



NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

Ambler · Buckland · Deering · Kiana · Kivalina · Kobuk · Kotzebue · Noatak · Noorvik · Selawik · Shungnak
PO Box 51 · Kotzebue, Alaska 99752 · Phone (907) 442-1800

NWABSD BOARD OF EDUCATION

Board Policy Committee Meeting

Conducted via Teams and in the NWABSD Boardroom

Agenda

January 21, 2025

1. Roll Call
2. Items for 2nd Reading (Public Comment has been sought via the [District Website](#))
 - a. **BP 4133/4233/4333 All Personnel – Travel Expenses**
 - i. This policy is going back to 1st reading with an additional update to add out-of-district travel to require Superintendent approval to be aligned to current practice.
 - ii. This update includes verbiage from the former duplicate travel policy - BP 3540 and removes reference to Board Members.
 - b. **BP-5123 Promotion-Acceleration-Retention**
 - i. This update revises the policy to reflect the student retention procedures required by the Alaska Reads Act.
 - c. **BB-9400 Board Self-Evaluation**
 - i. This update is based on the Board's consideration of self-evaluating every other year.
3. Items for 1st Reading:
 - a. **BP 5121 Grades/Evaluation of Student Achievement**
 - i. This policy update reflects AASB's determination that automatically assigning failing grades to students for truancy is not in best practice. This is because:
 1. If a student has earned a grade by demonstrating mastery of the content, they should be able to keep the grade they have earned.
 2. Some districts maintain policies where multiple tardies result in unexcused absences and the result of this could mean that multiple tardies result in a failing grade.
 3. The final paragraph of the policy, which has not been removed, provides accountability for student learning and grades.
 - b. ***REMOVE* BP 5125.3 Withholding Grades, Diplomas, or Transcripts**
 - i. As with BP 5121, AASB believes this policy, which permits the withholding of grades, transcripts, and diplomas if a student is indebted to a district for lost or damaged items, does not reflect

Committee Members: Carol Schaeffer (Chairperson), Marie Greene, Millie Hawley, Alice Melton Barr
Technology Director: Amy Eakin

MISSION: To provide a learning environment that inspires and challenges students and employees to excel.
VISION: To graduate all students with the knowledge, skills, and attitudes necessary for a successful future.

best practice. AASB recommends removing and archiving this policy in its entirety for the following reasons:

1. Withholding grades, diplomas, or transcripts can have significant long-term consequences for students and their post-secondary employment or education opportunities, and in turn, for their families and communities.
 2. Students earn their grades and diplomas by demonstrating mastery of the content. If a student has earned their grades or diploma, they should not be withheld as a punishment or deterrence.
 3. School districts have other means to seek reparations or recover losses from equipment or property damages, rather than withholding grades, diplomas, or transcripts.
 4. The language suggesting that students who are unable to pay for assessed damages should provide voluntary work instead is inequitable. Voluntary work and community service can be an appropriate assignment for all students. Those students whose parents can afford to pay for damages should not be exempt from community service if the district deems this an appropriate response to property or equipment damage.
- ii. The model policy has been updated to remove this policy in its entirety.
- c. BP 5131.1 Bus Conduct**
- i. This minor update revises the language of the policy to clarify expectations for students riding the bus.
- d. BP 5131.5 Vandalism, Theft and Graffiti**
- i. This policy has been updated to reflect the removal of BP 5125.3.
- e. BP 5131.6 Alcohol and Other Drugs**
- i. This revision updates BP 5131.6 to be in compliance with House Bill 202, which passed the legislature and became law this summer. The bill will become effective in December of 2024, but this policy revision may be made now. The bill and policy update requires that districts have opioid overdose drugs available at each main school building and at school-sponsored events. It also requires that a district have at least one person trained to administer the drugs at each main school site.
- f. BP 5141.3 Health Examinations**
- i. This minor update revises language regarding health examinations for students and clarifies that districts may require health examinations for student participation in extracurricular activities.
- g. BP 5141.31 Immunizations**
- i. This update clarifies that under state law, personal or philosophical opposition to vaccinations is not sufficient to receive an exemption from the state's mandatory vaccination requirements for students. The only exemptions permitted are for medical or religious reasons. The update also provides that students who are considered

homeless under the McKinney-Vento Homeless Assistance Act may be provisionally admitted to school even without a vaccination record.

h. BP 5141.51 At-Risk Youths

- i. This minor update updates the model policy on At-Risk Youths to utilize best practice language and clarify districts should be an active participant in identifying students in need of aid.

i. BP 8120 Elections

- i. This update includes 2014 AASB revision recommendations on qualifications and procedures.

4. Items for Board Bylaw Review for the Worksession:

a. BB 9020 Board Standards – NEW

- i. NEW—This model policy was adopted by AASB in 1992 and is new to the NWABSD. The NWABSD Board Policy Committee recommends reviewing it.
- ii. This update further includes culturally responsive language.
- iii. **E 9020 – Board Standards *NEW*** – Exhibit

b. BB 9223 Board Vacancies

- i. This update includes updates from AASB from 2007.
- ii. The bylaw is reviewed at the recommendation of the board.

c. BB 9270 Conflict of Interest

- i. This update includes the word “immediate” before family.

d. BB 9320 Meetings

- i. This update includes additional language to clarify that poll voting by a school board is not permitted and all official board action must be taken in an open meeting.

e. BB 9322 Agenda Meetings/Materials

- i. This update clarifies that a board president and superintendent may reject community requests to place an item on the board agenda.

5. Other Items Being Worked On:

a. BP-3554 - Other Food Sales

- i. Administrative Services to relay information to Principals
 - 1. Check with the State on pre-orders versus the immediate sale of foods
 - 2. Allow pre-orders as long as goods are not delivered during the hours stated in the BP
- ii. Review along with BP 5040

b. BP-5040 – Student Nutrition and Physical Activity

- i. The Board recommended allowing the use of food as a reward.
- ii. Administrative Services is researching the US Code and State Regulations.
- iii. AR-5040 – To be reviewed by an advisory group through the Curriculum Department

6. New (or Previously Tabled) Items for Committee Review:

a. BP 1250 Volunteer Assistance

- i. This update modifies BP 1250 to clarify that background checks should be completed for all volunteers, regardless of the number of hours worked. It also clarifies that school visitors do not need to obtain a background check.

ii. AR 1250 Volunteer Assistance – NEW

- 1. ****New Administrative Regulation**** This new model AR addresses the expectations, roles, and responsibilities principals, the district, and volunteers have when utilizing volunteer assistance.

b. *NEW*** AR 4133/4233/4333 All Personnel Travel Expenses**

- i. For committee review – not adoption
- ii. This is a new AR
 - 1. Administration recommends travel procedures be in an AR – instead of BP.

c. BB-9200 - Bylaws of the Board - Board Members

- i. Update 1 per AASB - This bylaw adds further clarity to how complaints brought to the board should be addressed and requires board approval for legal opinions.
 - 1. The complaint process clarified with AASB and the verbiage has been updated to reflect when a board member should go to the Superintendent
- ii. Update 2 per AASB - This bylaw has been revised to clarify that no board members should abstain from a vote absent a compelling reason to do so.

7. Questions

a. Is “youths” plural for “youth”?

- i. Yes, <https://www.merriam-webster.com/dictionary/youths>

b. What does the background check cover?

- i. See the Human Resources Department Report

BP 4133/4233/4333 ALL PERSONNEL - TRAVEL EXPENSES

Note: The following optional policy delegates duties related to employee travel and reimbursement to the Superintendent or designee and may be revised to reflect district practice.

The School Board shall pay for actual and necessary expenses, including travel, incurred by any employee performing authorized services for the district. Expenses shall be reimbursed within limits established by the Board.

The Superintendent or designee may approve employee requests to attend meetings in accordance with the adopted budget.

All out-of-~~stated~~district travel for employees must have Superintendent or designee approval. All out-of-~~district~~state travel for the Superintendent must have Board ~~President or designee~~ approval. All unexpected out-of-district Superintendent travel may be approved by the Board President with notification to the full board. Travel expenses not previously budgeted must be approved on an individual basis by the Board.

The Superintendent or designee may authorize an advance of funds to cover necessary expenses. The Superintendent or designee shall establish procedures for the submission and verification of expense claims.

The Board may establish an allowance on either a mileage or monthly basis to reimburse designated employees for the use of their own vehicles in the performance of assigned duties.

(cf. 3300 - Expenditures/Expending Authority)

Per Diem

Per diem shall be paid as determined by the Superintendent, prior to travel, except as listed:

per diem shall not be paid to any employee who does not attend workshops, sessions, classes, etc. for which leave is intended;

any District employee ~~or board member(s)~~ who does not attend a session, for which leave is intended, will not be allowed to attend future workshops for the District;

Per diem and travel shall not be paid to employees ~~or board members~~ attending District approved workshops or meetings, who arrive at meetings in a state of intoxication. Employees in this case will be asked to leave immediately.

Commented [AE1]: Move to Board Bylaws

Commented [AE2]: Board member travel information is goes to the Board Bylaw section

Revised: November 15, 2019

Adopted: June 09, 2004

Revised: November 15, 2019

Revised:

Northwest Arctic Borough School District

BP 5123 PROMOTION/ACCELERATION/RETENTION

The School Board desires to see students progress with their peers through the school system's-district's grade levels. To accomplish this, instruction should accommodate the varying interests and growth patterns of individual children and include strategies for providing extra attention or assistance when needed.

