

PROCEDURAL SAFEGUARDS AND COMPLAINTS FOR SPECIAL EDUCATION

In order to protect the rights of students with disabilities and their parents/guardians, the district shall follow all procedural safeguards as set forth in law.

Parents/guardians shall receive written notice of their rights, including the right to a due process hearing for any dispute related to the identification, evaluation or educational placement of a child or the provision of a free, appropriate public education to the child.

(cf. 6150 – Individualized Education Program)

In addition to a due process hearing, parents/guardians shall have the right to file a complaint with the Alaska Department of Education and Early Development.

Legal Reference:

UNITED STATES CODE, TITLE 20
1232g Family Educational Rights and Privacy Act
1400 - 1491 Individuals with Disabilities Act

UNITED STATES CODE, TITLE 29
794 Section 504 of the Rehabilitation Act

CODE OF FEDERAL REGULATIONS, TITLE 34
99.10 – 99.22 Inspection, review and procedures for amending education records
104.36 Procedural safeguards
300.500 – 300.517 Due process procedures for parents and children

ALASKA STATUTES
14.30.180 – 14.30.350, Education for Exceptional Children

ALASKA ADMINISTRATIVE CODE
4 AAC 52.010 – 52.990, Education for Exceptional Children

*Added 1/12
Reviewed 2/2020
Reviewed 10/2022*

**PROCEDURAL SAFEGUARDS AND COMPLAINTS
FOR SPECIAL EDUCATION**

Note: A parent of a child with a disability has specific rights or procedural safeguards under IDEA 2004. Alaska school districts are required to adopt the parents' rights statement developed by the Department of Education & Early Development, referred to as the *Notice of Procedural Safeguards*.

In order to protect the rights of students with disabilities and their parents/guardians, the district shall follow all procedural safeguards as set forth in law.

Parents/guardians shall receive written notice of their rights, including the right to a due process hearing for any dispute related to the identification, evaluation or educational placement of a child or the provision of a free, appropriate public education to the child.

(cf. 6150 – Individualized Education Program)

The Superintendent or designee shall represent the district in any due process hearings conducted with regard to district students and shall provide the Governing Board with the results of these hearings.

In addition to a due process hearing, parents/guardians shall have the right to file a complaint with the Alaska Department of Education and Early Development.

Legal Reference:

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1232g Family Educational Rights and Privacy Act
1400 - 1491 Individuals with Disabilities Act

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ALASKA STATUTES

14.30.180 – 14.30.350, Education for Exceptional Children

ALASKA ADMINISTRATIVE CODE

4 AAC 52.010 – 52.990, Education for Exceptional Children

Revised 2/08

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS

The School Board believes that instructional materials should be selected and evaluated with great care so that they are educationally sound and unbiased. Instructional materials should support the adopted courses of study and meet current curricular goals. Taken as a whole, district instructional materials should present a broad spectrum of knowledge and viewpoints, reflect the ethnic and cultural diversity of our society, and enhance the use of multiple teaching strategies and technologies.

The Superintendent or designee shall establish procedures by which new instructional materials may be requested and subsequently evaluated, together with existing materials. The review of instructional materials shall be coordinated with the overall development and evaluation of the district's curriculum. Teachers, students, parents/guardians and community members shall have the opportunity to recommend instructional materials. The district shall provide training for certificated personnel in the recognition of sex-biased materials.

(cf. 6141 - Curriculum Development and Evaluation)

The Superintendent or designee shall establish instructional material evaluation committees. These committees may include teachers, administrators and other staff who have subject-matter expertise, as well as parents/guardians and/or community members broadly representative of the district's ethnic and socioeconomic composition. Staff members who participate in selecting and/or evaluating instructional materials shall be those most competent for the task because of their professional training, experience and assignments. The majority of each evaluation committee's membership shall be teachers.

Individuals who participate in selecting and evaluating instructional materials shall have no financial interest in the materials being reviewed, recommended, or approved.

(cf. 3315 - Relations with Vendors)

(cf. 9270 - Conflict of Interest)

Recommendations for the adoption and/or withdrawal of instructional materials shall be presented to the Board by the Superintendent or designee and shall include documentation including available data to support the recommendation. All recommended materials shall be displayed and available for public inspection at the district office.

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 3270 - Sale and Disposal of Books, Equipment and Supplies)

continued.....

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

Legal Reference:

ALASKA STATUTES

11.56.100-11.56.130 Bribery and related offenses

14.07.050 Selection of textbooks

14.07.057 Transmittal of textbook selections

14.08.111 Duties

14.14.110 Cooperation with other districts

14.18.060 Discrimination in textbooks and instructional materials prohibited

Legal Reference (continued):

ALASKA ADMINISTRATIVE CODE

4 AAC 06.550 Review of instructional materials

4 AAC 06.600 Definitions

Revised 1/12

Reviewed 2/2020

Reviewed 10/2022

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS

Note: AS 14.18.060 requires boards to have instructional materials reviewed for evidence of sex bias, to use educationally sound, unbiased materials, and to provide training on sex-biased materials. AS 14.08.111 requires school boards to establish procedures for the review of materials, including compliance with AS 14.18.060. The following sample policy may be revised to reflect district philosophy and needs.

The School Board believes that instructional materials should be selected and evaluated with great care so that they are educationally sound and unbiased. Instructional materials should support the adopted courses of study and meet current curricular goals. Taken as a whole, district instructional materials should present a broad spectrum of knowledge and viewpoints, reflect the ethnic and cultural diversity of our society, and enhance the use of multiple teaching strategies and technologies.

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SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS

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ALASKA ADMINISTRATIVE CODE

4 AAC 06.550 Review of instructional materials

4 AAC 06.600 Definitions

Revised 1/04

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS**General Criteria for Selection and Evaluation**

The district shall assess the educational suitability of instructional materials according to the following criteria:

1. Relationship to the adopted courses of study and current curricular goals.
2. Contribution to a comprehensive, balanced curriculum.
3. Reliable quality of scholarship as evidenced by:
 - a. Accurate, up-to-date and well-documented information.
 - b. Objective presentation of diverse viewpoints.
 - c. Clear, concise writing and appropriate vocabulary.
 - d. Thorough treatment of subject.
4. Fair and balanced portrayal of people with regard to race, creed, color, national origin, sex and handicap.
5. Provision a wide range of materials on all levels of difficulty, with appeal to students of varied interests, abilities and maturity levels.
6. Inclusion of materials which stimulate discussion of contemporary issues and improve students' thinking and decision-making skills.
7. Contribution to the proper articulation of instruction through grade levels.
8. Quality and durability of paper, binding etc.
9. Availability of corresponding versions in languages other than English.
10. Availability and quality of corresponding teacher's guides.

Whenever possible, the district shall consider at least three different textbooks before recommending one for adoption.

Library books and reference materials do not require committee recommendation or Board approval. The librarian at each school shall select these materials in consultation with the principal, department chairpersons and teachers.

(cf. 6163.1 - Libraries/Media Centers)

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS

(continued)

Conflict of Interest

Persons evaluating instructional materials for purchase by the district shall not:

1. Be employed by any person, firm or organization submitting instructional material to the district.
2. Have or negotiate a contractual relationship with any such person, firm or organization.
3. Receive any compensation from any such person, firm or organization or any of its subsidiaries or controlling entities.
4. Have an interest as a contributor, author, editor or consultant in any textbook or other instructional material submitted to the district.
5. Discuss any instructional material or related proposal which has been or is likely to be submitted to the district with the person, entity or representative submitting it, except in a meeting scheduled and authorized by the Board or by the committee studying instructional materials.
6. Attend workshops, seminars or social events sponsored by publishers, producers or vendors of instructional materials.

Individuals formerly employed as consultants on textbooks or other materials shall not be deemed to be financially interested in the selection or evaluation of instructional materials provided they:

1. Have not had a contractual relationship or received compensation for such consultant service for two years before serving on the committee, and
2. Retain no rights to compensation accruing while they serve on the committee.

