You are responsible for entering leave into Kronos in a timely manner to ensure you are paid correctly. Give Admin as much notice as possible when you must be away from school. Classified staff who require a paper timesheet will work with the office staff to get it completed each pay period.



Mail

All staff members will be assigned a mailbox in the office. Please check your mailbox on a regular basis as this is where book orders, interoffice mail, and other mail will be placed.

School related packages sent directly to AMBLER will be available for pick-up at the front office. Whenever possible, we will try to contact staff or deliver the package but staff expecting packages should periodically check to see if they have received any packages. Please refrain from having personal mail sent to AMBLER School.

Extra Duty Contracts

Staff members are encouraged to apply for any of our before/after-school activities. Extra duty contracts (EDCs) will be posted for ten working days. During that time, interested candidates may contact Mr. Matthews to express their interest in applying. After ten days interviews will be set-up for candidates and a selection will be made.

AMBLER-issued EDCs - These are issued and managed by Mr. Matthews Shepherd.

- Year Long - Homework Club, Art Club, Instructional Leadership Team, Social Media Specialist
- Seasonal - Cross Country, Wrestling, Battle of the Books (K-2, 3-4, 5th), Basketball, Soccer, Science Fair

District-issued EDCs - These are issued and managed by various NWABSD departments.

Resource Technology Leader [RTL] (Tech), Building Test Coordinator [BTC] (Assessments), Navigators Club (Migrant Education), Summer School (Migrant Education), Extended School Year (SPED), Reading Tutors (Curriculum)

Student Activities Accounts

The site administrator manages the student activities account with approval from the ASC. These funds are generated by school activities and by guest who utilize the school for lodging. These funds support athletics, field trips, and other approved student

Technology



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Staff Workrooms & Copiers

Staff members are expected to keep shared areas organized and efficient. Our copy machines are essential tools, and when they are out of order, it affects everyone.

- Place copies that are not yours in a visible spot.
- Put things back where you found them after use.
- Check the printer paper level after each use. Refill after use if needed.
- Take care of your copies even if you no longer need them.
- Monitor your print/copy jobs at the copier.
- Check through your printing/copying for others' work before you leave
- Report paper shortage, jams, or other problems to Front Office Staff
- **Students will not use copiers or collect papers from them**

Technology/RTL

Each school has an RTL who will act as a liaison to the NWABSD Tech Department and assist with all things tech in the building. You may receive emails from them from time to time regarding important matters, and they are here to field your questions and assist you through the diagnosis and correction of technology issues you may encounter.

If you need help with the hardware or software on your district assets (laptop, iPad, Apple TV), please email Autumn Rue.

When a solution does not exist at the building level and we must escalate to the Tech Department, staff should email techhelp@nwarctic.org and Autumn Rue. An email to Tech Help should contain as many details of the issue as possible to assist the Tech staff in resolving the issue. This can include:

- The asset numbers of any devices involved
- A detailed description of the problem
- A detailed description of any steps attempted so far
- The room number of the asset in question
- Screenshots of any error messages or alerts, if relevant

The tech assigned to your issue may update your support ticket to ask for additional information. You can reply to these subsequent help tickets by clicking "Reply" in Outlook. You may also occasionally receive Pending help ticket emails for issues that are still open and not yet resolved which do not need to be responded to.



Student Devices

We are very fortunate to have a 1:1 student to device ratio in our district allowing our students access to iPads (PreK-4th) and laptops (5th) to access curriculum and to develop the 21st century skills that will be required to be successful in school, careers, and life in general. Students should only use the device which has been assigned to them. Devices should be secured in the provided charging stations at the end of each day. Devices should never be near food or water or lay flat on the floor. Please develop clear guidelines for safe and appropriate student use of their devices and reinforce those procedures consistently.

The RTLs will work to get devices out promptly at the start of the year. You will need to complete your grade level CIPA lessons from Common Sense Education with your class before devices can be delivered to you.

As students join and leave our school throughout the year, there is a strict protocol regarding their devices. After a new student shows up in your PowerSchool roster, email techhelp@nwarctic.org with the student's name to request a device **and** charger. When it is ready, it will be delivered to the AMBLER office, and you will be notified to pick it up.

When a student leaves your roster, email techhelp@nwarctic.org to let them know that your student's device **and** charger are ready to pick up from the AMBLER office. Deliver this to the office as soon as possible after you send this email. You may not keep the device of a student who has left as a backup or extra. These devices are strictly accounted for and assigned for only a single student's use.

Student devices should not be altered in any way including applying stickers, changing screen settings, colors, backgrounds, or other similar settings. Please set strict standards for the use and care of these devices so that we may continue to enjoy access to them. **Do not underestimate the amount of monitoring that students will require** while using their devices and develop routines in your classroom that allow for that oversight.

Cybersecurity

Email and web-based apps are a significant part of our daily lives, and we must be alert to the features of common types of cyberattacks that can significant disruptions.