Promotion

Students shall progress through the school system's-district's grade levels by demonstrating growth in learning the required basic skills.

Progress toward high school graduation shall be based on the student's ability to pass the subjects and electives necessary to earn the required number of credits.

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.5 - Differential Requirements for Individuals with Exceptional Needs)

Acceleration

Acceleration is possible when high academic achievement is evident. However, the student's social and emotional growth shall be taken into consideration before placing him/her in a higher grade.

Retention

The School Board recognizes that research indicates that very few children benefit from being retained during the elementary and middle grades. The Superintendent or designee shall promote alternatives to retention among certificated staff.

<u>Note: Strategies for reducing retention rates may include reading intervention programs, tutorial programs, and the use of ungraded schools, combination classes, year-round education, and developmentally appropriate primary curriculum designed to meet the needs of children at their own developmental stage.</u>
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<u>Note: The following paragraph requires the use of a student intervention team when retention is recommended.</u>

When a teacher believes that retention is necessary to meet a student's needs, he/she shall ask the site administrator to establish a student intervention team to consider the child's academic, social and emotional performance. The student's parent/guardian shall be invited to participate on the student intervention team.

Retention may be considered when the student has not acquired appropriate and necessary skills and knowledge. Alternatives to retention shall be considered.

Under the Alaska Reads Act, a student retained due to a reading deficiency must be provided the process set forth in BP 6147 and AS 14.30.765(d) – (m).

(cf. 5121 - Assessment/Evaluation of Student Achievement)

(cf. 6141 - Curriculum Development and Evaluation)

~~*(cf. 6164.5 – Intervention/Assistance Teams)*~~

(cf. 6147 – Alaska Reads Act Intervention Programs)

Legal Reference:

ALASKA STATUTES

AS 14.30.760 Statewide screening and support

AS 14.30.765 Reading intervention services and strategies; progression

ALASKA ADMINISTRATIVE CODE

4 AAC 06.400 Statewide literacy screening and support

4 AAC 06.405 Reading intervention services and strategies

4 AAC 06.410 Individual reading improvement plan

4 AAC 06.415 Student Progression

4 AAC 06.490 Definitions

Adopted: July 25, 2006

Revised:

Northwest Arctic Borough School District

BB 9400 BOARD SELF-EVALUATION

Effective ~~and~~, efficient, and ethical School Board operations are an integral part of creating a successful educational program. In order to measure progress towards ~~its~~ Board standards and its stated goals and objectives, biennially (every other year) the Board will ~~annually~~ schedule a time and place at which all its members may participate in a formal self-evaluation.

The Board shall be evaluated as a whole and not as individuals. The evaluation will focus on the internal operations and performance of the Board. The Board members shall develop goals and objectives against which the Board will be evaluated. A self-evaluation instrument will be based on these goals and objectives and not on goals set for the district.

Each Board member will complete the self-evaluation instrument independently. The ensuing evaluation will be based on the resulting composite picture of Board strengths and weaknesses. The Board will discuss the tabulated results as a group.

The evaluation process should include the establishment of strategies for improving Board performance. Revised priorities and new goals will be set for the following year's evaluation.

Note: Language below is optional. Some School Boards invite public input to help assess School Board achievements believing that expectations developed and shared by both the School Board and community contribute to better communication and a successful school program.

The Board may invite the Superintendent or others to participate in the evaluation and suggest specific criteria to measure Board success as a governing body.

The Board recognizes that adequate opportunities for Board member orientation and inservice are an essential component of conducting meaningful self-evaluation. The evaluation process shall include suggestions for continued Board member development.

(cf. 9240 - Board Development)

(cf. 9230 - Orientation)

(cf. 9240 - School Board Development)

Adoption Date: May 23, 1995

Revised:

Northwest Arctic Borough School District

BP 5121 GRADES/EVALUATION OF STUDENT ACHIEVEMENT

The School Board believes that students and parents/guardians have the right to receive course grades that represent an accurate evaluation of the student's achievement. Teachers shall evaluate a student's work in relation to standards which apply to all students at his/her grade level, not in relation to the work of other students in one particular class.

Grades should be based on impartial, consistent observation of the quality of the student's work and his/her mastery of course content and objectives as demonstrated through classroom participation, homework and tests. The student's behavior and effort shall be reported in separate evaluations, not in his/her academic grade.

(cf. 5113 - Absences and Excuses)

(cf. 5123 - Promotion/Acceleration/Retention)

(cf. 5124 - Communication with Parents/Guardians)

(cf. 5125.3 - Challenging Student Records)

(cf. 6154 - Homework/Make-up Work)

Note: The following optional paragraph requires performance or skill-based evaluations rather than letter grades for children in the early elementary grades and may be revised as desired to reflect district philosophy and needs.

In order to promote self-esteem and experiences of success, students in kindergarten through second grade shall receive narrative performance or skill-based evaluations rather than letter grades.

The Superintendent or designee shall establish and regularly evaluate a uniform grading system. Principals shall ensure that student grades conform to this system.

Unexcused Absences

Note: The following optional policy authorizes teachers to modify grades for students who have excessive unexcused absences and may be revised or deleted as desired. While the use of academic penalties for truancy is probably permissible, districts must bear in mind that academic penalties are a severe form of sanction with the potential for permanent harm. In adopting such a policy, several precautions should be followed. First, the school policy must be applied fairly and consistently among students; there should be no question about arbitrary or capricious enforcement. Second, the severity of the academic penalty should correspond to the gravity of the offense. Third, students should be warned ahead of time of all requirements and consequences pertaining to the use of academic penalties. Finally, students should be accorded due process before penalties are consummated, including an opportunity for the student to explain his or her conduct.

If a student misses class without an excuse and does not subsequently turn in homework, take a test, or fulfill another class requirement that they missed, the teacher may lower the student's grade for nonperformance. Teachers shall inform students about the class grading system at the beginning of the semester.

~~*Revised: March 29, 2006*~~

Adopted: April 28, 2004

Revised: March 29, 2006

Revised:

Northwest Arctic Borough School District

~~BP 5125.3 WITHHOLDING GRADES, DIPLOMA OR TRANSCRIPTS~~

~~Note:~~ *The following optional policy is intended as a means to obtain reparation for damages or losses to district property.*

~~When school property has been willfully damaged or not returned upon demand, the Superintendent or designee shall inform the parent/guardian in writing of the responsible student's alleged misconduct and the reparation that is due.~~

~~This notice shall include a statement that the district may withhold grades, progress reports, diploma or transcripts from the student and parent/guardian until reparation is made, except that records will be released to another school district to which the student has transferred.~~

~~(cf. 5131.5 – Vandalism, Theft and Graffiti)~~

~~(cf. 6161.2 – Damaged or Lost Instructional Materials)~~

~~Upon notification that grades, progress reports, diploma, and/or transcript will be withheld, the student, parents or guardian may request an opportunity to meet with the appropriate school official to receive an explanation of the evidence of property damage and to provide their own evidence disputing the cause of the property damage and/or the amount of damage. This meeting must be requested within five (5) school days of the student/parents' receipt of the notice, or the right to a meeting is waived.~~

~~If the student and parent/guardian are unable to pay for the damages or return the property, the Superintendent or designee shall provide a program of voluntary work for the student. When this voluntary work is completed, the student's grades, progress reports, diploma or transcripts shall be released. Alternatively, at the Superintendent's discretion, the district may release grades, progress reports, diploma, or transcript if the student and parent/guardian are unable to pay reparations due to severe financial hardship.~~

~~Note:~~ *School districts may bring a civil action against one or both parents of a student who knowingly or intentionally destroys district property. Parents are liable for damages in an amount not to exceed \$15,000 and are also responsible for the court costs incurred by the district in bringing the action. If the parents have insurance that covers the damages claimed by a school district, and the policy limit is in excess of \$15,000, the district can recover up to \$25,000, or the policy limits, whichever amount is lower.*

~~Nothing in this policy is intended to prevent inspection of a student's records by his or her parents or guardians, or by the student if 18 or older.~~

Legal Reference:

~~ALASKA STATUTES~~

~~09.65.255~~ ~~Liability for acts of minors~~

~~14.03.115~~ ~~Access to school records by parent, foster parent or guardian~~

~~14.30.710~~ ~~Required records upon transfer~~

~~UNITED STATES CODE~~

~~20 USC 1232g~~, ~~Family Educational Rights & Privacy Act~~

~~CODE OF FEDERAL REGULATIONS~~

~~34 C.F.R. 99.10~~, ~~Parent inspection of education records~~

~~Revised: August 31, 2010~~

~~Adopted: April 28, 2004~~

~~Northwest Arctic Borough School District~~

BP 5131.1 BUS CONDUCT

~~Bus transportation is a privilege extended only to students who display good conduct while preparing to ride, riding or leaving the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied transportation.~~

Positive, civil, and respectful behavior contributes to the safety and well-being of school bus passengers, drivers, and others. While preparing to ride, riding, or leaving the bus, students are required to observe school behavioral rules, bus safety regulations, and standards of conduct that provide for their safety and welfare, and the safety and welfare of others. Serious and/or repeated disciplinary problems on the bus may result in a student having their riding privileges suspended.

The Superintendent or designee shall inform parents/guardians and students ~~regarding~~ of regulations related to bus conduct, bus driver authority, and the suspension of riding privileges.

