



# Nome Public Schools

## Board of Education Meeting Agenda

October 11, 2022 - 5:30 PM  
Regular Board Meeting/Executive Session, NES Library  
/Zoom  
1057 E 5th Ave  
Nome, Alaska 99762

PO Box 131  
Nome, AK 99762

*We inspire and empower students to be culturally grounded responsible citizens who are deeply connected to our community and world.*

**SCHOOL BOARD MEMBERS**  
Mrs. Sandy Martinson, President  
Mrs. Darlene Trigg, Vice President/Clerk  
Mr. Bob Metcalf, Treasurer  
Mrs. Nancy Mendenhall  
Ms. Marjorie Tahbone

### **AGENDA**

#### **A. Call to Order**

1. Pledge of Allegiance
2. Nome Public Schools Mission Statement 4
3. Roll Call
4. Approval of Agenda
5. Swearing In of Board of Education Members 5
6. Board of Education Reorganization 6
7. Board Committee Assignments Reorganization 10

#### **B. Consent Agenda**

(Routine matter considered for approval as one motion. Any item can be pulled for separate consideration).

1. Approval of Minutes: Regular Meeting: September 13, 2022 11
2. Approval of September 2022 Disbursements
3. Approval of September 2022 Personnel Report 16
4. Approval of Early Graduation Request
5. Approval of Staff Out of State Travel Request

#### **C. Awards and Presentations**

1. Introductions of Guests & Visitors
2. Students of the Month

#### **D. Opportunity for Public Comments on Agenda/Non-agenda Items 17** (3 minutes per speaker, 30 minutes aggregate)

#### **E. Superintendent Report 18**

#### **F. Information & Reports**

1. Principal Reports 20
2. Director Reports 30
3. Business Manager Report 37

#### **G. Second Public Comment Opportunity 42** (Individuals are limited to three minutes each.)<sup>1</sup>

#### **H. Action Item**

1. Approval of 2nd Reading of Board Policies 43

a. <b>BP 1330 Use of School Facilities</b>	<b>45</b>
b. <b>BP 3290 Gifts, Grants and Bequests</b>	<b>46</b>
c. <b>BP 3511 Energy Conservation</b>	<b>47</b>
d. <b>BP 3513.3 Tobacco-Free Schools/Smoking</b>	<b>48</b>
e. <b>BP 3515.6 Use of School Safety Video Surveillance Monitoring Systems</b>	<b>50</b>
f. <b>BP 3522 District Data Protection Program</b>	<b>53</b>
g. <b>BP 3550 Food Service</b>	<b>54</b>
h. <b>BP 3554 Other Food Sales</b>	<b>57</b>
i. <b>BP 3590 Electronics Signatures</b>	<b>59</b>
j. <b>BP 4113 Assignment</b>	<b>61</b>
k. <b>BP 4158/4258/4358 Employee Security</b>	<b>62</b>
l. <b>BP 5125.1 Release of Directory Information</b>	<b>64</b>
m. <b>BP 5127 Graduation Ceremonies and Activities</b>	<b>67</b>
n. <b>BP 5131.6 Alcohol and Other Drugs</b>	<b>68</b>
o. <b>BP 5145.2 Freedom of Speech/Expression</b>	<b>73</b>
p. <b>BP 6145.5 Student Organizations and Equal Access</b>	<b>75</b>
q. <b>BP 6161.4 Internet</b>	<b>76</b>
r. <b>BP 6161.8 Research</b>	<b>82</b>
s. <b>BP 6164.2 Guidance and Counseling Services</b>	<b>83</b>
t. <b>BP 6174.1 Education of Native/Indian Children</b>	<b>85</b>
u. <b>BP 6175 Migrant Children Program</b>	<b>90</b>
v. <b>BB 9200 School Board Members</b>	<b>91</b>
w. <b>BB 9260 Legal Protection</b>	<b>93</b>
x. <b>BB 9270 Conflict of Interest</b>	<b>94</b>
2. Approval of Board of the Year Nomination	<b>96</b>
<b>I. Executive Session</b>	
1. Personnel-Related	
<b>J. Board and Superintendent’s Comments &amp; Committee Reports</b>	
<b>K. Upcoming Events:</b>	
• Tuesday, October 25, Work Session, 5:30 pm, NES Library	
• Tuesday, November 8, Regular Meeting, 5:30 pm, NES Library/Zoom	
• Tuesday, December 13, Regular Meeting, 5:30 pm, NES Library/Zoom	
• Tuesday, December 27, Work Session, 5:30 pm, NES Library	
<b>L. Adjournment</b>	

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## *Our Mission*

We inspire and empower students to be culturally grounded responsible citizens who are deeply connected to our community and world.

## *Our Vision*

Together, strong in identity, purpose, potential

## *Board and Superintendent Guiding Principles*

- ◆ Works to ensure academic success for all students
- ◆ Works to promote positive community partnerships
- ◆ Provides leadership and support to ensure reading proficiency by 3rd Grade
- ◆ Supports the recruitment and retention of effective staff

## *Board and Superintendent Goals*

- ◆ Provide the resources for the development and adoption of curriculum as per Board Policy (BP 6141).
- ◆ Support the integration of a student's culture in the curriculum within the context of the community through implementation of the Alaska standards for culturally responsive schools.
- ◆ Work to ensure all students feel connected to their peers and the adults in their schools by improving school climate.

**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*



**Nome Public Schools  
School Board Members 2022 – 2023**

**Current Board Members**

<p><b><u>(Seat D) Sandy Martinson</u></b> Appointed: 2017 – Term Expires: 2018 Reelected: Oct 2018 – Term Expires: 2021 Reelected: Oct 2021 – Term Expires: 2024</p>	<p><b><u>(Seat C) Nancy Mendenhall</u></b> Elected: Oct 2015 – Term Expires: 2018 Reelected: Oct 2018 – Term Expires 2021 Reelected: Oct 2021 – Term Expires 2024</p>
<p><b><u>(Seat B) Bob Metcalf</u></b> Appointed: July 2021 – Term Expires: Oct 2021 Reelected: Oct 2021 – Term Expires 2023</p>	

**Seats Open for Election**

- Seat A
- Seat E

**Reorganization of the Board**

- Board President
- Board Vice President/Clerk
- Board Treasurer
- Board Member
- Board Member

## **BB 9121 PRESIDENT**

The Board president shall preside at all School Board meetings. He/she shall:

1. Call the meeting to order at the appointed time;
2. Announce the business to come before the Board in its proper order;
3. Enforce the Board's policies relating to the order of business and the conduct of meetings;
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference;
5. Explain what the effect of a motion would be if it is not clear to every member;
6. Restrict discussion to the question when a motion is before the Board;
7. Rule on parliamentary procedure;
8. Put motions to a vote, and state clearly the results of the vote.

The president shall have all the rights of any member of the Board, including the right to move, second, discuss, and vote on all questions before the Board.

The president shall also perform other duties as directed by the Board, and state laws, regulations and the Board, including the duty to:

1. Sign all instruments, acts, and orders necessary to carry out state requirements and the will of the Board;
2. Consult with the Superintendent or designee on the preparation of the Board's agendas;
3. Appoint and disband all committees, subject to Board approval;
4. Call such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law;
5. Excuse board member absences from regular board meetings.

*(cf. 9223 - Board Vacancies)*

6. Confer with the Superintendent or designee on crucial matters which may occur between Board meetings;
7. Be responsible for the orderly conduct of all Board meetings.
8. Share informational mail with other Board members.

When the president resigns or is absent or disabled, the vice president/clerk shall perform the president's duties. When both the president and vice president/clerk are absent or disabled, the treasurer shall perform those duties.

*(cf. 9120 - Officers and Auxiliary Personnel)*

*(cf. 9320 - Meetings)*

*(cf. 9322 - Agenda/Meeting Materials)*

Legal Reference:

ALASKA STATUTES

[14.14.070](#) Organization of school board

Adopted: June 10, 2003

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**Nome Public Schools**

## **BB 9122 VICE PRESIDENT/CLERK**

The duties of the vice president shall be to:

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

(cf. 9120 - Officers and Auxiliary Personnel)

Legal Reference:

ALASKA STATUTES

[14.14.070](#) Organization of school board

[14.14.020](#) Bond required

Adopted: June 10, 2003

**Nome Public Schools**

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## **BB 9123 TREASURER**

The Treasurer to the Board, shall have the following duties:

1. Review financial statements and recommend Board action.
2. Serve as presiding officer in absence of president and vice president/clerk.
3. Other duties as assigned by the Board.

If a treasurer is elected, he or she may have any of the above duties, as more specifically assigned by the Board.

*(cf. 3300 - Expenditures/Expending Authority)*

*(cf. 3530 - Risk Management)*

*(cf. 9120 - Officers and Auxiliary Personnel)*

*(cf. 9322 - Agenda/Meeting Materials)*

*(cf. 9324 - Board Minutes)*

Legal References:

### ALASKA STATUTES

[14.08.091](#) Organization; oath and bond

[14.14.070](#) Organization of school board

*Revised 06/2020*

Adopted: June 10, 2003

**Nome Public Schools**

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**Nome Public Schools  
School Board Committees/Other Roles 2022 – 2023**

**Committee Assignments**

<p align="center"><b>Board Policy:</b> Representative 1: Representative 2:</p>	<p align="center"><b>Equity Committee:</b> Primary: Alternate:</p>
<p align="center"><b>Northwest College Advisory:</b> Primary: Alternate:</p>	<p align="center"><b>NACTEC:</b> Primary: Alternate:</p>

**Other Roles**

<p align="center"><b>Recruitment/Job Fair:</b> Primary: Alternate:</p>	
<p align="center"><b>NEA Negotiations:</b> Primary: Alternate:</p>	<p align="center"><b>Calendar Committee:</b> Primary: Alternate:</p>

BOARD OF EDUCATION MINUTES  
Regular Meeting  
Tuesday, September 13, 2022  
5:30 pm  
NES Library

Member Martinson called the meeting to order at 5:30 pm Tuesday, September 13, 2022 with a quorum present.

Superintendent Burgess led the Pledge of Allegiance.

Member Martinson read the Nome Public Schools Mission Statement.

**School Board Members Present:**

Sandy Martinson	Barb Amarok (excused)	Darlene Trigg (arrived 5:32pm)
Nancy Mendenhall	Bob Metcalf	

**Others in attendance included:**

Jamie Burgess	Alisha Papineau	Genevieve Hollins (via Zoom)
Peter Loewi (via Zoom)	Stan Burgess	Elizabeth Korenek-Johnson
Kosten Woodard	Tricia Shambach	Mary Donaldson
Victor Sanders	Nick Settle	Cassie Laurence
Lisa Leeper	Donald Donaldson	Jonathan Duarte
Erika Rhodes	Ryan Fox	Jim Shreve
Jennifer Shreve	Cynthia Gray	Peggy Simpson
Megan Hayes		

**APPROVAL OF AGENDA**

Member Mendenhall moved to approve the agenda as presented.

The motion carried by a roll call vote with the following results:

Sandy Martinson: yes	Barb Amarok: (excused)	Darlene Trigg: yes
Nancy Mendenhall: yes	Bob Metcalf: yes	

**CONSENT AGENDA**

Member Mendenhall moved to approve the minutes from Regular Meeting, August 9, 2022; the August 2022 disbursements; the August 2022 personnel report; and the staff out of state travel request.

The motion carried by a roll call vote with the following results:

Sandy Martinson: yes	Barb Amarok: (excused)	Darlene Trigg: (excused)
Nancy Mendenhall: yes	Bob Metcalf: yes	

**INTRODUCTIONS OF GUESTS AND VISITORS**

Superintendent Burgess introduced new staff and teachers and gave a brief introduction for each of them.

In attendance:

- Victor Sanders, High School PE Teacher
- Tricia Shambach, NES SPED Teacher
- Cassie Laurence, Middle School Generalist
- Nicholas Settle, NES Assistant Principal
- Donald Donaldson, 5th Grade Teacher
- Peggy Simpson, NES SPED Teacher
- Kosten Woodard, NBMHS SPED Teacher
- Mary Donaldson, SPED Director
- Erika Rhodes, Middle School Generalist

Not in attendance:

- Marta Pardee, 2nd Grade Teacher
- Susan Dyer, 2nd Grade Teacher
- Sarah Davies, Middle School English Language Arts Teacher
- Emily Annas, Middle School Science Teacher
- Aidan Kobeck, High School English Teacher
- Ryan Wharry, High School Social Studies Teacher

**OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA/NON-AGENDA ITEMS**

NONE

**SUPERINTENDENT REPORT**

Superintendent Burgess reported. The report is attached to the original of these minutes.  
Discussion followed.

**INFORMATION AND REPORTS**

NES Principal, Elizabeth Korenek-Johnson reported. The report is attached to the original of these minutes. Discussion followed.

ACSA Principal, Lisa Leeper reported. The report is attached to the original of these minutes.  
Discussion followed.

NBMHS Principal, Teriscovkya Smith reported. The report is attached to the original of these minutes.  
Discussion followed.

Director of Technology, Jim Shreve reported. The report is attached to the original of these minutes.  
Discussion followed.

Director of SPED, Mary Donaldson reported. The report is attached to the original of these minutes.  
Discussion followed.

Director of Federal Programs, Megan Hayes reported. The report is attached to the original of these minutes.  
Discussion followed.

CFO, Genevieve Hollins reported. The report is attached to the original of these minutes.  
Discussion followed.

**SECOND PUBLIC COMMENT OPPORTUNITY**

NONE

**ACTION ITEMS**

Member Trigg moved to approve the first reading of board policies BP 3511 Energy Conservation, BP 3290 Gifts, Grants and Bequests, BP 3515.6 Use of School Safety Video Surveillance Monitoring Systems, BP 3550 Food Service, BP 3554 Other Food Sales, BP 1330 Use of School Facilities, BP 3513.3 Tobacco-Free Schools/Smoking, BP 3522 District Data Protection Program, BP 3590 Electronic Signatures, BP 4113 Assignment, BP 4158/4258/4358 Employee Security, BP 5125.1 Release of Directory Information, BP 5127 Graduation Ceremonies and Activities, BP 5131.6 Alcohol and Other Drugs, BP 5145.2 Freedom of Speech/Expression, BP 6161.4 Internet, BP 6161.8 Research, BP 6164.2 Guidance and Counseling Services, BP 6174.1 Education of Native/Indian Children, BP 6175 Migrant Children Program, BB 9200 School Board Members, BB 9260 Legal Protection, and BB 9270 Conflict of Interest.

The motion carried by a roll call vote with the following results:

Sandy Martinson: yes	Barb Amarok: (excused)	Darlene Trigg: yes
Nancy Mendenhall: yes	Bob Metcalf: yes	

Member Trigg moved to approve the second and final reading of board policies BP 3000 Concepts and Roles, BP 3100 Budget, BP 3200 Revenue, BP 3260 Material Fees, BP 3270 Sale and Disposal of Books, Equipment and Supplies, BP 3280 Sale or Lease of School Facilities or Real Property, BP 3300 Expenditures/Expending Authority, BP 3315 Relations with Vendors, BP 3400 Management of District Assets/Accounts, BP 3440 Inventories, BP 3450 Money in School Buildings, BP 3470 Fund Balance Classification, BP 3510 Maintenance, BP 3514.1 Hazardous Substances and Pesticides, BP 3515 School Safety and Security, BP 3530 Risk Management, BP 3540 Transportation, BP 3541.1 School-Related Trips, BP 3541.5 Alternative Transportation Arrangements, and BP 3542 Roles and Duties of Bus Drivers.

The motion carried by a roll call vote with the following results:

Sandy Martinson: yes	Barb Amarok: (excused)	Darlene Trigg: yes
Nancy Mendenhall: yes	Bob Metcalf: yes	

Member Metcalf moved to approve Ms. Darcee Perkins as sex education presenter for the 2022-2023 school year. Discussion followed.

The motion carried by a roll call vote with the following results:

Sandy Martinson: yes	Barb Amarok: (excused)	Darlene Trigg: yes
Nancy Mendenhall: yes	Bob Metcalf: yes	

Member Trigg moved to approve an increase of \$150,000 to the DDC System Upgrade project. Discussion followed.

The motion carried by a roll call vote with the following results:

Sandy Martinson: yes	Barb Amarok: (excused)	Darlene Trigg: yes
Nancy Mendenhall: yes	Bob Metcalf: yes	

Member Metcalf moved to approve the proposed Beltz Pool Upgrades to be completed by Polar Pools at a cost of \$503,450. Discussion followed.

The motion carried by a roll call vote with the following results:

Sandy Martinson: yes

Barb Amarok: (excused)

Darlene Trigg: yes

Nancy Mendenhall: yes

Bob Metcalf: yes

### **BOARD AND SUPERINTENDENT'S COMMENT & COMMITTEE REPORTS**

Member Mendenhall said it was a good meeting and covered a lot of issues.

Member Mendenhall asked if work sessions could be added if needed.

Member Trigg reported that she attended a Board Policy Review Committee meeting.

Member Trigg shared details about her experience at the new employee orientation luncheon.

Member Metcalf said he looked forward to attending the Open House's.

