

**Sitka School District Mission:**  
**The Sitka School District will intentionally develop**  
**Haa Latseení**  
**(Our Strength of Mind, Body, and Spirit)**  
**to inspire and prepare students to be compassionate, empowered,**  
**and equipped critical thinkers within a global community.**

## **School Board Meeting**

**Wednesday, January 21, 2026 | 5:00 PM | District Office Board Room, 300 Kostrometinoff Street,**  
**Sitka, AK 99835**

### ***Proposed Agenda***

1. **Cell Phone Policy**
2. **Gifts, Grants, and Bequests**
3. **Pediculosis (Head Lice)**
4. **School Sponsored Trips**
5. **AR 9230 - Board Member Orientation**
6. **BB 9323 Meeting Conduct**
7. **Liaison Policy**
8. **REMOVE AR 4161/4261/4361 - COVID-19 Sick and Family Leave**  
**REMOVE E4111 - Candidate Review Form**

**Note:** All items listed under Agenda & Consent Agenda are considered routine by the School Board and will be approved in one motion. Items may be removed at the request of a School Board Member.

**Note:** Meetings will adjourn by 10:30 p.m. Alaska Standard Time (or Alaska Daylight Standard Time) unless by a majority vote of the board the meeting is extended 30 minutes to 11:00 p.m. Further 30-minute extensions will require each a separate motion that will require a unanimous vote of those members present and constituting a quorum.

**Note:** The School Board reserves the right to go into executive session as and to the extent permitted by AS 44.62.310 and Board Bylaw 9321. An executive session may be called to consider the following subjects: (1) matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the District; (2) subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion; (3) matters which by law, municipal charter, or ordinance are required to be confidential; and (4) matters involving consideration of government records that by law are not subject to public disclosure. The motion to go into executive session must clearly specify the subject of the proposed session without defeating the purpose of addressing the subject in executive session.

## **BP 5138 STUDENT POSSESSION & USE OF PORTABLE ELECTRONIC DEVICES, INCLUDING CELLULAR PHONES**

The Board recognizes that many students possess and use cell phones and other portable electronic devices. These devices serve an important purpose in facilitating communication between the student and his or her family, as well as serving as tools to access electronic information. In the school setting, portable electronic devices are permitted so long as their use is consistent with this policy and does not interfere with the educational process or with safety and security as determined by superintendent or designee.

*(cf. 5030 - School Discipline and Safety)*

*(cf. 5145.12 - Search and Seizure)*

**Approval Date: June 10, 2010**

**Revision Date: December 2, 2014**

**Sitka School District**

# Model Policy

## BP 5138 STUDENT POSSESSION & USE OF PORTABLE ELECTRONIC DEVICES, INCLUDING CELLULAR PHONES

**Commented [DG1]:** The model policy does not have an AR

The School Board recognizes that many students possess and use cell phones and other portable electronic devices. These devices serve an important purpose in facilitating communication between the student and their family, as well as serving as tools to access electronic information. In the school setting, portable electronic devices are permitted so long as their use is consistent with this policy and does not interfere with the educational process or with safety and security.

*(cf. 5030 – School Discipline and Safety)*

### Educational Uses

In many instances, there is educational value in utilizing portable electronic devices in the classroom when such devices deliver content, and extend, enhance, and/or reinforce a student's learning process related to the student's learning style, the instructional objectives of the class and/or the learning environment. The appropriateness of in-class use of these devices consistent with the instructional objectives within instructional time will be determined by the classroom teacher with the approval by the building administrator.

Use of portable electronic devices for students with disabilities will be outlined in a student's Individualized Education Program (IEP) or Section 504 plan, as determined appropriate by the IEP or 504 Team.

*(cf. 6159 – Individualized Education Program)*

If use of a portable electronic device is required in individual instances (not provided for in an IEP or 504 plan) to assist a student with the student's education, permission must be obtained in writing from a building administrator prior to use of the portable electronic device at any time when such use would otherwise be prohibited by this policy. In case of an emergency, verbal permission by a teacher or administrator is required in situations where permission can be obtained.

### Conditions of Use – Cellular Phones

Note: School boards may select one of the two options for the use of cellular phones in schools. These conditions may be modified as desired.