(cf. 3540 et seq. - Transportation)

Adopted: April 28, 2004

Revised:

Northwest Arctic Borough School District

BP 5131.5 VANDALISM, THEFT AND GRAFFITI

The School Board considers vandalism a very serious matter. Vandalism includes the negligent, willful, or unlawful damaging or theft of any district-owned real or personal property, including the writing of graffiti.

(cf. 3515.4 - Recovery for Property Loss or Damage)

Any district student who commits an act of vandalism shall be subject to disciplinary action, reparation for damages, and may be reported to law enforcement. ~~If reparation of damages is not made, the district also may withhold the student's grades, diploma and/or transcripts.~~

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

(cf. 5144.1 - Suspension and Expulsion/Due Process)

Legal Reference:

ALASKA STATUTES

[09.65.255](#) *Liability for acts of minors*

[14.33.130](#) *Enforcement of approved program [school disciplinary & safety program]; additional safety obligations*

~~*Revised: April 05, 2010*~~

Adopted: April 28, 2004

~~*Revised: April 05, 2010*~~

~~*Revised:*~~

Northwest Arctic Borough School District

BP 5131.6 ALCOHOL AND OTHER DRUGS

Note: Districts must have in place written standards to address the needs of students for whom mental health or substance abuse may be a contributing factor to noncompliance with the school disciplinary and safety program. [AS 14.33.120\(a\)\(6\)](#). In addition, districts receiving funds for prevention programs pursuant to the Drug-Free Schools and Community Act of 1986, as amended by the Every Student Succeeds of 2015 Act, are required to have a policy on drug abuse prevention instruction and procedures for eliminating the sale or use of alcohol and other drugs. ESSA also requires that those districts inform and involve parents in violence and drug prevention efforts. Districts must make reasonable efforts to inform parents of the content of safe and drug-free school programs and activities other than classroom instruction. If a parent objects in writing, the district must withdraw the student from the program or activity. [AS 14.30.360](#) encourages districts to provide K-12 health education, including alcohol and drug abuse education. The following sample policy may be revised as appropriate.

Note: Despite the passage of [AS 17.38](#), effective February of 2015, which authorizes the use of marijuana under certain conditions, all use, possession and distribution of marijuana by those under 21 is illegal. In addition, as a recipient of federal funds, the district is obligated to maintain a drug-free workplace consistent with federal law, which prohibits the manufacture, distribution, possession and sale of marijuana for all individuals, regardless of age. For purposes of the district's policy and legal obligation, marijuana is prohibited.

(cf. E 4020 – Drug and Alcohol – Free Workplace Notice to Employees)

Because the use of alcohol and other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences, the School Board intends to keep district schools free of alcohol and prohibited drugs.

Alcohol, marijuana, and other controlled substances are prohibited for use or possession by students. The School Board desires that every effort be made to reduce the chances that our students will begin or continue the use of alcohol and other drugs. The Superintendent or designee shall develop a comprehensive prevention program that includes instruction, intervention, recovering student support, and enforcement/discipline. The Superintendent or designee shall clearly communicate to students, staff and parents/guardians all School Board policies, regulations, procedures and school rules related to this prevention program. Special efforts shall be made to ensure that these materials are understood by parents/guardians and students of limited literacy or limited English proficiency.

Note: Drug use by students is not limited to illegal drugs and can also include abuse of prescription drugs and over-the-counter medications. There is also a growing problem of youth using what are commonly referred to as designer or synthetic drugs. Designer or synthetic drugs come in various forms and may be a chemical compound, a plant-based substance, or a combination. Common names for these drugs include bath salts, K2, spice, salvia, and synthetic marijuana. These drugs have serious and dangerous effects. Synthetic marijuana is an illegal substance in Alaska. [AS 11.71.040-.050](#), [11.71.160](#). The following optional language prohibits the possession, use, or distribution of “prohibited drugs,” which includes all dangerous substances that pose a risk to district students.

Specifically, the Board prohibits the actual or attempted sale, distribution, use, or possession by a student of alcohol, prohibited drugs or inhalants, drug paraphernalia, substances that are designed to look or act like prohibited drugs or alcohol, or substances purported to be prohibited drugs or alcohol. Prohibited drugs are defined as:

1. Drugs that are illegal if possessed by those under 21, under any local, state, or federal law; or any drug that can be legally obtained but which has been obtained through illegal means.
2. Alternatives to illegal drugs such as designer or synthetic drugs, whether or not prohibited by law, which are purported to, designed to, or which do impair, restrict, or alter normal cognitive function when absorbed, ingested, injected, or inhaled.
3. Prescription drugs that are not legally obtained or prescribed, are not being used for the prescribed purpose, are being used in excess of the prescribed amount, are being used by other than the person to whom prescribed, or are being sold, traded or distributed.

Recognizing that keeping schools free of alcohol and other drugs is a concern common to the district and community, the School Board supports cooperation among schools, parents/guardians, law enforcement and other appropriate community organizations involved in preventing alcohol and drug abuse.

(cf. 1410 Interagency Cooperation for Student & Staff Safety)

Note: Districts are required to establish a citizen advisory committee in order to receive [Public Law 99-570](#) funds. Additionally, [AS 14.33.110](#) requires that the school disciplinary and safety program maintain community standards of school behavior that are developed by members of each school, including students, parents, teachers, school administrators, and other responsible persons.

To obtain the widest possible input and support for district policies and programs, the School Board shall appoint a districtwide school-community advisory committee to make recommendations related to the prevention of alcohol and other drug abuse. The committee should make its recommendations based on input from students, parents,

teachers, school administrators, and community members. The School Board also encourages the use of site-level advisory groups in this area.

(cf. 1220 - Citizen Advisory Committees)

Opioid Overdose Protection

In accordance with AS 14.30.145, the Superintendent shall ensure that:

- 1) A person trained to administer an emergency opioid overdose drug is on site when the main school building of each school in the school district is open to students or staff, including periods when the school building is open before and after school hours and during weekend activities; and during each school-sponsored event conducted on school grounds.
- 2) The main school building of each school in the school district has at least two doses of an emergency opioid overdose drug available on site; and
- 3) At least one dose of an emergency opioid overdose drug is available during a school-sponsored event conducted on school grounds.

Per AS 14.30.145, a school district, school, or individual is not liable for civil damages for an injury to another individual resulting from a failure to possess or maintain an emergency opioid overdose drug as required by the statute.

Instruction

The district shall provide preventative instruction which helps students avoid the use of alcohol, marijuana, or other drugs and teaches students how to influence their peers to avoid and/or discontinue the use of alcohol or drugs. Instruction shall be designed to answer students' questions related to alcohol and drugs.

The instructional programs will help students obtain and use current and accurate information, develop and maintain a positive self-concept, take positive actions to cope with stress, and use appropriate social and personal skills to resist involvement with alcohol and drugs.

The curriculum will be K-12, comprehensive and sequential in nature and suited to meet the needs of students at their respective grade levels. All instruction and related materials shall stress the concept that alcohol and prohibited drugs can be dangerous and should never be used when such use is illegal.

The School Board encourages staff to display attitudes and behaviors which make them positive role models for students with regard to alcohol, marijuana and other drugs. Staff should help students see themselves as responsible partners in efforts to maintain a safe, constructive school climate.

The School Board recognizes that children exposed to alcohol or other drugs prior to birth may have disabilities requiring special attention and modifications in the regular education program. The Superintendent or designee shall provide appropriate staff training in the needs of such students as required by law.

Note: [AS 14.20.680](#) requires training for teachers, administrators, counselors and specialists on the needs of students with alcohol or drug-related disabilities, including medical and psychological characteristics, family issues, and specific educational needs.

(cf. 6142.2 - AIDS Instruction)

(cf. 6143 - Courses of Study)

(cf. 6159 - Individualized Education Program)

Intervention

The School Board recognizes that there are students on our campuses who use alcohol and other drugs and can benefit from intervention. The School Board supports intervention programs that include the involvement of students, parents/guardians and community agencies/organizations.

School personnel should be trained to identify symptoms which may indicate use of alcohol and other drugs. The Superintendent or designee shall identify responsibilities of staff in working with, intervening, and reporting students suspected of alcohol and other drug use.

Students and parents/guardians shall be informed about the signs of alcohol and other drug use and about appropriate agencies offering counseling.

Nonpunitive Self-Referral

The School Board strongly encourages any student who is using alcohol or drugs to discuss the matter with his/her parent/guardian or with any staff member. Students who self-disclose past use of alcohol or other drugs in order to seek help to quit using shall not be punished or disciplined for such past use. State and local extra-curricular activities eligibility rules may apply further conditions related to the admission of drug or alcohol use.

Enforcement/Discipline

The Superintendent or designee shall take appropriate action to eliminate possession, use or sale of alcohol and prohibited drugs and related paraphernalia on school grounds, at school events, or in any situation in which the school is responsible for the conduct and well-being of students. Students possessing, selling and/or using alcohol,

marijuana or other drugs or related paraphernalia shall be subject to disciplinary procedures which may result in suspension or expulsion.

(cf. 5144.1 - Suspension and Expulsion/Due Process)

School authorities may search students and school properties, such as student lockers, for the possession of alcohol, marijuana and other drugs as long as such searches are conducted in accordance with law.