Member Metcalf reported that he attended a Board Policy Review Committee meeting.

Member Metcalf said he appreciated seeing the new staff and teachers.

Superintendent Burgess thanked Member Metcalf and Member Trigg for their service on the Board Policy Review Committee.

Superintendent Burgess thanked staff and said she was grateful for everyone's hard work.

Superintendent Burgess gave kudos to Mrs. Donaldson for doing extra duties.

Superintendent Burgess said she was very pleased with the new Food Services Supervisor, Celeste Mandley and the feedback she's received about the quality of food.

Superintendent Burgess said they are working at getting an Assistant Principal to help support Ms. Smith.

Superintendent Burgess stated that student enrollment is up.

Superintendent Burgess noted it'll be good once the fence is up at NES.

Member Martinson welcomed new staff and complimented Superintendent Burgess on how they were introduced this year.

Member Martinson welcomed back returning teachers and administrators.

Member Martinson thanked the Board Policy Review Committee.

Member Martinson thanked the City for their generosity with the pool.

Member Martinson stated that AASB recommended work sessions be held every other month for smaller school districts. She also stated that if additional work sessions are needed that they could be scheduled.

### **UPCOMING EVENTS**

- Tuesday, October 11, Regular Meeting, 5:30 pm, NES Library/Zoom
- Tuesday, October 25, Work Session, 5:30 pm, NES Library
- Tuesday, November 8, Regular Meeting, 5:30 pm, NES Library/Zoom
- Tuesday, December 13, Regular Meeting, 5:30 pm, NES Library/Zoom
- Tuesday, December 27, Work Session, 5:30 pm, NES Library

### **ADJOURNMENT**

Member Trigg moved to adjourn at 7:10 pm.

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Sandy Martinson                      Date  
President, Board of Education

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Darlene Trigg                              Date  
Treasurer, Board of Education



**Personnel-School Board Report  
October 11, 2022  
Cynthia Gray, NPS HR Manager**

**PERSONNEL ACTIONS: Staff changes/updates:**

**Classified Employees: New Hires/Change of Assignment/End of employment:**

1. Doris Amaktoolik-Instructional Aide/NES/New Hire
2. Jennifer Reader-Attendance Secretary/NES/New Hire
3. Kierra Scott-SPED Paraprofessional/NES/New Hire
4. Helen Kaha'i-Dean of Students/NBMHS/New Hire
5. Karla Calumet-Behavior Specialist/NBMHS/Resignation

**Current Classified vacancies for the 2022-2023 school year:**

1. After School Program Aide-PT/NES
2. Kindergarten Instructional Aide/NES
3. Behavior Specialist-NES
4. Special Education Paraprofessional-multiple positions/NES/NBMHS
5. Behavior Specialist-NBMHS
6. Substitute Teacher-all schools

**Certified vacancies for the 2022-2023 school year:**

1. Special Education Teacher-District Wide

**PERSONNEL/HR PROJECTS**

HR participated in both NES and NBMHS open houses to recruit for classified vacancies and substitute teachers. Which continue to be a struggle/challenge to fill.

**EMPLOYEE BENEFITS**

No update.

**STAFF RECOGNITION/EMPLOYEE ACTIVITIES/FUNCTIONS:**

No update.

I am happy to answer any questions you may have regarding Personnel activity.

Respectfully submitted by

*Cynthia Gray*

Cynthia Gray-NPS Human Resources Manager

## **Public Comment Statement**

The Board of Education welcomes community member input during meetings about issues on or not on the agenda. The Board is not able to respond directly to you during Public Comment; the Board may decide at the end of the meeting during Board Member Comment to discuss your topic at a work session, regular meeting, or direct the Superintendent to look into a situation further.

The Board may not speak about subjects that are protected by legal confidentiality such as specific student discipline issues or personnel issues that could disparage or slander district employees.

The general guideline is approximately three minutes per speaker; however, additional time is allowable if needed. When you speak to the Board, please state your first and last name for the record.



Nome Public Schools  
Superintendent Report  
Jamie Burgess  
October 11, 2022

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1. Funding/Capital Projects Update: The DDC Control System project continues; however, some needed rescheduling of some work as well as additional work that needs completed will likely push completion and commissioning to December/January.

2. Hiring/Staffing Update – a continued lack of applicants for special education paraprofessionals as well as few substitutes willing to work at Nome-Beltz has created continued undue stress on our current staff. Ms. Smith has had no admin support this year, until Mrs. Donaldson stepped up to provide support, and Mr. Settle recently started spending a couple of hours each day at the Beltz campus. We have just recently hired a Dean of Students in lieu of an Assistant Principal for the Beltz campus, but the Behavioral Specialist just recently became vacant. Our Beltz counselors have been spending an excessive amount of time covering classes due to the lack of subs, and have therefore been unable to support students per their intended duties. In addition, there is the potential to need to close the school due to short-staffing if we have too many staff who call in sick or are otherwise absent, which will negatively impact both instruction and the community in general.

Mr. Jonathan Duarte has been promoted to permanent Maintenance Director, and is currently interviewing to fill the foreman position and an open maintenance tech position. The recently hired custodial supervisor has left employment with NMS, and three custodians at Beltz have also resigned. Mr. Duarte, Mr. and Mrs. Donaldson, myself and Mr. Burgess and a few student workers have all been filling in to ensure that both Nome-Beltz and the District Office buildings stay clean. Mr. Duarte is working with several candidates to fill the custodial supervisor and custodian positions, several of whom are local.

3. NES Playground – The playground project is complete. The District decided to work with the original contractor upon the advice of the district's legal counsel to avoid potential litigation. The situation was not ideal, and required significant oversight from district maintenance personnel to complete. In the future, the District will not proceed with a significant project without a contract in place with specific timelines and more details regarding what is being provided by the vendor.

4. Superintendent Professional Development – I had the opportunity to attend the AASB Fall Boardmanship in Fairbanks along with Ms. Trigg. I appreciated the opportunity network and learn along with other superintendents and Board members. Unfortunately the combination of the arrival of Typhoon Merbok into the region combined with notification of a death in the family prevented me from fully participating in the meeting. I also attended the Fall Superintendent Conference in Homer – I appreciate the Board's support in allowing me the opportunity to network with my colleagues, participate in professional development for superintendents and hear important information to support me in my position. I also participated in an Implicit Bias workshop put on by UAF's Department of Equity and Compliance via Zoom.



Nome Public Schools  
Superintendent Report  
Jamie Burgess  
October 11, 2022

5. Gubernatorial Candidate Visit – Mr. Les Gara, candidate for Governor, stopped by my office for a brief meeting as part of his visit to Nome. The conversation was mainly around challenges the District was currently facing and some potential solutions. I appreciate that both Mr. Gara and Mr. Walker took the time to come visit me while they visited Nome.

6. District/Site Security – I met with Officer Brandon Barry from the Nome Police Department to discuss steps to take for updating the district’s security procedures, including intruder training for staff and assessment of the district buildings. Officer Barry will meet with each individual principal to conduct a walkthrough security assessment, as well as schedule trainings for site staff at each school regarding intruder response. I will be working with the principals and the maintenance director over the remainder of the year to update the district’s formal crisis response plan. We hope to hear that our capital project to remodel the main entrances to both the elementary and high school to provide increased security will be funded by the state during the upcoming legislative session.

# Nome Elementary School

Box 131 • Nome, Alaska 99762

Phone: 443-5299 Fax: 443-2850

Elizabeth Korenek-Johnson  
Principal



Nicholas Settle  
Assistant Principal

October 6, 2022 (September Report)

Dear Board Members,

Happy Fall! We can't believe September has already come to a close! It was a very busy month and a lot has been accomplished.

It was great to have our community back together in our building for our annual Back to School Open House on September 14<sup>th</sup>. The event was very well-attended, with full bleachers, which was great to see. We had fun with some encouraging cheers from each team, and some great classroom visits, to include encouraging words from family members being collected, which are now on display near the playground entrance.

That same week of September 10<sup>th</sup> we had staff from each NSHC Audiology and Last Frontier Eye Care come in for hearing and vision screenings. Many students were referred for further assessment. We are grateful that their needs can be met to improve their conditions for learning. As the year had settled, we also jumped in to MAP Academic Growth and Reading Fluency Assessments. The bulk of this was wrapped up in September, and we are now working on make-up testing due to student absences, or students who need more time to complete the measures.

Families seemed grateful for the decision to have a minimum day on Friday, September 16<sup>th</sup> in preparation for the storm. Similarly, there was some positive feedback on the choice to give students an extra day with families on Monday, September 19<sup>th</sup> following the storm. On the 20<sup>th</sup> staff were prepared to set content aside as necessary to meet student need for processing, but also not solely focusing on the storm, fire, and related losses, which could cause emotional fatigue for students. There seemed to be a nice balance in the building and it was perceived that students felt safe being back at school. One exciting highlight was that Melissa Frey from Alaska's Weather Source (channels 2 & 5) was in town covering the storm and reached out to ask if she could do a Weather Lab activity at NES. She visited Mrs. Erikson's 3<sup>rd</sup> Grade on Tuesday, Sept. 20. She talked to the students about the storm and its cause, about what it's like to be a meteorologist, and let them share their experiences from the storm. They had a great time, and really liked seeing themselves on television!

In the last week of September I was able to attend the AK Department of Education and Early Development's Workshop on School Improvement and the Empowerment Process. In addition to the support we receive through our literacy grant from Laurie Schoenberger (specifically focused in literacy), we are also working with our Empowerment Specialist, Leanne Mahalak. Leanne was our State System of Support coach last year, so we already

had a relationship established. It was great, however, to be able to work with her in person. We will be restructuring our School Leadership Team this year to include more community representation alongside our staff members. We are looking forward to coming together to work through this thorough process, working toward sustained improvement for all students.

PAWS Read to Lead reading logs were starting to roll in during the month of September. We celebrated Mrs. Erikson's class twice, and Ms. Kiminaq's class once. We love that our students are reading at home, and that we can celebrate their efforts here at school. Just watch those mascots make their way around our building!

The Elementary is Engineering program, a partnership with NACTEC, would like to recognize an outstanding student each month as part of their STEM program at Nome Elementary School. We will be sure to share with you, beginning with...

**STEM Star for September:** Caleb Rhodes! Caleb is a third grade student who is always eager to learn and fully engaged in each class. Caleb is responsible, has a positive attitude, and is considerate of others. He always puts forth his best efforts to succeed with assigned tasks in STEM class. Caleb received a certificate, science book, and robot as recognition of his accomplishments.

**This Month's Inupiaq Values & Phrases:**

Humility – Qinuinnaq

Respect Others – Nagguagiktut ilagit

Week of: Sept. 6: Ki (Go! – in an encouraging way)

Sept. 12: Suna? (What?)

Sept. 19: Suzukpin? (What do you want to do?)

Sept. 26: Igayaului (Help others)

**Coming Events:**

-Oct. 10: Indigenous Peoples' Day – assembly at 8:45AM, Gym

-Oct. 13: Eisenhower Dance Detroit – modern dance assembly at 10:15AM, Gym

-Oct. 21: Ninja Nick Hanson visits – assembly TBD

**Statistics:**

School was in session for 19 days in September.

-We had an attendance rate of 79% (We currently have 338 students registered at NES.)

-We served 3,578 breakfasts, and 2,945 lunches.

-27 individuals from the community volunteered a total of 52.25 hours in the school.

*Nome Elementary School provides a positive and welcoming environment where our culturally-diverse students, staff, and community members are valued through mutual respect, collaboration, safe interactions, and enriching experiences. Clear and high expectations serve as guidelines to reach success and wellness for all students in this rapidly-changing world.*



## ACSA School Board Report October 11, 2022

Lisa Leeper, Principal

### Enrollment / Attendance Update

- We had a 95% student attendance rate for September.
- There were no changes to attendance in September.

### Classes and Activities

- Many families attended Back to School night on September 15th, and we were able to introduce much of what makes the structure of our program unique. We hosted a 45 minute presentation with an opportunity to ask questions, talk to teachers, and see the classrooms. Thank you Sandy Martinson, NPS School Board President, for joining us for the event.
- Students were invited to join House Council, a group that represents the student body for school improvement and school spirit. Twenty-students submitted applications, signed commitment pledges, and were appointed to committees.
- Lack of custodial service remains an issue. The Burgesses and the Donaldsons have assisted in cleaning Building D, including ACSA, in the evenings.
- Lack of substitute teachers remains an issue. I was able to recruit one parent at Back to School Night, and she has since applied to sub.
- I believe our district and school board should be proactive about getting the community involved in schools. Certain organizations in Nome give their employees four hours a month to do community service. I believe it would positively impact the schools to create spaces for the community to assist and serve as role models.
- A group of 8th graders cleaned up trash after the storm and, on the same day, was able to attend the community meeting with Senator Murkowski, Congresswoman Peltola, and FEMA Administrator Criswell. The students took notes in order to share their understandings with others.

- Update to Shout Outs: We selected four areas in which to address student accomplishments, dispositions, and worthy behaviors. Those areas are: INTEGRITY (display of good character), GROWTH (personal effort to use a positive mindset), RESPONSIBILITY (taking charge of one's actions), and STAR MOVES (doing something unique and worthy of recognition).
- September Shout Outs (partial list, due to record keeping):

INTEGRITY (character):

Mia Piscoya (6th grade) - going above and beyond with being helpful, esp. at tutoring; "I'm here to help - what can I do?"

Kenai Hughes - coachable and exemplified new behaviors as a result

GROWTH (mindset):

Astella Bodine and Blake Meeks - asked about what she can do to improve grade and followed through

RESPONSIBILITY (actions):

Denali - exemplifying leadership by offering to make bake sale posters at home, bringing to school, and hanging up

STAR MOVES (unique and exceptional):

No nominations yet





# Nome-Beltz Middle High School

PO Box 131, Nome Alaska 99762

Phone: 907-443-5201 Fax: 907-443-3626

Date: 9 October 2022

To: NPS Board

From: Teriscovkya Smith & Mary Donaldson

Subject: October Board Report

NBMHS Current Enrollment: 296

## Student of the Month, Teacher of the Month

- Due to staffing issues, we are unable to conduct processes to make determinations at this time. We will gather staff feedback and implement a celebration system that honors the hard work and excellence of our certified and classified staff.

## Support Staff Extraordinaire!

- Celeste Mandley, Chef, NMS
  - Pictured: Celeste serving up homemade hashbrowns and fluffy scrambled eggs for breakfast.
  - Shouts of praise from students and staff: "She is so nice!"; "I've been to three schools and this feels like a restaurant"; "My mom doesn't believe me when I tell her how great it is"; "I never ate at school until now and I'm a senior"; "I want to eat breakfast and lunch everyday, but I can't afford it - that food is so great!"

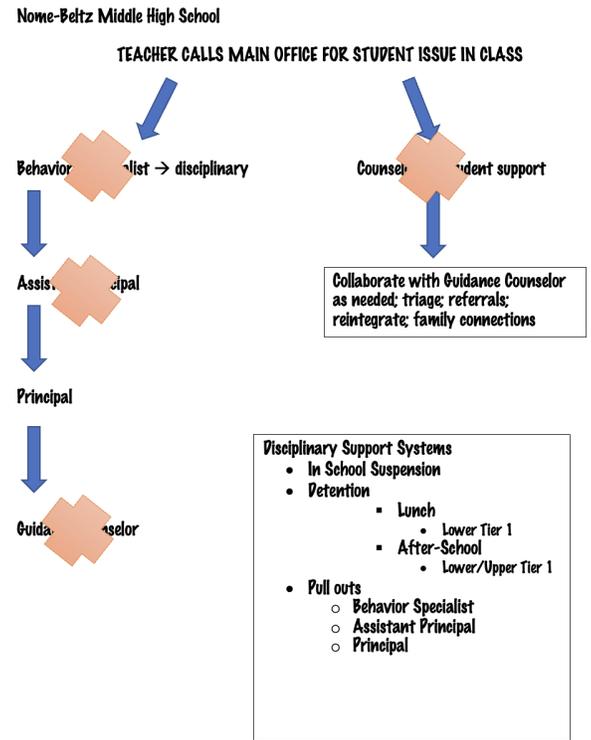


## The following is a list of happenings that currently impact NBMHS:

- *Issues Negatively Impacting NBMHS*
  - Chronic understaffing continues to dismantle systems and processes that compromise instructional practices, building safety, and the growth of our programs:
  - Most days there are no substitutes; almost all coverages happen in house, which poses a strain on an already fragmented system when we have 4-5 staff members out, which will happen with more frequency as the year

progresses. Since the start of the year, we have had one day with all staff present (minus vacancies).