**(Option 1):** High school students (grades 9 - 12) may use cellular phones and other personal portable electronic devices before and after school, during passing periods,

and during the student's lunch period. Elementary and middle school students (grades K-8) may use such devices only before and after school. Devices should be powered off and put away at all other times.

**(Option 2):** Students may use cellular phones and other personal portable electronic devices only before and after school. Such devices should be powered off and put away at all other times.

Cellular phones shall be powered off during instructional time and supervised group activities during the school day (for example, student assemblies, awards, or other public ceremonies, etc.), unless authorized by supervising personnel.

Instructional time includes the entire period of a scheduled class and other time when students are directed to report to and participate in any instructional activity. The principal may establish, and school personnel may enforce, additional guidelines limiting or prohibiting the possession and use of portable electronic devices as appropriate to campus needs. The learning environment includes all times that a student is on school grounds during the school day and when school sponsored and supervised group activities are held.

No student may use a cellular phone or portable electronic device in a manner, or at a time, that interferes with or is disruptive of another student's learning environment. The learning environment includes all times that a student is on school grounds during the school day and when school sponsored and supervised group activities are held.

*(cf. 6116 – Classroom Interruptions)*

During the school day and instructional time, students will comply with this policy and with administrative and staff member directives regarding use. Students are required to turn cell phones and other portable electronic devices over to school personnel when requested. Students who refuse to do so are subject to disciplinary action.

A cellular phone or portable electronic device that has been confiscated by the district and not turned over to law enforcement will be released/returned to the parent/guardian when no longer necessary for investigation or disciplinary proceedings. As appropriate, the cellular phone or portable electronic device may be returned directly to the student.

The district assumes no responsibility for loss or damage to personal property of students, including cell phones and other portable electronic devices, whether in the possession of students or if confiscated by school personnel pursuant to this policy.

### **Prohibited Conduct**

Possession of a cellular phone or other portable electronic device by students is a privilege. This privilege will be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of the device so as to violate the law or

any other school or district rule. In addition to those conduct rules set forth elsewhere, the following actions are strictly prohibited and may result in disciplinary action:

1. Accessing and/or viewing an Internet site that is otherwise blocked to students at school.
2. Sending an e-mail, text message or other communication that harasses, intimidates, threatens, bullies, or discriminates against another individual.
3. Taking, sending, downloading or uploading a harassing, threatening, or inappropriate photograph of anyone.
4. Using a cell phone/smartphone or camera to take photos in a restroom, dressing room, or locker room, or to take a photo of any person who has requested that you not do so.
5. Using a camera or other recording device to record or capture the content of tests, assessments, homework, or class work without express prior permission from the instructor.
6. Hacking or intentionally obtaining, accessing, or modifying files, passwords, or data belonging to others.

#### **Exceptions and Permitted Use**

Nothing in this policy shall be interpreted to prohibit the use of cellular phones or other electronic devices when used for medical or translation purposes, or when a teacher or administrator of the school grants permission for a student to use a cellular phone or electronic device for educational purpose.

*(cf. 5131 – Conduct)*

*(cf. 5131.4 – Campus Disturbances)*

*(cf. 5131.41 – Violent and Aggressive Conduct)*

*(cf. 5131.42 – Threats of Violence)*

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

*(cf. 5131.9 – Academic Honesty)*

*(cf. 5137 – Positive School Climate)*

*(cf. 6161.4 – Internet)*

*(cf. 6161.5 – Web Sites/Pages)*

#### **Searches**

The contents of a cell phone/smartphone, camera, or other portable electronic device may be searched to determine ownership, to identify emergency contacts, or upon reasonable suspicion that a school or district rule or the law has been violated.

*(cf. 5145.12 – Search and Seizure)*

*Legal Reference:*

ALASKA STATUTES

[14.33.300](#) *Wireless telecommunications device policy*

*Revised 6/2025*

**AASB POLICY REFERENCE MANUAL**

**9/92**

**AASB Policy Reference Manual**

## **BP 5138 STUDENT POSSESSION & USE OF PORTABLE ELECTRONIC DEVICES, INCLUDING CELLULAR PHONES**

The School Board recognizes that many students possess and use cell phones and other portable electronic devices. These devices serve an important purpose in facilitating communication between the student and their family, as well as serving as tools to access electronic information. In the school setting, portable electronic devices are permitted so long as their use is consistent with this policy and does not interfere with the educational process or with safety and security.