(cf. 5145.12 - Search and Seizure)

Legal Reference:

ALASKA STATUTES

[04.16.080](#) Sales or consumption at school events

[14.20.680](#) Required alcohol and drug related disabilities training

[14.30.145](#) Opioid overdose drugs

[14.30.360](#) Curriculum (Health and Safety Education)

[14.33.110-.140](#) Required school disciplinary and safety program

[17.38.010-900](#) The regulation of marijuana

[47.37.045](#) Community action against substance abuse grant fund

UNITED STATES CODE

Elementary and Secondary Education Act of 1965, [20 U.S.C. §§ 7116, 7163](#),
as amended by the Every Student Succeeds of 2015 Act [P.L. 114-95P.L.](#)
[107-110](#),

Adopted: April 28, 2004

Revised: November 17, 2015

Revised: August 30, 2023

Revised:

Northwest Arctic Borough School District

BP 5141.3 HEALTH EXAMINATIONS

Note: Effective June 30, 2016, districts are no longer required by state law to provide for or require each child to have a physical examination and a vision and hearing screening examination upon entry into school and at regular intervals as determined by the school board. While districts are no longer required to provide for and require physical examinations of every child attending school, the Department of Health ~~and Social Services~~ may require the district to conduct physical examinations it considers necessary and may reimburse the district for examinations. The following optional policy may be revised or deleted as needed.

~~**Note:** If a school district will be using federal money to perform exams or screenings on students, the district must annually notify parents of the exam or screening, except for hearing, vision, or scoliosis screenings. The following language implements federal law.~~

The School Board recognizes the importance of and encourages periodic comprehensive physical health examinations, especially upon entry into school at the beginning of the school year. In order to identify barriers to learning, and determine whether treatment or special adaptations of the school program may be necessary, the School Board shall may require vision and hearing screening examinations upon entry into school or as soon as practical, and at regular intervals, as necessary. All personnel employed to examine students shall exercise proper care of each student being examined and shall ensure that the examination results are kept confidential.

Note: If a school district will be using federal money to perform exams or screenings on students, the district must annually notify parents of the exam or screening, except for hearing, vision, or scoliosis screenings. The following language implements federal law.

The district will annually notify parents of physical exams or screenings of students, except for routine vision, hearing, or scoliosis screenings.

Students who wish to participate in certain extracurricular activities may be required to submit to a physical examination to verify their ability to participate in the activity.

(cf. 6145.2 – Interscholastic Competition)

(cf. 5112.2 - Exclusions from Attendance)

(cf. 5141.22 - Infectious Diseases)

Legal Reference:

ALASKA STATUTES

[14.30.065](#) *Supervision*

[14.30.070](#) *Physical examination required*

[14.30.127](#) *Vision and hearing screening examinations*

ALASKA ADMINISTRATIVE CODE

[4 AAC 06.055](#) *Immunizations required*

UNITED STATES CODE

[42 U.S.C. §§ 12101](#) *et seq.* (2014)

[20 U.S.C. §§ 1232G](#) (2013)

[20 U.S.C. §§ 1232h](#) (2002)

[29 U.S.C. § 794](#)(a) (2002)

CODE OF FEDERAL REGULATIONS

[34 C.F.R pt.99](#) (2011)

Revised: August 30, 2016

Adopted: April 28, 2004

Revised: August 30, 2016

Revised:

Northwest Arctic Borough School District

BP 5141.31 IMMUNIZATIONS

Note: Effective July 1, 2009, school children must be immunized against varicella.~~one additional immunization will be required for school children: varicella.~~

Prior to first entry into school, a child must be fully immunized as required by law against diphtheria, pertussis, tetanus, polio, measles, rubella, mumps, hepatitis A, ~~and hepatitis B, and varicella.~~ Children over the age of 12 shall not be required to be immunized against rubella (4 AAC 06.055); ~~and beginning July 1, 2009 a child must be fully immunized as required by law against varicella (4 AAC 06.055).~~

Any student who does not show evidence of required immunization or who does not present a letter or affidavit from the parent/guardian or physician, physician's assistant, or advanced nurse practitioner stating reasons for exemption based on medical reasons or ~~personal religious~~ beliefs, as set forth in 4 AAC 06.055(b), shall be excluded from school until such time as the immunization is obtained or affidavit of exemption has been filed with the school. Exemptions must be renewed annually. Personal or philosophical objections to immunizations are not permitted per 4 AAC 06.055.

The Superintendent or designee shall exclude those students who fail to meet immunization requirements as required by law.

Provisional Admission

Where regular weekly medical services are not available, the Superintendent or designee may grant provisional admission to students in exceptional circumstances for up to 90 days.

Homeless students, under the definition of the McKinney-Vento Homeless Assistance Act, who do not have a record of required immunizations may be provisionally enrolled for up to 30 days if a parent or legal guardian attests in writing that they have received the required immunizations.

(cf. 5112.2 - Exclusion)

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

Note: Pursuant to 4 AAC 06.055 immunizations must be provided by state or federal health services if otherwise unavailable in the district or if unaffordable.

Provisional admissions shall be reported to the Department of Health ~~and Social Services~~. The Superintendent or designee shall inform parents/guardians of available immunization services and state or federal assistance.

Legal Reference:

ALASKA STATUTES

[14.30.065](#) Supervision

[14.30.125](#) Immunization

ALASKA ADMINISTRATIVE CODE

[4 AAC 06.055](#) Immunizations required

~~Revised: January 27, 2009~~

Adopted: April 28, 2004

Revised: January 27, 2009

Revised:

Northwest Arctic Borough School District

BP 5141.51 AT-RISK YOUTHS

The School Board recognizes that personal, social, economic, and health circumstances of children and families may contribute to students' risk of school failure. believes that, in order to benefit from a learning environment, students must be as free as possible from the dilemma imposed by personal and societal problems. Danger signs for the various at-risk categories must be taken seriously. District personnel must be concerned for the personal development of students, as well as their academic development. District assessments and evaluations shall be used to identify students performing well below grade-level or at risk of failing to meet district standards.

The Superintendent or designee shall investigate and recommend programs that which will address the needs of at-risk youths. At-risk youths include, but are not limited to, those students who abuse drugs or alcohol, are suicidal engage in self-harm or express suicidal ideations, exhibit have serious attendance problems, drop out of school, are abused or neglected, disadvantaged children are experiencing homelessness, or are pregnant or parenting minors.

Program planning should examine, but is not limited, to the following:

1. Classroom learning experiences and the integration of primary prevention programs into the classroom.
2. Staff professional development ~~requirements~~.
3. District liability.
4. Community resources.
5. Crisis response/intervention teams.
6. Peer counseling.
7. Parent/guardian education.
8. Student Study Teams.
9. Kindergarten through 12 counseling and guidance curriculum.
10. Attendance and policy procedures.
11. Student discipline.
12. Alternative programs.

(cf. 5131.6 - Drugs, Alcohol and Tobacco)

(cf. 5141.4 - Child Abuse and Neglect)

(cf. 5141.52 - Suicide Prevention)

(c.f. 5141.41 - Sexual Abuse, Sexual Assault and Dating Violence Awareness and Prevention)

(cf. 5146 - Married/Pregnant/Parenting Students)

(cf. 5147 - Dropout Prevention Program)

(cf. 5148 - Child Care)

~~Revised: June 2017~~

Adopted: April 28, 2004

Revised: June 2017

Revised:

Northwest Arctic Borough School District

BP 8120 ELECTIONS

Note: Pursuant to AS 14.08.115 and AS 14.12.035, the school board prescribes the manner of selecting advisory boards. Effective 2014, regional educational attendance areas ("REAA") may request that advisory school board elections be conducted by the Division of Elections ("Division"). If a request is made, the election will be held on the first Tuesday in October. AS 14.08.071(e). In such a case, the role of the Division is limited and REAAs retain most of the obligations for conducting the election. In addition, the Division will only conduct advisory school board elections in those communities where the Division is already scheduled to conduct an in-person election for the regional school board. The following policy provides optional language for REAAs desiring to have the Division conduct advisory school board elections. That language incorporates the requirements of 6 AAC 27.180, Advisory school board elections.

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

~~Second-class cities within the district shall be responsible for conducting all phases of Advisory School Council elections for their respective attendance areas. The city council of each second-class city shall certify and forward the election results to the School Board. The 40% election requirement of AS 29.28.040 does not apply to the Advisory School Council Elections.~~

The Superintendent or designee shall make the necessary procedures, forms and staff assignments for the conduct of elections ~~for those portions of the district not organized into second-class cities.~~

Qualifications for Candidates and Voters

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

An individual ~~must qualify with respect to~~ the following ~~elements before he/she may~~ qualifications is eligible to vote in an Advisory School Council election:

1. ~~The voter or candidate must be~~ is a United States citizen;-
2. ~~The voter or candidate must be at least~~ is 18 years of age ~~on the date of the election or older~~;-
- 2.3. is a registered voter in the State of Alaska;
4. ~~The voter or candidate must be~~ has been a resident of the ~~municipality or~~ school attendance area for at least 30 days before the date of the election; and

3-5. _____ is not disqualified from voting due to: a) conviction of a felony involving moral turpitude, assuming voting rights have not been restored; or b) a court finding of incompetency, unless the disability no longer exists.-

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

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

An individual must qualify with respect to the following elements before he/she may be a candidate for and Advisory School Council seat:

1. The candidate must be qualified to vote in the Advisory School Council Election.
2. The candidate must not have been convicted of any sex-related crime.

