



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 Bylaw Worksession

Conducted via Teams and in the NWABSD Boardroom

Agenda

April 28, 2025

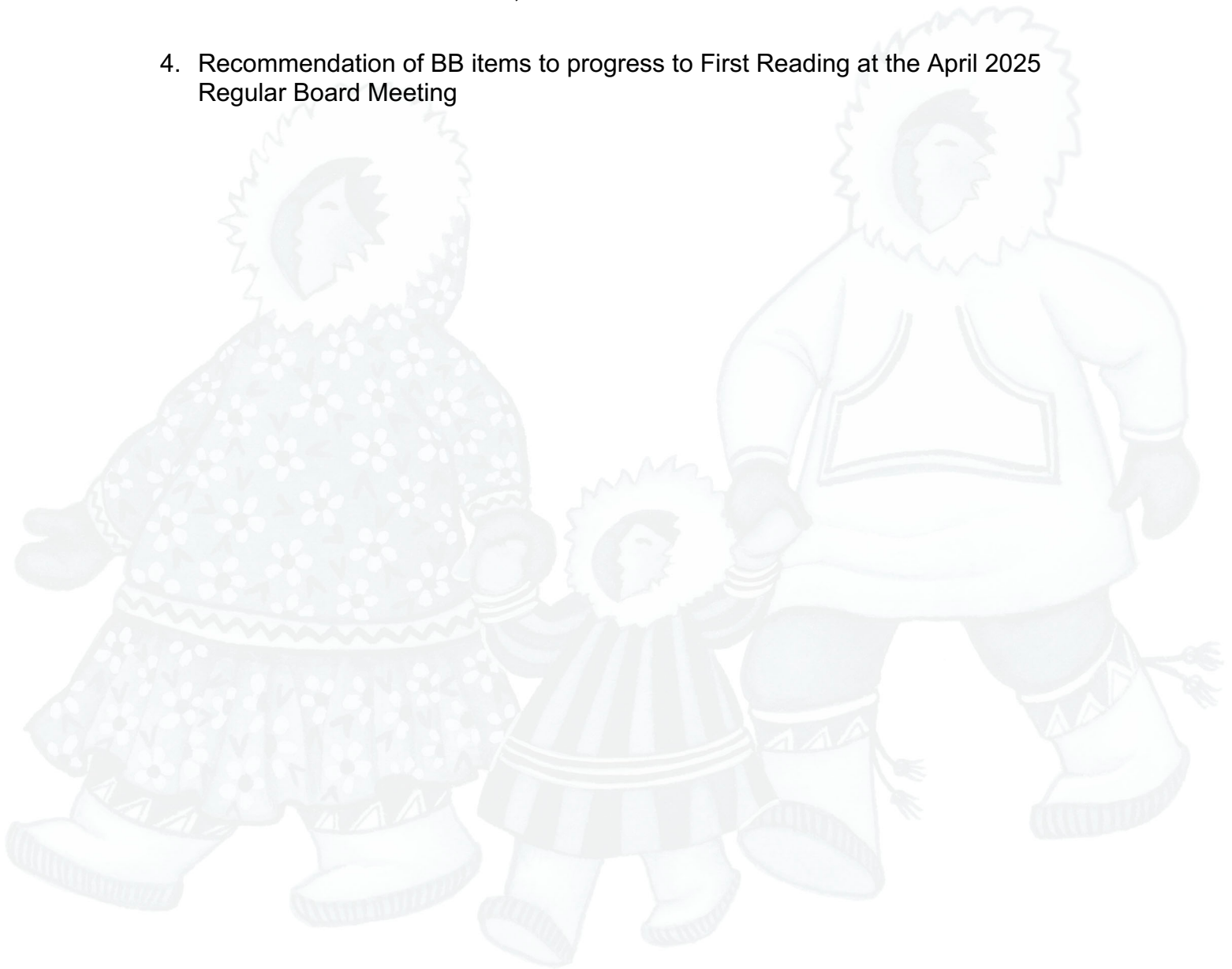
1. Roll Call
2. Items for Board Bylaw Review:
 - a. **BB 9000 Role of School Board and Members (Powers, Purposes, Duties) (1st Reading May Not Be Necessary)**
 - i. This update includes an update to the Alaska Statute in the notes section.
 - b. **BB 9122 Vice President (Memo 25-114)**
 - i. This update includes the removal of a law citation and a clarification of duties.
 - c. **BB 9210 Qualifications ****NEW**** (Memo 25-115)**
 - i. This policy clarifies the qualifications for a Board member. It was adopted by AASB in 2007.
 - d. **BB 9220 Elections (Memo 25-116)**
 - i. This update includes clarified verbiage around staff elected to the Board, additional policy citations, and updated notes.
 - e. **E 9224 Oath or Affirmation ****NEW**** (1st Reading Not Necessary)**
 - i. The NWABSD does not currently have this exhibit. It is the legally required oath that Board members must take and sign – adopted by AASB in 2000.
 - f. **BB 9230 Orientation (Memo 25-117)**
 - i. This update includes a reference to Board Standards.
 - g. **BB 9240 Board Development (Memo 25-118)**
 - i. This update includes a reference to Board Standards.
 - h. **BB 9321 Executive Sessions (Memo 25-119)**
 - i. This update includes additional language for reasons to enter executive session, how that may occur, and updated legal citations
 - i. **BB 9330 Membership in Associations (1st Reading Not Necessary)**
 - i. This update includes a range of Alaska Administrative Code
3. Items for Board Policy Review
 - a. **BP 6153 School-Sponsored Trips (Memo 25-107)**
 - i. This update moves procedural verbiage to the Administrative Regulation.
 - ii. Temperature ratings were reviewed and not removed per administrative recommendation.
 - iii. **AR 6153 School-Sponsored Trips**