*(cf. 5030 – School Discipline and Safety)*

### **Educational Uses**

In many instances, there is educational value in utilizing portable electronic devices in the classroom when such devices deliver content, and extend, enhance, and/or reinforce a student's learning process related to the student's learning style, the instructional objectives of the class and/or the learning environment. The appropriateness of in-class use of these devices consistent with the instructional objectives within instructional time will be determined by the classroom teacher with the approval by the building administrator.

Use of portable electronic devices for students with disabilities will be outlined in a student's Individualized Education Program (IEP) or Section 504 plan, as determined appropriate by the IEP or 504 Team.

*(cf. 6159 – Individualized Education Program)*

If use of a portable electronic device is required in individual instances (not provided for in an IEP or 504 plan) to assist a student with the student's education, permission must be obtained in writing from a building administrator prior to use of the portable electronic device at any time when such use would otherwise be prohibited by this policy. In case of an emergency, verbal permission by a teacher or administrator is required in situations where permission can be obtained.

### **Conditions of Use – Cellular Phones**

Note: School boards may select one of the two options for the use of cellular phones in schools. These conditions may be modified as desired.
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**(Option 1):** High school students (grades 9 - 12) may use cellular phones and other personal portable electronic devices before and after school, during passing periods, and during the student's lunch period. Elementary and middle school students (grades K-8) may use such devices only before and after school. Devices should be powered off and put away at all other times.

**(Option 2):** Students may use cellular phones and other personal portable electronic devices only before and after school. Such devices should be powered off and put away at all other times.

Cellular phones shall be powered off during instructional time and supervised group activities during the school day (for example, student assemblies, awards, or other public ceremonies, etc.), unless authorized by supervising personnel.

Instructional time includes the entire period of a scheduled class and other time when students are directed to report to and participate in any instructional activity. The principal may establish, and school personnel may enforce, additional guidelines limiting or prohibiting the possession and use of portable electronic devices as appropriate to campus needs. The learning environment includes all times that a student is on school grounds during the school day and when school sponsored and supervised group activities are held.

No student may use a cellular phone or portable electronic device in a manner, or at a time, that interferes with or is disruptive of another student's learning environment. The learning environment includes all times that a student is on school grounds during the school day and when school sponsored and supervised group activities are held.

*(cf. 6116 – Classroom Interruptions)*

During the school day and instructional time, students will comply with this policy and with administrative and staff member directives regarding use. Students are required to turn cell phones and other portable electronic devices over to school personnel when requested. Students who refuse to do so are subject to disciplinary action.

A cellular phone or portable electronic device that has been confiscated by the district and not turned over to law enforcement will be released/returned to the parent/guardian when no longer necessary for investigation or disciplinary proceedings. As appropriate, the cellular phone or portable electronic device may be returned directly to the student.

The district assumes no responsibility for loss or damage to personal property of students, including cell phones and other portable electronic devices, whether in the possession of students or if confiscated by school personnel pursuant to this policy.

### **Prohibited Conduct**

Possession of a cellular phone or other portable electronic device by students is a privilege. This privilege will be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of the device so as to violate the law or any other school or district rule. In addition to those conduct rules set forth elsewhere, the following actions are strictly prohibited and may result in disciplinary action:

- . Accessing and/or viewing an Internet site that is otherwise blocked to students at school.
- . Sending an e-mail, text message or other communication that harasses, intimidates, threatens, bullies, or discriminates against another individual.
- . Taking, sending, downloading or uploading a harassing, threatening, or inappropriate photograph of anyone.
- . Using a cell phone/smartphone or camera to take photos in a restroom, dressing room, or locker room, or to take a photo of any person who has requested that you not do so.
- . Using a camera or other recording device to record or capture the content of tests, assessments, homework, or class work without express prior permission from the instructor.
- . Hacking or intentionally obtaining, accessing, or modifying files, passwords, or data belonging to others.