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

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

Note: The following optional language may be used by regional educational attendance areas that desire to have advisory school board elections conducted by the Division of Elections. The written request must be made by the Superintendent to the Division of Elections at least 150 days before the election date. The request needs to include a list of communities where the advisory school board elections are to be conducted and the name and contact number for each site administrator or designee. The list can only include those communities where the Division is already scheduled to conduct a simultaneous in-person Regional School Board election. In addition, the request must include the district's agreement to do the following: 1) be responsible for all advertising and public notices for the election; 2) printing the advisory school board ballots on colored paper and delivering them to the polling sites; 3) retrieving the voted ballots from the Division representative when the polls close; 4) tallying the ballots and notifying the public of election results; and 5) certifying the election and notifying the candidates of certification. Finally, the Superintendent can request a separate list of voters registered in the precinct for use during the advisory school board election. AS 14.08.071; 6 AAC 27.180.

Election Procedures

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

advertising, printing and delivering of ballots, tallying of ballots, and certification of the advisory school council elections.

Legal Reference:

ALASKA STATUTES

14.08.071 Elections, advisory votes

14.08.115 Advisory school boards in REAA

14.12.035 Advisory school boards in borough school districts

ALASKA ADMINISTRATIVE CODE

6 AAC 27.180 Advisory school board elections

Revised: October 29, 2002

Adopted: March 28, 1995

Revised: October 29, 2002

Revised:

Northwest Arctic Borough School District

BB 9020 BOARD STANDARDS

The School Board believes that it should hold itself to high standards of the Iñupiat Ilitqusiat, performance, accountability and conduct in order to meet the public trust that has bestowed by the public election of each member.

Therefore, the School Board has adopted the Board Standards established by the Association of Alaska School Boards, which provide a framework for effective school governance and keep the School Board's focus on cultural responsiveness and student achievement.

Regular efforts will be made to orient new board members to the board standards, provide on-going board development opportunities to assist all board members in meeting those standards, and assess board performance to measure the School Board's effectiveness in meeting them.

(cf. 9000 - Role of School Board and Members)

(cf. 9230 - Orientation)

(cf. 9240 - School Board Development)

(cf. 9400 - School Board Self-Evaluation)

Added 9/99

9/92 Adopted:

Northwest Arctic Borough School District

AASB Policy Reference Manual

E 9020 BOARD STANDARDS

The Board Standards developed by the Association of Alaska School Boards and listed below have been adopted by the Northwest Arctic Borough School District School Board as a standard of performance that this school board will constantly strive to meet.

VISION

The Board Creates A Shared Vision To Enhance Student Achievement

- 1.1 Board develops a dynamic shared vision for education that reflects student needs and community priorities.
- 1.2 Board keeps the district and community focused on educating students.
- 1.3 Board demonstrates its strong commitment to vision by using the shared vision to guide decision making.

STRUCTURE

The Board Provides A Structure That Supports The Vision

- 2.1 Board establishes a management system that results in effective decision making processes and enables all the people to help the district achieve its vision and make the best use of its resources.
- 2.2 Board ensures that long and short term plans are developed and annually revised through a process involving extensive participation, information gathering, research, and reflection.
- 2.3 Board sets high instructional standards based on the best available information about the knowledge and skills students will need in the future.
- 2.4 Board acts to ensure vision and structure comply with legal requirements.
- 2.5 Board encourages and supports innovative approaches to teaching, learning, and the continuous renewal of education.

ACCOUNTABILITY

The Board Measures District Performance Toward Accomplishing the Vision And Reports the Results To The Public.

3.1 Board receives regular reports on student progress and needs based on a variety of assessments to evaluate the quality and equity of the educational program.

3.2 Board evaluates the superintendent's ~~and board~~ performance annually and reports ~~the result a statement~~ to the public. The statement may include a possible contract extension, a change in salary, and goals.

3.3 Board evaluates the board performance biennially (every two years) and reports a statement to the public. The statement may include the resulting goals.

3.43 Board ensures long and short term plans are evaluated and revised with the needs of students in mind.

3.54 Board uses an understandable format to periodically report district performance to the public.

ADVOCACY

The Board Champions The Vision

4.1 Board leads in celebrating the achievements of students and accomplishments of others who contribute to education.

4.2 Board advocates for children and families and establishes strong relationships with parents and other mentors to help support students.

4.3 Board establishes partnerships with individuals, groups, and organizations to promote educational opportunities for all students.

4.4 Board promotes school board service as a meaningful way to make long term contributions to the local community and society.

4.5 The board is proactive in identifying and addressing issues that affect the education of students.

CONDUCT & ETHICS

The Board And Its Individual Members Conduct District Business In A Fair, Respectful, And Responsible Manner

5.1 Board and its individual members act in a manner that reflects the Iñupiat Ilitqusiat

- a. Knowledge of Family Tree
- b. Love for Children
- c. Avoid Conflict

- d. Knowledge of Language
- e. Cooperation
- f. Family Roles

g. Sharing
h. Hard Work
i. Responsibility to Tribe
j. Humor
k. Humility
l. Respect for Elders

m. Spirituality
n. Respect for Others
o. Respect for Nature
p. Domestic Skills
q. Hunter Success

5.2 Board and its individual members act in a manner that reflects service to the community on behalf of students.

5.32 Board demonstrates a commitment to continually improving teamwork, problem solving, and decision making skills through a conscious program of board development.

5.43 Expenditures for board activities are clearly identified in the budget, related to the district vision, and open to public scrutiny.

Adopted:

Northwest Arctic Borough School District

BB 9223 BOARD VACANCIES

Note: The following provisions apply to school boards pursuant to AS 14.08.045. Item 1 below could apply to a write-in candidate whose qualifications were not verified prior to election or to a district employee who fails to resign their employment after election.

The School Board may declare a regional school board seat vacant if the person elected:

1. fails to qualify for Board membership within 30 days of certification of the election,
2. refuses to take office,
3. resigns,
4. is convicted of a felony involving moral turpitude or a violation of the oath of office while serving as a School Board member,
5. no longer resides within the boundaries which he/she was elected to represent and a two-thirds vote of the Board declares the seat vacant.

(cf. 9220 - School Board Election)

Note: The following is provided for borough and city school boards and may be revised as appropriate.

The school board shall declare a vacancy on the Board for any actions which disqualify a member from service in accordance with state laws and local ordinances.

Note: A.S. 14.14.080 allows a school board to declare a board vacancy when a member fails to attend three consecutive regular board meetings without being excused by the Board President.

Three consecutive unexcused absences from regular board meetings shall be sufficient cause for the Board to declare a Board vacancy.

(cf. 9121 - President)

cf. 9320 - Meetings)

Appointment to the Board

Note: The following optional bylaws may be deleted or revised as desired.

A vacancy on the Board shall be filled within 30 days of the vacancy by Board appointment. When making an appointment to the Board, the Board desires to draw from the widest possible number of candidates.

The Board shall:

1. Advertise the vacancy in suitable local media.
2. Solicit applications or nominations of any legally qualified citizen interested in serving on the School Board.
- 1.3. Provide candidates with appropriate information regarding Board member responsibilities.
- 2.4. Announce names of candidates and accept public input either in writing or at a public meeting.
- 3.5. Interview the candidates at a public meeting.
- 4.6. Select the provisional appointee by majority vote at a public meeting.

The person appointed shall hold office until the next regularly scheduled election for district Board members and shall be afforded all the powers and duties of a Board member upon appointment.

Legal Reference:

ALASKA STATUTES

[14.08.041](#) *Regional school boards*

[14.08.045](#) *Vacancies*

[14.08.081](#) *Recall*

[14.12.070](#) *Vacancies*

[14.14.080](#) *Declaring a school board vacancy*

[29.26.240 - 29.26.360](#) *Recall*

Adoption Date: May 23, 1995

Revised:

Northwest Arctic Borough School District

BB 9270 CONFLICT OF INTEREST

Note: [Alaska Statute 29.20.010](#) requires each municipality to adopt a conflict of interest code. [Alaska Statute 39.50.145](#) authorizes a municipality to exempt municipal officers from state conflict of interest financial reporting requirements. Accordingly, districts should consult local law to determine if additional conflict of interest requirements must be addressed. The following sample bylaw should be revised as appropriate to reflect district philosophy and needs.

In order to instill public confidence in public office and provide public accountability, School Board members shall disclose and avoid conflicts of interest involving any matter pending before the School Board. A conflict of interest exists when a member has a personal or financial interest on a matter coming before the Board that could render the member unable to devote complete loyalty and singleness of purpose to the public interest. School Board members owe the public a duty to act in the best interests of the district.

Decision making. The Board recognizes that when no conflict of interest requires abstention and/or recusal, its members must vote on issues before the Board. If a board member or their **immediate** family member may benefit personally or financially from a Board decision, that board member must provide full disclosure of the conflict or potential conflict of interest to the Board. The Board, without that member's participation, will then approve or disapprove of the member's deliberations and voting on the issue. If the Board determines a conflict of interest prohibits participation, the member shall recuse themselves and abstain from deliberations and voting.

Appearance of impropriety. When a situation may create the appearance of impropriety, even where state and federal laws do not require any action, the board member shall fully disclose the circumstances. The Board, without that member's participation, will then approve or disapprove of the member's deliberations and voting.

Board members who have an actual or potential conflict of interest requiring disclosure shall not seek to influence the decisions of staff or other board members on the underlying matter, or on the member's participation in the matter.

