

AASB POLICY REFERENCE MANUAL UPDATE SERVICE

2018-2019 UPDATE

INSTRUCTION SHEET

NOTE: This packet includes only those policy manual pages that have been revised, deleted or newly established. Full text pages are included and are to be substituted as indicated below.

This Update includes numerous policies that reflect the work of AASB, in cooperation with other agencies, to incorporate trauma-informed and culturally responsive educational practices.

For ease of School Boards, AASB has identified those portions of the Update that require formal Board action in order to implement the policy changes. This is indicated by a “Yes” or “No.” A “No” is used if changes have been made only to an AR or an Exhibit, or if policy changes are limited to explanatory notes, legal reference or cross-reference updates, or minor grammatical or stylistic changes that have not changed the policy meaning.

REPLACE/ADD	FORMAL ADOPTION REQUIRED	DESCRIPTION
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ARTICLE 0, Series 0000 – Philosophy-Goals-Objectives and Comprehensive Plans

BP 0100	Yes	<p><u>PHILOSOPHY</u></p> <p>Language has been added to include culturally responsive education as a component of the district’s educational philosophy. New language also includes the goal of the district to understand and support healing, and to implement an equitable and nondiscriminatory educational system that is culturally responsive, student centered, trauma sensitive, and done in collaboration with the community.</p>
BP 0410	No	<p><u>NONDISCRIMINATION</u></p> <p>Minor language changes have been made to this policy to reflect equitable opportunity and to incorporate the elimination of disproportional impacts. These changes do not reflect substantive changes to the meaning or purpose of the policy.</p>
BP 0420	Yes	<p><u>SCHOOL-BASED MANAGEMENT/SITE COUNCILS</u></p> <p>Language has been added to incorporate culturally responsive decision making to improve student achievement. Further, language has been added recognizing that site councils may be utilized to address the unique cultural and traditional needs of individual schools.</p>

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ARTICLE 1, Series 1000 – Community Relations

BP 1000	Yes	<p><u>CONCEPTS AND ROLES</u></p> <p>Language has been added recognizing the responsibility of other organizations, Native tribes, and government in the responsibility for the welfare and safety of youth.</p> <p>The legal reference section has been updated to add a citation to the Elementary and Secondary Education Act.</p>
BP 1260	Yes	<p><u>VISITS TO THE SCHOOLS</u></p> <p>Language has been added providing for wide dissemination in the community of announcements of open houses and other school events. Language has also been added that visitors will demonstrate appropriate conduct and comply with all school policies. Finally, language has been added requiring posting of visiting procedures in readily available locations such as the district website or parent newsletters.</p>
BP 1311	Yes	<p><u>PARTICIPATION IN COMMUNITY LIFE</u></p> <p>*** <i>New Policy</i> ***</p> <p>This new policy implements culturally responsive educational practices by encouraging community involvement in student education, understanding and respecting community values, and encouraging staff participation in community activities. The policy also contains communication goals for district communications with the public.</p>
BP 1312	Yes	<p><u>PUBLIC COMPLAINTS CONCERNING THE SCHOOLS</u></p> <p>Language has been added requiring the district’s response to complaints to be culturally responsive and free of discrimination and bias. Further, the policy explains that culturally responsive processes improve community relations and student success.</p>
BP/AR 1312.1	Yes (policy)	<p><u>PUBLIC COMPLAINTS CONCERNING SCHOOL PERSONNEL</u></p> <p>Language has been added to the policy identifying a response process for public complaints, and explaining that complaints will be resolved in a fair and nondiscriminatory manner. Language has also been added to include Advisory School Board members.</p> <p>Language has been added to the AR requiring a nondiscriminatory complaint process and providing support for complainants in accessing the complaint process. Language has also been added that</p>

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BP 1312.2	Yes	<p>School Board members should not obtain information about a complaint except through the complaint process.</p> <p><u>PUBLIC COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS</u></p> <p>The policy has been revised to reflect that instructional materials should be free from cultural biases or perspectives that promote discrimination or disparity. Instead, instructional materials should be culturally responsive and support students’ cultural identity and knowledge. Language has also been added clarifying the complaint process regarding instructional materials.</p>
BP 1312.3	Yes	<p><u>PUBLIC COMPLAINTS CONCERNING DISCRIMINATION</u></p> <p>Language has been added that students shall not experience discrimination in suspension, expulsion, or other disciplinary action. Further, educational opportunities and courses shall be provided in a nondiscriminatory manner.</p>
BP/AR 1330	No	<p><u>USE OF SCHOOL FACILITIES</u></p> <p>Optional language has been added encouraging community elders to visit the schools in order to support continued learning opportunities between generations.</p> <p>Optional language has been added to the AR addressing use of District equipment by members of the community.</p>
BP 1400	Yes	<p><u>RELATIONS BETWEEN OTHER GOVERNMENTAL AGENCIES AND THE SCHOOLS</u></p> <p>If applicable to your district, language has been added recognizing the role of tribal government in meeting the needs of tribal students, and including tribal governments as cooperative resources.</p> <p>For all districts, language has been added that the district will make available to parents information about shared and cooperative services so that students have maximum opportunities. Further, language has been added recognizing that cooperative agencies may share working agreements in order to expedite programs and services.</p>
<u>ARTICLE 3, Series 3000 – Business and Noninstructional Operations</u>		
BP 3541.1	Yes	<p><u>SCHOOL RELATED TRIPS</u></p> <p>If applicable to your district, language has been added that covers transportation by private vehicle other than an automobile, including board, ATV, or snow machine. The language requires prior approval, requires that the operator be registered with the district, that the</p>