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.

1. This update clarifies procedures and roles while traveling. In addition, sites to travel between has been removed.

4. Recommendation of BB items to progress to First Reading at the April 2025 Regular Board Meeting



BB 9000 ROLE OF SCHOOL BOARD AND MEMBERS (POWERS, PURPOSES, DUTIES)

Powers and Duties

Note: Pursuant to AS 14.08.021, regional A.S. 14.12.030, school boards are delegated authority to operate public schools subject to laws and regulations applicable to regional school boards and other school districts.

The School Board's primary goal is to provide each student with an education of the highest quality in keeping with his/her capacity to learn. This goal shall be the basic factor motivating the School Board's execution of its powers and duties.

(cf. 0200 - Goals for the School District)

The School Board is responsible for the general control and direction of education in the district and is empowered to carry on and finance any program or activity that is not in conflict with, inconsistent with, or preempted by law. This broad authority shall be exercised in accordance with the State and Federal Constitutions, laws and regulations. The School Board may execute any powers delegated by law to it or to the district which it governs, and shall discharge any duty imposed by law upon it or upon the district which it governs.

~~*(cf. 0440—Advisory School Councils)*~~

(cf. 9200 - School Board Members)

Governance Functions

The School Board shall consider and approve or disapprove matters submitted to it by the Superintendent or designee and the public and is committed to establishing policies to govern district activities. The School Board shall prescribe bylaws for its own governance with law or with the rules prescribed by the State Board of Education.

(cf. 9300 - Governance)

Executive Functions

The Superintendent or designee shall serve as the chief executive officer of the School Board. The School Board delegates to the Superintendent or designee the authority to carry out School Board decisions and to make and carry out any decisions which it delegates. The Superintendent or designee shall be fully responsible for the proper use of this authority. The School Board retains ultimate responsibility for the performance of any powers or duties delegated.

(cf. 2210 - Administrative Leeway in Absence of Policy)

Judicial Functions

The School Board believes that positive personnel and public relations rely upon the ability to hear and resolve of grievances, complaints and criticisms. The School Board, convened, shall serve as a body of appeal for grievances, complaints and criticisms in accordance with School Board policies and negotiated employee agreements.

(cf. 1312 - Complaints Concerning the Schools)

(cf. 4144 - Grievances/Complaints)

Legal Reference:

ALASKA STATUTES

[14.08.021](#) *Authority (regional school boards)*

[14.08.041](#) *Regional school boards*

[14.08.101](#) *Powers (regional school boards)*

[14.08.111](#) *Duties (regional school boards)*

[14.14.060](#) *Relationship between borough school district and borough*

[14.14.065](#) *Relationship between city school district and city*

[14.14.130](#) *Chief school administrator*

[29.35.160](#) *Education (military reservations)*

Adoption Date: May 23, 1995

Revised:

Northwest Arctic Borough School District

BB 9122 VICE PRESIDENT

Note: The following sample bylaw may be revised as needed. AS 14.14.070 requires the School Board to elect, at a minimum, a president, a clerk/secretary, and, if necessary, a treasurer. There is no language prohibiting the election of a vice president.

The duties of the vice president shall be to:

1. Serve as presiding officer in the absence of the President.
2. Certify or attest to actions taken by the School Board when required.
3. Maintain such other records or reports as required by law.
4. ~~Sign the minutes of the School Board meetings following their approval.~~
5. Sign documents as directed by the School Board on behalf of the district, and sign all other items which require the signature of the vice president.

Commented [AE1]: Move to secretary

In the absence of the President, the Vice-President shall discharge all the duties of the President.

(cf. 9120 - Officers and Auxiliary Personnel)

Legal Reference:

ALASKA STATUTES

[14.14.070](#) Organization of school board

~~[14.14.020](#) Bond required~~

Adoption Date: May 23, 1995

Revised:

Northwest Arctic Borough School District

BB 9210 QUALIFICATIONS

Note: Under [AS 14.08.041](#) (governing regional school boards) and [AS 14.12.080](#) (municipal school boards), individuals are eligible to run for school board if they meet local voter qualifications. Local voter qualifications are set forth at [AS 29.26.050](#). To be a qualified local voter, the individual must also meet the requirements to vote in the State of Alaska as defined in the [Alaska Constitution, Article V](#), and [AS 15.05.010](#). The following policy sets forth the qualifications to be a voter in a state and local election, thus qualifying an individual to seek a seat on the school board.