- The graphic shows NBMHS systems for discipline; with missing components on many days given our current staffing, we often do not have student support systems in place which results in an increase of OSS suspensions.
- Mary Donaldson, Special Education Director, has dedicated a disproportionate amount of her time to assisting and helping out with support.
- Principal Smith requested an administrative meeting in late September, presented a plan, and there have been temporary supports with help from Mr. Settle, Ms. Leeper, and Ms. Donaldson, which has helped tremendously. Ms. Burgess has even come in to cover for a day of substituting.
- Many principal responsibilities have been extremely reduced or put aside: community partnerships, instructional coaching, classroom walk-thrus, facility safety practices protocol preparation, Strategic Plan goal setting, student, parent and teacher contact, and fostering the very relationships that directly connect to a positive school culture and climate, reduced suspensions, and campus safety. In addition, on most days we are unable to hold In School Suspension and we have not been able to implement a detention system planned last spring.
- High School and Middle school lunches are understaffed with sometimes just one person monitoring 100+ students. We sent flyers to Kawerak and the hospital about volunteer opportunities, but have yet to hear back. An adult presence during meals promotes healthy relationships and reduces the possibility of conflict.
- *Teacher Retention*
  - Many teachers report a lack of access to administration - the conversations that promote ideas and grow programs have been non-existent and newer teachers have had no instructional coaching. There have been little to no classroom informal observations and our staff is used to multiple visits during any given week. They note that the lack of support is encroaching on their learning environments and negatively impacting instruction.
  - Salaries are becoming more and more disparaging due to rising costs and several teachers, frustrated by this and the compounding circumstances



happening at campus, have acknowledged that they are considering leaving, even though they love our school, our Nanooks, and life in Nome.

- *Substance Abuse on Campus*
  - Vaping, e-cigarettes, tobacco, and marijuana usage on campus has increased dramatically from years past. Without a comprehensive K-12 curriculum, these issues will continue to intensify.
  - A test vape sensor was installed in one set of bathrooms and we receive upwards of 20 notifications a school day, but staff outages and vacancies have made it difficult to follow up on the efficacy of this system, conduct searches, and hold conversations about usage with students and their families. One student stated, “There are so many students vaping - it’s ridiculous.”
  - Beltz counselors have partnered up with the Norton Sound Health Corporation CAMP Department to begin implementing education on tobacco and other substances and we hope to see district-wide implementation of a curriculum that addresses these issues.
- **On a positive note:**
  - *Open House: A Day in the Life of a Nanook*
    - We ran a microcosm of the school day with more than 160 participants including parents, students, and board members! The atmosphere was engaging and positive and everyone seemed to enjoy our alternative lunch offerings: Mr. Deering’s Home Economics class made dozens and dozens of cookies served up Nanook style.
  - *Working towards Cultural Proficiency*
    - After more than 7 years of discussions and dreaming, NBMHS has begun to incorporate sessions during our rotating Professional Development on Wednesdays to grow our campus’ Cultural Proficiency. For September’s session, guests included School Board member Darlene Trigg and Meghan Topkok, who currently teaches a Tribal Government dual credit class in partnership with Northwest Campus. Presenters engaged staff in exploring regional Cultural Values, which included an article by Angayuqaq Oscar Kawagley and Ray Barnhardt which examines western scientific views with indigenous world views. Future sessions will include an overview of the history of education in Alaska, impacts of the boarding school system, and support in synthesizing teacher knowledge with instructional methodologies. In the future, we will incorporate sessions during inservice that will compliment Culture Camp and continue developing opportunities for teachers to better support their practices.

- *Educators Rising Rocks*
  - Nome-Beltz's chapter of Educators Rising has teamed up with Mary Donaldson to allow six students to gain experience working as paraprofessionals at Nome Elementary School. Our students are working with NES students to provide one-on-one and small group support. The students also have the opportunity to use their experience as part of their state and national competitions next semester!
    - Students are Ayla Knodel, Kaitlyn Johnson, Amy Nguyen, Asa Hukill, Sophia Marble, and Tori Gray.
- *NBMHS Home Economics Program Grows*
  - Back by popular demand, Beltz now offers high school students two sections of Home Economics. Students apply practical skills with the science of baking and cooking. Future plans include refreshing the Home Ec Room to accommodate large enrollment numbers.
- *Middle School Career Explorations*
  - Jill Peters works in collaboration with local entities to provide career exploration, internship, and work and fundraising opportunities for Nome-Beltz students.
  - Pictured to your right is 8th grader Troy Ustaszewski, who is working as an intern at KNOM on Saturdays as a way to fundraise for his upcoming Washington DC Trip in April. But Troy is not only fundraising, he is hoping to turn this experience into a future career with the station. KNOM is teaching him all the fundamentals of how to use a soundboard, play music, make announcements and host! Troy even had a chance to meet Sen. Lisa Murkowski and Rep. Peltola!



**Activities Wrap-up:**

- Nome-Beltz hosted the 2022 Big West X/C Meet. NBHS qualified Awaluk Nichols, Lauren Kingstrom, Orson Hoogendorn, Ben Milton, and Son Erikson for the State D2 X/C Meet in October. Orson Hoogendorn and Awaluk Niochols led Nome with individual 1st place finishes.
  - NBHS Volleyball recently played at Sitka & Mt. Edgecumbe. NBHS lost both to Sitka and split



with MEHS. NBHS will next play in Fairbanks (Eielson/Hutch/West Valley).

- NBHS JV Volleyball played at Point Hope and placed 2nd in the 3-team tourney that featured Kotzebue Varsity, NBHS JV, and Point Hope.
- The NBMHS eSports team is going strong as the season opens. 2022 NBMHS graduate, Bode Leeper, our former three-time eSports state champion, has been mentoring once per week for the current team. He spends an hour each week to support them by rewatching their gameplay from the past week alongside them, giving advice on game tactics, celebrating their game accomplishments, and giving each member of the team one big thing to work on during the following week. It is great to have such wonderful alumni support as he attends California State University, Northridge. One student at practice said, “Hey! Mr. Deering, I just followed Bode’s advice!”



- On Sep 29th, the varsity eSports team won their first match of the season against Sitka with a 3-0 victory in their best of 5 series. Varsity team members include Kade Vandermark, Isaiah Marble, Michael Marvin, and Pohaku Kaha'i.

# Nome Public Schools Director of Technology Report

Jim Shreve  
11 October 2022

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## Completed Projects

Installation of new network cabinet enclosure at NBMHS Gymnasium. The Gym area now has dedicated switches connected directly to the NBMHS Server room for much more reliable internet and bandwidth capabilities.

Configuration and replacement of 6 network switches at Nome-Elementary Server room and the Intermediate Distribution Frame (remote switch cabinet) in the 5th Grade Pod Computer Lab. We also updated and installed / replaced 5 older network switches at DO/ACSA and the Maintenance Shop with 3 newer Power over Ethernet capable switches.

Termination of 21 network connections for environmental controllers in support of District's DDC project. Also repurposed the old PowerSchool Server and a 2017 MacBookPro for use with the Environmental Controls software interface.

Launched Cyber Security compliance training on 12SEP22. As of 30SEP22 40% of staff have completed the training.

## Current projects

Training of NBMHS Registrar and NBMHS Attendance Secretary in PowerSchool Admin roles.

Awaiting receipt of 90 new devices to complete the identification and erasing of our 2012 model MacBook Pros to ship to SecondLife Mac as part of their device buy back program. Any funds received through this program will be used to offset the cost of purchasing new technology devices and repair parts.

Installation of SPED and additional classroom interactive displays (4 total) at NES.

Lifecycle replacement of 90 student devices for NBMHS (shipment due soon).

Installation of new network cabinet enclosure at NBMHS Kitchen areas.

Working in conjunction with NBMHS Admin staff on a special project to assist in monitoring environmental air quality in exclusive locations.

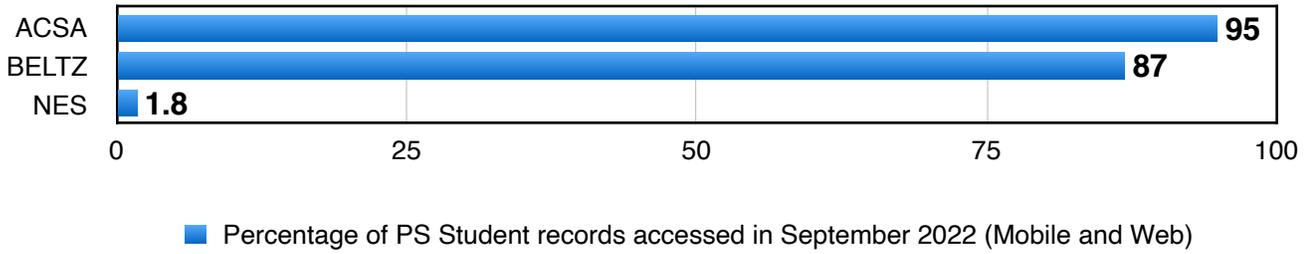
## Future Projects

Network diagraming for our entire network infrastructure.

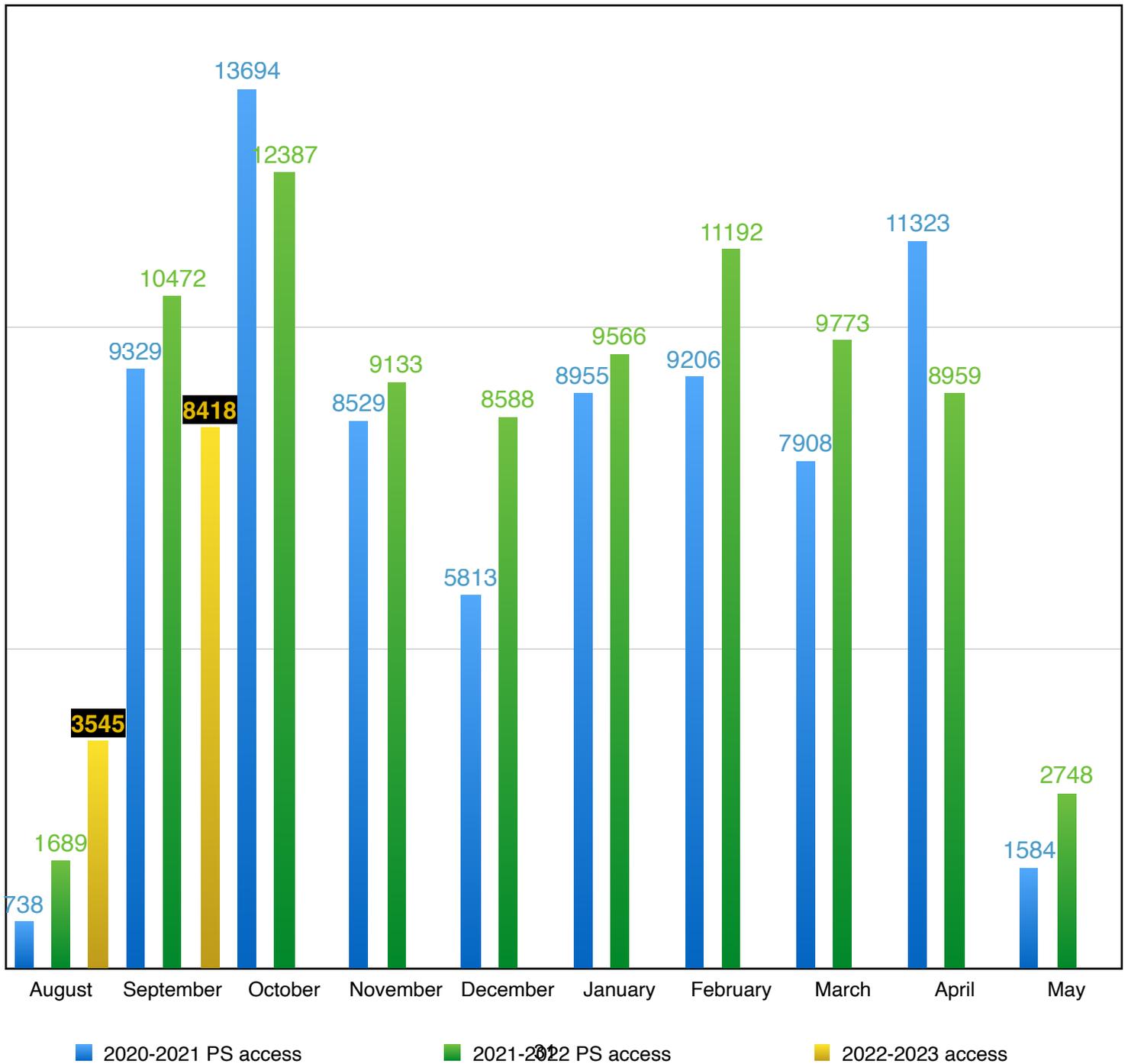
## PowerSchool Online Enrollment

As of 30SEP22 there are 126 New Student Enrollments and 468 Returning Student Enrollments for a total of 594 records. This equates to **82%** of our current student count as having online enrollments completed for SY22-23 and is **10% lower** than this same timeframe last year. We held two Enrollment nights (20 & 27 SEP 22) at NES Commons Computer Lab. We will schedule additional Enrollment nights in October. Registrars will concentrate efforts on contacting Parents / Guardians who need to submit online enrollments (EXT = 6, NES = 37, NBMHS = 90).

**PowerSchool Student Information System Access data**  
**PowerSchool use, by students and parents.**

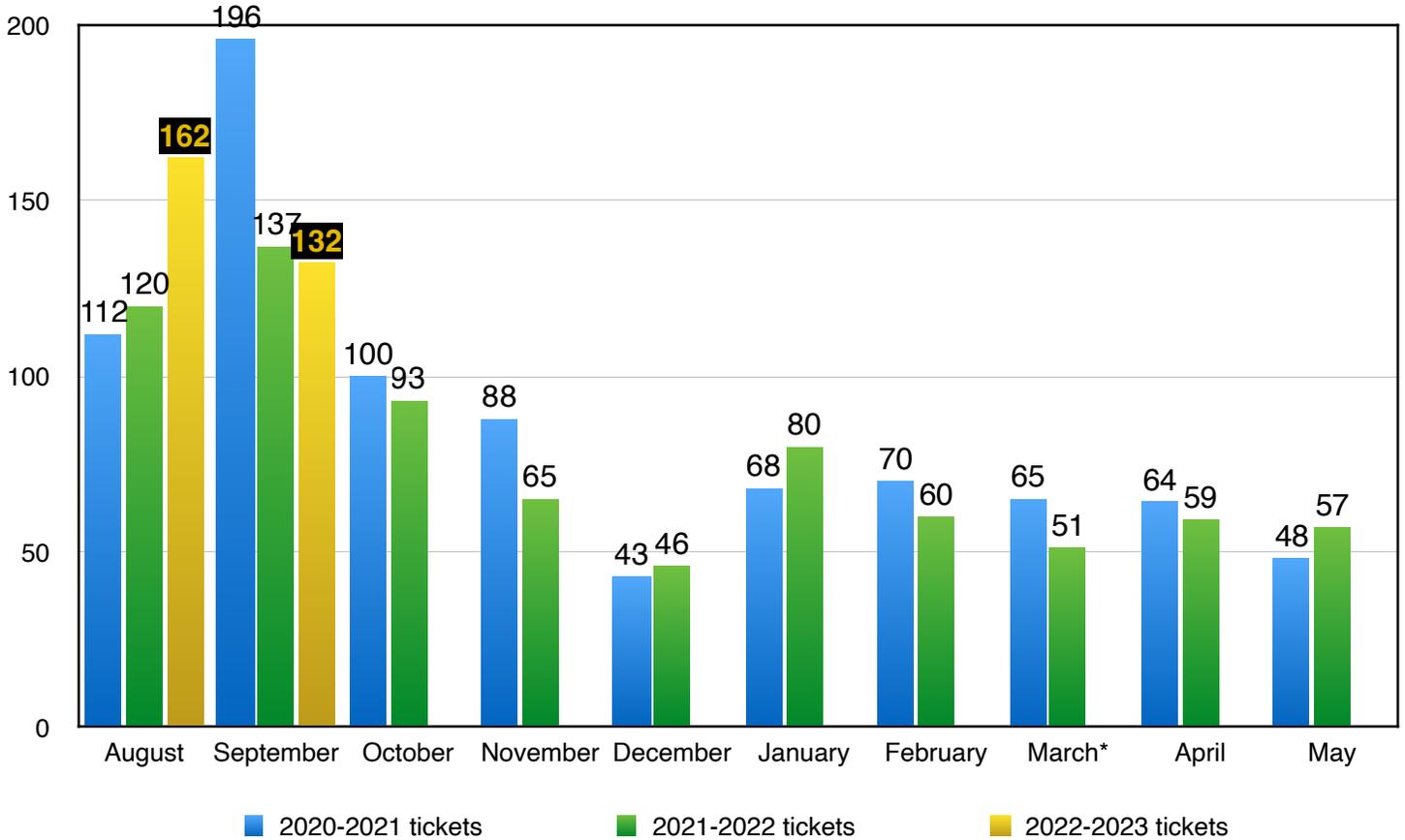


**Total Parent and Student PS Web and Mobile Access Sessions:**



# Technology Web HelpDesk

Part of the Technology Department's duty is to maintain the Technology Web Help Desk for staff to request repairs, training and troubleshooting. In September we closed / resolved 122 out of 132 (92.4%) of the tech requests submitted through the system. Our average response time was 7.6 hours and average resolution time was 1.3 days. We encourage staff to make use of this resource but many immediate needs are still handled outside of it.