Other duties. School Board members are expected to avoid conflicts of interest in their other duties. This includes:

- a. **Confidential information.** School Board members shall not disclose or use confidential information acquired during the performance of official duties as a means to further their own personal or financial interests or the interests of a family member.
- b. **Gifts.** School Board members shall not accept a gift or economic benefit that would tend to improperly influence a reasonable person or where board members know or should know the gift is offered for the purpose of influencing or rewarding official action.

- c. **Business dealings with staff.** School Board members shall not engage in financial transactions for private business purposes with district staff whom board members directly or indirectly supervise.
- d. **Compensation for services.** School Board members shall not receive any compensation for services rendered to the district from any source, except compensation for serving on the School Board and reimbursement of expenses incurred as a board member, as allowed by policy and law.

Other legal obligations. School Board members shall comply with state and federal laws pertaining to conflicts of interest. Nothing in this policy restricts or affects board members' duties to comply with those laws.

(cf. 3115 - Relations with Vendors)

(cf. 4112.8 - Employment of Relatives)

(cf. 2300 - Conflict of Interest Code: Designated Personnel)

Legal Reference:

ALASKA STATUTES

[14.08.131](#) *Disqualification from voting for conflict of interest*

[14.14.140](#) *Restriction on employment*

[11.56.100 - 11.56.130](#) *Bribery and related offenses*

[29.20.010](#) *Conflict of interest*

ADMINISTRATIVE CODE

[4 AAC 18.031](#) *Employment of members of immediate families of school board members*

[4 AAC 18.900](#) *Definitions*

Adopted: May 23, 1995

Revised: August 30, 2016

Revised: June 6, 2023

Revised:

Northwest Arctic Borough School District

BB 9320 MEETINGS

Note: Alaska's Open Meetings Act A.S. 44.62.310-.312 requires meetings of the Board to be open to the public except as allowed by law and requires reasonable public notice of such meetings. 1994 revisions to the Act are reflected in this sample policy.

Meetings of the Board are conducted for the purpose of accomplishing district business. A meeting of the Board shall consist of any gathering of the members of the Board when more than three members of the Board, or a majority of the members, whichever is less, are present and collectively consider a matter upon which the Board is empowered to act. As a matter of district policy and state law, meetings ordinarily shall be open to the public. The Board may meet in closed sessions only to discuss certain matters as permitted or required by Alaska's Open Meetings Act. All business of the Board must be conducted at a duly convened meeting of the Board. Poll voting between meetings is not allowed. All meetings of the School Board shall be open to the public, except for executive sessions authorized in accordance with law.

(cf. 9321 - Executive Sessions)

Reasonable public notice shall be given for all meetings of the Board in accordance with law and district practice, and shall be posted at all regular district and school sites before the meeting. The Superintendent or designee shall provide reasonable public notice of open meetings of the Board. Such notice shall include the date, time and place of the meeting, and, if the meeting is by teleconference, the location of any teleconferencing facilities that will be used. shall be provided to the local news media and posted at district and school sites before the meeting. Public Meetings may not be held in a private home or private business.

(cf. 9012 - Communications To and From the Board)

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9323 - Meeting Conduct)

Regular Meetings

The Board shall adopt a yearly calendar specifying the date, time and place of each regular meeting. The local media shall be provided with the annual calendar of regular Board meetings and shall be notified of any changes to the calendar.

Regular meetings shall be held on the last Tuesday of every month, unless otherwise determined by the Board. The meetings will convene at the appointed time, providing a quorum is present. Notice of regular meetings shall be posted at least five (5) days prior to the meeting.

Commented [AE1]: Model state: The Board shall hold ____ regular meetings each month. Unless changed by the Board, regular meetings shall be held at ____ p.m. at ____.

Continued Meetings

The Board, by official action, may recess a regular or special meeting and designate a future date for the purpose of continuing the consideration of one (1) or more topics, provided that:

the total number of days for the session, including all those added after recess, shall not exceed the statutory limitations of fifteen (15) days for a regular meeting and five (5) days for a special meeting;

public notification shall be made of the recess;

any absent members of the Board shall be notified of the recess.

Special Meetings

Special meetings of the Board may be called by the presiding officer or a majority of the Board members.

Except in cases of an emergency, notice of special meetings shall be ~~delivered provided~~ at least 24 hours before the meeting. ~~to all Board members, the Superintendent, and to the local media. This notice shall specify the date, time, place and, if the meeting is by teleconference, the location of any teleconferencing facilities that will be used. Such notice shall be given to all Board members, the superintendent and to the local news media.~~ This notice also shall be posted at district and school sites at least 24 hours before the meeting. ~~This notice shall specify the date, time and place of the meeting.~~

Notice of special meeting shall include a statement of the purpose of the meeting. No business may be transacted at this special meeting, other than that which is specifically stated in the notice of the meeting.

Emergency Special Meetings

The Board president or designee shall give notice of an emergency special meeting to the local media by telephone before the meeting. If telephone services are not functioning, the notice requirement is waived. In that event, As soon after the meeting as possiblepracticable, the Board shall notify the local media that the meeting was held and shall describe the purpose of the meeting and any action taken by the Board.

Board Action Between Meetings

~~When, in the opinion of the Superintendent, circumstances arise of such an urgent nature as to require Board action prior to the regular or special meetings, and the President of the Board, or in the President's unavailability, the Vice-President, concurs with this opinion, a poll vote by phone may be taken of Board members. In taking such a poll, the following conditions shall apply:~~

1. There shall be twenty-four (24) hours advance public notice of the poll vote given by public radio, unless the urgent matter prevents a twenty-four (24) hour delay of the vote. In such an event, at least three (3) hours advance notice shall be given by public radio;
2. The public notice will state the question being voted upon. In addition, the notice will advise the public of their right to be present at the time and place when the poll vote is being conducted by the Board's Recording Secretary;
3. The poll vote will be conducted by the Board's Recording Secretary in the Boardroom at the District Office. As many Board members as possible will be placed on a conference call that will be broadcast via speaker phone into the Boardroom. Board members who are not on the conference call shall be called individually and that phone call shall also be broadcast by speaker phone into the Boardroom;
4. The Board shall confirm the results of the poll vote by a vote taken at the next regular or special meeting.

Teleconferencing/Video-Conferencing

Recognizing the inherent responsibility and statutory duties of Board members, the Board strongly encourages Board members to attend and participate at meetings of the Board. Though great importance is given to the physical presence of Board members at meetings, the attendance and participation of members by teleconference is authorized whenever physical presence is not practicable. All votes at a meeting of members attending by teleconference shall be taken by roll call.

The Board also authorizes the use of teleconferences for Board meetings when receiving public comment or testimony, and during Board deliberations.

Whenever possible, meeting agendas and supporting materials shall be available at all teleconference facilities used for the Board meeting.

The Board may use teleconferences/and or video-conferences, if available, for Board meetings when receiving public comment or testimony and during Board deliberations. Agendas and supporting materials shall be available at conference locations.

Legal Reference:

ALASKA STATUTES

[14.08.091](#) *Administration*

[14.14.070](#) *Organization of school board*

[14.14.080](#) *Declaring a school board vacancy*

[29.20.020](#) *Meetings public*

[44.62.310](#) *Agency meetings public*

[44.62.312](#) *State policy regarding meetings*

~~*Revised: March 27, 2007*~~

Adoption Date: May 23, 1995

Revised: March 27, 2007

Revised:

Northwest Arctic Borough School District

BB 9322 AGENDA/MEETING MATERIALS

Construction of Agenda

The Superintendent, at the direction of the President of the Board, shall prepare all agendas for meetings of the Board.

(cf. 9121 - President)

All agendas shall include the meeting time and place and a description of each business item to be transacted or discussed. All agendas shall be posted for public review prior to the meeting.

(cf. 9320 - Meetings)

Note: [A.S. 29.20.020](#) requires governing bodies provide a reasonable opportunity for the public to be heard.

Any member of the public may request that a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting. The request must be in writing and submitted to the Superintendent with supporting documents and information, if any, at least ten working days before the scheduled meeting date.

When constructing the agenda, the Board president and Superintendent will decide whether a request is within the subject matter jurisdiction of the Board and whether the agenda item is appropriate for discussion in open or executive session. The Board president and Superintendent have the discretion to carefully consider and decide whether to include public requests on the agenda.

The Board shall also give members of the public the opportunity to testify at regular meetings on matters which are not on the agenda but which are within the subject matter jurisdiction of the Board. An agenda item for such input shall be included on Board agendas. The Board shall not take action on such matters at that meeting.

(cf. 9012 - Communications To and From the School Board)

(cf. 9323 - Meeting Conduct)

All public communications with the Board are subject to requirements of relevant Board policies and administrative regulations.

(cf. 1312 - 1312.3 - Complaints Concerning Schools)

School Board Member Preparation

Commented [AE1]: AASB verbiage: The Board president and Superintendent may reject a public request for a matter to be added to the agenda for any reason.

A copy of the agenda shall be forwarded to each Board member at least ten (10) business days before each regular meeting date. All meeting materials will be publicly available at least five (5) business days prior to the meeting.

When special meetings are called, the Superintendent and President shall make every effort to get the agenda and support materials to School Board members one (1) week prior to special meetings or as soon as possible.

School Board members shall review all meeting materials before each meeting. Individual members may confer directly with the Superintendent or designee to obtain specific information on agenda items.