All qualified and interested individuals are encouraged to serve the district and its students by seeking election to the School Board.

(cf. 9220 - School Board Elections)

An individual with the following qualifications is eligible to be a member of the School Board:

1. is a citizen of the United States;
2. is 18 years of age or older;
3. is a registered voter in the State of Alaska;
4. has been a resident of the school district for 30 days immediately preceding the election (or appointment); and
5. is not disqualified from voting due to:
 - a. conviction of a felony involving moral turpitude, assuming voting rights have not been restored; or
 - b. a court finding of incompetency, unless the disability no longer exists.

(cf. 9200 - School Board Members)

(cf. 9223 - Filling Vacancies)

Note: The following language should be utilized by those school boards that have student board members.

A district student is eligible for appointment as an advisory Student School Board Member without meeting the above qualifications.

(cf. 9110 - School Board Membership, incl. Student School Board Members)

Legal Reference:

ALASKA STATUTES

[14.08.041](#) *Regional school boards*

[14.12.080](#) *Qualification of members*

[15.05.010](#) *Voter Qualification*

[29.26.050](#) *Voter Qualification*

ALASKA CONSTITUTION

[art. 5, sec. 1](#), *Qualified Voters*

[art. 5, sec. 2](#), *Disqualifications*

Adopted:

Northwest Arctic Borough School District

BB 9220 SCHOOL BOARD ELECTIONS

School Board members shall be elected for a three-year term in accordance with procedures established by ordinance for municipal elections or by state regulations for regional educational attendance areas.

Any person eligible to be a voter in the district is eligible for School Board membership. ~~However, a~~ district employee may seek election to the School Board but must resign his/her position with the district if elected. ~~elected to the Board must resign his/her position with the Board in order to qualify for Board membership.~~

(cf. 9110 – Board Membership)

~~**Note:** If subject to the provisions of A.S. 39.50.020, elected municipal officers, including school board members are required to file financial disclosure statements upon filing for office and annually after election.~~

Note: The following optional language is intended to avoid situations which may be viewed as a conflict of interest.

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

(cf. 9210 - Qualifications)

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

(cf. 9270 - Conflict of Interest)

Note: The following options should be revised or deleted as appropriate in light of applicable municipal ordinances or state regulations. AS 29.26.060 requires runoff elections for school boards unless otherwise provided by municipal ordinance. AS 14.08.071 authorizes regional school boards, by resolution, to request of the Lieutenant Governor that runoff elections not be held.

Whenever it is impossible to determine which of two or more candidates has been elected to the School Board, a runoff election shall be held in accordance with law.

Note: If subject to the provisions of AS 39.50.020, elected municipal officers, including school board members, are required to file financial disclosure statements upon filing for office and annually after election.

Legal Reference:

ALASKA STATUTES

[14.08.041](#) *Regional school boards*

[14.08.051](#) *School board sections*

[14.08.061](#) *Term of office*

[14.08.071](#) *Elections*

[14.08.081](#) *Recall*

[14.12.050](#) *School board terms*

[14.12.080](#) *Qualification of members*

[14.12.110](#) *Single body as assembly and school board*

[14.14.140](#) *Restrictions on employment*

[29.20.300](#) *School boards*

[29.26.060](#) *Runoff elections*

[39.50.020](#) *Report of financial and business interests*

Adoption Date: May 23, 1995

Revised:

Northwest Arctic Borough School District

E 9224 OATH OR AFFIRMATION

School board members, before taking office and sign the following oath of affirmation:

"I do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of Alaska and that I will honestly, faithfully, and impartially discharge my duties as a school board member to the best of my ability."

Legal Reference:

[AS 14.12.090](#)

Adopted:

Northwest Arctic Borough School District

BB 9230 ORIENTATION

The School Board ~~encourages~~invites all School Board candidates to attend public School Board meetings during the period of their candidacy so that insofar as possible, new members will be prepared to discuss and cast informed votes on matters before the School Board from the time ~~that~~ they are sworn into office.

The Superintendent or designee shall cooperate impartially with all candidates in providing them with information about ~~district~~District activities and school programs.

The School Board and the Superintendent or designee shall help each newly elected member to understand the School Board's commitment to board standards, ~~district~~District operations, and the School Board's functions, policies and procedures as soon after election as possible. Incoming members are encouraged to read the School Board's policies and informational materials on the function of the School Board and the school ~~system~~District, to visit school facilities, and to meet with the Superintendent or designee and School Board president, as needed to become oriented to School Board service.

The incoming member may attend, at ~~district~~District expense, workshops for newly elected members, including such workshops conducted by the Association of Alaska School Boards.

(cf. 9020 - Board Standards)

(cf. 9240 - Board Development-)

Legal Reference:

ALASKA STATUTES

14.14.160 *Cooperation and support of certain association functions*

Adoption Date: May 23, 1995

Revised:

Northwest Arctic Borough School ~~District~~District

BB 9240 BOARD DEVELOPMENT

Note: AS 14.14.160 authorizes cooperation with AASB in its training activities and in encouraging and fostering cooperation among school boards.