Persons shall not be disqualified from serving on review committees if they disclose their financial interest and the Board finds the interest remote enough to permit the individual's participation.

Revised 1/12
Reviewed 2/2020
Reviewed 10/2022

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS**General Criteria for Selection and Evaluation**

Note: The following sample criteria may be revised or deleted as appropriate for your district.

The district shall assess the educational suitability of instructional materials according to the following criteria:

1. Relationship to the adopted courses of study and current curricular goals.
2. Contribution to a comprehensive, balanced curriculum.
3. Reliable quality of scholarship as evidenced by:
 - a. Accurate, up-to-date and well-documented information.
 - b. Objective presentation of diverse viewpoints.
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4. Fair and balanced portrayal of people with regard to race, creed, color, national origin, sex and handicap.
5. Provision a wide range of materials on all levels of difficulty, with appeal to students of varied interests, abilities and maturity levels.
6. Inclusion of materials which stimulate discussion of contemporary issues and improve students' thinking and decision-making skills.
7. Contribution to the proper articulation of instruction through grade levels.
8. Quality and durability of paper, binding etc.
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SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS

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1. Be employed by any person, firm or organization submitting instructional material to the district.
2. Have or negotiate a contractual relationship with any such person, firm or organization.
3. Receive any compensation from any such person, firm or organization or any of its subsidiaries or controlling entities.
4. Have an interest as a contributor, author, editor or consultant in any textbook or other instructional material submitted to the district.
5. Discuss any instructional material or related proposal which has been or is likely to be submitted to the district with the person, entity or representative submitting it, except in a meeting scheduled and authorized by the Board or by the committee studying instructional materials.
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Individuals formerly employed as consultants on textbooks or other materials shall not be deemed to be financially interested in the selection or evaluation of instructional materials provided they:

1. Have not had a contractual relationship or received compensation for such consultant service for two years before serving on the committee, and
2. Retain no rights to compensation accruing while they serve on the committee.

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS
(continued)

Persons shall not be disqualified from serving on review committees if they disclose their financial interest and the Board finds the interest remote enough to permit the individual's participation.

SUPPLEMENTARY INSTRUCTIONAL MATERIALS

BP 6161.11

Teachers may use supplementary materials which are relevant to curriculum objectives and appropriate for students' ages and abilities. By using such materials, teachers can introduce content and instructional strategies that enrich the curriculum, enhance learning, help students make critical judgments, and stimulate their intellectual growth.

When selecting supplementary materials for classroom use, teachers should carefully review them and provide appropriate introductory and follow-up activities. Supplementary materials should not supplant the use of basic texts or teaching activities. Films must be used within legal copyright limits.

(cf. 6162.6 - Use of Copyrighted Materials)

The Superintendent or designee shall establish a prescreening process to be used when a teacher desires to show a film not previously approved by the district or state for educational purposes. The film may be used if found educationally suitable when so previewed. Before showing any film not previously approved, the teacher shall notify parents/guardians that the film will be shown. Students who do not receive parental permission to view the film shall be excused to an alternative supervised activity.

(cf. 6142.1 - Family Life/Sex Education)

(cf. 6144 - Controversial Issues)

Legal Reference:

ALASKA ADMINISTRATIVE CODE

4 AAC 57.910 Fees (State Farm Library)

Revised 1/12

Reviewed 3/2020

Reviewed 10/2022

SUPPLEMENTARY INSTRUCTIONAL MATERIALS

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

Teachers may use supplementary materials which are relevant to curriculum objectives and appropriate for students' ages and abilities. By using such materials, teachers can introduce content and instructional strategies that enrich the curriculum, enhance learning, help students make critical judgments, and stimulate their intellectual growth.

When selecting supplementary materials for classroom use, teachers should carefully review them and provide appropriate introductory and follow-up activities. Supplementary materials should not supplant the use of basic texts or teaching activities. Films must be used within legal copyright limits.

(cf. 6162.6 - Use of Copyrighted Materials)

Note: To avoid the use of films that offend community morals, the following optional paragraph requires a pre-screening or parental permission.

The Superintendent or designee shall establish a prescreening process to be used when a teacher desires to show a film not previously approved by the district or state for educational purposes. The film may be used if found educationally suitable when so previewed. Before showing any film not previously approved, the teacher shall notify parents/guardians that the film will be shown. Students who do not receive parental permission to view the film shall be excused to an alternative supervised activity.

(cf. 6142.1 - Family Life/Sex Education)

(cf. 6144 - Controversial Issues)

Legal Reference:

ALASKA ADMINISTRATIVE CODE

4 AAC 57.910 Fees (State Farm Library)

DAMAGED OR LOST INSTRUCTIONAL MATERIALS

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

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

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

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

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

(cf. 5125.3- Withholding Grades, Diploma or Transcripts)

(cf. 5131.5 - Vandalism, Theft and Graffiti)

Revised 1/09

Reviewed 11/11

Reviewed 3/2020

Reviewed 10/2022

DAMAGED OR LOST INSTRUCTIONAL MATERIALS

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(cf. 5125.3- Withholding Grades, Diploma or Transcripts)

(cf. 5131.5 - Vandalism, Theft and Graffiti)

Revised 1/09

SECURITY OF INTERNET SYSTEM

System security will be protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, the following guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another student's or teacher's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.
4. When using the District's network, students must use the email account that has been assigned by the District. Individuals shall not use or access any free Internet-based email service, such as Hotmail or Yahoo, when using the District network.

Safety

To the greatest extent possible, users of the network will be protected from harassment or unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall immediately bring them to the attention of a teacher or administrator.

Network users shall not reveal personal addresses or telephone numbers to other users on the network.

Complaints

Written complaints regarding student and/or staff access to or use of specific resources available on the Internet will be received, reviewed and acted upon in accordance with the district's policy on challenged instructional materials.

Revised 4/11
Reviewed 3/2020
Reviewed 10/2022

SECURITY OF INTERNET SYSTEM

AR 6161.4

Note: The following procedures governing use of the Internet system should be revised as necessary to reflect local district practice.

System security will be protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, the following guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another student's or teacher's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

Note: The following language bans free email accounts. If your district already assigns a district account to students and staff, you may want to consider banning Internet-based free accounts. Banning such email minimizes the ability of users to make anonymous threats from the district computer system. Additionally, free email usually serves no educational purpose.

4. When using the district's network, employees and students must use the email account that has been assigned by the district. Individuals shall not use or access any free Internet-based email service, such as Hotmail or Yahoo, when using the district network.

Safety

To the greatest extent possible, users of the network will be protected from harassment, intimidation or bullying, and from unwanted or unsolicited communication. Any network user who receives unwelcome communications shall immediately bring them to the attention of a teacher or administrator.

Network users shall not reveal personal addresses or telephone numbers to other users on the network.

Complaints

Written complaints regarding student and/or staff access to or use of specific resources available on the Internet will be received, reviewed and acted upon in accordance with the district's policy on challenged instructional materials.

Revised 3/2012

INTERNET ACCESS PERMISSION LETTER TO PARENTS

Your child has access to electronic communication known as the Internet. The vast domain of information contained within Internet's libraries can provide unlimited opportunities to students.

Students will be able to access the Internet through district-provided internet service. Individual student accounts and electronic mail addresses will be issued to students at this time. If a student already has an electronic mail address, he/she will not be permitted to use the address to send and receive mail at school.

Students will be expected to abide by the following network etiquette:

- The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. Students will abide by the policies and procedures of these other networks.
- Students will respect all copyright and license agreements.
- Students will cite all quotes, references, and sources.
- Students will only remain on the system long enough to get needed information.
- Students will apply the same privacy, ethical and educational considerations utilized in other forms of communication.
- Student access for electronic mail will be through (the supervising teacher's account/their own account). Students should adhere to the following guidelines:
 - a. Others may be able to read or access the mail, so private messages should not be sent.
 - b. Delete unwanted messages immediately.
 - c. Use of objectionable language is prohibited.
 - d. Always sign messages.
 - e. Always acknowledge receipt of a document or file.
- Students accessing Internet services that have a cost involved will be responsible for payment of those costs.