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BP 3550	Yes	<p>operator be issued safety and emergency information, and that the operator abide by all safety requirements and limitations of the vehicle. Parent permission is required for student transport and minimum liability insurance is also required.</p> <p><u>FOOD SERVICE</u></p> <p>Several goals have been added regarding the food program: encouraging cultural and subsistence foods if available and in compliance with the food program; recognizing foods can build cultural connectedness; reducing food waste; assessing common eating habits to establish appropriate meal and snack times; food safety plans for subsistence foods donated to the school; and including subsistence foods within the food pyramid.</p>
<u>ARTICLE 4, Series 4000 – Personnel</u>		
BP 4000	Yes	<p><u>ALL PERSONNEL, CONCEPTS AND ROLES</u></p> <p>In order to better implement culturally responsive educational practices, language has been added encouraging local community and cultural orientation for teachers that are new to the community. Further, new language approves professional development opportunities in the areas or culturally responsive and trauma informed teaching practices. Finally, the community has been included as a contributor to the district’s personnel policies.</p>
BP 4020	Yes	<p><u>DRUG, TOBACCO AND ALCOHOL-FREE WORKPLACE</u></p> <p>Language was added to clarify that marijuana is a prohibited drug under a district’s drug-free workplace policy.</p> <p>Although state law (AS 17.38) authorizes the use of marijuana under certain conditions, this law also recognizes that employers can prohibit the use, consumption, possession, transfer, display, transportation, sale, or growing of marijuana in the workplace. AS 17.38.120(a). Further, as recipient of federal funds, a district is obligated to maintain a drug-free workplace consistent with federal law, which prohibits the manufacture, sale, distribution, or possession of marijuana. For purposes of a district’s policy and legal obligations, marijuana is prohibited.</p> <p>A definition of “drug” was added to include marijuana, synthetic drugs, and prescription drugs that are being misused.</p> <p>Language was added prohibiting staff from displaying or promoting prohibited substances while at work via slogans on their clothing or signage on their vehicles.</p> <p>Finally, the language governing discipline was revised to more</p>

REPLACE/ADD	FORMAL ADOPTION REQUIRED	DESCRIPTION
BP 4112.61	Yes	accurately reflect current disciplinary practices regarding consideration of treatment options. The language was also revised to clarify that the Superintendent or designee, rather than the Board, is responsible for discipline decisions.
		<u>EMPLOYMENT REFERENCES</u>
		Language prohibiting non-designated employees from providing employment references has been removed. However, the policy continues to convey the expectation that the Superintendent or designee is responsible for providing reference information on behalf of a district. Language has been added that references not secured through this process, i.e., provided directly by a supervisor, reflect the personal views of the author and not the views of the District. The addition of this language provides some protection to the District in the event that a non-sanctioned job reference is intentionally false or malicious.
BP 4119.25	Yes	<u>POLITICAL ACTIVITIES OF EMPLOYEES</u> Additional language has been added concerning prohibited activities during an employee’s duty day. Language has also been added that the prohibitions of the policy are not applicable to classroom instruction that is part of the approved curriculum. Finally, language has been added that clarifies the ability of a district and board to disseminate factual information regarding bond projects.
BP 4119.41	Yes	<u>EMPLOYEES WITH INFECTIOUS DISEASE</u> It is recommended that the existing policy be replaced with this new policy. The new policy reflects current obligations with regard to infectious disease and eliminates the requirement for written reports as to reasonable accommodations regarding individuals with infectious disease. The new policy more clearly focuses on the goal of preventing the outbreak and spread of infectious disease.
BP 4132	Yes	<u>PUBLICATION OR CREATION OF MATERIALS</u> It is recommended that the existing policy be replaced with this new policy. The new policy reflects legal standards for the copyright and ownership of materials prepared by an employee within the course and scope of employment.
BP 4313.1	Yes	<u>LOAD/SCHEDULING/HOURS OF EMPLOYMENT</u> Language was added reflecting the requirement of the Fair Labor Standards Act that exempt employees are not subject to salary deductions for absences of less than a day.