(cf. 9200 - School Board Members)

Legal Reference:

ALASKA STATUTES

[29.20.020](#) Meetings public

Adoption Date: May 23, 1995

Revised: April 30, 2024

Revised:

Northwest Arctic Borough School District

BP 1250 VOLUNTEER ASSISTANCE

The Board encourages parents/guardians and other members of the community to share their time, knowledge and abilities with our students. The wealth of experience available in the community is a resource that should be used in appropriate ways to enrich the educational program and strengthen our schools' relationships with homes, businesses, public agencies and private institutions. By their presence, volunteers also can make school environments safer and more closely supervised. The School Board encourages parents/guardians and other members of the community to share their time, knowledge and abilities with our students.

The Superintendent or designee may authorize the use of volunteers. The Superintendent or designee shall establish regulations to protect the safety of both students and volunteers. ~~Including background check for crimes involving moral turpitude.~~

Note: The following optional paragraph is offered for districts that wish to provide students the greatest possible protection, and should be revised or deleted based on the district's needs and ability to implement this policy.

All persons who wish to volunteer service with or around students must undergo a background check.

Like employees and students, volunteers shall act in accordance with district policies and regulations.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 1260 - Visits to the school)

(cf. 5141.42 – Professional Boundaries of Staff with Students)

(cf. 4112.5 / 4212.5 / 4312.5 – All Personnel Security Check)

(cf. AR 4112.5 Security Check)

Legal Reference:

ALASKA STATUTES

[20AAC 10035](#) - Regulation defining crimes of moral turpitude

Adopted: June 09, 2004

Revised:

Northwest Arctic Borough School District

AR 1250 VOLUNTEER ASSISTANCE

Note: This AR addresses some of the details associated with the use of volunteers.

This regulation provides the procedures for approving members of the public to serve as volunteers, including chaperones.

Responsibilities of ~~Principals~~Site Administrators:

1. Coordinate the use of school volunteers.
~~Verify the identity of the volunteer with a photo id.~~
- 1.2. _____
- 2.3. _____ Confirm that the school volunteer has completed the volunteer packet.
- 3.4. _____ Require updated volunteer packets are received ~~on the schedule set by the District~~ in a timely manner.
- 4.5. _____ Keep and maintain a register of volunteer activity at the school.
- 5.6. _____ Inform volunteers of school rules and routines, answer questions, and provide volunteer support as appropriate.
- 6.7. _____ When required to ensure the safety of students and the smooth operation of the educational program, ~~principals~~site administrators may decline the services of any volunteer.
- 7.8. _____ ~~Determine which volunteers are~~Facilitate the completion of required to complete annual mandatory reporting training and inform volunteers how to receive the training for all volunteers who interact with children for more than 4 (four) hours in any week. Report the training completion to the Human Resources department within 45 days of the beginning of the volunteer service.

Responsibilities of the District

1. Develop a volunteer packet for individuals to use to apply as a volunteer.
2. Facilitate the volunteer approval process.
- 3.1. _____ ~~Verify the identity of the volunteer with a photo id.~~
3. Maintain the volunteer packet materials in the volunteer's file.
4. ~~Facilitate and pay for the annual background check.~~
5. Review the annual background check and make an individualized determination about the volunteer in accordance with BP 4112.5 / 4212.5 / 4312.5.
6. Keep and maintain an approved volunteer list, with the dates that the annual background check was completed, in order for school ~~principals~~site administrators to verify the eligibility status of volunteers.
7. Notify the volunteer of their eligibility status.
8. Notify volunteers when annual background checks need renewal.
9. Inform volunteers that they are subject to the District's policies and regulations where applicable.

Responsibilities of Volunteers

1. Complete the volunteer packet.
2. ~~Obtain and pay for a background check.~~
3. Submit to the background check every ~~two~~ years.
4. Self-report any convictions that occur in the intervening time between background checks.

5. Recognize that they are neither employees nor an independent contractor and serve at the discretion of the District.

5-6. Complete annual mandatory reporting training within 45 days of the beginning of their volunteer service if they intend to volunteer for more than 4 hours within any week.

Mandatory Reporting Training

Volunteers who interact with children for more than four hours ~~per~~within any week are required to complete mandatory reporting training. This direction will be provided by the school ~~principal~~site administrator.

Note: Pursuant to AS 47.17.020(a)(9), “volunteers who interact with children in a public or private school for more than four hours a week” must report child abuse and child neglect. AS 47.17.020(a) requires school districts to provide training to such volunteers on the recognition and reporting of child abuse and neglect.

Adopted:

Northwest Arctic Borough School District

AR 4133/4233/4333 ALL PERSONNEL – TRAVEL EXPENSES

All District travel must be approved in advance of travel on a District Travel Authorization and Per Diem (TR) form. All District authorized travel will be organized by a District Office department.

Supervisors will authorize all in-district travel of employees within their site/department. The Superintendent, or his/her designee, will authorize all out-of-district travel in addition to the Supervisor **(two signatures)**.

The following sections will cover processes and procedures for District-authorized travel.

- I. Business Travel Leave Requests
- II. District Paid Travel Costs
- III. Travel Authorization Forms (TR)
- IV. Student Travel & Per diem
- V. Rental Cars
- VI. Per Diem

I. BUSINESS RELATED LEAVE REQUESTS

Employees traveling on District business, and away from their regular workstation, must submit a leave request (with description) via the District's timekeeping system prior to travel arrangements being made. Employees traveling on District business will request Administrative leave, see Administrative Leave types below.

Under Administrative Leave, submit the leave type that corresponds with reason for travel:

1) S – Admin-Sports, 2) A-Admin-Activities 3) I-Admin-In-District, or 4) O-Admin-Out-of-District.

II. DISTRICT PAID TRAVEL COSTS

While an employee is on official travel status the District will pay:

- 1) Actual transportation costs including commercial airfare, not to exceed normal "coach" fare, auto mileage at the current federal rate per mile (www.gsa.gov), taxi fare and other essential transportation costs.
- 2) Actual hotel costs. (Room/Tax and approved hotel Parking only.) Actual is defined as the actual number of days required for the trip.
- 3) Per diem. A per diem allowance for travel applies when an employee is away from home overnight. If an employee is traveling with a group of students and the housing site provides meals or if the employee's site is paying meals, then this will be in lieu of per diem. Employees traveling to school sites will be charged for meals incurred at

the school. Employees will not be charged for staying in the school overnight. Proportional Meal Rates (PMR) apply.

- a) The PMR is a meal rate used when one or two meals are available or provided at no cost to the traveler. The proportional meal rate does not apply on the first and last days of travel.
 - i) The PMR is used when:
 - (1) An employee receives one or two meals at District expense, such as a meal included in a conference registration fee.
 - (2) An employee stays in District facilities, and one or two meals are available in a District facility.
- b) Per diem may be requested in advance of travel. Any overpaid advance travel per diem must be returned to the district, or it will be deducted from the employee's next paycheck.

The final white TR sheet (expense report) of travel must be submitted to the Administrative Services Office **immediately** after travel and no later than fourteen (14) days after return. This must be done in all cases, even if the travel advance covered all expenses. No further travel advances will be made until this is done. This form will include the date and time of departure and return. Any personal time taken while traveling shall be indicated with non-payment of per diem. The form will also include a section listing transportation and hotel costs. A receipt for all expenses, including taxi fare(s), must be attached. If a receipt cannot be presented, the procedure for lost/missing receipts must be followed.

Note: Any change fees or extra costs related to travel (airlines change fees, difference in airfare, extra hotel days or expenses, vehicle, etc.) where the cost incurred are not district-related business is at the expense of the employee.

If there is an overpayment of per diem, a notice will be sent to the overpaid staff member, who must repay within 14 days of completion of travel. If the overpayment is not received, the overpayment will be automatically deducted from the employee's next paycheck.

III. TRAVEL AUTHORIZATION and PER DIEM FORM (TR)

A Travel Authorization and Per Diem (TR) Form must be filled out for all District-approved staff and student travel. For audit purposes, all TRs are numbered and must be accounted for. All TRs must be completed (signed and on file with the Business Office) at least five (5) workdays prior to travel. All voided TRs must be returned to the Business Office with "VOID" written in BOLD LETTERS in both upper and lower portions of the TR.

MOA contract workers, chaperones, and District-related business travel may be processed on a TR. Other non-employee travel may not be processed on a Travel Authorization and Per Diem form.

The District strictly prohibits business travel in personal airplanes, snowmachines, ATVs, and boats without advance Superintendent approval.

There must be a signed and approved TR in the supervisor's office before an employee is considered to be on an authorized travel status. There must be a signed and approved TR in the Superintendent's office for all out-of-district travel before an employee or student is considered to be on an authorized travel status. Employees must be traveling on an authorized travel status to be covered by the District insurance and to be eligible for per diem and travel cost reimbursement.

Travel Authorization and Per Diem (TR) Form Instructions:

There are five (5) copies of the TR form. Once the request is filled out:

White Original	<p>Traveler Copy: Must be turned in <u>immediately after</u> travel is complete (no later than 14 days after travel), with reimbursable receipts attached, values entered into the "approved" column, and program director and/or budget authority initials next to the amount authorizing reimbursement. The <u>lower white copy goes to the air carrier for ticket purchase.</u></p> <ul style="list-style-type: none">- Airline receipts must be attached to the white top portion of TR to claim per diem, to validate that the travel did take place.- Make any necessary corrections on the start/end of per diem. The Program Director must note the reason for the change and initial new start/end dates.- Reimbursements must be approved by the Program Director. Approved reimbursable travel receipts (taxi, hotel, airline ticket, car rental) must be included with the White copy of the travel authorization.
Blue Copy	<p>Travel Per Diem Advance: Must be turned in at least five (5) working days prior to travel. (Note: Check runs are on Tuesday and Thursday.) Advance per diem requests not turned in on time may not be paid in advance of travel.</p>
Canary Copy	<p>Accounting: Air carrier payment authorization. This is matched up with the lower portion of the TR from the air carrier to process payment. Submit to the Business Office within three (3) working days after reservations are made.</p>

Pink Copy	Accounting: Business Office keeps in numerical order, as are all accountable documents. Submit to the Business Office three (3) working days after reservations are made.
Goldenrod Copy	For traveler files.