Internet Access Permission Letter to Parents

Please sign the form if you would like your child to be granted Internet access and return the permission form to your child's school.

Student Name _____ Grade _____

School _____ Date _____

(Parent or guardian signature)

If you have granted your child Internet access, please have them respond to the following:

I have read the expected network etiquette and agree to abide by these provisions.
I understand that violation of these provisions may constitute suspension or revocation of Internet privileges.

I agree to be responsible for payment of costs incurred by accessing any Internet services that have a cost involved.

(Student signature)

Internet Access Permission Letter to Parents**AGREEMENT FOR ACCEPTABLE USE OF THE INTERNET
BY A NONSCHOOL USER**

You are being given access to the District's electronic communications system. Through this system, you will be able to communicate with other schools, colleges, organizations, and people around the world through the Internet and other electronic information systems/networks. You will have access to hundreds of databases, libraries, and computer services all over the world.

With this opportunity comes responsibility. It is important that you read the District policy, administrative regulations, and agreement form and ask questions if you need help in understanding them. Inappropriate system use will result in the loss of the privilege to use this educational tool.

RULES FOR APPROPRIATE USE

- You may be assigned an individual account, and you are responsible for not sharing the password for that account with others.
- You will be held responsible at all times for the proper use of your account, and the District may suspend or revoke your access if you violate the rules.
- Remember that people who receive e-mail from you with a school address might think your message represents the school's point of view.

INAPPROPRIATE USES

- Using the system for any illegal purpose.
- Borrowing someone's account without permission.
- Downloading or using copyrighted information without permission from the copyright holder.
- Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Wasting school resources through improper use of the computer system.
- Gaining unauthorized access to restricted information or resources.

Internet Access Permission Letter to Parents

CONSEQUENCES FOR INAPPROPRIATE USE

- Suspension of access to the system;
- Revocation of the computer system account; or
- Other legal action, in accordance with applicable laws.

I understand that my computer use is not private and that the District will monitor my activity on the computer system.

I have read the District's electronic communications system policy and administrative regulations and agree to abide by their provisions. In consideration for the privilege of using the District's electronic communications system and in consideration for having access to the public networks, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use of, or inability to use, the system, including, without limitation, the type of damages identified in the District's policy and administrative regulations.

Signature _____

Home address _____

Date _____ Home phone number _____

*Revised 4/11
Reviewed 3/2020
Reviewed 10/2022*

STUDENT INTERNET USER AGREEMENT

E 6161.4(a)

Note: The following Student Internet User Agreement was developed by the Anchorage School District.

Dear Parent or Guardian,

We are pleased to offer students access to the District computer network for internet access. To obtain Internet access, all students must obtain parental permission and must sign and return this form to the school office.

Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

District Internet and E-mail Rights and Responsibilities

Students are expected to act in a considerate and responsible manner when accessing network services. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others. Parent permission is required and students who do not have such permission are responsible for not accessing the Internet at school. Access is a privilege, not a right, and entails responsibility.

Individual users of the District computer networks are responsible for their behavior and communications over those networks. It is expected that users will comply with District standards and will honor the agreements they have signed.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on District servers will always be private.

Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide students toward appropriate materials.

The following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Violating copyright laws
- Trespassing in another's folders, work or files
- Employing the network for commercial purposes
- Deliberate damage to hardware or software
- Use of District computers for illegal activities
- Using another's password

STUDENT INTERNET USER AGREEMENT

E 6161.4(b)

Violation may result in a loss of access as well as other disciplinary or legal action. For more information, see the School Board Policies.

The School District is not liable for any harm or injury that a user may suffer as a consequence of any inaccurate information the user may obtain through the Internet. By entering into this User Agreement, the user agrees to be bound by this release of liability and waives any and all rights to assert claims which may arise as a consequence of any inaccurate information obtained from the Internet. (2 AAC 96.400-420)

As a user of the School District Computer network, I agree to comply with the rules stated on the reverse side of this form regarding communications over the network, while honoring all relevant laws and restrictions.

Student Information:

Student ID#

Grade

Student Name (Please print)

Student Signature

Date

I have read the Student Internet User Agreement and as a parent or legal guardian of the minor student signing above, I grant permission for my student to access networked computer services such as electronic mail and the Internet. I recognize it is impossible for the School District to restrict access to all controversial materials. I hereby give permission for my child to access the Internet and to publish information on web pages (except for home addresses and phone numbers) and certify that the information contained on this form is correct. This permission shall be in effect as long as this student is enrolled in the School District. I may at any time revoke this permission by notifying the student's school in writing.

Parent/Guardian Information:

Parent/Guardian Name (Please print)

Parent/Guardian Signature

Date

ELECTRONIC COMMUNICATION AND DATA MANAGEMENT E 6161.4(c)

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BY A NONSCHOOL USER**

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With this opportunity comes responsibility. It is important that you read the district policy, administrative regulations, and agreement form and ask questions if you need help in understanding them. Inappropriate system use will result in the loss of the privilege to use this educational tool.

RULES FOR APPROPRIATE USE

You may be assigned an individual account, and you are responsible for not sharing the password for that account with others.

You will be held responsible at all times for the proper use of your account, and the district may suspend or revoke your access if you violate the rules.

Remember that people who receive e-mail from you with a school address might think your message represents the school's point of view.

INAPPROPRIATE USES

Using the system for any illegal purpose.

Borrowing someone's account without permission.

Downloading or using copyrighted information without permission from the copyright holder.

Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.

Wasting school resources through improper use of the computer system.

ELECTRONIC COMMUNICATION AND DATA MANAGEMENT (continued)

Gaining unauthorized access to restricted information or resources.

CONSEQUENCES FOR INAPPROPRIATE USE

Suspension of access to the system;

Revocation of the computer system account; or

Other legal action, in accordance with applicable laws.

I understand that my computer use is not private and that the district will monitor my activity on the computer system.

I have read the district's electronic communications system policy and administrative regulations and agree to abide by their provisions. In consideration for the privilege of using the district's electronic communications system and in consideration for having access to the public networks, I hereby release the district, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use of, or inability to use, the system, including, without limitation, the type of damages identified in the district's policy and administrative regulations.

Signature _____

Home address _____

Date _____ Home phone number _____

Revised 3/2012

WEB SITES/PAGES**Web Page Development Guidelines**

The District needs to educate all students as they prepare for a productive life in a changing world. The use of the Internet and associated technology is playing an increasing role in student education.

Adherence to these guidelines will insure proper use of the District's network capabilities and proper conduct of the user. The construction and ongoing maintenance of a home page/web site that represents the District is to be viewed as a public information vehicle subject to the following guidelines which require efficient, ethical and legal utilization of networks resources.

Webmaster

Defined: A Webmaster is the person who is responsible for the content and publication of their school or district site World Wide Web home page upon final approval of the school principal or district department supervisor. There may be more than one home page per school but these will be linked from the school's main home page.

Responsibilities:

- Screen all material before publication.
- Check all links for accuracy and appropriateness.
- Receive all links for accuracy of all material to be posted.
- Upload material to the district web server.
- Insure that the district Webmaster has the name of the current school Webmaster.
- Purging home page information of outdated pages or those no longer in use.

Caution: Keep an updated copy of all school web pages on the Webmaster computer. See District Webmaster responsibilities below.

District Webmaster

The district Webmaster will maintain the district web server. Update procedures and rights will be provided by the Webmaster.

To keep the district web server free of outdated or unused files, the district Webmaster will periodically purge all files, requiring each school Webmaster to reload their new or updated files. Adequate advance notice will be provided to insure that backup files are present and updated.

Sponsoring Teacher or Administrator

Defined: Any teacher or administrator willing to be responsible for proofing student material prior to submission to the Webmaster for publication on the school's World Wide Web home page.

WEB SITES/PAGES

Responsibilities:

- Instruct student on proper use and guidelines before development of the student page begins.
- Insure that student work has educational value.
- Screen student material to insure that it adheres to the district goals, guidelines and policies.
(Refer to guidelines below)

Student or District Employee

Student: any student currently enrolled in the District.
District Employee: any person currently employed by the District.