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Phishing – Phishing is an attempt by a third party to get you to disclose your personal information by presenting you with what looks like a legitimate webpage that you would typically use. An example would be a malicious login page that looks very similar to your bank's login page. One way to verify that you are on genuine page is to look closely in your browser's address bar. Phishing most often originates in a spam email or text message that directs you to the false webpage. Type in the address yourself or use your own saved bookmarks to access important services.

Spoofing – Spoofing is sometimes used in connection with a phishing attempt. It is when the malicious sender pretends to be someone trustworthy to entice you to click on their phishing link or attempts to get you to take another action, such as purchasing something for them or sending them money or gift cards. If an email looks suspicious or out of place or is requesting you to do something strange, reach out to the sender directly through another known way (phone, text, Teams message) to confirm the contents.

Do not share your district username and password with anyone except members of a Technology Department staff who may be diagnosing or setting up your devices. If you receive a request for your password, you can verify it by calling extension 1865 from a classroom phone or by creating a new email to techhelp@nwarctic.org with a summary of what you would like confirmed.

Legal

Accident Reporting

Staff

If an accident occurs on school property that results in a staff member being injured while on duty, either in school or participating in a school-sponsored event, staff members must report the injury by promptly completing the appropriate accident form and submitting it to their Administrator (within 24 hours).

1. Complete the Incident Reporting Form to document the accident/incident.
2. Submit this to your immediate supervisor. It will be forwarded to Human Resources.



Depending on the severity of the injury, for workman's compensation purposes, you may be required to seek medical attention. If you feel you need to seek medical attention, you will be supported in doing so.

Students

If an accident occurs that results in a student injury while the student is attending school or participating in a school-sponsored event, staff members are required to report the injury by promptly completing the appropriate accident form and submitting it to their Administrator (within 24 hours).

1. Complete the form to document the accident/incident.
2. Contact the students' parent/guardian in PowerSchool to inform them of what happened. If you are unable to contact the parent/guardian, please attempt later in the day and document the times/numbers you attempted to contact someone. Let the front office staff know if you were unable to get ahold of someone.
3. If the student was being supervised by another staff member or at a special time, communicate with the teacher about the accident/incident.
4. Document, in PowerSchool, that an Accident/Incident form was submitted that the parent/guardian was contacted and notified about the incident.

Use the DocuSign found on the Business Office webpage and completed copies will automatically be sent to Mr. Matthews, and the Business Office Director. You must be signed in to the district website, then go to Staff → Administrative Services → Forms. When the document is signed and viewed by all parties, you'll receive an email from DocuSign stating the document is completed. Download a copy for your records. Paper copies should only be used if the DocuSign is not available and must be submitted to Mr. Matthews for signature. They will then forward it on to the District Office for record keeping.

Photographs

Feel free to capture moments of your classroom day-to-day or special activities and submit them to the school or the district following established policy. These may be shared with our community and families on district-approved Facebook pages, posted in our building, or included in reports to our Advisory School Council. Students must have a current Permission to Publish form on file with the front office to share in print or online. Classroom photos are not to be posted on personal social media platforms.



Special Consideration for Students that do not have Permission to Publish

When taking class pictures have those students stand on the ends of your group so they can be cropped before it is published. This includes them while protecting their privacy. Please notify us if a student needs to be cropped from a photo or crop it prior to sending it. This is extremely important. Be aware of which students do not have permission to publish. The office will forward a list of these students periodically throughout the year.

Mandatory Training

Please reference the district's Mandatory Training webpage to access links, tracking sheet, and due dates for mandatory training.

- Click on *Sign In* in the upper right-hand corner of the webpage.
- Hover over the Staff tab and click on Mandatory Training.

For elearning courses, go to <https://education.alaska.gov/elearning>. If you don't remember your log-in reset your password as your account will remain active.

For Suicide Awareness, Prevention, Intervention and Postvention, there are 4 courses; Any 1 of 4 will satisfy the requirement.

For courses to be completed on Safe Schools, click on Safe Schools in ClassLink.

When you're done with each part, you will turn in your signature sheet and printed training certificates to the AMBLER office. Mandatory training is required by both state statute and board policy and is the responsibility of each staff member to complete. Not every training must be done every year, so please develop a system to keep track of your certificates from year to year to ensure you are only completing what is necessary.

Mandatory Reporting

Alaska Statute 41.17 requires school personnel to report suspicions of child abuse or neglect to the Office of Children's Services. If you suspect child abuse or neglect, you must contact OCS. You may discuss your concerns with Administration and/or Ms. Dukes but, as a mandated reporter, you have a legal obligation to report. If a student reports sexual abuse to you, you are not only required by law to report this to OCS, you must also contact the local police to conduct a wellness check. **To report child abuse or neglect call 1-800-478-4444 or email reportchildabuse@alaska.gov.**



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