All Activity
09/01/2022 - 09/30/2022
FILTERS (1)
TICKETS

Explore ticket analytics filtered only by your permission level

Filters: Created Date (1)  
09/01/2022 - 09/30/2022

**Ticket Resolution Over Time** (closed tickets vs. newly submitted)

**7.6 hours**  
Response time ( avg )  
for all ticket statuses

**122**  
Tickets now closed  
out of 132 submitted

**1.3 days**  
Resolution time ( avg )

**10**  
Tickets still open  
2 waiting on requestor

**Ticket Pipeline Analysis** ( shows time spent in each status, along with ticket routing for all workflows )

**Submitted**

11.5 hrs  
Avg. response time  
+ 132 tickets  
+ 2 still submitted

**In Progress**

20.2 hrs  
Avg. in progress time  
+ 132 tickets  
+ 8 still in progress

**All Tickets**

( please note tickets may be represented in multiple statuses below )

**In Progress Only**

**Waiting on Requestor**

**Waiting on Vendor**

**Waiting on Department of Education**  
( no in progress time recorded )

32

**Closed**

1.3 days  
Avg. resolution time  
+ 117 resolved  
+ 5 cancelled  
+ 10 still open

## **October Board Report 2022 Mary Donaldson, Special Education Director**

### **Celebrations**

**Educators Rising** -talented young women from Nome-Beltz High School who now are working with our elementary special education children as paraprofessionals. A huge appreciation for **Rachel Finney** in facilitating this group.

**Jill Peters** in her relentless quest to discover new ways to serve our children. We are pursuing equine therapy through Miranda Musich as a therapy service for our children. Her children are working at the radio station, in the kitchen and also custodial work.

### **District**

- We had a very successful Open House for parents that featured our Speech Clinician. Parents learned new communication apps on ipads and discussed services with the clinician. We will have another Open House on October 26 with the Autism Specialist from SESA.
- Our School Psych, Occupational Therapist, Physical Therapist, Speech Clinician and Multiple Disabilities SESA specialist served our teachers and children this month - It is VERY nice to be past COVID so we can provide in person services to enhance our teletherapy and ensure that our children receive the best services.
- We are still understaffed. We are in need of six paraprofessional positions and one special education teacher. Part time and full time positions are available.
- However we are being creative. Through Educator Rising and our Extensions -home schooling program we are serving children at Nome Elementary through
- Meetings were held with ILP -Patty Olmstad and Aubrey Cooper from Head Start to create plans to serve our early childhood children.
- Training was provided through Tierra Austin from Norton Sound for our staff to meet the needs of our students with seizures and other health needs.

### **Nome Elementary**

- Tricia Shambach and Peggy Simpson are going above and beyond to meet the needs of our special needs services. They are short staffed. I am helping by servicing fourth grade and Head Start.
- Kate Osborn and Sharon Ellanna are remarkable paraprofessionals.
- Implementing new diagnostic programs to work with misconceptions such as Moby Max, Bridging the Gap, and ST Math

### **ACSA**

- Koston Woodard as ACSA special education is working with parents and staff to modify IEPs to meet the needs of the children.
- Increased enrollment of special education children at ACSA may require increased special education staffing.

### **Nome/Beltz Junior/Senior High**

- Marilyn Jorgenson, Stan Burgess and Yevheniaa McDowell are incredible paraprofessionals - with our high needs children.
- Jill, Kosten and Joy are working extra hours to cover for the para shortage
- Continuing working with individuals to establish plans to avoid suspensions

Nome Public Schools Board Report

Megan Hayes

Director of Federal Programs

Report prepared for October 11, 2022 Nome Public Schools School Board Meeting

## **Grants- Consolidated ESEA: Title I-A/Title I-C/Title II-A/Title IV; EASIE; JOM; School Improvement**

**Consolidated ESEA-**Completed and Submitted the Consolidated Elementary and Secondary Education Act Grant Application via the Alaska Grants Management System.

•**Title I-A- Improving the Academic Achievement of the Disadvantaged- funds for NES Only-** I attended Title I-A Compliance and Budgeting training with Kish Russell, Federal Grants specialist in San Antonio, TX Sept. 26-29.

•**Title I-C, Migratory Education-** Fall recruiting for migratory students is underway and will run through the last day of October. Jade Murdock, Migratory Recruiter/Program Assistant and I attended the NES, ACSA, and NBMHS open houses, to disseminate Migratory Education Information. Many people signed up for their annual interview required to maintain eligibility.

•**Title II-A-Supporting Effective Instruction-Districtwide-** No Update

•**Title IV-Student Support and Academic Enrichment-Districtwide-**No update

•**Migratory Education Literacy Grant-** FY23 submitted and DEED approved. This grant is specifically used to support literacy for NPS's migratory eligible students. Literacy nights (including light snacks) are covered by this grant. In addition, books and/or magazine subscriptions for students can be covered.

•**Title VI-EASIE-(aka Indian Education)- Districtwide-** I submitted Parts 1 and 2 of the Office of Indian Education Annual Performance Report for SY20-21. Due to Covid, data was not collected last fall, but this year it has been requested for SY 20-21. In addition, I will be filing the EASIE APR parts 1 and 2 for SY 21-22, which is due at the end of this month. Letters, including the 506 and JOM forms, will be sent out to parents requesting student tribal enrollment status. In order to maintain current funding levels for both Indian Education and Johnson O'Malley, the secretaries and I will be mailing out the required forms to parents. We are requesting parents fill out the forms with their child's tribal affiliation and return the forms to the school. These programs require that NPS maintain copies of the 506 and JOM forms and that we base our student demographic counts for funding requests on the records we have on file.

•**JOM-Districtwide-** See above comments.

•**School Improvement Grant- NES-** DEED approved for FY23

## **State Reporting-Fall OASIS- Student enrollment count runs from Oct. 3, 2022-Oct. 28, 2022**

This report gathers 31 data elements per student enrolled at any time during the count period. NPS State and Special Education Intensive Need funding depends on this demographic data.

## **Assessments, Curriculum and Data-**

•AK STAR & Alaska Science Assessments-

- Scores will be released to school districts on October 24<sup>th</sup> and to the public on November 10<sup>th</sup>
- Jennifer Shreve, NPS NWEA Certified Assessments Facilitator, attended DEED Assessments training in ANC.

**Testing Schedule** (Fall and Winter MAP Testing dates are subject to change)

## **MAP Growth Windows Grades K-10**

Fall	September 20- October 15, 2022
Winter	January 9- January 27, 2023
Spring	March 27-April 28, 2023 (AK STAR) <sub>34</sub>

**MAP Reading Fluency (NES Only) Grades K-5**

Fall	August- September 17
Winter	January 9- February 3
Spring	April 10- May 10

**Alaska Developmental Profile**

Grade	School	Subject	Dates
Kindergarten	Nome Elementary School	Readiness	9/15/22-11/1/22

**ACCESS for ELLs (aka WIDA)**

Grade	School	Subject	Dates
k-12	All EL Students	Reading, Listening, Speaking, Writing	2/1/23-3/31/23

**Enrollment by school-**

<b>Enrollment</b>	<b>10/7/21</b>	<b>11/5/21</b>	<b>12/9/21</b>	<b>1/4/22</b>	<b>2/4/22</b>	<b>3/3/22</b>	<b>4/4/22</b>	<b>5/5/22</b>	<b>9/8/22</b>	<b>10/5/22</b>
Nome Elementary School	309	308	311	311	312	315	315	315	333	338
Anvil City Science Academy	60	60	58	60	60	60	60	60	60	59
Nome-Beltz Middle Senior High	298	291	299	298	286	288	282	285	300	297
NPS Extensions Correspondence	18	24	27	28	31	27	26	26	22	27
<b>Total Enrollment K-12</b>	<b>685</b>	<b>683</b>	<b>695</b>	<b>697</b>	<b>689</b>	<b>690</b>	<b>683</b>	<b>686</b>	<b>715</b>	<b>721</b>

## **Nome Public School Board, Facilities Service Report, October 2022**

Jonathan Duarte, Facilities Director

### **Maintenance Snapshot:**

- Scheduled Work Order in progress: 129
- Work orders not completed: **1,071**
- Preventative Maintenance: 85

### **Injuries & Accidents**

- No injuries have been reported.
- SPED Van, 2013/E-150, Brushed a ballard and sustained damage to passenger side double doors.

### **Employee Pending Status and New Hires**

- Maintenance Foreman- Awaiting HR approval.
- Rotational Custodian Supervisor- Ivan Bacon, completed the onboarding process and pending job offer approval.
- Full time Custodian- Angelina Kogassagoon, completed the onboarding process, awaiting HR approval.

### **Employee Departures**

- Rotational Custodian Supervisor - Ron Bell has resigned.
- Custodian- Karen Kunnuk resigned.
- Custodian- Virgil Walker resigned.

### **Staffing:**

- Custodian III- Mark Smith
- Custodian I- Jimmie Murdock
- Custodian I- Thuong Nguyen
- Custodian II- Bill Baxter
- Maintenance Tech III- Toby Higginson
- Maintenance Tech II- Jordan Snyder
- Maintenance Tech I- Ian Smith

### **Maintenance Department Tasks with Status:**

- DDC Control System- Oct. 18th, final commissioning to interface will be performed with RSA engineering. Finalizing the sequence of operations in programming. HVAC-Air Balancing scheduled in November.
- Pool Project- Coordinating with Bob Walker in regards to DDC integration to pool pumps and controllers.
- NES Playground fence- SPS completed installation of major posts and chain link fencing.
- NES Main heating glycol pumps have reached optimal expectancy and require to be replaced with new ones. We are getting information and a quote for replacements.
- NES Fire Alarm Upgrade- Pending report from Fire Alarm Technicians.
- NES New school book material needing proper storage- Quoting new book shelves.
- NBHS Boilers 2 and 3 require attention. AIS will assist in combustion tuning and replacing blower fans.
- District Wide, we are installing new seals on shop doors and entryways.
- ACSA Window replacement has been contracted to a local vendor.
- DOT Office/ Custodial Closet had water damage- Sheetrock replaced and final touches are on the list.
- Organizing the Quonset hut, maintenance shop and office.
- Apartment 2D- Living room electrical issues are being addressed.

### **Safety Concerns:**

- Driving Policies on School grounds in regards to speeding and stopping at signs.



# Nome Public Schools

**TO:** Nome Public Schools Board of Education  
**THRU:** Jamie Burgess, Superintendent  
**FROM:** Genevieve Hollins, Alaska Education & Business Services, Inc.  
**SUBJECT:** FY2023 Expenditures: 7/01/2022 through 9/30/2022  
 - All Except Special Revenue Programs -  
**DATE:** October 5, 2022

## REVENUES:

	<u>Received</u>	<u>Current Budget</u>	<u>Amount Remaining</u>	<u>% Received</u>
State of Alaska - Foundation	\$ 2,213,790	\$ 8,519,566	\$ 6,305,776	25.98%
State of Alaska - TRS On Behalf	137,948	547,292	409,344	25.21%
State of Alaska - PERS On Behalf	8,948	35,501	26,553	25.21%
City of Nome	208,311	3,150,000	2,941,689	6.61%
Impact Aid - U.S. Government PL-874	-	35,200	35,200	0.00%
E-Rate	251,615	1,338,461	1,086,846	18.80%
Other (Fees/Gate/Rentals/Donations)	63,346	385,000	321,654	16.45%
Transfers In	240,489	240,489	-	100.00%
Decrease (Increase) of Fund Balance	-	995,112	995,112	0.00%
Pupil Transportation (Fund 205)	152,063	560,000	407,937	27.15%
Food Service (Fund 255)	38,033	775,000	736,968	4.91%

<b>TOTAL REVENUES</b>	<b>\$ 3,314,543</b>	<b>\$ 16,581,621</b>	<b>\$ 13,267,078</b>	<b>19.99%</b>
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(Excluding Federal Special Revenue Programs)

## EXPENDITURES:

	<u>Expended &amp; Encumbered</u>	<u>Current Budget</u>	<u>Amount Remaining</u>	<u>% Expended</u>
General Fund (100)	\$ 2,444,467	\$ 15,246,621	\$ 12,802,154	16.03%
Pupil Transportation (205) <sup>1</sup>	84,480	560,000	475,520	15.09%
Food Service Fund (255)	71,969	775,000	703,031	9.29%

<b>TOTAL EXPENDITURES AND ENCUMBRANCES</b>	<b>\$ 2,600,916</b>	<b>\$ 16,581,621</b>	<b>\$ 13,980,705</b>	<b>15.69%</b>
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Percentage of Revenue Budget Recvd: 19.99%  
 Percentage of Budget Expended: 15.69%  
 Percentage of Year Passed: 25.21%

Days of Expenditures for this Fiscal Year: 92 Days

Remaining in Fiscal Year for Expenditures: 273 Days

Checking Account Bank Balance as of September 30, 2022 - \$9,123,796



<sup>1</sup>The Pupil Transportation contract for FY2023 is \$559,108 for regular routes. Fund Balance will decrease from \$346,839 to approximately \$283,919 by year-end.



## **MEMORANDUM**

To: Board of Education  
Thru: Jamie Burgess, Superintendent  
From: Genevieve Hollins, Contracted CFO  
Alaska Education & Business Services, Inc.  
Date: October 6, 2022  
Subject: **Financial Narrative**

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Student count period is occurring this month. Once Fall OASIS is submitted to DEED, administration will begin working on revised Revenue budget and trueing up salaries/benefits for a December budget revision.

### **FY2022 Audit**

The FY2022 financial audit concluded on September 23<sup>rd</sup>. We expect to receive the draft audited financial statements in a couple weeks and will turn those around for publishing and presentation to the Board. The auditors will send the completed financials to the Dept. of Education by the November 15<sup>th</sup> deadline so that Foundation payment will continue on schedule.

### **KPMG E-Reporting Audit**

KPMG, the auditors for the State, are still auditing the e-reporting information which pertains to the payroll liability submissions for PERS and TRS. All information has been submitted to them. We await their final closeout report.

### **AHFC Financial and Administrative Monitoring Review**

We were notified on September 30<sup>th</sup> that AHFC is performing a Financial and Administrative Monitoring Review of the AHFC grant. All requested documents have been submitted and we await their sample selections.

### **Grants**

Grant administrators are working on submission of FY2023 grant applications within GMS. We will also be submitted 1<sup>st</sup> Quarter FY2023 grant reimbursement requests, which are due to granting agencies by October 31<sup>st</sup>.

### **ACSA CIP Reimbursement**

We received the ACSA Bathroom Renovations CIP project agreement and will be pulling all backup and submitting for reimbursement.

### **Standard Operating Procedure (SOP) #9**

Attached you will find SOP Number 9 - Accounts Payable Processing, for your information, comments, and any questions.

NOME PUBLIC SCHOOLS  
Nome, Alaska

SOP No. 9

ACCOUNTS PAYABLE PROCESSING

1. PURPOSE: To establish procedures for initiating, processing, authorizing, reviewing and recording accounts payable transactions.
2. AUTHORITY: Superintendent or designee
3. RESPONSIBILITY: The Business department
4. PROCEDURES: The following procedures should be followed for generating accounts payable checks:
  - a. RECORDING PURCHASES AND EXPENSES
    - 1) Purchase requisitions should be prepared and approved by the supervisor and sent to the Business Office for processing. See SOP No. 5 – Purchasing.
    - 2) Reconcile, code, and enter purchase requisitions, supplier invoices, credit card receipts, and receiving reports into the software system.
    - 3) Budget supervisors must compare expenditures to budgets each month. The CFO will review variances.
  - b. CASH DISBURSEMENTS
    - 1) All cash disbursements will be processed through either Accounts Payable or Payroll. Under no circumstances shall any cash disbursement occur outside of these processes (i.e. from cash deposits).
    - 2) The accounting clerk prepares an invoice batch every week and submits it to the CFO for approval.
    - 3) The invoice batch and supporting documentation (i.e. purchase orders and invoices) are approved by the CFO, as indicated by signature or initials.
    - 4) Checks are printed upon approval of the invoice batch.

- 5) For payroll processing and disbursements, see SOP No. 4 – Payroll Processing Procedures.
- 6) Both Accounts Payable and Payroll checks are printed and two signatures are obtained 1) Superintendent and 2) Board President (via laser signature).
- 7) ACH files are generated by the Accounts Payable technician and uploaded by the CFO, with a copy of the uploaded detail check register given to Accounts Payable technician.
- 8) Bank reconciliations are prepared monthly (see SOP NO. 12 – Bank Reconciliations).

c. PAYABLE LEDGER MAINTENANCE AND FINANCIAL REPORTING

- 1) Only the Business Office (Accounts Payable technician or CFO) may authorize changes to vendor master files (i.e. changes in supplier details).
  - 2) Any changes to ACH banking information shall be confirmed via phone by the Accounts Payable technician. Phone call must be made to main office line to ensure speaking with the company.
  - 3) The accounts payable general ledger is reconciled by the CFO annually.
  - 4) Open purchase requisitions and purchase orders are reviewed monthly by the CFO and/or Accounts Payable technician.
5. PETTY CASH: It is recommended that the use of Petty Cash boxes be kept to a minimum (one per site). If the user of Petty Cash is necessary, the following procedures are required.
- a. Original receipts are required for Petty Cash reimbursement.
  - b. Up to two people may be designated as custodians of Petty Cash. Physical access to Petty Cash is limited to the custodian(s).
  - c. A separate non-custodian should reconcile Petty cash at least monthly.
  - d. The principal, who is neither a custodian or reconciler, should approve all reconciliations of Petty Cash.
  - e. Submit reconciliations as support for requests of Petty Cash replenishment to the Business department.