Any student wishing to publish a web page must first have a teacher willing to sponsor their material before it is submitted to their school's Webmaster. Any district employee is responsible for meeting district guidelines before submission to their site Webmaster.

Web Page Publishing Guidelines

Each school web page shall contain a disclaimer statement similar to the following:

- "We have made every reasonable attempt to insure that our web pages are educationally sound and do not contain links to any questionable material or anything that can be deemed in violation of the Acceptable Use Policy."
- Material to be published must not display, access or link to sites deemed offensive by the District's Acceptable Use Policy. All published material must have educational value and/or support the District's guidelines, goals and policies.
- The only material to be published on the District web server must come from the designated school or department site Webmaster. All personnel defined in this document must have on file the signed signature page. This signature page will reside with the school or district department administrator.
- The web is a very dynamic resource. It is strongly recommended that links to pre-existing sites be checked regularly to insure that their links are not going to inappropriate sites.
- Student work should not be published on a web site unless both the student and the parent(s) or guardian(s) have signed the signature page. An exception would be if the work is part of an existing publication such as a newspaper or school newsletter.

WEB SITES/PAGES

- At no time should a student's personal e-mail address or phone number appear on a school or district web page. All e-mail should be directed to the school or site web master.
- Please pay particular attention to the copyright information found below.

The principal or district supervisor should designate an additional staff member in each school or department (if it is not the Webmaster) to regularly "visit" their web site to check for appropriateness and the legal issues which may arise when a school or district department engages in global publishing.

Copyright Issues

Copyright law and district policy do not allow the re-publishing of text or graphics found on the Web on district Web sites of file services without explicit written permission.

- For each re-publishing (on a Web site or file server) of a graphic or a text file which was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. In many cases, that notice should also include the URL (Web address) of the original source.
- Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions to file before the Web pages are actually published. In the case of "public domain" documents, printed evidence must be provided to document the status of the materials.
- The failure of a site to display a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. If the materials have been improperly and illegally displayed by a Web site, the manager of that Web site may not be considered a source of permission.
- The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- Student work may only be published if there is written permission from both parent and student.

Staff members and students with questions regarding these guidelines are advised to check with the library media specialist in their building before proceeding with the collection of images and text.

WEB SITES/PAGES**Privacy Issues**

In addition to copyright issues, careful thought and attention must be given to privacy issues. These include the following:

- Student directory information may not be published if parents have requested that it be withheld.
- Photographs of students or staff should be used only with permission from the parents or staff workers.
- Student's last names shall not be used on web sites.

Suggested Content

School web sites could include the following types of content:

Welcome	Curriculum	School Projects
Special Emphasis Program	Principal's Message	School Map
School Handbook	Superintendent's Message	Parent's Conference
Calendars	Lunch Menu	Parents
Student Projects	Office News	Links to other educational sites
School Club/Activities	Program Philosophy	Educational Resources for Parents

Only the web sites/pages created under the auspices of this administrative regulation will be offered representatives of the Craig City School District.

Revised 4/11

Reviewed 3/2020

Reviewed 10/2022

WEB SITES/PAGES**Web Page Development Guidelines**

The District needs to educate all students as they prepare for a productive life in a changing world. The use of the Internet and associated technology is playing an increasing role in student education.

Adherence to these guidelines will insure proper use of the District's network capabilities and proper conduct of the user. The construction and ongoing maintenance of a home page/web site that represents the District is to be viewed as a public information vehicle subject to the following guidelines which require efficient, ethical and legal utilization of networks resources.

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Defined: A Webmaster is the person who is responsible for the content and publication of their school or district site World Wide Web home page upon final approval of the school principal or district department supervisor. There may be more than one home page per school but these will be linked from the school's main home page.

Responsibilities:

- Screen all material before publication.
- Check all links for accuracy and appropriateness.
- Receive all links for accuracy of all material to be posted.
- Upload material to the district web server.
- Insure that the district Webmaster has the name of the current school Webmaster.
- Purging home page information of outdated pages or those no longer in use.

Caution: Keep an updated copy of all school web pages on the Webmaster computer. See District Webmaster responsibilities below.

District Webmaster

The district Webmaster will maintain the district web server. Update procedures and rights will be provided by the Webmaster.

To keep the district web server free of outdated or unused files, the district Webmaster will periodically purge all files, requiring each school Webmaster to reload their new or updated files. Adequate advance notice will be provided to insure that backup files are present and updated.

WEB SITES/PAGES

Sponsoring Teacher of Administrator

Defined: Any teacher or administrator willing to be responsible for proofing student material prior to submission to the Webmaster for publication on the school's World Wide Web home page.

Responsibilities:

- Instruct student on proper use and guidelines before development of the student page begins.
- Insure that student work has educational value.
- Screen student material to insure that it adheres to the district goals, guidelines and policies.
(Refer to guidelines below.)

Student or District Employee

Student:	any student currently enrolled in the District.
District Employee:	any person currently employed by the District.

Any student wishing to publish a web page must first have a teacher willing to sponsor their material before it is submitted to their school's Webmaster. Any district employee is responsible for meeting district guidelines before submission to their site Webmaster.

WEB SITES/PAGES

Web Page Publishing Guidelines

Each school web page shall contain a disclaimer statement similar to the following:

- “We have made every reasonable attempt to insure that our web pages are educationally sound and do not contain links to any questionable material or anything that can be deemed in violation of the Acceptable Use Policy.”
- Material to be published must not display, access or link to sites deemed offensive by the District’s Acceptable Use Policy. All published material must have educational value and/or support the District’s guidelines, goals and policies.
- The only material to be published on the District web server must come from the designated school or department site Webmaster. All personnel defined in this document must have on file the signed signature page. This signature page will reside with the school or district department administrator.
- The web is a very dynamic resource. It is strongly recommended that links to pre-existing sites be checked regularly to insure that their links are not going to inappropriate sites.
- Student work should not be published on a web site unless both the student and the parent(s) or guardian(s) have signed the signature page. An exception would be if the work is part of an existing publication such as a newspaper or school newsletter.
- At no time should a student’s personal e-mail address or phone number appear on a school or district web page. All e-mail should be directed to the school or site web master.
- Please pay particular attention to the copyright information found below.

The principal or district supervisor should designate an additional staff member in each school or department (if it is not the Webmaster) to regularly “visit” their web site to check for appropriateness and the legal issues which may arise when a school or district department engages in global publishing.

WEB SITES/PAGES**Copyright Issues**

Copyright law and district policy do not allow the re-publishing of text or graphics found on the Web on district Web sites of file services without explicit written permission.

- For each re-publishing (on a Web site or file server) of a graphic or a text file which was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. In many cases, that notice should also include the URL (Web address) of the original source.
- Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions to file before the Web pages are actually published. In the case of "public domain" documents, printed evidence must be provided to document the status of the materials.
- The failure of a site to display a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. If the materials have been improperly and illegally displayed by a Web site, the manager of that Web site may not be considered a source of permission.
- The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- Student work may only be published if there is written permission from both parent and student.

Staff members and students with questions regarding these guidelines are advised to check with the library media specialist in their building before proceeding with the collection of images and text.

Privacy Issues

In addition to copyright issues, careful thought and attention must be given to privacy issues. These include the following:

- Student directory information may not be published if parents have requested that it be withheld.
- Photographs of students or staff should be used only with permission from the parents or staff workers.
- Student's last names shall not be used on web sites.

WEB SITES/PAGES**Suggested Content**

School web sites could include the following types of content:

Welcome	Curriculum	School Projects
Special Emphasis Program	Principal's Message	School Map
School Handbook	Superintendent's Message	Parent's Conference
Calendars	Lunch Menu	Parents
Student Projects	Office News	Links to other educational sites
School Club/Activities	Program Philosophy	Educational Resources for Parents

Only the web sites/pages created under the auspices of this administrative regulation will be offered representatives of the _____ School District.