The public entrusts the School Board with the governance of its schools. The School Board recognizes that in order to live up to that public trust they must strive to meet the board standards they have adopted for themselves. School Board members, like teachers and administrators, need in-service training to assist them in meeting those standards. - As part of their job, School Board ~~M~~members need to participate in professional development activities that help them understand their responsibilities, stay abreast of new developments in education, and learn new ways to cope effectively with the problems they confront.

School Board members are strongly encouraged to attend at least one or more School Board development activities each year.

School Board members shall report on the development activities they attend at a regular School Board meeting as soon as possible after the School Board member's return.

Funds for School Board development and related travel shall be budgeted annually. Such activities may include state, regional, and national workshops, conferences, conventions, such as those offered by the Association of Alaska School Boards.

(cf. 9020 - Board Standards)

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

Legal Reference:

ALASKA STATUTES

14.14.160 *Cooperation and support of certain association functions*

Adoption Date: May 23, 1995

Revised:

Northwest Arctic Borough School District

BB 9321 EXECUTIVE SESSIONS

Note: AS 44.62.312 sets forth a strong state policy favoring open meetings and the narrow construction of the exceptions to the public meeting law. The following bylaw reflects the legislature's revisions to AS 44.62.310, relating to executive sessions of the School Board.

Prior to entering an executive session, the School Board first shall meet in open session. At this open meeting, the School Board shall enter an executive session only after a majority of the School Board votes to accept a motion to enter the executive session. The motion shall clearly and with specificity describe the subject of the proposed executive session without defeating the purpose of addressing the subject in private. Unless stated in the motion for executive session, or auxiliary to the main question, no other subject may be discussed in that executive session.

The Board may hold executive sessions of the Board in order to discuss: The only subjects that the School Board may discuss in an executive session of the School Board are:

1. matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the ~~government unit~~, School District,
2. subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion, ~~or~~
3. matters which by law, municipal charter, or ordinance are required to be confidential, or
- 3.4. matters involving consideration of government records that by law are not subject to public disclosure.-

~~In order to hold an executive session, the Board shall meet in open session and obtain a majority vote of the Board authorizing the executive session to discuss a particular matter determined by the Board to be exempt from open meeting.~~

(cf. 1340 - Access to District Records)

~~No decisions~~ The School Board may be made not take action in an executive session, except to give direction to an attorney or labor negotiator regarding the handling of a specific legal matter or pending labor negotiations. All other action of the School Board. Any formal action must be made in an open meeting.

(cf. 1120 - School Board Meetings)

Legal Reference:

ALASKA STATUTES

44.62.310-312 Alaska's Open Meetings Act

~~44.62.310~~ ~~Agency meetings public~~

~~44.62.312~~ ~~State policy regarding meetings~~

Adoption Date: May 23, 1995

Northwest Arctic Borough School District

BB 9330 MEMBERSHIP IN ASSOCIATIONS

Membership in recognized associations such as Association of Alaska School Boards will be maintained by the schools for several reasons, including:

1. The inservice education benefits ~~to~~ our staff and School Board which comes s from participation in meetings, conferences, clinics and conventions.
2. Access to the communication media of such associations, such as newsletters, periodicals and advisory services.
3. Representation in actions affecting education in general and the school ~~district~~District in particular.

The School Board in maintaining such membership in no way abdicates its authority over the responsibility for the schools of the ~~district~~District as outlined in state law and Board policy.

The Superintendent or designee is directed to budget funds for such memberships, and for paying the costs of adequate participation of School Board, administration and staff in the activities of such associations s to achieve the purposes listed above.

Legal Reference:

ALASKA STATUTES

14.07.058 Alaska School Activities Association

14.14.150 Association of Alaska School Boards the representative agency of board members

ALASKA ADMINISTRATIVE CODE

~~4 AAC 66.010-66.0604~~ AAC 66.010 Regional resource centers

Adoption Date: May 23, 1995

Revised:

Northwest Arctic Borough School ~~District~~District

BP 6153 SCHOOL-SPONSORED TRIPS

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

The School Board recognizes that school-sponsored trips are important components of a student's development. Besides supplementing and enriching classroom learning experiences, such trips encourage new interests among students, make them more aware of community resources, and help them relate their school experiences to the outside world. The School Board believes that careful planning can greatly enhance the value and safety of such trips.

(cf. 1321 - Solicitation of Funds from and by Students)

(cf. 6145 - Extracurricular Activities)

The Superintendent or designee must approve all trips involving out-of-district travel.

Principals shall ensure that a plan is developed ~~which~~that provides ~~for~~ the safety of students and their proper supervision by certificated and/or classified staff on in-district school-sponsored trips and certificated staff on out-of-district school-sponsored trips. In certain circumstances, the Superintendent or Designee may waive this requirement. Other school employees and parents/guardians also may participate in this supervision and may be asked to attend preparatory training sessions and/or meetings.