6. RECORDS RETENTION: Retain Accounts Payable records as required by ASLAM/DEED Records Retention Schedule (see REFERENCES below).

REFERENCES:

BP 3110 – Transfer of Funds;  
BP 3300 – Expenditures/Expending Authority;  
BP 3305 – Electronic Funds Transfers;  
BP 3314 – Payment for Goods and Services;  
BP 3400 – Management of District Assets/Accounts

ASLAM/DEED Records Retention Schedule: Click on “School Districts, #400.1”  
<https://archives.alaska.gov/rims/>

REVISION DATE: 08/13/2021

EXHIBITS: None

## **Public Comment Statement**

The Board of Education welcomes community member input during meetings about issues on or not on the agenda. The Board is not able to respond directly to you during Public Comment; the Board may decide at the end of the meeting during Board Member Comment to discuss your topic at a work session, regular meeting, or direct the Superintendent to look into a situation further.

The Board may not speak about subjects that are protected by legal confidentiality such as specific student discipline issues or personnel issues that could disparage or slander district employees.

The general guideline is approximately three minutes per speaker; however, additional time is allowable if needed. When you speak to the Board, please state your first and last name for the record.

## SCHOOL BOARD COMMUNICATION

**Title: Board Policy 2nd Reading**

**Date: October 11, 2022**

**Administrator: Jamie Burgess, Superintendent**

**Attachments: Board Policies for Adoption**

**Action Needed**    **For Discussion**    **Information**    **Other**

## BACKGROUND INFORMATION

The Board of Education reviewed and approved the first reading of the policies listed below at the September 11, 2022 Regular Board meeting. The policies are now presented to the Board for a second reading and adoption.

The following policies are now presented to the Board for a first reading approval.

BP3511 Energy Conservation  
BP3290 Gifts, Grants and Bequests  
BP3515.6 Use of School Safety Video Surveillance Monitoring Systems  
BP3550 Food Service  
BP3554 Other Food Sales  
BP1330 Use of School Facilities  
BP3513.3 Tobacco-Free Schools/Smoking  
BP3522 District Data Protection Program  
BP3590 Electronic Signatures  
BP4113 Assignment  
BP4158/4258/4358 Employee Security  
BP5125.1 Release of Directory Information  
BP5127 Graduation Ceremonies and Activities  
BP5131.6 Alcohol and Other Drugs  
BP5145.2 Freedom of Speech/Expression  
BP6161.4 Internet  
BP6161.8 Research  
BP6164.2 Guidance and Counseling Services  
BP6174.1 Education of Native/Indian Children  
BP6175 Migrant Children Program

Nome Public Schools  
PO Box 131  
Nome, AK 99762  
907-443-2231 – [www.nomeschools.org](http://www.nomeschools.org)

BB9200 School Board Members  
BB9260 Legal Protection  
BB9270 Conflict of Interest

## ADMINISTRATIVE RECOMMENDATION

The administration recommends approval of the second and final reading of board policies BP3511 Energy Conservation, BP3290 Gifts, Grants and Bequests, BP3515.6 Use of School Safety Video Surveillance Monitoring Systems, BP3550 Food Service, BP3554 Other Food Sales, BP1330 Use of School Facilities, BP3513.3 Tobacco-Free Schools/Smoking, BP3522 District Data Protection Program, BP3590 Electronic Signatures, BP4113 Assignment, BP4158/4258/4358 Employee Security, BP5125.1 Release of Directory Information, BP5127 Graduation Ceremonies and Activities, BP5131.6 Alcohol and Other Drugs, BP5145.2 Freedom of Speech/Expression, BP6161.4 Internet, BP6161.8 Research, BP6164.2 Guidance and Counseling Services, BP6174.1 Education of Native/Indian Children, BP6175 Migrant Children Program, BB9200 School Board Members, BB9260 Legal Protection, and BB9270 Conflict of Interest.

**Sample Motion: I move to approve the second and final reading of board policies BP3511 Energy Conservation, BP3290 Gifts, Grants and Bequests, BP3515.6 Use of School Safety Video Surveillance Monitoring Systems, BP3550 Food Service, BP3554 Other Food Sales, BP1330 Use of School Facilities, BP3513.3 Tobacco-Free Schools/Smoking, BP3522 District Data Protection Program, BP3590 Electronic Signatures, BP4113 Assignment, BP4158/4258/4358 Employee Security, BP5125.1 Release of Directory Information, BP5127 Graduation Ceremonies and Activities, BP5131.6 Alcohol and Other Drugs, BP5145.2 Freedom of Speech/Expression, BP6161.4 Internet, BP6161.8 Research, BP6164.2 Guidance and Counseling Services, BP6174.1 Education of Native/Indian Children, BP6175 Migrant Children Program, BB9200 School Board Members, BB9260 Legal Protection, and BB9270 Conflict of Interest.**

## BP 1330 USE OF SCHOOL FACILITIES

**Note:** Pursuant to the Boy Scouts of America Equal Access Act, districts that make their premises and facilities available for use by youth and community groups must apply that policy equitably to all groups, including the Boy Scouts or other affiliated groups. Specifically, schools are prohibited from denying equal access to school facilities to the Boy Scouts or any other youth group “for reasons based on membership or leadership criteria or oath of allegiance to God and country.” According to Alaska’s uncodified law, a school district that violates this law risks losing state funding.

The School Board believes that the schools belong to the citizens of the community and that community use of the school facilities fosters understanding and support for school programs.

The School Board recognizes that when schools encourage and welcome community elders during and after the school day, this supports continued learning opportunities between youth and older generations.

The School Board shall make school facilities and grounds available to citizens and community groups for lawful gatherings and assemblies to the extent that such use serves the interests of the citizens and does not conflict with school or district purposes. The Superintendent or designee shall establish administrative regulations governing the reasonable and impartial use of school facilities and grounds by community members or groups.

(cf. [0100](#) – Philosophy)

(cf. [0430](#) – Community School Program)

(cf. [6145.5](#) – Student Organizations and Equal Access)

Legal Reference:

### ALASKA STATUTES

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

[14.03.100](#) – Use of school facilities

### UNITED STATES CODE

[Boy Scouts of America Equal Access Act, 20 U.S.C. 7905.](#)

Revised (approval date)

Revised 04/2019

Revised 03/2015

## BP 3290 GIFTS, GRANTS AND BEQUESTS

The School Board greatly appreciates the support of community members and may accept suitable donations on behalf of the district. All donations greater than \$1,000 shall be brought before the School Board. The Superintendent or designee may apply for special revenue grants.

To be acceptable, a gift, grant, or bequest must satisfy the following criteria:

1. not begin a program which the School Board would be unable to continue when the donated funds are exhausted.
2. not entail undesirable or hidden costs, such as additional staff workload.
3. place no restrictions on the school program.
4. not be inappropriate or harmful to the best education of students.
5. not imply endorsement of any business or product.
6. not conflict with any provision of the School Board policy or public law.
7. have a purpose consistent with those of the district.

The School Board discourages any gifts which may directly or indirectly impair its commitment to providing equal educational opportunities for all district students. Use of a gift shall not be impaired by restrictions or conditions imposed by the donor. The School Board will try to follow the donor's wishes insofar as they do not conflict with district philosophy or operations.

Upon acceptance by the School Board, all gifts, grants and bequests shall become school district property. At the Superintendent or designee's discretion, a gift may be used at a particular school.

(cf. [3440](#) - Inventories)

Revised (approval date)

Adopted: June 10, 2003

**Nome Public Schools**

## **BP 3511 ENERGY CONSERVATION**

The School Board desires to reduce energy use in the district in order to help conserve natural resources and save money to support other district needs.

The Superintendent or designee shall establish energy use reduction goals, monitor energy consumption and encourage employees and students to conserve resources. The Superintendent or designee shall regularly inspect district facilities and operations and make recommendations for maintenance and capital expenditures which may help the district reach its energy consumption goals.

(cf. [3510 Maintenance](#))

Adopted: (approval date)

**Nome Public Schools**

## **BP 3513.3 TOBACCO-FREE SCHOOLS/SMOKING**

The School Board recognizes its responsibility to promote the health, welfare and safety of students, staff and others on district property and at school-sponsored activities. Ample research has demonstrated the health hazards associated with the use of tobacco products, including smoking and the breathing of second-hand smoke.

As role models, district employees should demonstrate conduct that is consistent with school programs to discourage students from using tobacco products.

In accordance with law and to promote the health and safety of all students and staff, it is the intent of the School Board to establish a tobacco-free environment. Consequently, it is a violation for students, staff, visitors, contractors and all others to use, distribute or sell tobacco, including any smoking device, on district premises, at school-sponsored activities on or off district premises and in district-owned, rented or leased vehicles.

Staff and/or all others authorized to use district vehicles to transport district students to school-sponsored activities are prohibited from using tobacco in those vehicles while students are under their care.

For the purposes of this policy, “tobacco” is defined to include tobacco in any form and/or any nicotine delivering devices. This does not include FDA approved nicotine replacement therapy products used for the purpose of cessation.

This policy shall be in effect and enforceable at all times regardless of whether or not school is in session. The Superintendent or designee shall post appropriate signs prohibiting tobacco use in accordance with law.

The Superintendent may develop administrative regulations as necessary to implement this policy, including provisions for notification of the district’s policy, through such means as student/parent and staff handbooks, newsletters, inclusion on school event programs; disciplinary consequences; and procedures for filing and handling complaints about violations of the district’s policy.

The Superintendent may consult with local officials to promote enforcement of law that prohibits the possession of tobacco by minors on or off district grounds.

This prohibition does apply to any private residence owned or leased by the district for housing purposes.

Legal Reference:

### ALASKA STATUTES

[18.35.300-18.35.330](#) Prohibition of Smoking

### UNITED STATES CODE

48

[20 U.S.C. 7973](#), Nonsmoking Policy for Children’s Services

Revised (approval date)

Adopted: August 11, 2020

## **Nome Public Schools**

## **BP 3515.6 USE OF SCHOOL SAFETY VIDEO SURVEILLANCE MONITORING SYSTEMS**

The School Board authorizes the use of video surveillance equipment on school district property, school vehicles, and school contracted vehicles to ensure health, welfare, and safety of all staff, students, and visitors to district property and/or passenger in district contracted or authorized vehicles and to deter inappropriate behavior. Cameras will also be utilized to safeguard district facilities and equipment, as well as equipment owned by staff or students.

In dealing with surveillance of students and employees, the School Board recognizes both its obligation to provide appropriate levels of supervision in the interest of safety and the fact that students and employees have privacy rights that are reduced but not eliminated while under the supervision of the school. Thus, video surveillance, like other forms of supervision, must be carried out in a way that respects privacy rights.

District Administrators are responsible for determining whether video recordings are educational records as defined by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g and 34 CFR Part 99.

School safety video recordings which are not education records may be disclosed as provided in the Alaska Public Records Act, AS § 40.25.110 – 40.25.125.

### **Use**

Video surveillance cameras may be used to monitor and/or record in locations authorized by the School Site Administrator or the officials of the school district. Public notification signs must be prominently displayed, indicating the use of video surveillance. The district shall also notify staff and students through student/parent and staff handbooks that security cameras are in place within district property.

### **Camera Placement**

The security camera system will be installed in public areas only. These areas include school buses, grounds, athletic areas, exterior entrances or exits to school buildings and large gathering spaces such as classroom corridors, cafeteria, lobby, and main entrances. Restrooms, changing rooms, private offices, nurse's offices, and locker rooms are excluded from surveillance camera use. Security camera usage is prohibited in any space where there is a reasonable expectation for privacy.

### **Security**

Only a designated employee or agent of the school district will install surveillance cameras. Only designated school officials shall have access to the camera equipment and operations system. For the purposes of this policy, school officials are the Superintendent or his/her expressly authorized designees. Only these school officials shall handle the camera or copies of the video segments. Video copies shall be stored in a secure area. Video copies may never be sold, publicly viewed or distributed in any other fashion except as approved for by this<sup>59</sup> policy and/or relevant to legislation. Law enforcement personnel may review camera recordings, when available, to investigate criminal conduct.

### **Viewing of Video Recordings**

Video monitors used to view video recordings should not be located in a position that enables public viewing. Video recordings may only be viewed by school site administrators, school official, or school staff members with direct involvement with the recorded contents of the specific video recording or employees or agents responsible for the technical operation of the system (for technical purposes only). Parents may submit a written request to view video recordings that pertain only to their children in relation to a disciplinary issue, but the viewing may be approved only if it does not violate the privacy of other students (see next paragraph).

### **Use of Video Recordings for Disciplinary Action**

Video recordings may be used as a basis for student or employee disciplinary action. Video surveillance recordings involving students are considered to be educational records under FERPA. Therefore, consent must be given in order to disclose information contained on video recordings obtained through video surveillance, except to the extent that FERPA authorizes disclosure without consent. Viewing may be refused or limited where viewing would be an unreasonable invasion of a third party's personal privacy, give rise to a concern for the safety of a third party or where protected from disclosure by law. All viewing requests must be submitted in writing.

### **Retention of Video Recordings**

A copy of a video recording shall be made when an incident results in a long-term suspension, a student injury, or there is a prospect of a legal claim against the district. The copy of the video recording shall be sent to the Superintendent or designee to be kept in a secure location. If a recording is used in the making of a decision about a student or employee, the recording must be kept for a minimum of one year, unless earlier erasure is authorized by or on behalf of the individual or the relevant appeals periods have been expired.

Video recordings shall be maintained for no more than 30 days and then erased unless they are being retained as indicated in the preceding paragraph or at the request of the school site administrator. The district shall comply with all applicable state and federal laws related to record maintenance and retention.

### **Review**

Each school site administrator is responsible for the proper implementation and control of the video surveillance system. The Superintendent of Schools or designee shall develop regulations governing the use of video recordings in accordance with applicable law and board policy.

(cf. [1340](#) – Access to District Records)

(cf. [3515](#) – School Safety and Security)

(cf. [3580](#) – District Records)

(cf. [5125](#) – Student Records)

Legal References:

UNITED STATES CODE

UNITED STATES CODE [20 U.S.C. 1232g](#)

UNITED STATES CODE OF FEDERAL REGULATIONS [34 CFR Part 99](#)

ALASKA STATUTES

[40.21.070](#) – Records management for local records [40.25.110-250](#) Public

[Records Act](#)

ALASKA ADMINISTRATIVE CODE

[2 AAC 96.100-370](#) Public Information

Revised (approval date)

Adopted: August 11, 2020

**Nome Public Schools**

## **BP 3522 DISTRICT DATA PROTECTION PROGRAM**

The protection of sensitive data and technology, including, but not limited to Internet access, privacy, electronic mail, hardware, software, and cloud resources, is vital in supporting teaching and learning through access to resources, information, learning activities, interpersonal communications, research, training, collaboration, curriculum, and materials.

The School Board recognizes data/information as a resource that must be protected from unauthorized access or use and as such supports a balance of security and access. The School Board expects District staff, student, and parent data to be protected by adequate controls commensurate with the sensitivity of the data.

The School Board directs the Superintendent to develop and maintain an effective District Data Protection Program and associated regulations and protocols for the protection of sensitive District information. Such regulations shall include developing appropriate controls to protect the confidentiality, availability, and integrity of District information.

(cf. [1340](#) and [AR 1340](#) - Access to District Records)

(cf. [3523](#) - Electronic Mail (E-Mail))

(cf. [3580](#) - District Records)

(cf. [4112.6/4212.6/4312.6](#) - Personnel Records)

(cf. [4119.23/4219.23/4319.23](#) - Unauthorized Release of Confidential Records)

(cf. [4119.25/4219.25/4319](#) and [AR 4119.25/4219.25/4319](#) – Political Activities of Employees)

(cf. [5125](#) - Student Records)

(cf. [6161.4](#) - Internet)

Legal Reference:

### UNITED STATES CODE

[47 U.S.C. 201 et seq.](#), Communications Decency Act of 1995, as amended  
[20 U.S.C. 1232g.](#), Federal Family Educational Rights and Privacy Act of 1974,  
as amended

[47 U.S.C. 231 et seq.](#), Children's Online Privacy Protection Act of 2000, as amended

Adopted: (approval date)

## BP 3550 FOOD SERVICE

The School Board recognizes that students need adequate, nourishing food in order to grow, learn, and to give a good foundation for their future physical well-being. The School Board may provide for a food service program based on regular lunch service and include other snack and breakfast programs as the needs of the students and the financial capacity of the district permit. The School Board recognizes that breakfast, lunch and other nutrition programs are an important complement to the nutritional responsibilities of parents/guardians.