WEB SITES/PAGES

The Board allows the district and schools within the district to create and maintain World Wide Web sites for educational purposes. Web sites are avenues for educating, providing information, communicating and expressing creativity. District and individual school web sites shall be used to share information about school curriculum and instruction, school-authorized activities, and other information relating to our schools and our mission. Web sites shall also provide instructional resources for staff and students.

Materials displayed on web sites are published on the Internet. Therefore, the content should be professional quality and consistent with the education mission of the school system. Web sites shall follow standards for ethical behavior in regard to information and technology by showing use of information and technology. Pages shall reflect an understanding that both internal and external audiences will be viewing the information.

Any pages or links representing the school district shall follow guidelines and responsibilities pertaining to content standards, student records, copyright, and technical standards which are contained in the administrative regulations which accompany this policy.

(cf. 1100 – Communications with the Public)
(cf. 5125 – Student Records)
(cf. 5145.2 – Freedom of Speech/Expression)
(cf. 6145.3 – Publications)
(cf. 6161.1 – Selection and Evaluation of Instructional Materials)
(cf. 6161.4 – Internet)
(cf. 6162.6 – Use of Copyrighted Materials)
(cf. 6163.1 – Libraries/Media Centers)

Legal Reference:

UNITED STATES CODE

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g.
Public Law 94-553, The Copyright Act of 1976, 17 U.S.C. 101 et seq.

CODE OF FEDERAL REGULATIONS

Dept. of Educ. 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA.

Added 2/01
Reviewed 11/11
Reviewed 3/2020
Reviewed 10/2022

WEB SITES/PAGES

Note: School district Web sites commonly convey basic information such as school board minutes, lunch menus, bus scheduled, sports schedules, meeting schedules, school news and policy information. Such sites are important in establishing communications with other schools and fostering collaboration between students and teachers around the world. The district's Web site also provides direct and instant communication with anyone having an interest in the school district at any time of the day. Immediate access, however, raises important policy questions. In order to realize the positive benefits schools can achieve from exhibiting staff and student creativity via publishing on the Internet, schools need to establish and maintain high standards for quality and content as well as for student safety and community values. Any school publication requires editorial standards and this type of publication is no different. Web sites should have clear goals and editorial purposes which help eliminate personal student home pages that are more likely to contain questionable material. This policy and accompanying regulations and guidelines spell out responsibilities in the area of publishing.

The Board allows the district and schools within the district to create and maintain World Wide Web sites for educational purposes. Web sites are avenues for educating, providing information, communicating and expressing creativity. District and individual school web sites shall be used to share information about school curriculum and instruction, school-authorized activities, and other information relating to our schools and our mission. Web sites shall also provide instructional resources for staff and students.

Materials displayed on web sites are published on the Internet. Therefore, the content should be professional quality and consistent with the education mission of the school system. Web sites shall follow standards for ethical behavior in regard to information and technology by showing use of information and technology. Pages shall reflect an understanding that both internal and external audiences will be viewing the information.

Any pages or links representing the school district shall follow guidelines and responsibilities pertaining to content standards, student records, copyright, and technical standards which are contained in the administrative regulations which accompany this policy.

(cf. 1100 – Communications with the Public)
(cf. 5125 – Student Records)
(cf. 5145.2 – Freedom of Speech/Expression)
(cf. 6145.3 – Publications)
(cf. 6161.1 – Selection and Evaluation of Instructional Materials)
(cf. 6161.4 – Internet)
(cf. 6162.6 – Use of Copyrighted Materials)
(cf. 6163.1 – Libraries/Media Centers)

Instruction

BP 6161.5(b)

WEB SITES/PAGES

Legal Reference:

UNITED STATES CODE

*Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g.
Public Law 94-553, The Copyright Act of 1976, 17 U.S.C. 101 et seq.*

CODE OF FEDERAL REGULATIONS

Dept. of Educ. 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA.

Added 9/99

WEB SITES/PAGES**Web Page Development Contract****Principal/District Supervisor**

I understand that I am responsible for all material published on my school/site's Web Page. I have reviewed the Web Page Development Guidelines with my school/site's Web Master. All signed contracts will remain on file at my school/site.

Principal/Site Supervisor: _____

(please print)

Signature: _____

Date: _____

Webmaster

I understand any violation of the Web Page Development Guidelines may result in disciplinary and/or legal action. I agree to report any misuse of the electronic information resources to my principal or site supervisor. I realize that I am also accountable to the guidelines within the Acceptable Use Policy.

Webmaster Name: _____

(please print)

Signature: _____

Date: _____

Sponsoring Teacher

As the sponsoring teacher, I agree to instruct the student on the district guidelines governing the development of a school Web page. I also agree to report any misuse of electronic information resources to my school principal or district supervisor.

Sponsoring Teacher Name: _____

(please print)

Signature: _____

Date: _____

WEB SITES/PAGES**Student/District Employee**

I agree to support and follow the Acceptable Use Policy and the Web Page Development Contract. I understand any violation of the said contracts will result in the loss of my user account and may result in further disciplinary and/or legal action. I agree to report any misuse of the electronic information resources to an administrator.

Student/District Employee Name: _____

(please print)

Signature: _____

Date: _____

Parent/Guardian

As the parent or guardian of this student, I have read this contract and understand that access to electronic information resources is designed for educational purposes. I agree to allow to have my student's work* and/or photograph** to be published on the school web page. I understand that it is impossible for the District to restrict access to all controversial materials and I will not hold the District responsible for controversial materials my child acquires on the District's Wide Area Network.

I accept full responsibility for supervision if and when my child's use of electronic information resources is not in a school setting. I hereby give my permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian Name _____

(please print)

Signature _____

Name of Student _____

Date _____

* I do not give permission for my student's work to be published on the school web page.

** I do not give permission for my student's photograph to be published on the school web page.

*Revised 4/11**Reviewed 3/2020**Reviewed 10/2022*

WEB SITES/PAGES**Web Page Development Contract****Principal/District Supervisor**

I understand that I am responsible for all material published on my school/site's Web Page. I have reviewed the Web Page Development Guidelines with my school/site's Web Master. All signed contracts will remain on file at my school/site.

Principal/Site Supervisor: _____
(please print)

Signature: _____

Date: _____

Webmaster

I understand any violation of the Web Page Development Guidelines may result in disciplinary and/or legal action. I agree to report any misuse of the electronic information resources to my principal or site supervisor. I realize that I am also accountable to the guidelines within the Acceptable Use Policy.

Webmaster Name: _____
(please print)

Signature: _____

Date: _____

Sponsoring Teacher

As the sponsoring teacher, I agree to instruct the student on the district guidelines governing the development of a school Web page. I also agree to report any misuse of electronic information resources to my school principal or district supervisor.

Sponsoring Teacher Name: _____
(please print)

Signature: _____

Date: _____

WEB SITES/PAGES**Student/District Employee**

I agree to support and follow the Acceptable Use Policy and the Web Page Development Contract. I understand any violation of the said contracts will result in the loss of my user account and may result in further disciplinary and/or legal action. I agree to report any misuse of the electronic information resources to an administrator.

Student/District Employee Name: _____
(please print)

Signature: _____

Date: _____

Parent/Guardian

As the parent or guardian of this student, I have read this contract and understand that access to electronic information resources is designed for educational purposes. I agree to allow to have my student's work* and/or photograph** to be published on the school web page. I understand that it is impossible for the District to restrict access to all controversial materials and I will not hold the District responsible for controversial materials my child acquires on the District's Wide Area Network.

I accept full responsibility for supervision if and when my child's use of electronic information resources is not in a school setting. I hereby give my permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian Name _____
(please print)

Signature _____

Name of Student _____

Date _____

*I do not give permission for my student's work to be published on the school web page.

WEB SITES/PAGES

****I do not give permission for my student's photograph to be published on the school web page.**

Added 9/99

STANDARDIZED TESTING/TEST ADMINISTRATION

AR 6162.5(a)

Test Center:

The Superintendent or designee shall identify a school test center(s) where all state required assessments shall be administered, as required by state regulation or the Department. The test center must be well lighted, secure, free of disruptions, and have an established seating arrangement. Only designated district test coordinators, associate coordinators, proctors or test administrators may be in the test center rooms during student testing.