(cf. 3541 - Transportation: School-Related Trips)

In advance of a studententy trip, teachers shall determine educational objectives which relate directly to the curriculum. Principals shall ensure that teachers develop plans ~~which~~that provide for the best use of students' learning time while on the trip. Teachers also shall provide appropriate instruction before and after the trip.

Approval Procedures

- ~~1. All travel within the District must be approved by the Principal.~~
- ~~2. All travel which takes the student outside of the District or State must be approved by the Principal, and the Superintendent.~~
- ~~3. All out of District travel plans must be on file with the Superintendent's office before travel takes place.~~
- ~~4. The Principal must approve, without exception, all chaperones for travel initiated at a school site.~~
- ~~5. The Superintendent, or his/her designee, must approve all chaperones for travel initiated by the District Office.~~
- ~~6. One week prior to the date the student travel is to occur, the trip sponsor must submit to the Principal a travel plan for approval. Upon approval of the plan, the Principal shall send the plan to the Superintendent.~~

7. ~~An approved Student Travel/Eligibility Form must be on file in the Principal's Office before a student is permitted to travel.~~

Commented [AE1]: Moved to the AR

Cold Weather Travel Procedures

The following procedures were developed to avoid unnecessary risk to students and staff during winter travel.

1. Student travel will not be allowed in temperatures below -35° F and/or adverse weather conditions as determined by principal/coach/Superintendent or Superintendent's designee.
2. Staff travel is not required at temperatures below -35° F.
3. Traveling out of district ~~—provided students;~~ Students may travel provided they are in Kotzebue when the temperature drops below the allowable level for travel and the commercial jet arrives ~~(Alaska Airlines or Frontier) students may travel.~~

Legal Reference:

ALASKA ADMINISTRATIVE CODE

[4 AAC 06.520](#) *Recreational and athletic activities*

~~Revised: June 03, 2008~~

Adopted: April 28, 2004

Revised: June 03, 2008

Northwest Arctic Borough School District

AR 6153 SCHOOL-SPONSORED TRIPS

Approval Procedures

Commented [AE1]: From BP.

- 1) All travel within the District must be approved by the Site Administrator.
- 2) All travel that takes the student outside of the District or State must be approved by the Site Administrator and the Superintendent.
- 3) All Travel Plans (E 6153) must be on file with the Superintendent's office before travel takes place.
- 4) The Site Administrator must approve, without exception, all chaperones for travel initiated at a school site.
- 5) The Superintendent, or his/her designee, must approve all chaperones for travel initiated by the District Office.
- 6) One week prior to the date the student travel is to occur, the trip sponsor must submit to the Site Administrator a Travel Plan (E 6153) for approval. Upon approval of the plan, the Site Administrator shall send the plan to the Superintendent for approval.
 - i) All in-district travel must be planned and approved no less than 14 days in advance of travel.
 - ii) All out-of-district travel must be planned and approved no less than 30 days in advance of travel.
- 2) An approved Student Eligibility/Travel Form must be on file in the Site Administrator's Office before a student is permitted to travel.
 - i) Students must have written parental permission in order to participate in trips requiring transportation. The district shall provide an alternative educational experience during the school day for students whose parents/guardians do not wish them to participate in a trip.
- 3) An approved Healthcare Emergencies Authorization for Emergency Medical Treatment form must be signed by the parent. A copy must be kept in the Site Administrator's Office, and the original must be kept on the chaperone's person at all times while traveling.

General Procedures

- ~~1. Students must have written parental permission in order to participate in trips requiring transportation. The district shall provide an alternative educational experience for students whose parents/guardians do not wish them to participate in a trip.~~
- ~~2.1.~~ Students shall remain with the chaperone(s) at all times except as listed below:
 - a. Free-time activities in another village. Chaperones, however, are responsible for checking on students at least once every ~~three~~ hours during free-time activities.
 - b. ~~If At any time,~~ a snowmachine, ATV, or boat is the method of transportation, the student must be accompanied by a chaperone ~~while traveling~~.

- 3-2. On overnight student trips, appropriate female supervision shall be provided for female students, and appropriate male supervision shall be provided for male students.
- 4-3. Students shall not be released to any individual without specific written authorization from the parents/guardian and the ~~Principal~~ Site Administrator prior to the initiation of the trip. Chaperones may refuse to release a student to any individual.
- 5-4. When approved ~~travel plan~~ Travel Plans (E 6153)s include lodging in private homes, explicit parental/guardian permission must be obtained in writing prior to the initiation of the trip. If parents/guardian object, alternative lodging arrangements shall be made.
- 6-5. All students traveling ~~by means other than commercial jet within the region~~ must have access to a District travel bag (survival kit) ~~unless one is provided by the transport company.~~
- 7-6. All student travel must comply with NWABSD cold weather travel procedures. (see following pages)
8. ~~Not more than nine NWABSD personnel or students shall be transported at one time in any vehicle. This provision applies to all modes of surface, water or air transportation except commercial jet or other pre-approved aircraft.~~