### **Exceptions and Permitted Use**

Nothing in this policy shall be interpreted to prohibit the use of cellular phones or other electronic devices when used for medical or translation purposes, or when a teacher or administrator of the school grants permission for a student to use a cellular phone or electronic device for educational purpose.

*(cf. 5131 – Conduct)*

*(cf. 5131.4 – Campus Disturbances)*

*(cf. 5131.41 – Violent and Aggressive Conduct)*

*(cf. 5131.42 – Threats of Violence)*

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

*(cf. 5131.9 – Academic Honesty)*

*(cf. 5137 – Positive School Climate)*

*(cf. 6161.4 – Internet)*

*(cf. 6161.5 – Web Sites/Pages)*

### **Searches**

The contents of a cell phone/smartphone, camera, or other portable electronic device may be searched to determine ownership, to identify emergency contacts, or upon reasonable suspicion that a school or district rule or the law has been violated.

(cf. 5145.12 – Search and Seizure)

*Legal Reference:*

ALASKA STATUTES

[14.33.300](#) *Wireless telecommunications device policy*

*Revised 6/2025*

*Adopted 04/2025*

**AASB POLICY REFERENCE MANUAL**

**9/92**

**Yukon-Koyukuk School District**

# **AR 5138 STUDENT POSSESSION & USE OF PORTABLE ELECTRONIC DEVICES, INCLUDING CELLULAR PHONES**

## **Electronic Device Administrative Regulation**

To protect personal property and avoid disruptions to the learning environment, personal electronic devices are not allowed to be brought to school. Personal electronic devices include but are not limited to headphones, iPods, MP3/MP4 and CD players, and games.

### **Consequences:**

First offense - A verbal warning will be given. Teachers may give the student the option of putting the device away themselves or let the teacher hold until the end of the day.

Second offense - Device will be confiscated, the offense will be recorded with the Principal, and device will be returned to the student at the end of the day.

Third offense - Device will be confiscated, the offense will be recorded, and the device must be picked up by a parent. If a parent does not retrieve a given electronic device, the device will be held by the principal until the end of the semester.

Fourth offense - Device will be confiscated, student may receive a one-day suspension, and the device must be picked up by a parent. The device may not be brought to school for the remainder of the school year. If a parent does not retrieve a given electronic device, the device will be held by the principal until the end of the semester.

YKSD is not responsible for confiscated items, theft or damage to any personal electronic devices.

Added: 10-31-12

Adopted: 08-27-10

**Yukon-Koyukuk School District**

## **BP 5138 STUDENT USE OF WIRELESS COMMUNICATION DEVICES**

The School Board recognizes that many students possess wireless communication devices. In the school setting, wireless communication devices are permitted so long as their use is consistent with this policy and does not interfere with the educational process, or with safety and security.

For the purpose of this policy, "wireless communication device" is defined as a portable device that has the capability to provide voice, messaging, or other data communication between two or more parties and includes cellular phones, smartwatches, wireless headphones, tablet computers, laptop computers, and gaming devices.

*(cf. 5030, School Discipline and Safety)*

### **Conditions of Use - Wireless Communications Devices**

For all students (grades K-12) wireless communication devices should be powered off and stored in a secure place, such as the student's locker or a closed backpack, at all times during school hours. This includes passing periods and school sponsored and supervised activities (e.g., school assemblies, public ceremonies, etc.) that occur during the school day.

Students in grades K-8 may only use wireless communication devices before and after school hours. High school students (grades 9-12) may use wireless communication devices before and after school hours, as well as outside the school building during a student's lunch or free period. High school students should otherwise have devices powered off and put away during school hours.

Exceptions are allowed for students to use a wireless communication device for medical or translation purposes, in the event of an emergency, or when a teacher or administrator of the school grants permission to a student to use a wireless communication device for educational purposes. This policy is not intended to prohibit students from using laptop computers to participate in instruction. This policy is also not intended to limit the ability of students to participate in online classes.

Use of wireless communication devices for students with disabilities will be outlined in a student's Individualized Education Program (IEP) or Section 504 plan, as determined appropriate by the IEP or 504 Team.