District Test Coordinator and Testing Personnel:

The Superintendent or designee shall designate a certificated employee of the district to be the test coordinator. If more than one test center is required, an on-site associate test coordinator will also be designated for each test center. The test coordinator or associate coordinator is responsible for assigning as many test administrators or test proctors to each test center as necessary to ensure adequate supervision or monitoring of students. Test proctors must hold an Alaska teacher certificate. No teacher may be assigned to proctor the exam if the teacher's classroom students are taking the exam. Enough proctors must be assigned to ensure adequate supervision of the testing process with a minimum of one test proctor for each 30 examinees.

District personnel responsible for test administration shall:

1. Annually execute a test security agreement prepared by the Department affirming the employee's obligation to follow required procedures for test security and administration;
2. Provide training in test procedures to all district staff involved in testing as directed by the Department, and ensure staff completes the training; and
3. Ensure that all district staff involved in testing read and follow testing procedures and manuals published by the test publisher.

Test Security:

Each test booklet and test administration manual must be accounted for from the time the materials arrive at the district until the time the materials are returned to the test publisher. All district staff shall maintain the security and confidentiality of electronic test data files, individual student reports, and other testing reports designated as secure.

In ensuring test security, the Superintendent or designee shall:

1. Inventory and track the test materials;
2. Securely store the materials before and after their distribution to school test centers;
3. Control the distribution of the tests to and from the test centers;
4. Control the storage, distribution, administration, and collection of tests at the test center;

STANDARDIZED TESTING/TEST ADMINISTRATION (continued)

AR 6162.5(b)

5. Ensure that no student or other individual receives a copy of the test, or learns of a specific test question or item, before the time and date of testing, unless knowledge of the question or item is necessary for delivery of accommodations; and
6. Ensure that no test or test question is copied in any manner, whether on paper or by electronic means.
7. Require that staff members administering tests supervise students during the testing period, and require that those staff members do not access electronic devices during the testing period except as necessary to administer the test.

Test Administration

The following measures shall be taken before and during test administration by the Superintendent or designee and by those individuals supervising the testing process:

1. Prior to administering the tests, code the tests according to test administration directions;
2. Ensure that examinees use only those reference materials allowed by the test publisher's testing procedures;
3. Ensure that examinees do not exchange information during a test, except when specified by the test procedure;
4. Ensure that an examinee's answer is not altered after testing is completed;
5. Ensure that no test or test question is copied, reproduced, or paraphrased in any manner by an examinee or anyone else; and
6. Ensure that no examinee is assisted in responding to, or review of, specific test questions or items before, during, or after a test session.

Breach of Test Security

District personnel in charge of testing shall immediately report any breach of test security to the Department. A certificated employee who breaches test security is subject to investigation and action by the Professional Teaching Practices Commission.

*Revised to AASB Update 6/2020
Reviewed 10/2022*

STANDARDIZED TESTING/TEST ADMINISTRATION

AR 6162.5(a)

Note: The following procedures are based on regulations adopted by the Alaska Department of Education and Early Development for the administration of the standards-based tests, the English language proficiency assessment, and the college and career readiness assessment. 06.765, 06.700 and 06.717. The Department has established uniform test administration requirements for all statewide assessments, including provisions for test security. 4 AAC 06.761, 06.765. The Department will provide each test coordinator, associate test coordinator, proctor and test administrator a test security agreement which must be signed affirming that the testing procedures of the Department and the test publisher will be followed. The test security and test administration provisions are applicable to all state required assessments. A certificated employee who breaches test security is subject to investigation and adjudication by the Professional Teaching Practices Commission.

Test Center:

The Superintendent or designee shall identify a school test center(s) where all state required assessments shall be administered, as required by state regulation or the Department. The test center must be well lighted, secure, free of disruptions, and have an established seating arrangement. Only designated district test coordinators, associate coordinators, proctors or test administrators may be in the test center rooms during student testing. **District Test Coordinator and Testing Personnel:**

The Superintendent or designee shall designate a certificated employee of the district to be the test coordinator. If more than one test center is required, an on-site associate test coordinator will also be designated for each test center. The test coordinator or associate coordinator is responsible for assigning as many test administrators or test proctors to each test center as necessary to ensure adequate supervision or monitoring of students. Test proctors must hold an Alaska teacher certificate. No teacher may be assigned to proctor the exam if the teacher's classroom students are taking the exam. Enough proctors must be assigned to ensure adequate supervision of the testing process with a minimum of one test proctor for each 30 examinees.

District personnel responsible for test administration shall:

1. Annually execute a test security agreement prepared by the Department affirming the employee's obligation to follow required procedures for test security and administration;
2. Provide training in test procedures to all district staff involved in testing as directed by the Department, and ensure staff completes the training; and
3. Ensure that all district staff involved in testing read and follow testing procedures and manuals published by the test publisher.

Instruction

STANDARDIZED TESTING/TEST ADMINISTRATION (continued)

AR 6162.5(b)

Test Security:

Each test booklet and test administration manual must be accounted for from the time the materials arrive at the district until the time the materials are returned to the test publisher. All district staff shall maintain the security and confidentiality of electronic test data files, individual student reports, and other testing reports designated as secure.

In ensuring test security, the Superintendent or designee shall:

1. Inventory and track the test materials;
2. Securely store the materials before and after their distribution to school test centers;
3. Control the distribution of the tests to and from the test centers;
4. Control the storage, distribution, administration, and collection of tests at the test center;
5. Ensure that no student or other individual receives a copy of the test, or learns of a specific test question or item, before the time and date of testing, unless knowledge of the question or item is necessary for delivery of accommodations; and
6. Ensure that no test or test question is copied in any manner, whether on paper or by electronic means.
7. Require that staff members administering tests supervise students during the testing period, and require that those staff members do not access electronic devices during the testing period except as necessary to administer the test.

Test Administration

The following measures shall be taken before and during test administration by the Superintendent or designee and by those individuals supervising the testing process:

1. Prior to administering the tests, code the tests according to test administration directions;
2. Ensure that examinees use only those reference materials allowed by the test publisher's testing procedures;
3. Ensure that examinees do not exchange information during a test, except when specified by the test procedure;
4. Ensure that an examinee's answer is not altered after testing is completed;
5. Ensure that no test or test question is copied, reproduced, or paraphrased in any manner by an examinee or anyone else; and
6. Ensure that no examinee is assisted in responding to, or review of, specific test questions or items before, during, or after a test session.

Instruction

STANDARDIZED TESTING/TEST ADMINISTRATION (continued)

AR 6162.5(c)

Breach of Test Security

District personnel in charge of testing shall immediately report any breach of test security to the Department. A certificated employee who breaches test security is subject to investigation and action by the Professional Teaching Practices Commission.

Note: If a student's IEP requires a modification that violates test security, the modification will be provided only if it does not affect test security for other students. A modification that violates test security results in an invalid assessment. 4 AAC 06.765.

Revised 4/2020

STANDARDIZED TESTING

BP 6162.5

The School Board believes that schools must consider each student as an individual and that testing, by itself, cannot determine the best educational choices for a student.

(cf. 6164.2 - Guidance Services)

Standardized tests are one component to measure student performance related to state standards and often measure only the most commonly tested skills. The results of these tests should not be overly emphasized nor limit curricular options and the richness of district programs. The School Board believes that major conclusions about students and district programs must always be based upon a variety of evaluation measures. The district shall administer all tests required by state law. When district test scores are published, the Superintendent or designee shall provide supplementary information to interpret the results.