Snowmachine/All-Terrain Vehicle (ATV)/Boat Guidelines Procedures

1. A Travel Plan (E 6153) must be submitted to the Superintendent's office before travel occurs. The Superintendent or designee must approve all travel by snowmachine/ATV/boat in advance.
 - a) The Travel Plan (E 6153) must be approved by the Site Administrator who then submits the Travel Plan (E 6153) to the Advisory School Council or President.
 - b) The Travel Plan (E 6153) must be approved by the Advisory School Council or Advisory School Council President prior to being submitted by the Site Administrator to the Superintendent.
2. Only students in grades five (5) through twelve (12) may travel by snowmachine/ATV/boat. For cultural activities, the grades may be lowered at the discretion of the Site Administrator.
3. Snowmachine travel will be on marked, permanent winter trails between approved sites.
4. All travelers must be team (District-sponsored-group) members and have District-approved chaperones.
5. Snowmachine/ATV/boat drivers/chaperones must be selected from a list of applicants prescreened by the Site Administrator for compliance with applicable State Law and Board Policy. Drivers' and all adult travelers' names must be included on the student permission slips for parent signatures (Student Travel Form for Snowmobile/All-Terrain Vehicle (ATV)/Boat Travel).

6. No snowmachine/ATV/boat trip will be taken without at least two (2) chaperones familiar with the terrain accompanying the students: one (1) chaperone designated as the Travel Guide/Leader and one (1) designated as the Tail Guide. There will be at least one (1) chaperone per every five (5) students. At least two (2) chaperones will accompany each group of students. The Site Administrator and presiding officer of the Advisory School Council must approve the non-certificated individual(s). Chaperones may also be drivers. There will be at least two (2) snowmachines/ATVs on any trip.
 - a) The Travel Guide/Leader shall designate a Tail Guide to travel as the last vehicle to ensure group safety from the rear.
7. The chaperone designated as the Travel Guide/Leader shall work with the Site Administrator, and these two (2) persons shall be jointly responsible for communication and compliance with applicable district rules and policies related to the approved travel. The Site Administrator must confer with the Superintendent or designee, the Advisory School Council President, the Search and Rescue President, and the Travel Guide/Leader no earlier than one hour before the trip is scheduled to begin to discuss whether the trip should take place taking into consideration the weather conditions.
 - a) The weather service for both sites must be contacted prior to departure
 - b) No snowmachine/ATV/boat travel will be permitted if the temperature is below -20° Fahrenheit and/or adverse weather conditions
 - c) Visibility must be greater than five (5) miles
 - d) The weather conditions must be entered into a travel log, which is to be submitted to the Superintendent at the completion of the trip.
8. The traveling group must have survival bags, sleeping bags (one for each person), and a tent (large enough for all travelers to fit comfortably in case of an emergency). There must be 24 hours' worth of emergency food supplies and rations for each traveler, a stove, VHF radio, emergency flares, GPS, and one rifle to be carried by the Travel Guide/Leader for emergency use only. All travelers must have the proper gear for traveling.
 - a) Proper winter gear is defined as heavy boots, a winter hat, a facemask, a parka, snow pants, insulated/heavy gloves, and goggles.
 - b) Proper boat gear is defined as life jackets (one for each person and always worn while on the boat), rubber boots, and raincoats.
 - c) The Site Administrator shall have the authority to determine if a student or chaperone is not wearing the proper gear and deny these individuals the right to take part in the trip.

9. Each snowmachine/ATV/boat shall have the following: spare gas, extra belt, spark plugs, and a toolkit.

10. Approved sites, sites in **BOLD** are allowed to travel to the listed sites:-

Kivalina: — Noatak, Kotzebue

Noatak: — Kotzebue, Kivalina

Noorvik: — Kiana, Kotzebue, Selawik, Buckland

Kotzebue: — Kivalina, Noatak, Noorvik, Buckland, Selawik, Kiana

Kiana: — Noorvik, Kotzebue, Selawik, Buckland

Ambler: — Shungnak, Kobuk, Selawik

Shungnak: — Kobuk, Ambler, Selawik

Kobuk: — Ambler, Shungnak

Buckland: — Deering, Selawik, Kotzebue, Noorvik

Selawik: — Buckland, Deering, Noorvik, Kiana, Kotzebue

Deering: — Buckland, Selawik

11. Boat travel: Travel between sites is at the discretion of the Site Administrator/Coach/Superintendent or his/her designee.

Pre-Travel Orientation

1. Prior to any student travel, all chaperones, students, and parents/guardians shall be required to attend a meeting about the proposed trip. The agenda of the meeting shall include:
 - a. The purpose of the trip.
 - b. NWABSD Travel Procedures, and
 - c. Orientation in the proper usage of the District's survival kit, unless traveling by commercial jet provided by the transport company (see survival equipment for details).

For school organizations or groups which travel more than once per year for the same purpose (i.e. basketball) parents need to attend only once prior to the beginning of the first trip.

2. If the travel is planned by the District Office, the PrincipalSite Administrator of each school ~~which-that~~ sends students on the trip shall be responsible for conducting the pre-travel orientation meeting.