The School Board believes that:

1. Foods and beverages available on school premises should contribute to the nutritional well-being of students and meet the nutritional criteria of the applicable child nutrition program operating in the District. Nutrition programs must comply with applicable state and federal law.
2. Foods can help students and families feel comfortable in the school. The District may include cultural, subsistence and local foods if available and can be served in compliance with school safety and nutritional programs.
3. Foods and beverages available should be considered as carefully as other educational support materials as they can serve to build cultural connectedness for students.
4. Foods and beverages should be prepared in ways which will appeal to students while retaining nutritive quality.
5. Food and beverages should be prepared and served in ways that reduce waste.
6. Food should be served in quantities appropriate to the needs of students at their age level and served in as pleasant and relaxed an atmosphere as possible, with adequate time for students to eat and travel to and from the cafeteria.
7. Schools are encouraged to assess common eating habits and eating times to establish appropriate meal and snack times.
8. Foods grown in the state provide nutritional, environmental, and economic benefits and should be utilized in the district's food service program to the extent feasible.
9. The District and its schools will have food safety plans and written guidance for procuring, receiving, and preparing subsistence foods harvested and donated to the school.
10. The District will include subsistence foods as a part of the nutritional and dietary guidelines for Americans.

**Note:** *Effective January 14, 2010, the U.S. Department of Agriculture requires schools participating in the National School Lunch and Breakfast Programs to develop a written food safety program for the preparation and serving of school meals. The goal is to prevent and reduce the risk of food-borne illness among students. Schools are required to utilize the "hazard analysis and critical control point (HACCP) system" when developing their food safety programs. A written safety program must be in place for each food preparation and service facility that prepares and serves meals under the federal breakfast or lunch programs.*

The Superintendent or designee will oversee the development of a written food safety program for each food preparation and serving facility in the district, as required by law. Foods and beverages will be stored, prepared and served in accordance with food safety regulations in order to prevent or reduce the risk of food-borne illness among students.

**Note:** *Effective July 1, 2015, federal regulations of the Department of Agriculture, Food and Nutrition Service, require that certain food service personnel meet minimum professional standards. More specifically, school nutrition program directors who are responsible for management of the day-to-day food service operations for all schools in the district must meet minimum educational qualifications as a condition of hire. The qualifications vary depending upon the student enrollment (size) of the district. The qualification requirements are applicable to the hire of new directors only; current directors employed prior to the July 1, 2015 effective date are grandfathered. In addition, the new regulations require minimum continuing education and training requirements for all student nutrition staff, including school nutrition program directors, school nutrition program managers who are responsible for day-to-day operations of food service for a particular school, and other personnel who work an average of at least 20 hours per week. The hours of continuing education/training varies depending upon the position held by the individual.*

Qualified and trained food service personnel are critical to a healthy and safe food service program. The Superintendent or designee shall hire qualified personnel and/or an independent contractor, taking into consideration professional standards required by law, and will ensure that continuing education and training is provided to food service personnel in compliance with applicable state and federal standards.

(cf. [4131](#) – *Certificated Staff Development*)

The School Board intends that, insofar as possible, the school food services program shall be self-supporting and may include foods from school gardens, greenhouses and farms. The School Board shall review and approve of menu prices. Program financial reports shall be presented regularly for inspection by the School Board.

(cf. [3554](#) – *Other Food Sales*)

(cf. [5040](#) – *Student Nutrition and Physical Activity*)

Legal Reference:

UNITED STATES CODE

Richard B. Russell National School Lunch Act, [42 U.S.C. 1751-1769j](#)

Child Nutrition Act of 1996, [42 U.S.C. 1771-1793](#)

CODE OF FEDERAL REGULATIONS

[7 C.F.R. Parts 210, 220, and 235](#)<sup>55</sup> National School Lunch Program and Breakfast Program

FEDERAL REGISTER

*Professional Standards for State and Local School Nutrition Programs  
Personnel as Required by the Healthy, Hunger-Free Kids Act of 2010, Vol.  
80, No. 40 and No. 88 (2015)*

Revised (approval date)

Revised 04/2019

Revised 03/2016

**None Public Schools**

## BP 3554 OTHER FOOD SALES

The School Board believes that all food available at school should contribute to the development of sound nutritional habits and should reflect concern for the health and well-being of our students.

### During School Day

Between the hours of 12:00 AM and 30 minutes after the conclusion of the instructional day, the Superintendent or designee may permit food and beverage sales by student or adult entities or organizations provided that these sales meet the requirements of the National School Lunch Act, Nutrition Standards for All Foods Sold in Schools, also known as Smart Snacks in School, or other District programs, do not impair the food service's ability to be financially sound, and observe appropriate sanitation and safety procedures.

(cf. [5040](#) – Student Nutrition and Physical Activity)

### Outside of School Day

From 30 minutes after the conclusion of the instructional day until 12:00 AM, the Superintendent or designee may permit food and beverage sales by student or adult entities or organizations provided that these sales comply with state and federal regulations and observe appropriate sanitation and safety procedures.

(cf. [1321](#) - Solicitations of Funds from and by Students)

### Legal Reference:

#### UNITED STATES CODE

Richard B. Russell National School Lunch Act, [42 U.S.C. 1751-1769j](#)

Child Nutrition Act of 1996, [42 U.S.C. 1771-1793](#)

#### CODE OF FEDERAL REGULATIONS

[7 C.F.R. Parts 210](#) and 220, National School Lunch Program and Breakfast Program

#### FEDERAL REGISTER

Nutrition Standards for All Foods Sold in Schools (“Smart Snacks in School”), [Vol. 78, No. 125, Part II, Department of Agriculture \(2013\)](#)

Revised (approval date)

Revised 11/2014

Revised 04/2014

Adopted: June 10, 2003

## **Nome Public Schools**

## **BP 3590 ELECTRONIC SIGNATURES**

### **District Use of Electronic Signatures**

When not practical or possible to have an approved individual physically sign a document, and not otherwise prohibited by applicable law, the School Board authorizes the use of electronic signatures. Electronic signatures may satisfy the requirement of a written signature when transacting business with and/or for the District and/or with parents/guardians when the authenticity and reliability of such electronic signature(s) meets the provisions of this policy. In such instances, the electronic signature shall have the full force and effect of a manual signature.

The Superintendent or designee will identify methods that are secure and practical, and in compliance with State and Federal law and the District's procedures. An "electronic signature" is defined as an electronic sound, symbol, or process attached to or logically associated with a record, and executed or adopted by a person with the intent to sign the record.

In order to qualify for acceptance of an electronic signature the following additional requirements are applicable:

1. The electronic signature identifies the individual signing the document by his or her name and title;
2. The identity of the individual signing the document with an electronic signature is capable of being validated through the use of an audit trail;
3. The electronic signature, as well as the documents to which it is affixed, cannot be altered once the electronic signature is affixed. If the document needs to be altered, a new electronic signature must be obtained; and,
4. The electronic signature conforms to all other provisions of this policy.

The District shall maintain District electronically signed records in a manner consistent with the District's document retention policies yet also capable of accurate and complete reproduction of the electronic records and signatures in their original form. Such retention should include a process whereby the District can verify the attribution of a signature to a specific individual, detect changes or errors in the information contained in the record submitted electronically and protect and prevent access and/or manipulation or access/use by an unauthorized person.

The District shall maintain a hardcopy of the actual signature of any District employee authorized to provide an electronic signature in connection with School Board business.

Abuse of the electronic signature protocols by any District employee serves as grounds for disciplinary action up to and including termination.

### **Parent/Student Use of Electronic Signatures**

With regard to documentation received by the District with an electronic signature from a parent/legal guardian, so long as the following provisions are met, the District may receive and accept such electronic signature as an original document:

1. Such communication with signature, on its face, appears to be authentic and unique to the person using such signature;
2. The District is unaware of any specific reason to believe that the signature has been forged;
3. The District is unaware of any specific reason to believe the document has been altered subsequent to the electronic signature; and
4. The signature is capable of verification.

The District's Superintendent or designee may, at their discretion, request that an original of the electronic communication, signed manually by hand, be forwarded to the District in a timely manner.

District personnel may periodically audit the authenticity of such signature via a security procedure including such acts as making follow-up inquiry to the individual/entity who has submitted an electronic signature.

Should it be discovered that a student has falsified a parent's electronic signature on an official District document, the student may be subjected to discipline and the District Administration is authorized, at their discretion, to thereafter only accept manual signatures associated with any submitted school document.

(cf. [3523 Electronic Mail \(E-Mail\)](#))

(cf. [3580 – District Records](#))

(cf. [6161.4 – Internet](#))

Legal Reference:

ALASKA STATUTES

[09.80.010 - .195 Uniform Electronic Transactions Act](#)

Adopted: (approval date)

**Nome Public Schools**

## **BP 4113 ASSIGNMENT**

The School Board respects the importance of assigning teachers in accordance with law, so as to serve the best interests of our students and the educational program. The Superintendent or designee may assign certificated personnel to any position for which their preparation, certification, experience and aptitude qualify them. Teachers may be assigned to any school within the district. Teachers shall not be assigned outside the scope of their teaching certificates or their fields of study except as allowed by law.

(cf. [4112.8/4212.8/4312.8](#) - *Employment of Relatives*)

The assignment of certificated personnel shall comply with applicable collective bargaining provisions.

*Legal Reference:*

ALASKA STATUTES

[14.20.147](#) *Transfer or absorption of attendance area or federal agency school*

[14.20.148](#) *Intradistrict teacher assignment*

[14.20.158](#) *Continued contract provisions*

[23.40.070](#) *Declaration of policy (PERA)*

~~UNITED STATES CODE, TITLE 20~~

~~*Every Student Succeeds Act, P.L. 114-95 (deleted)*~~

Revised (*approval date*)

Adopted: June 10, 2003

**Nome Public Schools**

## BP 4158/4258/4358 EMPLOYEE SECURITY

**Note:** Alaska school districts are required to adopt standards relating to when a teacher, teacher's assistant, or other person responsible for students is authorized to use reasonable and appropriate force to maintain classroom safety and discipline. Effective October 2014, the use of restraint and seclusion of students is strictly limited and in some situations prohibited by law. [AS 14.33.125](#). Any use of restraint or seclusion by a district employee of a student must comply with all legal requirements. A teacher, teacher's assistant, principal, or another person responsible for students may not be terminated or otherwise subjected to formal disciplinary action for lawful enforcement of a school disciplinary and safety program, including behavior standards. [AS 14.33.130](#). This group is protected from civil liability for acts or omissions arising out of enforcement of the disciplinary and safety program while in the course of employment, unless the act constitutes gross negligence or reckless or intentional misconduct. [AS 14.33.140](#), and the [Every Student Succeeds Act](#).

An employee may use approved methods of physical restraint if a student's behavior poses an imminent danger of physical injury to the student or others and less restrictive interventions would be ineffective at stopping the imminent danger. Restraint must be limited to that necessary to address the emergency and must be immediately discontinued when the student no longer poses an imminent danger or when a less restrictive intervention is effective to stop the danger.

(cf. [5144](#) - Discipline)

(cf. [5142.3](#) – Restraint and Seclusion)

**Note:** A teacher, teacher's assistant, administrator, or other employee responsible for students who, during the course of employment, observes a student committing a crime must report the crime to local law enforcement. [AS 14.33.130](#). The obligation to report to law enforcement resides with the staff member observing the crime. "Crime" means an offense for which a sentence of imprisonment is authorized; a crime is either a felony or a misdemeanor. [AS 11.81.900](#).

Employees shall promptly report any student attack, assault or threat against them to the Superintendent or designee. The employee and the principal or other immediate supervisor both shall promptly report such instances to the appropriate local law enforcement agency.

(cf. [1410](#) – Interagency Cooperation for Student and Staff Safety)

Legal Reference:

### ALASKA STATUTES

[11.81.430](#) Justification: Use of force, special relationships

[11.81.900](#) Definitions

62

[14.33.120-.140](#) School disciplinary and safety program

ALASKA ADMINISTRATIVE CODE

[4 AAC 07.010-4 AAC 07.900](#) Student Rights and Responsibilities

~~UNITED STATES CODE, TITLE 20~~

*Every Student Succeeds Act, P.L. 114-95*

Revised (approval date)

Revised 03/2015

Adopted: June 10, 2003

**Nome Public Schools**

## **BP 5125.1 RELEASE OF DIRECTORY INFORMATION**

**Note:** *Directory information is information that is contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. [34 C.F.R. § 99.3](#). School officials may release directory information about a student without first obtaining parental consent, unless the parent objects. Districts may disclose this type of information only after giving notice to parents of the items of personal information the school has designated as directory. This notice must also inform parents of their right to refuse disclosure of directory information about their child. A school district is authorized to define the categories of directory information that it desires, if any, and the list found in the Family Educational Rights and Privacy Act is for illustration only. Accordingly, the District is not required to include all, or any, of these items as directory information, but may do so if desired. Effective January 2009, federal law amendments clarify that directory information may not include student social security numbers and may not normally include student identification numbers. Effective January 2012, school districts may implement a limited directory information policy in which they specify the parties or purposes for which the information is disclosed.*

Directory information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed.

**Note:** *If boards eliminate name, address or telephone listing from their categories of directory information, military recruiters and postsecondary institutions still have the right, under federal law, to access these three items. Those boards that eliminate name, address or telephone listing need to give parents a second notice allowing them to withhold this information from military recruiters or postsecondary institutions.*

The Superintendent or designee may use student directory information in school publications and may authorize the release of directory information to representatives of the news media, prospective employers, post-secondary institutions, military recruiters or nonprofit or other organizations. Directory information consists of the following: student's name, address, telephone number, electronic mail address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, grade level, enrollment status, degrees, honors and awards received, scholarship eligibility, and most recent previous school attended.

(cf. [5128](#) – Alaska Performance Scholarship Program)

Directory information may not include a student's social security number or student identification number, unless the student identification number qualifies as an electronic identifier. An electronic personal identifier is an ID used by a student to gain access to student electronic services such as on-line registration, on-line grade reporting, or on-line courses. These electronic personal identifiers may be disclosed as directory information so long as the identifier cannot be used by itself to gain access to educational records but must be combined with a PIN or other access device.

**Note:** *Certain disclosures are required of school districts by state or federal law. Release of some of this information should not be made if the parent or student objects to the disclosure. The District should include in its annual notice information regarding the following programs, including notice that student information may be submitted pursuant to the program, unless the parent objects in those cases where opt out is permitted. These programs include:*

- *By September 15 of each year, high schools must provide to the Board of Regents of the University of Alaska a list of names and addresses of students in the graduating class who meet scholarship eligibility requirements for each scholarship program. Opt out is allowed. [AS 14.43.930](#).*
- *By July 15 of each year, school districts must determine scholarship eligibility for each graduating senior for the Alaska Performance Scholarship. Districts must record the eligibility level on the student's permanent record and forward it to the Department of Education and Early Development. Opt out is not permitted. [AS 14.03.110](#) and [AS 14.43.810-849](#).*
- *By January 15 and July 15 of each year, school districts must provide student information to the director of the Alaska Military Youth Academy, a program operated by the Department of Military and Veterans' Affairs for the purpose of educating and training youth. Districts must provide the name, last known address, and dates of attendance of students between the ages of 15 and 18 who were enrolled but are no longer enrolled in the district, who have not obtained a diploma or GED, and for whom the district has no school transfer or graduation information. Opt out is permitted. [AS 14.30.745](#).*

The District, before making directory information available, shall give public notice at the beginning of each school year of the information which it has designated as directory information. This notice shall also identify all disclosures required by state and federal law, unless parents opt out of such disclosure. The District shall allow a reasonable period of time after such notice has been given for parents/guardians to inform the District that any or all of the information designated should not be released. The District may provide parents with the ability to limit disclosure to specific parties or for specific purposes, as determined by the District.

Directory information shall not be released regarding any student whose parent/guardian notifies the District in writing that such information may not be disclosed. Parents may not, by opting out of director information, prevent a school from requiring a student to identify him or herself, or to wear or carry a student ID or badge.

The District may disclose directory information about former students without meeting the requirements of this section.

Legal Reference:

ALASKA STATUTES

[14.30.745](#) Provision of student information to academy

[14.43.930](#) Scholarship program information

[14.43.810-.849](#) Alaska performance scholarship program

UNITED STATES CODE

~~*Every Student Succeeds Act, P.L. 114-95 (deleted)*~~

USA Patriot Act, § 507, [P.L. 107-56](#) (2001)

ALASKA MUNICIPAL CODE

[4 AAC 43.010-.900](#) Alaska Performance Scholarship Program

CODE OF FEDERAL REGULATIONS

[34 C.F.R. Pt. 99](#) as amended December 2011

Revised (**approval date**)

Revised 02/2013

Adopted: June 10, 2003

**Nome Public Schools**

## BP 5127 GRADUATION CEREMONIES AND ACTIVITIES

High school graduation ceremonies shall be held to recognize those students who have successfully completed the district graduation requirements and earned the right to receive a diploma or a certificate of completion. Students earning a certificate of attendance may also participate in graduation ceremonies.

(cf. [6146.1](#) - High School Graduation Requirements)

(cf. [6146.5](#) – Differential Requirements for Individuals with Exceptional Needs)

At the discretion of the Superintendent or designee, a student who is no more than 1 credits short of fulfilling district credit requirements may participate in graduation exercises without receiving his/her diploma. When the required credits have been earned, a diploma shall be sent to the student by mail.