(cf. 6146.3 College and Career Readiness Assessments)

(cf. 6162.8 - Research)

Legal Reference:

ALASKA STATUTES

14.03.110 Questionnaires and surveys administered in public schools

14.03.075 College and career readiness assessment

14.07.020 Duties of the Department

ALASKA ADMINISTRATIVE CODE

4 AAC 05.080 School curriculum and personnel

4 AAC 06.700 - 4 AAC 06.790 Statewide student assessment

4 AAC 06.761 Test Administration

4 AAC 06.765 Test Security; Consequences of Breach

Revised 10/2015

Reviewed 3/2020

Reviewed 10/2022

STANDARDIZED TESTING

BP 6162.5(a)

Note: Alaska has a statewide student assessment system consisting of standardized norm-referenced tests, standards-based tests, and the High School Graduation Qualifying Exam (HSGQE). Each district is required to administer a standards-based test to each eligible student in grades three through ten; a standardized norm-referenced test to eligible students in grades five and seven, an assessment to identify limited English proficiency, and an assessment to measure a student's preparedness for work or college. The tests are selected by the Commissioner of Education and are intended to measure each student's mastery of the academic performance standards for reading, writing, mathematics and science. The Alaska Department of Education and Early Development will score the tests and provide each district with the district, school, classroom, and individual student results. A student's test results must be kept confidential by the district except that within 20 days of receiving the results, or before the end of the school year, whichever is earlier, the district must distribute the class and individual results to each teacher for that teacher's students, and the individual student results to each student's parents. If the district is unable to distribute results to teachers before the end of the school year, the district must distribute the results to teachers no later than the first day that school is in session in the next school year.

Effective February 1, 2004, a secondary student may not be issued a diploma unless he or she has passed the HSGQE. The HSGQE tests student competency in three areas: reading, English, and math. There are three methods for a student to receive a diploma without having passed the HSGQE: through a waiver (see AR 6146.3); through an alternative assessment program for qualifying students with disabilities (see BP 6146.5); or through passage of a qualifying exam in a student's prior state of enrollment (see BP/AR 6146.4). DEED has developed regulations that include criteria and procedures for local school boards to follow in using a waiver to grant a diploma to a student. Likewise, a special education student who does not achieve a passing score on the examination, with or without accommodation, is eligible for a diploma if the student successfully completes an alternative assessment program required by the IEP. The Department is charged with establishing uniform standards for an alternative assessment program.

The School Board believes that schools must consider each student as an individual and that testing, by itself, cannot determine the best educational choices for a student.

(cf. 6164.2 - Guidance Services)

Standardized tests measure student performance related to state or national norms and often measure only the most commonly tested skills. Since such tests may not always take racial, cultural or gender differences into account, misinterpreting or overemphasizing the results of these tests can limit curricular options and the richness of district programs. The School Board believes that major conclusions about students and district programs always must be based upon a variety of evaluation measures.

The district shall administer all tests required by state law. When district test scores are published, the Superintendent or designee shall provide supplementary information to interpret the results.

(cf. 6146.3 High School Graduation Qualifying Exam)

(cf. 6162.8 - Research)

STANDARDIZED TESTING (continued)

BP 6162.5(b)

Legal Reference:

ALASKA STATUTES

14.03.110 Questionnaires and surveys administered in public schools

14.03.075 Secondary Pupil Competency Testing

14.07.020 Duties of the Department

ALASKA ADMINISTRATIVE CODE

4 AAC 05.080 School curriculum and personnel

4 AAC 06.700 - 4 AAC 06.790 Statewide student assessment

4 AAC 06.775 High School Graduation Qualifying Exam

4 AAC 06.758 High School Graduation Qualifying Examination Results

4 AAC 06.761 Test Administration

4 AAC 06.765 Test Security; Consequences of Breach

4 AAC 06.771 - .790 High School Graduation Qualifying Waivers and Appeals

Revised 3/2012

USE AND/OR REPRODUCTION OF COPYRIGHTED MATERIALS

All district staff shall adhere to the provisions of the federal copyright law and maintain the highest ethical standards in using copyrighted materials. The district shall provide no legal support to any employee who violates the copyright law. Willful infringement of this law by students or staff may result in disciplinary action.

Copyrighted materials, whether they are print or non-print, will not be duplicated unless such reproduction meets "fair use" standards or unless written permission from the copyright holder has been received.

Details about "fair use" will be made available to all staff. A summary of these standards will be posted, or otherwise made available, at each machine used for making copies.

The School Board recognizes that computer software piracy contributes to higher costs and decreases commercial incentives for the development of quality educational computer software. In circumstances where the interpretation of the copyright law is ambiguous, the district shall determine appropriate use of computer software by referring to the license agreement and/or policy statements contained in the software packages used in the district. Computer-related instruction for students and staff shall address the ethical and practical problems caused by software piracy.

The Superintendent or designee shall maintain procedures to discourage violation of all copyright laws and prevent illegal copying activities.

Legal Reference:

UNITED STATES CODE, TITLE 17

Added 1/97

Reviewed 11/11

Revised 3/2020

Reviewed 10/2022

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The Superintendent or designee shall maintain procedures to discourage violation of all copyright laws and prevent illegal copying activities.

Legal Reference:

UNITED STATES CODE, TITLE 17

LIBRARIES/MEDIA CENTERS

The School Board believes that school libraries have a responsibility to nurture intellectual growth and freedom by providing:

1. Materials that support and enrich the curriculum, taking into consideration students' varied interests, abilities, maturity levels and learning styles.
2. Materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards.
3. Information that will support students' personal needs and enable them to make intelligent judgments in their daily lives.
4. Materials that present opposing sides of controversial issues, so that students may learn, with guidance, how to analyze and think critically about what they read.
5. Materials which realistically depict our pluralistic society and reflect the contributions of its various religious, ethnic and cultural groups.

The Board encourages students and staff to use their school libraries frequently and to request materials which they would like added to library collections.

Library staff shall consult with teachers, administrators, students and community members when preparing its recommendations for purchasing, removing or replacing library books and materials.

(cf. 1312.2 – Complaints Concerning Instructional Materials)

(cf. 1400 – Relations Between Other Governmental Agencies and the Schools)

(cf. 6144 – Controversial Issues)

(cf. 6161.1 – Selection and Evaluation of Instructional Materials)

(cf. 6161.11 – Supplementary Instructional Materials)

Legal Reference:

ALASKA STATUTES

AS 14.56.300-.340 Library assistance grants

ALASKA ADMINISTRATIVE CODE

4 AAC 57.020 Annual report of library operations

4 AAC 57.050 - .099 Library assistance grants

4 AAC 57.410 - .490 Public School Library Collection Development Grants

4 AAC 57.990 Definitions

Revised 2/2010

Reviewed 11/11

Reviewed 3/2020

Reviewed 10/2022

LIBRARIES/MEDIA CENTERS

Note: The following sample policy may be revised or deleted based on district philosophy and needs.

The School Board believes that school libraries have a responsibility to nurture intellectual growth and freedom by providing:

- Materials that support and enrich the curriculum, taking into consideration students' varied interests, abilities, maturity levels and learning styles.
- Materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards.
- Information that will support students' personal needs and enable them to make intelligent judgments in their daily lives.
- Materials that present opposing sides of controversial issues, so that students may learn, with guidance, how to analyze and think critically about what they read.
- Materials which realistically depict our pluralistic society and reflect the contributions of its various religious, ethnic and cultural groups.

The Board encourages students and staff to use their school libraries frequently and to request materials which they would like added to library collections.

Certificated library staff shall consult with teachers, administrators, students and community members when preparing its recommendations for purchasing, removing or replacing library books and materials. The Superintendent or designee shall bring these recommendations to the Board.

(cf. 1312.2 – Complaints Concerning Instructional Materials)

(cf. 1400 – Relations Between Other Governmental Agencies and the Schools)

(cf. 6144 – Controversial Issues)

(cf. 6161.1 – Selection and Evaluation of Instructional Materials)

(cf. 6161.11 – Supplementary Instructional Materials)

Legal Reference: (See next page)

LIBRARIES/MEDIA CENTERS (continued)

Legal Reference:

ALASKA STATUTES

AS 14.56.300-.340 Library assistance grants

ALASKA ADMINISTRATIVE CODE

4 AAC 57.020 Annual report of library operations

4 AAC 57.050 - .099 Library assistance grants

4 AAC 57.410 - .490 Public School Library Collection Development Grants

4 AAC 57.990 Definitions

Revised 2/2010

STUDENT MENTAL HEALTH – MEDICATION AND SERVICES

The District shall work closely with parents in serving students with behavioral or mental health needs. The Superintendent/Chief School Administrator shall oversee the delivery of appropriate educational services in line with this policy and applicable laws.