Student Eligibility Rules for Travel

1. In order to participate in extra/co-curricular activities, students in grades 5 through 12 must demonstrate satisfactory educational progress.
2. Student activities participants lower than 5th grade are NOT approved to travel on District-sponsored extra/co-curricular activity trips.
3. 5th Grade Eligibility will be based on the teacher's recommendation to the Site Administrator. The Site Administrator makes the final determination on the student's eligibility, which includes current grades, attendance, and behavior.
3. 6th-8th Grade Eligibility will be based upon prior quarter grades and bi-monthly grade checks.
4. 9th-12th Grade Eligibility will be based upon prior semester grades and bi-monthly grade checks. The following criteria will determine eligibility:
 1. ~~Students In Middle level must be emerging In all areas and maintain acceptable behavior and attendance as assessed by the Principal during the participation period time.~~
 2. ~~Students in grades 9 – 12 will be eligible for extra-curricular activity and travel if the student:~~
 - a. A "C" (2.0) average, with no F's to compete and travel in student activities;
 - b. Students with less than a "C" (2.0) average can still practice and be part of an Organization;
 - c. ~~Students ineligible for the grading period (currently the quarter) may become eligible anytime after the mid-grading period (currently four weeks) if at that time (the fifth week) their average has been raised to a 2.5 GPA with no grade lower than a "C".~~
 - d.c. Maintains acceptable behavior and attendance as assessed by the PrincipalSite Administrator during the participation period of time. Students in grades 9-12 must also adhere to all Alaska School Activities Association rules for participation.
- 3.5. All Students must complete the Student Travel/Eligibility Form. In cases where the student receives a disapproval from one or more teachers, the PrincipalSite Administrator or his/her designee shall make the decision to determine the student's eligibility for travel.
- 4.6. All Students are allowed a maximum of fifteen (15) days for student travel per year. Absences for travel beyond the fifteen (15) day limit must have the specific approval of the PrincipalSite Administrator.
- 5.7. All Students must be in regular attendance at school on the day of their departure and depending on the time of day the students return to their

community, the PrincipalSite Administrator will decide if it is appropriate for them to return to school that day.

Supervision (Chaperone Rights and Responsibilities)

1. Students on approved trips are under the jurisdiction of the School Board and subject to school rules and regulations.
2. Chaperones shall be 21 years of age or older.
3. Chaperones are expected to set an example of proper behavior. In addition, chaperones must be supervising students at all times.
4. Chaperones are expected to enforce all NWABSD Activity Travel Procedures and to report all violations of the rules to the appropriate PrincipalSite Administrator(s).
5. Chaperones shall authorize all student free-time activities (such as movies, games, dances, and contact with individuals not associated with the District).
6. Chaperones shall abide by all Alaska State laws.
7. The use of alcohol and/or illegal drugs by persons chaperoning is prohibited.
8. The chaperone shall carry the following on each trip:
 - a) The original copy of the Student Travel/Eligibility Form on each trip, and
 - b) A copy of the Northwest Arctic Borough School District Activity Travel Procedures from the Student Parent Handbook, and
 - c) All original student Healthcare Emergencies Authorization for Emergency Medical Treatment forms.
9. If in the judgment of the chaperone(s), weather conditions are marginal for safe travel, the chaperone(s) shall have the authority to cancel or reschedule travel. All rescheduling of travel shall be coordinated through the PrincipalSite Administrator.
10. Chaperones shall have the authority to set and enforce appropriate curfew times ensuring that students receive adequate rest.
11. The chaperone shall have the right to turn a student over to the police or juvenile authorities when, in their judgment, they are unable to control the student or the student presents a danger to others.
12. It shall be the responsibility of the chaperone(s) to immediately notify the PrincipalSite Administrator and the responsibility of the PrincipalSite Administrator to immediately notify the parent(s)/guardian(s) if the student is having medical problems, being returned to the village, being held by the police or involved in an accident. It is the PrincipalSite Administrator's responsibility to immediately notify the Superintendent.
13. It shall be the responsibility of the chaperone(s) to determine if a student is using, or is under the influence of alcohol and/or illegal drugs. The decision of the chaperone(s) in these matters shall be final.
14. If a student leaves the group without authorization and cannot be located immediately or will not willingly return to the group, the chaperone(s) shall immediately contact the police as well as the PrincipalSite Administrator.

15. All air carriers must meet the District's insurance requirements and have a copy of their certificate of insurance on file with the District.
16. Only movies rated "G" and "PG" shall be permitted for student viewing by Primary, Middle and Intermediate level. "PG" and "PG-13" movies may be shown to age-appropriate students once a review on Common Sense Media (<https://www.common sense media.org>) has been conducted by the Site Administrator and/or the chaperone. The Site Administrator will provide the final approval. Approved PG/PG-13 movies will require a permission slip stating the information found on Common Sense Media that is signed by the parent. "PG-13" movies with parent approval are permitted for High School students. At all times age restriction, no matter school placement, age restrictions, no matter school placement, must not be exceeded.