In accordance with school-site rules, the principal may deny a student the privilege of participating in graduation or promotion activities because of misconduct.

(cf. [5144](#) - Discipline)

School-sponsored invocations and/or benedictions shall not be included in graduation ceremonies.

### Legal Reference:

#### ALASKA STATUTES

[14.03.075](#) College and Career readiness assessment; retroactive issuance of diploma

[14.03.090](#) Sectarian or denominational doctrines prohibited

#### UNITED STATES CODE

[Elementary and Secondary Education Act](#), 20 U.S.C. § 9524, as amended by the [Every Student Succeeds Act, P.L. 114-95](#)

[Santa Fe Indep. Sch. Dist. v. Doe](#), 530 U.S. 290 (2000)

[Lee v. Weisman](#), 505 U.S. 577 (1992)

Revised (approval date)

Revised 03/2016

Adopted: June 10, 2003

## **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 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 School 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 and 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](#) - Advisory Questions)*

## **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, including impacts of historical trauma in order to 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 community has been impacted by historical trauma and the effects of colonization that still last today. The District acknowledges that alcohol and drug abuse are symptoms of this trauma in Alaska Native youth and adults and building a strong cultural identity is crucial to reducing the levels of substance abuse. Staff should be educated in the long-term effects of historical trauma in order to understand why the high rates of substance abuse in Alaska Native youth occur.

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)*

School authorities may search students and school properties 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

[14.30.360](#) Health education curriculum; physical activity guidelines

[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](#), 20 U.S.C. §§ 7116, 7163 as amended by the [Every Student Succeeds Act, P.L. 114-95](#)

Revised (approval date)

Revised 03/2015

## **Nome Public Schools**

## BP 5145.2 FREEDOM OF SPEECH/EXPRESSION

**Note:** [4 AAC 07.010](#) mandates districts to adopt policies regarding student rights and responsibilities. Limiting a student's constitutional right to freedom of speech involves balancing the right to free expression against the school's right to maintain discipline or order in the school. When a student speaks as an individual, school officials cannot censor that expression unless it creates a substantial disruption to the school. For student speech connected to the curriculum or school activities, school officials have discretion to regulate the speech.

Free inquiry and exchange of ideas are essential parts of a democratic education. The School Board respects students' rights to express ideas and opinions, take stands, and support causes, whether controversial or not, through their speech, their writing, and the printed materials they choose to post or distribute.

Student liberties of expression shall be limited only as allowed by law in order to maintain an orderly school environment and to protect the rights, health and safety of members of the school community.

(cf. [1325](#) - Advertising and Promotion)

(cf. [6145.5](#) – Student Organizations and Equal Access)

**Note:** Under the [Every Student Succeeds Act](#), each school district receiving federal funds must certify in writing to the Alaska Department of Education and Early Development that it has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools.

Student free speech extends to religious expression. Students may pray or practice other religious expression when not engaged in school activities or instruction, subject to the same rules of order and decorum that apply to other private expressive activity.

The Superintendent or designee shall develop due process procedures for resolving disputes regarding student freedom of expression.

(cf. [6145.3](#) - Publications)

Legal Reference:

ALASKA ADMINISTRATIVE CODE

[4 AAC 07.10 - 4 AAC 07.900](#) Student rights and responsibilities

COURT DECISIONS

[Breese v. Smith](#), 501 P.2d 159 (Alaska 1972)

[Hazelwood School District v. Kuhlmer](#), 484 U.S. 260 (1988)

[Tinker v. Des Moines](#), 393 U.S. 503 (1969)

[Bethel School District v. Fraser](#), 478 U.S. 675 (1986)

UNITED STATES CODE

[Elementary and Secondary Education Act](#), 20 U.S.C. § 9524, as amended by  
the [Every Student Succeeds Act, P.L. 114-95](#)

Revised (approval date)

Adopted: June 10, 2003

**Nome Public Schools**

## BP 6145.5 STUDENT ORGANIZATIONS AND EQUAL ACCESS

**Note:** If a public secondary school allows one or more noncurriculum-related groups to meet on school premises during noninstructional time, the federal [Equal Access Act](#) (Title VII, Public Law 98-377) states that any other student-initiated group also must be allowed to meet in a "limited open forum" without regard to its religious, political or philosophical views. As amended by the No Child Left Behind Act of 2001 [and the Every Student Succeeds Act](#), after adopting a facility use policy, districts must ensure that the policy is applied equitably to all groups, including the Boy Scouts and other affiliated groups.

### Limited Open Forum

The School Board believes that curriculum and noncurriculum-related student organizations have an important place in students' lives. Besides extending and reinforcing the instructional program, such groups can give students practice in democratic self-government and provide wholesome social and recreational activities. Student organizations also serve to honor outstanding student achievement and to enhance school spirit and students' sense of belonging. Since the district allows schools to sponsor student groups not directly tied to the curriculum, student-initiated groups not sponsored by the school district have the right to meet on school premises during times established for a limited open forum in accordance with provisions of the federal Equal Access Act.

### Legal Reference:

#### ALASKA STATUTES

[14.03.060](#) Elementary, junior high, and secondary schools

#### UNITED STATES CODE

[TITLE VII - THE EQUAL ACCESS ACT](#), 20 U.S.C.A. Section 4071 et seq., as amended by the [Every Student Succeeds Act, P.L. 114-95](#)

#### COURT DECISIONS

[Prince v. Jacoby](#), 303 F.3d 1074 (9th Cir. 2002)

[Board of Education of Westside Community Schools v. Mergens](#), 110 S.Ct. 2356 (1990)

[Student Coalition for Peace v Lower Merion School](#), (1985) 776 F.2d 431 (3rd Cir. 1985)

Revised (approval date)

ADOPTED: JUNE 10, 2003

## **BP 6161.4 INTERNET**

**Note:** *The Children’s Internet Protection Act requires school districts to adopt Internet safety policies as a condition of receiving technology funds under the Every Student Succeeds Act for the purpose of purchasing computers with Internet access or paying the direct costs associated with accessing the Internet. Additionally, districts must adopt an Internet safety policy to qualify for most federal universal service discounts (47 U.S.C. § 254). A district in which one or more schools qualify for a discounted rate for Internet services under the federal universal services program may apply to the Department of Education and Early Development to receive funds for each school sufficient to bring the applicant’s share to 10 megabits of download per second, in accord with AS 14.03.127 and 4AAC 33.600-.690.*

*The district’s internet safety policy must include a “technology protection measure” that blocks or filters Internet access by both adults and minors to visual depictions that are obscene, child pornography, or with respect to use by minors, harmful to minors. As part of the funding application process, the district must certify that the required policy is in place and that the district is enforcing the use of these technology protection measures. The filter may be disabled by an administrator, supervisor, or other authorized person for “bona fide research or other lawful purpose.”*

*Effective July 1, 2012, the Internet safety policy must also include monitoring the online activities of minors when using district computers or networks. Further, the policy must provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and cyberbullying awareness and response.*

*As a condition of receiving universal service discounts, schools must also adopt and implement an Internet safety policy that addresses (1) access by minors to inappropriate matter on the Internet and World Wide Web; (2) safety and security of minors when using electronic mail, chat rooms, and other forms of electronic communication; (3) unauthorized access (“hacking”) and other unlawful activities by minors online; (4) unauthorized disclosure, use, and dissemination of personal identification information regarding minors; and (5) measures designed to restrict minors’ access to harmful materials. Schools must hold at least one public hearing before adopting the policy. The types of materials considered inappropriate for minors will be determined by the local school board. Schools must make this policy available to the FCC upon request.*

The School Board recognizes the educational and communication opportunities that exposure to the Internet and other computer networks can provide students and staff. The School Board intends that these technological resources provided by the district be used in a safe, responsible, and proper manner in support of the instructional program and for the advancement of student learning. The School Board has established the Internet acceptable use policy to ensure appropriate use of this resource.

The Superintendent or designee shall notify students and parents/guardians about authorized uses of district technology and the Internet, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities. This includes the following:

1. The electronic information available to students and staff does not imply endorsement of the content by the district, nor does the district guarantee the accuracy of the information received on the Internet. The district shall not be responsible for any information that may be lost, damaged, or unavailable when using the network or for any information that is retrieved via the Internet.
2. The school district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.
3. The use of the Internet and similar communication networks by students and staff is a privilege -- not a right. Failure to follow established rules can lead to appropriate disciplinary action as well as the loss of access to the Internet or other networks through school accounts. Legal action may be taken where/when appropriate.
4. School computers are the property of the School District. At no time does the district relinquish its exclusive control of computers provided for the convenience of the students and staff. Computers shall not be used to disseminate sexually explicit, vulgar, indecent, offensive, or lewd communications. Nor may computers be used for harassment or bullying.

*(cf. 5131.43 Harassment, Intimidation and Bullying)*

5. The School District reserves the right to inspect and review files and data on district computers, and to monitor the online behavior of minors when using district computers or networks. Such inspection and monitoring is for the purpose of ensuring compliance with laws and appropriate use of technology as specified in this and other policies. Monitoring may be conducted by school authorities when they deem it necessary, without notice, without student consent, and without a search warrant.

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that blocks or filters Internet access to visual depictions that are (1) obscene, (2) child pornography, or (3) harmful or inappropriate to minors as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for adults only for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator.

#### **Internet Safety**

To reinforce these measures, the Superintendent or designee shall implement measures to address the following:

1. Restricting student access to harmful or inappropriate matter on the Internet and World Wide Web;
2. Ensuring student safety and security of students and student information when using electronic communications;
3. Ensuring that students do not engage in unauthorized access, including “hacking,” and other unlawful activities; and
4. Limiting unauthorized disclosure, use, and dissemination of personal identification information.

**Note:** *The Children’s Internet Protection Act, defines “harmful to minors” as: ...any picture, image, graphic image file, or other visual depiction that – (A) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (B) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (C) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.*

## **Use Guidelines**

Internet access is limited to only those acceptable uses as detailed in this policy. Internet users may not engage in unacceptable uses.

1. School officials will develop a written permission slip for Internet use. This signed form must be on file prior to allowing students direct access to the Internet.
2. School officials must apply the same criterion of educational suitability used for other educational resources when providing access to Internet informational resources. The district will not allow school access for on-line games or any other areas determined to be non-education related.
3. Students and staff have the right to examine a broad range of opinions and ideas in the educational process, including the right to locate, use, and exchange information and ideas via all information formats including interactive electronic media and the Internet.
4. Users are responsible for the ethical and educational use of their own Internet accounts. These accounts are to be used only by the authorized owner of the account for the authorized purpose. Users shall not intentionally seek information on, obtain copies of, or modify files, other data or passwords belonging to other users on the network. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
5. Users have the responsibility to respect the privacy of other Internet users. The illegal installation of copyrighted software for use on district computers is prohibited.
6. Users are expected to display proper “netiquette” (network etiquette) at all times.
7. Staff members shall supervise students while students are using district Internet

access to ensure that the students abide by these procedures. Users must follow all rules and regulations posted in the computer lab or other room where computers are in use. Users must follow the directions of the adult in charge of the computer lab or other room where computers are in use.

8. Students and staff are expected to act in a responsible, ethical, and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:
  - a. Use of the network to facilitate illegal activity.
  - b. Use of the network for commercial or for-profit purposes.
  - c. Use of the network for non-work or non-school related work.
  - d. Use of the network for product advertisement or political lobbying.
  - e. Use of the network for hate mail, discriminatory remarks, offensive or inflammatory communication, harassment, or bullying.
  - f. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
  - g. Use of the network to access obscene or pornographic material.
  - h. Use of inappropriate language or profanity on the network.
  - i. Use of the network to transmit material likely to be offensive or objectionable to recipients.
  - j. Use of the network for hacking or intentionally obtaining, accessing, or modifying files, passwords, and data belonging to other users.
  - k. Impersonation of another user, anonymity, and pseudonyms.
  - l. Use of network facilities for fraudulent copying, communications, or modification of materials in violation of copyright laws.
  - m. Loading or use of unauthorized games, programs, files, or other electronic media.
  - n. Use of the network to disrupt the work of other users.
  - o. Destruction, modification, or abuse of network hardware and software.
  - p. Quoting personal communications in a public forum without the original author's prior consent.
  - q. Invading the privacy of individuals, this includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature.
  - r. Using or accessing any free Internet-based email service, such as Yahoo or Hotmail, when using the district computer network, unless authorized for a specific activity.

9. Loss of access and other disciplinary actions shall be consequences for inappropriate use. When appropriate, law enforcement agencies may be involved.

*(cf. 6161.5 - Web Sites/Pages)*

*(cf. 6184 - Virtual/Online Courses)*

## **Education**

**Note:** *Effective July 1, 2012, the Children’s Internet Protection Act requires that a school district’s Internet safety policy provide for educating students about appropriate online behavior, including interacting with other individuals on social networking web sites and in chat rooms, as well as cyberbullying awareness and response. Under Alaska law, it is a crime (harassment in the second degree) to repeatedly send or publish an electronic communication that insults, taunts, challenges or intimidates a person under 18 years of age in a manner that places the person in reasonable fear of physical injury, if done with intent to harass or annoy another person. AS 11.61.120(a).*

The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, at a minimum, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

*(cf. 5131.43 Harassment, Intimidation and Bullying)*

**Note:** *The following optional paragraph addresses access to social networking sites such as MySpace, Facebook, Xanga, Friendster, and others, and may be revised by districts that choose to allow limited access for educational purposes.*

Student use of district computers to access social networking sites is prohibited. To the extent possible, the Superintendent or designee shall block access to such sites on district computers with Internet access.

## **Policy Review**

The district, with input from students and appropriate staff, shall regularly review and update this policy, the accompanying administrative regulation, and other relevant procedures to enhance the safety and security of students using the district’s technological resources and to help ensure that the district adapts to changing technologies and circumstances.

Legal Reference:

ALASKA STATUTES

[11.61.120](#) Harassment in the second degree

ALASKA ADMINISTRATIVE CODE

[4 AAC 33.600-690](#) Funding for the Improvement of Internet Speed at Public Schools

UNITED STATES CODE

[15 U.S.C. 6501-6505](#) Children's Online Privacy Protection Act

[20 U.S.C. 6751-6777](#), Enhancing Education through Technology Act, Title II, Part D

[47 U.S.C. § 254](#), Children's Internet Protection Act, as amended by the Broadband Data Improvement Act (P.L. 110-385)

[Every Student Succeeds Act, P.L. 114-95](#)

CODE OF FEDERAL REGULATIONS

[47 C.F.R. § 54.520](#), as updated by the Federal Communications Commission Order and Report 11-125 (2011)

Revised ([approval date](#))

Revised 03/2015

**Nome Public Schools**

## BP 6162.8 RESEARCH

The Superintendent or designee may authorize requests to conduct educational research or student surveys if the request proposal:

- Shows potential for improving instructional programs and strategies.
- Addresses a relevant educational problem.
- Avoids duplication of existing data or literature.
- Is designed so as to minimize interruptions and demands upon the time of students and staff.

The Superintendent or designee shall not permit the administration of any questionnaires or surveys regarding a student's private family affairs without first obtaining written parental permission. ([AS 14.03.110](#))

(cf. [5145.15](#) – *Student and Family Privacy Rights*)

All instructional materials, including teacher's manuals, films, tapes, or other supplementary materials which will be used in connection with any survey, analysis, or evaluation of any applicable program shall be available for inspection by parents/guardians.

(cf. [5125](#) – *Student Records*)

*Legal Reference:*

### ALASKA STATUTES

[14.03.110](#) *Questionnaires and surveys administered in public schools*

### UNITED STATES CODE

[20 U.S.C. 1232\(h\)](#) (*Hatch Amendments*)

[Every Student Succeeds Act, P.L. 114-95](#)

[Goals 2000: Educate America Act](#), Pub. L. No. 103-227, 108 Stat. 125 (1994)

Revised (approval date)

Adopted: June 10, 2003

**Nome Public Schools**

## BP 6164.2 GUIDANCE AND COUNSELING SERVICES

**Note:** *The following sample policy may be revised as appropriate to reflect district philosophy and needs. [4 AAC 51.330](#) requires districts to establish procedures for career and vocational guidance services, including dissemination of information about vocational programs and access to information regarding advanced training, employment or placement.*

The School Board shall provide a counseling program to enhance academic achievement and emotional security. The School Board recognizes that some students are in greater need of guidance than others. The counseling program shall serve students' diverse needs and shall encourage productive learning experiences.

Counselors shall make every effort to respect student confidentiality as appropriate and shall consult with the Superintendent or designee or with the district's legal counsel whenever unsure of how to respond to a student's personal problem. Parental consultation and consent for counseling shall be obtained as appropriate.

*(cf. [5141](#) – Health Care and Emergencies)*

*(cf. [6164.3](#) – Student Mental Health – Medication and Services)*

Academic counseling shall help students establish immediate and long-range educational plans consistent with their individual needs, abilities, interests and aptitudes without regard to sex. Insofar as possible, parents/guardians shall be included when making these plans, and student placement shall not be limited by past grades and test scores. Minority, disadvantaged, low-income and other students shall not be automatically or systematically channeled into vocational or special education.