Psychotropic Medication

Unless authorized, school personnel may not recommend to a parent or guardian that a student take, or continue to take, psychotropic medication designed to affect emotions, mood, or behavior. Employees possessing a special services type C certificate may make recommendations regarding whether such medication may assist the child in school, but only if such recommendations are consistent with the individual's training and job duties.

A determination as to whether or not psychotropic medication is beneficial for a student should be made by parents and the student's medical provider. With limited exceptions, absent parental consent, students may not be required to take psychotropic medication as a condition of attending school. However, such medication may be required if, in the opinion of the student's medical provider, the medication is necessary for the student's mental health or the student poses a risk of harm to the student or others without the medication.

Students and their parents/guardians will be afforded due process rights to which they are entitled by law, board policy or administrative regulations.

(cf. 5030 - School Discipline and Safety)
(cf. 5112.2 - Exclusions from Attendance)
(cf. 5144.1 - Suspension/Expulsion)

Psychological or Psychiatric Evaluation and Treatment

Unless authorized, school personnel may not recommend to parents that their student receive psychiatric or psychological evaluation or treatment. School personnel who possess a special services type C certificate, or other behavioral or mental health professionals working in the schools, may make recommendations regarding evaluation and treatment, so long as such recommendations are consistent with the individual's training and job duties.

(cf. 6164.2 - Guidance and Counseling Services)

Nothing in this policy is intended to prevent referrals and evaluations of students for special education and related services.

(cf. 6164.4 - Child Find)
(cf. 6172 - Special Education)

The limitations on evaluation and treatment are not applicable to reasonable readmission criteria for students who have been suspended or expelled. In the interest of safety and security, the district may impose requirements for evaluation and/or treatment as a condition of readmission.

STUDENT MENTAL HEALTH – MEDICATION AND SERVICES

(cf. 5144 – Discipline)

(cf. 5144.1 – Suspension and Expulsion)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Individuals with Exceptional Needs))

Classroom Observations

School personnel may consult with parents and share classroom and school-based observations regarding a student's behavior and academic and functional performance. Such consultations can include discussion regarding referral for special education evaluation. In consulting with parents, school personnel must be cautious not to engage in prohibited discussions as set forth above.

(cf. 5141 Health Care and Emergencies)

Compliance with Policy and Law

This policy is based on required school laws of the State of Alaska. Violations of this policy may subject school personnel to disciplinary action.

(cf. 4118 – Suspension/Disciplinary Action)

(cf. 4218 – Dismissal/Suspension/Disciplinary Action)

Legal Reference:

ALASKA STATUTES

14.30.045 Grounds for suspension or denial of admission

14.30.047 Admission or readmission when cause no longer exists

14.33.110-.140 Required school disciplinary and safety program

14.30.171 Prohibited actions

14.30.172 Communications not prohibited

14.30.174 Compliance with federal education law

14.30.176 List of community resources

14.30.177 Violations

UNITED STATES CODE

20 U.S.C. §§ 1400-1487, *Individuals with Disabilities Education Act*

20 U.S.C. §§7101-7143 *Safe and Drug-Free Schools and Communities Act of 1994*

Added 1/12

Reviewed 3/2020

Reviewed 10/2022

STUDENT MENTAL HEALTH – MEDICATION AND SERVICES

Note: The following policy implements SB 48 (2006), a bill “relating to recommending or refusing psychotropic drugs or certain types of evaluations or treatments for children.” This bill enacted new statutes at AS 14.30.171-14.30.179. The requirements of these statutes are incorporated in the policy below, as well as in a separate policy, BP/AR 5141, Health Care and Emergencies.

The District shall work closely with parents in serving students with behavioral or mental health needs. The Superintendent/Chief School Administrator shall oversee the delivery of appropriate educational services in line with this policy and applicable laws.

Psychotropic Medication

Unless authorized, school personnel may not recommend to a parent or guardian that a student take, or continue to take, psychotropic medication designed to affect emotions, mood, or behavior. Employees possessing a special services type C certificate may make recommendations regarding whether such medication may assist the child in school, but only if such recommendations are consistent with the individual’s training and job duties.

A determination as to whether or not psychotropic medication is beneficial for a student should be made by parents and the student’s medical provider. With limited exceptions, absent parental consent, students may not be required to take psychotropic medication as a condition of attending school. However, such medication may be required if, in the opinion of the student’s medical provider, the medication is necessary for the student’s mental health or the student poses a risk of harm to the student or others without the medication.

Students and their parents/guardians will be afforded due process rights to which they are entitled by law, board policy or administrative regulations.

(cf. 5030 - School Discipline and Safety)
(cf. 5112.2 - Exclusions from Attendance)
(cf. 5144.1 – Suspension/Expulsion)

Psychological or Psychiatric Evaluation and Treatment

Unless authorized, school personnel may not recommend to parents that their student receive psychiatric or psychological evaluation or treatment. School personnel who possess a special services type C certificate, or other behavioral or mental health professionals working in the schools, may make recommendations regarding evaluation and treatment, so long as such recommendations are consistent with the individual’s training and job duties.

(cf. 6164.2 – Guidance and Counseling Services)

Nothing in this policy is intended to prevent referrals and evaluations of students for special education and related services.

(cf. 6164.4 – Child Find)
(cf. 6172 – Special Education)

STUDENT MENTAL HEALTH – MEDICATION AND SERVICES (continued)

Note: Despite the limitations on psychological and psychiatric evaluations and treatment set forth above, districts may continue to require evaluation and/or treatment as a condition of readmission for students who have been suspended or expelled. AS 14.30.172(2).

The limitations on evaluation and treatment are not applicable to reasonable readmission criteria for students who have been suspended or expelled. In the interest of safety and security, the district may impose requirements for evaluation and/or treatment as a condition of readmission.

(cf. 5144 – Discipline)

(cf. 5144.1 – Suspension and Expulsion)

(cf. 5144.2 – Suspension and Expulsion/Due Process (Individuals with Exceptional Needs))

Classroom Observations

School personnel may consult with parents and share classroom and school-based observations regarding a student's behavior and academic and functional performance. Such consultations can include discussion regarding referral for special education evaluation. In consulting with parents, school personnel must be cautious not to engage in prohibited discussions as set forth above.

(cf. 5141 Health Care and Emergencies)

Compliance with Policy and Law

Note: Included within SB 48, at AS 14.30.177, is a requirement that “each school board shall adopt a policy that provides that an employee violating AS 14.30.171-14.30.176 may be subject to disciplinary action.” In all cases of alleged employee misconduct, a determination of appropriate discipline should be made only after completion of a full and fair investigation.

This policy is based on required school laws of the State of Alaska. Violations of this policy may subject school personnel to disciplinary action.

(cf. 4118 – Suspension/Disciplinary Action)

(cf. 4218 – Dismissal/Suspension/Disciplinary Action)

Legal Reference (see next page)

STUDENT MENTAL HEALTH – MEDICATION AND SERVICES (continued)

Legal Reference:

ALASKA STATUTES

- 14.30.045 Grounds for suspension or denial of admission*
- 14.30.047 Admission or readmission when cause no longer exists*
- 14.33.110-.140 Required school disciplinary and safety program*
- 14.30.171 Prohibited actions*
- 14.30.172 Communications not prohibited*
- 14.30.174 Compliance with federal education law*
- 14.30.176 List of community resources*
- 14.30.177 Violations*

UNITED STATES CODE

- 20 U.S.C. §§ 1400-1487, Individuals with Disabilities Education Act*
- 20 U.S.C. §§7101-7143 Safe and Drug-Free Schools and Communities Act of 1994*

Added 01/07