REPLACE/ADD	FORMAL ADOPTION REQUIRED	DESCRIPTION
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ARTICLE 5, Series 5000 - Students

BP 5030	Yes	<p><u>SCHOOL DISCIPLINE AND SAFETY</u></p> <p>Language has been added that discipline practices shall not be discriminatory. Further, the discipline program shall be trauma-informed and culturally responsive and shall reflect community and cultural values. Finally, elders have been added to the group of people making contributions to the discipline and safety standards.</p>
BP 5040	Yes	<p><u>NUTRITION</u></p> <p>As appropriate to your district, language has been added encouraging student subsistence activities; providing for practice of harvesting skills; including as part of curricula intergenerational knowledge on local foods, harvesting, hunting, and gardening.</p>
BP 5124	Yes	<p><u>COMMUNICATION WITH PARENTS/GUARDIANS</u></p> <p>Language has been added identifying additional benefits of parental involvement and communication. Staff are encouraged to learn about supportive family structures within the home and, if appropriate, seek parental consent to communicate with additional family members. To foster culturally responsive education, staff are encouraged to participate in community events. Schools are encouraged to offer staff training on effective communication and to assess current practices and adjust them as needed to increase effectiveness. Finally, staff communication with parents may include not only academic progress but other positive aspects of the student, including welfare and social success.</p>
BP 5131	Yes	<p><u>STUDENT CONDUCT</u></p> <p>Disciplinary practices and procedures have been added that support student attendance at school. These include: trauma-informed and supportive approaches; building skills for self-management; monitoring discipline outcomes to ensure nondiscrimination; incorporating culturally responsive models and practices; limiting suspensions in favor of other forms of correction; focusing on relationship building with students and families; and professional development opportunities. In addition, language has been added that the School Board will analyze discipline data and the Board and administration will research effective practices on trauma informed environments and incorporate them into district practice.</p>

REPLACE/ADD	FORMAL ADOPTION REQUIRED	DESCRIPTION
BP 5132	Yes	<p><u>DRESS AND GROOMING</u></p> <p>Language has been added with the goal of limiting student removals due to dress and grooming violations. This includes a designated staff member to meet with students and families who do not understand or believe they cannot meet the dress and grooming requirements; suggesting corrective action rather than discipline for a first offense; and maintaining alternative clothing at the school site that students may temporarily access in lieu of being sent home.</p>
BP 5137	Yes	<p><u>POSITIVE SCHOOL CLIMATE</u></p> <p>Language has been added identifying the role of a positive school climate in student success, requiring that staff maintain such a climate, and identifying cultural responsiveness, social and emotional supports, and trauma informed practices, among others, as critical components of a positive school climate. Language has also been added encouraging annual review of school climate and supporting professional development.</p>
BP 5147	Yes	<p><u>DROPOUT PREVENTION</u></p> <p>Language has been added that the district will analyze dropout data to identify and correct any disproportionality. New language has also been added regarding students who have experienced trauma and efforts to be made by the district to prevent dropout of these students, utilizing trauma-informed, evidence-based approaches.</p>
<u>ARTICLE 6, Series 6000 - Instruction</u>		
BP 6115	Yes	<p><u>CEREMONIES AND OBSERVANCES</u></p> <p>Language has been added to incorporate culturally responsive educational practices, including the use of indigenous language by students in ceremonial exercises such as the Pledge of Allegiance. The policy now also approves the recognition/observation of local ceremonies to celebrate local cultures and traditions, so long as doing so does not contravene federal law. Finally, the policy contains a place-holder for School Boards to identify specific events, people, traditions, or cultures to be celebrated in the schools.</p>

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BP 6141.3	Yes	<p><u>CULTURALLY RESPONSIVE EDUCATION</u></p> <p>Language has been added recognizing Alaska’s indigenous peoples. Language has also been added regarding the benefits of culturally responsive education in improving student outcomes. The Superintendent is directed to develop guidance on how to best serve the student population while considering cultural needs, including language instruction and access to cultural content.</p>
BP 6142.4	Yes	<p><u>COMMUNITY SERVICE</u></p> <p>Language has been added identifying the benefit of student volunteer service in gaining an understanding of local culture and in reinforcing community cultural values.</p>
BP 6142.5	Yes	<p><u>ENVIRONMENTAL EDUCATION</u></p> <p>In order to incorporate culturally responsive practices, language has been added recognizing the value to students of local knowledge about the immediate environment. Further, schools are encouraged to consider ways to incorporate cultural knowledge and practices that promote the sound use of natural resources.</p>
BP 6143	Yes	<p><u>COURSES OF STUDY</u></p> <p>Language has been added that encourages the development of courses that combine place-based and culturally relevant learning. Language has also been added that permits the development of courses of study as tracks that take into account student interests, such as Career and Technical Education or college readiness. Finally, language has been added that courses of study at all levels should be personalized, student-centered learning that in culturally responsive.</p>
<u>ARTICLE 8, Series 8000 – Advisory School Boards</u>		
BP 8000	Yes	<p><u>CONCEPTS AND ROLES</u></p> <p>Language has been added that advisory school boards will support the mission and goals of the district by communicating feedback and recommendations to the regional board.</p>