*(cf. [0410](#) - Nondiscrimination in District Programs and Activities)*

**Note:** *Under the Every Student Succeeds, districts receiving federal funds must provide military recruiters the same access to students as is provided generally to post-secondary educational institutions and prospective employers.*

Counseling staff shall help secondary students to plan for the future, become aware of their career potential, understand the business world and develop realistic perceptions of work. Academic planning for higher education shall include information about courses needed for admission to colleges and universities, standardized admission tests, financial aid, and scholarships. Post-secondary institutions, prospective employers, and military recruiters may be granted access to students as deemed appropriate by counseling staff and the building administrator.

**Note:** *[4 AAC 06.530](#) requires districts to establish written procedures for the biennial training of guidance and counseling personnel in the recognition of sex bias in counseling materials in techniques for overcoming the effects of sex bias.*

As required by law, the Superintendent or designee shall provide biennial training for guidance and counseling staff in recognizing and overcoming sex bias.

(cf. [5125](#) - *Student Records*)

(cf. [5141.4](#) - *Child Abuse and Neglect*)

(cf. [5141.52](#) - *Suicide Prevention*)

Legal Reference:

UNITED STATES CODE

[Elementary and Secondary Education Act](#), 20 U.S.C. §9528, as amended by the [Every Student Succeeds Act, P.L. 114-95](#)

ALASKA STATUTES

[14.18.030](#) Discrimination in counseling and guidance services prohibited

[14.18.050](#) Discrimination in course offerings prohibited

[14.30.171](#) Prohibited actions

[14.30.172](#) Communications not prohibited

[14.30.176](#) List of community resources

ALASKA ADMINISTRATIVE CODE

[4 AAC 06.530](#) Guidance and counseling services

[4 AAC 51.330](#) Vocational guidance and placement

Revised ([approval date](#))

Revised 08/2007

Adopted: June 10, 2003

**Nome Public Schools**

## BP 6174.1 EDUCATION OF NATIVE/INDIAN CHILDREN

**Note:** Title 20 of the United States code mandates that school districts receiving Impact Aid funds have a policy ensuring all parents and community members, including IRA and traditional councils, have the opportunity to submit their views and active consultation relating to the district's education and cocurricular programs. It is the law's intent to encourage the maximum participation by Alaska Natives in the planning and management of Alaska Native education programs.

**Note:** Under the Every Student Succeeds Act, "affected" school districts are required to consult with local tribes or tribal organizations prior to submitting a plan or application for federally covered education programs. Affected districts are those that either: 1) have 50% or more of its student enrollment made up of Alaska Native students; or 2) received an Indian education formula grant under Title VI in the previous year that exceeds \$40,000. Consultation must be done "in a manner and in such time that provides the opportunity for such appropriate officials from Indian tribes or tribal organizations to meaningfully and substantively contribute to plans under covered programs." Federal programs requiring consultation between tribes and affected school districts include:

- Title I, Part A (Improving Basic Programs Operated by State and Local Educational Agencies)
- Title I, Part C (Education of Migratory Children)
- Title I, Part D (Prevention and Intervention Programs for Children and Youth who are Neglected, Delinquent, or At-Risk)
- Title II, Part A (Supporting Effective Instruction)
- Title III, Part A (English Language Acquisition, Language Enhancement, and Academic Achievement Act)
- Title IV, Part A (Student Support and Academic Enrichment Grants)
- Title IV, Part B (21st Century Community Learning Centers)
- Title V, Part B, subpart 2 (Rural and Low-Income School Program)
- Title VI, Part A, subpart 1 (Indian Education Formula Grants to Local Educational Agencies)

The School Board recognizes that all parents and community members, including IRA and Traditional Councils, have a special interest in the education programs and cocurricular programs provided their children. To provide an opportunity for them to be meaningfully involved in the development, implementation, and evaluation of each school's educational and cocurricular program, all interested parties will mutually enter into Indian Policies and Procedures (IPP's), which are incorporated into and adopted as the policy of the School Board. The policies must be drafted in accord with 20 USC 7704 and 34 CFR 222.94. In addition, the following procedures will be used:

1. At a meeting of a School Board Advisory Committee called for that specific purpose, the principal will present a detailed description of that school's education program including curriculum (course description, scope and sequence) and program evaluation procedures as well as the co-curricular program provided. At least two weeks prior to that meeting public notice will be given through newspapers, public posting, and radio announcements, where appropriate, stating the agenda and purpose of the meeting. To further insure community involvement a written invitation will be sent to the IRA and/or Traditional Council.
2. During the planning and development of local education programs all parents and community members including IRA and Traditional Councils, will be actively consulted in the following manner:
  - a. At each Advisory Committee meeting where program applications for financial assistance are reviewed all members of the public will be given an opportunity to present their views.
  - b. All members of the public will have an opportunity to present their overall views on the educational program and its operation.
  - c. All members of the public will have an opportunity to make recommendations concerning the needs of their children.
  - d. All members of the public will be given the opportunity to comment on the way in which they can assist their children in realizing the benefits to be derived from the educational program.

(cf. [6020](#) - *Parent Involvement*)

## **Nondiscrimination**

The School District certifies that all children participate in the school program on an equal basis regardless of age, sex, race, age, creed, color, national origin, or ethnic background and shall not be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any education program or activity of the district consistent with Title IX of the Education amendments of 1972 and Title VI of the Civil Rights Act of 1964.

(cf. [0410](#) - *Nondiscrimination in District Programs and Activities*)

## **Educational Program**

Note: [Under the Every Student Succeeds Act](#), the government is dedicated to the development of curriculum materials that reflect the cultural diversity of Alaska Natives, instructional programs that make use of Native Alaskan languages, and programs and materials designed to address the needs of rural Alaska schools. This includes supporting the unique educational needs of rural school children by incorporating qualified Alaska Native elders and seniors.

The primary purpose of the educational program is to provide experiences by which individuals will learn within the context of their needs as well as the broader needs for which the district shares a responsibility. Under this assumption, the school is viewed as a link between the individual and learning resources and experiences available to meet both short and long range needs. To encourage the strongest and most viable linkage, the School Board recommends:

1. A program which is individualized to the maximum extent and which provides as many options as possible within educational goals statement previously made.
2. An organization plan by grade level or function which considers local expectations and efficiency of operation rather than an arbitrary pattern of organization. Individualization of program for students and optimum staff utilization demands an organizational plan based upon statement performance, skill grouping, and activity grouping rather than a rigid grouping by age, sex, or other non-educational basis.
3. A staff utilization procedure which establishes specific personnel needs based upon the programs requirements. All persons, directly or indirectly effect the school operation. Certificated, classified and resource personnel, as well as students in certain circumstances, are considered in developing procedures for staff utilization.
4. A guidance and individual program planning effort which assures the widest choice of alternatives to individual students over their period of formal education. Emphasis will be upon bringing the student in direct contact with those educational experiences and resources which best meet short or long range needs.
5. An assessment program which uses both subjective and objective measures in determining student performance and the effectiveness of the school program in achieving learning objectives. This program is an integral part of the guidance function and requires both the involvement and understanding of students and parents in its development.
6. A wide range of learning materials and techniques which will meet the needs of students and of those responsible for instructional or learning activities. Special consideration must be given to unique cultural and language requirements. Audio and video materials, as well as print materials, are particularly important to the concepts- of individualization and maximum learning options.
7. A program for bringing students, schools and communities together in various educational, cultural, and recreational activities. The Alaska High School Activities Association (AHSAA) is recognized as the authority for all high school interscholastic activities. The district accepts as binding all AHSAA rules and regulations for membership and competition. All activities will be made available to students on a nondiscriminatory basis.

8. Maximum use of community resources as an integral part of the curriculum. Budgetary and administrative procedures should promote this utilization with standards established at the district and community level.
9. A continuous program of curriculum development at the community and district level. In this way the program will remain dynamic from both a content and organizational standpoint. Innovative or pilot efforts should be encouraged within whatever constraints must be applied to afford protection of students from potentially harmful experimentation.
10. That in those areas which may be viewed as controversial, instructional procedures will be confined to a body of factual information with acceptance or interpretation left to the student. Religion is recognized as an important historic element but specific religion responsibility rests with the home and church. The Advisory Committee and parents should play a major role in determining how controversial issues will be handled BEFORE SPECIFIC CONTROVERSIES OR ISSUES ARISE. Areas often found as the source of controversy are sex education, alcohol, and drug education.
11. Special programs, such as Title 1, Migrant Education, and Indian Education be designed, implemented and evaluated with input from parents and teachers of involved students. Specific activities may include but are not limited to:
  - a. Notifying each child's parents and teachers in a timely manner that the child has been selected to participate in the program.
  - b. Informing parents and teachers of specific objective of the program.
  - c. Establishment of parent-teacher conferences.
  - e. Providing materials, suggestions and training to enable parents to promote education at home.
  - f. Providing timely information concerning the program's plans and evaluations.
  - g. Soliciting parents and teacher suggestions in planning and operating the program.
  - h. Facilitating volunteer or paid participation by parents in school activities.
  - i. Establishing parent advisory committees.

*Legal Reference:*

UNITED STATES CODE

[20 USC §§ 7541-7546](#), *Alaska Native Educational Equity, Support, and Assistance Act*

[20 USC § 7704](#) *Policies and procedures relating to children residing on Indian Lands*

CODE OF FEDERAL REGULATIONS

[34 CFR 222.94](#) *What provisions must be included in a local educational agency's Indian policies and procedures?*

Revised (approval date)

Revised 03/2016

**Nome Public Schools**

## **BP 6175 MIGRANT CHILDREN PROGRAM**

**Note:** *This policy is mandatory for districts that receive Title I funds.*

The Superintendent will develop and implement a program to address the needs of migrant children in the District.

This program will include a means to:

1. Identify migrant students and assess their educational and related health and social needs.
2. Provide a full range of services to migrant students including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs and elective classes.
3. Provide migrant children with the opportunity to meet the same statewide assessment standards that all children are expected to meet.
4. Provide advocacy and outreach programs to migrant children and their families and professional development for District staff.
5. Provide parents/guardians an opportunity for meaningful participation in the program.

### Parent/Guardian Involvement in the Migrant Education Program

Parent(s)/guardian(s) of migrant students will be involved in and regularly consulted about the development, implementation, operation, and evaluation of the migrant program.

Parent(s)/guardian(s) of migrant students will receive instruction regarding their role in improving the academic achievement of their children.

**Note:** *Final regulations, effective August 28, 2008 (1) adjust the base amounts of the grant allocations for fiscal year 2006 and subsequent years; (2) establish requirements to strengthen the process used by school districts to determine and document the eligibility of migratory children; and (3) clarify procedures school districts use to develop a comprehensive statewide needs assessment and service delivery plan.*

Legal Reference:

[Elementary and Secondary Education Act](#), 20 U.S.C. § 6391, et seq., as amended by [the Every Student Succeeds Act](#), P.L. 114-9534 C.F.R. §200.40 - 200.45.

Revised (approval date)

Revised 03/2016

## BB 9200 SCHOOL BOARD MEMBERS

### Limits of School 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.

School Board members have authority only in regularly called meetings of the School Board, or when delegated specific tasks by School Board action.

The School Board is the unit of authority. The School 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 School Board member has no individual authority. No individual member of the School 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 School Board member may not commit the district to any policy, act or expenditure.

School visits by School Board members are encouraged. Principals should receive a courtesy call in advance of a visit. School Board members, as with all visitors, must check in with the school office. School Board members who visit schools of their own volition have no more authority than any other citizen.

(cf. 1260 - Visits to the Schools)

### School Board Member Requests for Information

School Board members should make informed decisions on matters before them for a vote. The Superintendent or designee is responsible for providing the School Board with relevant materials to inform the School Board on those matters on which it is to act. If School 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 School 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 School Board member, and copied to the School 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 School Board members shall submit such requests to the full School Board for consideration. Upon majority request of the School Board, the request shall then be forwarded to the Superintendent for response.

3. Complaints regarding personnel. School Board members may have their own complaints regarding District personnel or may hear such complaints from the

community. These concerns should be privately communicated to the Superintendent.

(cf. 6162.8 - Research)

(cf. 9322 - Agenda/Meeting Materials)

## **Obligations of Members**

Members of the School Board must endeavor 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 School Board, and vote on all motions and resolutions, abstaining only for compelling reasons. If no compelling reason requires abstention, members of the School Board shall not abstain.

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

The School 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. [9320](#) - Meetings)

*Legal Reference:*

### ALASKA STATUTES

[14.14.140](#) *Restrictions on employment; compensation of board members*

Revised (approval date)

Revised 06/2020

Adopted: June 10, 2020

## **Nome Public Schools**

## BB 9260 LEGAL PROTECTION

**Note:** For all districts, Sections [8551-8558](#) of [the Every Student Succeeds Act](#) are designed to provide teachers, principals and other school professionals, including school board members, the tools they need to undertake reasonable actions to maintain order, discipline and an appropriate educational environment. Section [8556](#) limits the liability of a school employee or official for acts or omissions when he/she is acting within the scope of employment or district responsibilities and his/her actions were in conformity with federal, state and local laws in an effort to control, discipline, expel or suspend, or maintain order or control in the classroom or school.

*Limitations on liability do not apply when the officer or employee: (1) acted with willful or criminal misconduct, gross negligence, recklessness or a conscious or flagrant indifference to the harmed student's right to safety; (2) caused harm by operating a motor vehicle; (3) violated a federal or state civil right law (e.g., sexual harassment, discrimination, IDEA claims); (4) was convicted of a sexual offense, crime of violence or act of terrorism; or (5) was under the influence of alcohol or drugs.*

*If a civil action is brought against the employee or officer, and the laws' conditions are satisfied, Sections [8556](#) and [8557](#) limit the amount of the employee's/officer's liability to a formula based on the percentage of responsibility for the harm, and also limits punitive damages.*

The School Board shall provide insurance necessary to protect School Board members, officers, and employees from any judgment resulting from suits brought against them alleging their liability while acting within the scope of their employment and/or under the direction of the School Board. The insurance shall cover claims in such matters as civil rights actions, negligence, or other act resulting in accidental injury to any person or property damage in or out of the school buildings.

(cf. [3530](#) - Risk Management)

Legal Reference:

ALASKA STATUTES

[14.12.115](#) Indemnification

UNITED STATES CODE, TITLE 20

[Every Student Succeeds Act, §§ 8551-8558 \(P.L. 114-95\)](#)

Revised (approval date)

Revised 03/2021

Adopted: June 10, 2020

## 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 School 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 School Board recognizes that when no conflict of interest requires abstention and/or recusal, its members must vote on issues before the School Board. If a School Board member or their family member may benefit personally or financially from a School Board decision, that School Board member must provide full disclosure of the conflict or potential conflict of interest to the School Board. The School Board, without that member's participation, will then approve or disapprove of the member's deliberations and voting on the issue. If the School 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 School Board member shall fully disclose the circumstances. The School Board, without that member's participation, will then approve or disapprove of the member's deliberations and voting.

School Board members who have an actual or potential conflict of interest requiring disclosure shall not seek to influence the decisions of staff or other School 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 School 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 School 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 School 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 School Board members' duties to comply with those laws.

(cf. [3315](#) - Relations with Vendors)

(cf. [4112.8/4212.8/4312.8](#) - Employment of Relatives)

(cf. [2300](#) - Conflict of Interest)

Legal Reference:

ALASKA STATUTES

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

[14.14.140](#) Restriction on employment; compensation of board members

[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

Revised (**approval date**)

Revised 06/2020

Adopted: June 10, 2020

**Nome Public Schools**

## SCHOOL BOARD COMMUNICATION

**Title: Approval of Nomination for AASB Board of the Year Award**

**Date: October 11, 2022**

**Administrator: Jamie Burgess, Superintendent**

**Attachments: N/A**

**Action Needed**     **For Discussion**     **Information**     **Other**

## BACKGROUND INFORMATION

I would like to nominate the Nome Public Schools Board for recognition as School Board of the Year to the Alaska Association of School Boards. The criteria for consideration include Community Engagement, Professional Development for Board Members, Leadership as measured by the AASB Board Standards, Participation in State and National Activities, and Evidence of Growth in Student Achievement.

The nomination will include the Board members sitting during the 2021-2022 school year. I will prepare the nomination documentation and submit to AASB upon approval of this action.

I feel the District's significant work on the Strategic Equity Framework and the progress on the various sub-initiatives identified in the document, combined with the exemplary conduct and support to the District, Superintendent, staff and students during the COVID-19 pandemic is worthy of recognition. As such, I request the required formal approval of the nomination to be submitted to AASB no later than October 14, 2022.

It has been a privilege and honor to work with you as school board members, and I am pleased to have the opportunity to submit you for consideration.

## ADMINISTRATIVE RECOMMENDATION

The administration recommends approval of the nomination of the Nome Public Schools Board of Education for consideration for the AASB School Board of the Year for 2022.

**Sample Motion: I move to approve the nomination of the Nome Public Schools Board of Education for consideration for the AASB School Board of the Year for 2022.**