CANCELLATIONS - In the event travel is canceled, in **BOLD LETTERS** write “**VOID**” in both upper and lower portions of the TR and submit to the Business Office with copies of airline and hotel cancellations. Retain the goldenrod copy for your files.

TRAVEL AUTHORIZATION FORM

TOP 10 FOCUS POINTS

Per Attached Example (next page)

1. Provide legal name of Traveler(s) listed on ID used for travel.
2. Provide complete routing of travel. Example: IAN-OTZ-IAN (Kiana-Kotzebue-Kiana)
3. Provide cost of airfare and receipt with dates, amounts, and traveler name.
4. Provide amount of hotel and receipt with dates and amounts.
5. Provide per diem amount, reflecting the business timeframe only. If personal time is being taken during travel, adjust per diem accordingly and note on TR.
 - a) Include the actual conference agenda and if meals are provided within the conference fee
6. Provide **justification** for travel, which must include dates of meeting, conference, or workshop. **Example:** shows principal meeting; thus, the account code also reflects principal travel.
7. Provide account code. The budget code and travel justification are closely related, as it should reflect the same nature of business. **Example:** A Principal travels to Kotzebue for a meeting; both the justification and budget code should relay the same message.
8. Provide signature of traveler. This validates travel has occurred.
 - Traveler only signs as traveler, **not** someone else signing for him/her. (Note: fine print on TR by signature line authorizes a payroll deduction if not closed out timely).
 - Emailed signature of the traveler is acceptable when travel originates outside of Kotzebue.
9. Provide Authorization signatures, Supervisor for in-district travel, and Superintendent or his/her designee plus Supervisor for out-of-district travel.
 - Budget authority signature will also need to be obtained if the Supervisor is not the budget authority. **Example:** if travel is from State/Federal programs, make sure the budget authority (Director of State/Federal Programs) approves the travel requests.
10. Submit the completed lower white copy of the Travel Authorization (TR) form to local airline carriers (except Alaska Airlines), thus authorizing the purchase of airfare.

- Lower white TR is issued to air carrier in exchange for ticket. Once issued to the carrier, the same **TR cannot be used for excess baggage beyond what is needed for that flight**, or any other charges for the ticket. **Example:** you cannot issue same check to AC and KIC. Either pay excess baggage and submit for reimbursement, or have the director process a **new short form TA** to cover the expenses.

Additional note:

Group travel with students: a list of student traveler names must be provided for all parts of the TR form, along with the designated adult chaperone who oversees per diem on students.

IV. RENTAL CARS

All car rentals will be reserved under the District's preferred rental agency and paid for by the District through the PO process. There will not be reimbursements for car rentals. As a District employee, extra liability insurance is not needed; the District Rental Insurance already covers it.

Car rentals will not be authorized for any out-of-state conference/training attended by staff unless previously approved by the Superintendent on a completed TR.

V. PER DIEM

How to Calculate Per Diem

When per diem is applicable, each adult traveling must be on a separate TR. **Exceptions are:**

- 1) If on a charter, and no per diem, okay to use multiple names on one TR; - Move to TR guidelines
- 2) A chaperone and students can be on one (1) TR, as checks are not issued to students;
- 3) If you have any questions, call the business office at 907-442-1800 for travel-related questions.

If a person is to use personal leave on either end of a business trip, it is necessary to reflect only the per diem as if on business travel status. **Example:** When a person goes to Anchorage on a Friday, and the workshop is not until Monday, you would restructure the departure to be from the last flight on Sunday to have him/her arrive in time for an 8:00 a.m. meeting on Monday. On the return, if the meeting were over at 5:00 p.m. on Friday, per diem would be covered until the first available flight to Kotzebue on Saturday morning. The information provided to the air carrier should reflect the actual travel dates.

(cf. E 4133/4233/4333 – Travel Expenses – Per Diem)

Adopted:

Northwest Arctic Borough School District

BB 9200 BOARD MEMBERS

Limits of Board Members Authority

The School Board has broad but clearly limited powers. The exercise of its authority is restricted to the functions required or permitted by law, and then only when it acts in a legally constituted meeting. Board members have authority only in regularly called meetings of the Board, or when delegated specific tasks by Board action. Individual Board members shall submit requests for research or administrative studies to the entire Board for consideration.

The Board is the unit of authority. An individual Board member is a part of the governing body which represents and acts for the community as a whole. Apart from the normal function as part of the unit, the Board member has no individual authority. No individual member of the Board, by virtue of holding office, shall exercise any administrative responsibility with respect to the schools; nor, as an individual, command the services of any school employee. Individually, the Board member may not commit the district to any policy, act or expenditure.

School visits by Board members are encouraged. Site Administrators should receive a courtesy call in advance of a visit. Board members, as with all visitors, must check in with the school office. Board members who visit schools of their own volition have no more authority than any other citizen. Board members have authority only in regularly called meetings of the Board, or when delegated specific tasks by Board action.

(cf. 1250 - Visits to the Schools)

<u>Note: The following is an optional process for Board members to make information requests.</u>

Board Member Requests for Information

Board members should make informed decisions on matters before them for a vote. The Superintendent or designee is responsible for providing the Board with relevant materials to inform the Board on those matters on which it is to act. If Board members desire further information, a request for information shall be directed to the Superintendent, pursuant to the following guidelines:

1. Requests for simple facts. Any Board member may make a request for simple facts to the Superintendent who will forward the request to the appropriate staff member. All responses to requests for simple facts will be provided to the requesting Board member and copied to the Board President.

2. Requests for reports, research, administrative studies, detailed information, or for information relating to a problem or a potential problem in the District. Some information requests require significant administrative time and explanation to provide the requested response. Individual Board members shall submit such requests to the full

Board for consideration. Upon [concurrence of the other board members/majority request of the Board], the request shall then be forwarded to the Superintendent for response.

3. Complaints regarding personnel. Board members may have their own concerns and complaints regarding District personnel. Informal concerns should be privately communicated to the Superintendent. Formal complaints should be in writing and follow the District complaint policies. Board members may notify the Superintendent that they have filed a formal complaint.

4. When Board members receive complaints or requests for action from staff, students or members of the public, the Board members will direct the staff, students, members of the public to the appropriate complaint policy. Such information will be conveyed to the Superintendent.

5. Requests for legal advice or opinions by a Board member that will incur a cost for the district must be approved by a majority vote of the Board before the request is made to legal counsel. Legal counsel is responsible to the Board.

(cf. 6162.8 - Research)

(cf. 9322 - Agenda/Meeting Materials)

~~The Board is the unit of authority. An individual Board member is a part of the governing body which represents and acts for the community as a whole. Apart from the normal function as part of the unit, the Board member has no individual authority. No individual member of the Board, by virtue of holding office, shall exercise any administrative responsibility with respect to the schools; nor, as an individual, command the services of any school employee. Individually, the Board member may not commit the district to any policy, act or expenditure.~~

~~No members of the Board shall be asked to perform any routine or clerical duties which may be assigned to an employee, nor shall any Board member become an employee of his/her district while serving on the Board.~~

~~A Board member should resign from the Board before seeking to secure district employment. In no event shall a final decision for hire be made prior to receiving the Board member's resignation.~~

(cf. 9250 - Remuneration, Reimbursement and other Benefits)

(cf. 9270 - Conflict of Interest)

~~Board members who visit schools of their own volition have no more authority than any other citizen. Board members have authority only in regularly called meetings of the Board, or when delegated specific tasks by Board action.~~

Commented [AE1]: This is not in the AASB Model BB 9200.

~~(cf. 1250 - Visits to the Schools)~~

Obligations of Members

Members of the Board must ~~endeavor~~ ~~make strong efforts~~ ~~make strong efforts~~ to attend all meetings, study all materials presented with the agenda prior to attending the meeting, participate in the discussion of any items which come before the Board, and vote on all motions and resolutions, abstaining only for compelling reasons. If no compelling reason requires abstention, members of the Board shall not abstain.

If a Board Member knows they will be unable to attend scheduled meetings, worksession, or committee assignments they must notify the Board President ~~or and the Superintendent's Office of this intended absence. If a Board Member notifies the Superintendent's Office with a request for an excused absence, this information will be communicated to the Board President for his/her decision and action.~~

Commented [AE2]: This is not in the Model AASB policy.

The Board member should not ~~place subordinate the education of children and youth to any~~ partisan principle, group interest, or the member's own personal interest ~~above the education of children and youth.~~

The Board member should be prepared and willing to devote a sufficient amount of time to the study of the problems of education in the district, the state, and the nation in order to interpret them to the people of the district.

~~(cf. 9230 - Meetings)~~

Legal Reference:

ALASKA STATUTES

14.14.140 Restrictions on employment

Adoption Date: May 23, 1995

Revision Date: June 6, 2023

Revision Date:

Northwest Arctic Borough School District