Student Travel Rules

1. Students must follow all chaperone decisions.
2. Students shall abide by all Alaska State laws such as laws related to shoplifting and the use of alcohol and/or illegal drugs.
- ~~3. Students shall be with designated Chaperone(s) at all times.~~

Disciplinary Actions for Travel Rule Violations

1. A decision may result in the student being sent home prior to the conclusion of the activity.
- ~~2.~~ When a student is sent home prior to the completion of the activity, an appropriate school employee or parent/guardian will accompany the student's return.
~~—(An appropriate school employee may be sent from the site or District Office to return with the student.)~~
3. These disciplinary actions do not preclude the student from being suspended or expelled from school under other Board Ppolicies or procedures.
4. The disciplinary actions listed below will start the day that the Principal~~Site Administrator~~ or other school official makes the decision that a school rule(s), NWABSD Board policy or regulation, Alaska State law, or other rules have been violated.
- ~~5.~~ Students who violate and/or are convicted of violating Alaska State laws, NWABSD Board policy and regulations, school rules or other rules as specified by the chaperone, will may be prohibited from participating in extra-curricular activities, including practices, ~~for a period of:~~
 - ~~a. A minimum of forty-five school days for the first offense;~~
 - ~~b. 5. One full calendar year for the second offense and all other offenses that follow the second offense.~~
- ~~6.~~ An exception to the above consequence is:
 - ~~a. Any student found to be in possession of, or under the influence of drugs or alcohol, will be prohibited from participating in extra-curricular activities, including practices for a period of one full calendar year.~~

All offenses are accumulative during grades 7th through 12th grade.

4. Cold Weather Travel Procedures

The following procedures were developed to avoid unnecessary risk to students and staff during winter travel.

1. Student travel will not be allowed in temperatures below -35° F and/or adverse weather conditions as determined by principal/coach/Superintendent or Superintendent's designee.
2. Staff travel is not required at temperatures below -35° F.
3. Traveling out of district: - ~~provided students~~ Students may travel provided they are in Kotzebue when the temperature drops below the allowable level for travel and the commercial jet arrives ~~(Alaska Airlines or Frontier)~~ students may travel.
4. All students, staff and chaperones are required to wear clothing appropriate for existing and anticipated weather conditions.
5. Students, staff and chaperones will not be allowed to travel in cold weather without wearing head cover, insulated/heavy gloves or, mitts, insulated boots or mukluks, insulated pants and jackets, and other cold weather gear.

Survival Equipment

1. All students traveling within the region must have access to a District travel bag (survival kit) unless one is provided by the transport company.
1. ~~All students traveling by any means other than commercial jet must have access to a District survival kit.~~
2. Travel bags must be locked in a secure location when not in use.
3. Survival kits shall contain the following items or equivalent substitutes:
 - 2.a. When two (2) or more students are traveling:
 - a.(i) High energy rations (replaced yearly)
 - b.(ii) One all steel hatchet with sheath such as Estwing
 - c.(iii) One flashlight such as Duracell
 - d.(iv) One 12-gauge flare pistol with nine flares such as Olin
 - e.(v) One wool blanket
 - f.(vi) One space blanket
 - g.(vii) One six- dimension tent such as Eureka
 - h.(viii) Two pair of socks such as Wigwam
 - i.(ix) Two pair double thick mitts with Ithinsulate
 - j.(x) One first aid kit with manual
 - k.(xi) One knife such as Swiss Army
 - l.(xii) Three boxes of matches in waterproof/windproof container
 - m.(xiii) One metal match fire starter
 - n.(xiv) One stove nested in one cook kit such as Peak
 - o.(xv) Three candles
 - p.(xvi) One signal mirror
 - q.(xvii) One compass
 - r.(xviii) One mountaineering medicine manual

- ~~s-(xix)~~ Two packets of facial tissue paper such as Kleenex
- ~~t-(xx)~~ One lockable duffel bag

~~3.b. Survival kits shall contain the following items or equivalent substitutes~~

~~W~~When one (1) student is traveling:

- ~~a.i.~~ Four candy bars
- ~~b.ii.~~ One flashlight such as Duracell
- ~~c.iii.~~ Three hand-launched flares such as Skyblazer
- ~~d.iv.~~ One space blanket
- ~~e.v.~~ One pair of Wool Socks such as Wigwam
- ~~f.vi.~~ One pair of double-thick mitts with ~~I~~thinsulate
- ~~g.vii.~~ One first aid kit with manual
- ~~h.viii.~~ One knife such as Swiss Army
- ~~i.ix.~~ Two boxes of matches in waterproof/windproof container
- ~~j.x.~~ One metal match fire starter
- ~~k.xi.~~ Four emergency candles
- ~~l.xii.~~ One signal mirror
- ~~m.xiii.~~ One mountaineering medicine manual
- ~~n.xiv.~~ Two packets of facial tissue paper such as Kleenex
- ~~o.xv.~~ One lockable duffel bag.

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Northwest Arctic Borough School District