*(cf. 6159, Individualized Education Program)*

The principal may establish, and school personnel may enforce, additional guidelines limiting or prohibiting the possession and use of wireless communication devices as appropriate to campus needs. The learning environment includes all times that a student is in school during the school day and when school sponsored and supervised group activities are held during school hours. This does not apply to extracurricular

activities and events that occur outside of the regular school day. No student may use a wireless communication device in a manner, or at a time, that interferes with or is disruptive of other student's instructional time.

*(cf. 6116, Classroom Interruptions)*

Students will comply with this policy and with administrative and staff member directives regarding use. Students are required to turn wireless communication devices over to school personnel when requested. Students who refuse to do so are subject to disciplinary action.

A wireless communication device that has been confiscated by the district and not turned over to law enforcement will be released/returned to the parent/guardian when no longer necessary for investigation or disciplinary proceedings. As appropriate, the device may be returned directly to the student.

The district assumes no responsibility for loss or damage to personal property of students, including wireless communication devices, whether in the possession of students or if confiscated by school personnel pursuant to this policy.

*(cf. 6116, Classroom Interruptions)*

### **Prohibited Conduct**

Possession of a wireless communication device by students is a privilege. This privilege will be forfeited by any student who fails to abide by the terms of this policy or otherwise engages in misuse of the device so as to violate the law or any other school or district rule. In addition to those conduct rules set forth elsewhere, the following actions are strictly prohibited and may result in disciplinary action:

- . Accessing and/or viewing an internet site that is otherwise blocked to students at school.
- . Sending an email, text message, or other communication that harasses, intimidates, threatens, bullies, or discriminates against another individual.
- . Taking, sending, downloading, or uploading a harassing, threatening, or inappropriate photograph of anyone.
- . Using a wireless communication device to take photos in a restroom, dressing room, or locker room, or to take a photo of any person who has requested that you not do so.
- . Using a wireless communication device to record or capture the content of tests, assessments, homework, or class work without express prior permission from the instructor.
- . Hacking or intentionally obtaining, accessing, or modifying files, passwords, or data belonging to others.

*(cf. 5131, Conduct)*

*(cf. 5131.4, Campus Disturbances)*

*(cf. 5131.41, Violent and Aggressive Conduct)*

*(cf. 5131.42, Threats of Violence)*

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

*(cf. 5131.9, Academic Honesty)*

*(cf. 5137, Positive School Climate)*

*(cf. 6161.4, Internet)*

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

### **Searches**

The contents of a wireless communication device may be searched to determine ownership, to identify emergency contacts, or upon reasonable suspicion that a school or district rule or the law has been violated.

*(cf. 5145.12, Search and Seizure)*

ADOPTED: 07/01/2017

REVISED: 07/2019

REVISED: 10/2023

REVISED: 06/10/25

**Juneau School District**

# **BP 5138 CELL PHONE/ELECTRONIC DEVICE POLICY**

## **FREE TO FOCUS**

- **Recent studies show that reducing or eliminating student cell phone use at school has been linked to strong student academic outcomes, decreased conflict and disruptions at school, improved student mental health, and enhanced child and teen safety.**
- **The initiative seeks to create a phone-free environment during the school day to help students engage, focus, and grow their post-secondary and career-ready skills.**

## **REQUIREMENTS**

**Students may possess electronic devices/device accessories while on school property as long as they remain off and are stowed in a backpack or administrator approved bag during the school day, including the time between classes, and during lunch and recess.**

Students must store their device and device accessories in their personal backpack or comparable bag that is approved by the administration, and is in the students' possession during the school day. *Putting phones/accessories into the pocket of a clothing item, or storing in a locker unbagged, are not approved storage methods.*

Electronic devices/device accessories (bagged or unbagged) are not permitted in locker rooms, restrooms, or other personal spaces at any time during the school day.

## **DEFINITIONS**

### **Personal electronic device**

Any device utilized to access the internet, wi-fi, cellular telephone signals, or to capture images or video. This includes, but is not limited to, cell phones, smart watches, tablets, and gaming devices.

### **Personal electronic device accessories**

Any wired or wireless accessory or wearable technology that connects to a device and any other accessory commonly used in conjunction with a personal electronic device.

### **School day**

The period of time that a student is present on the school campus, from morning arrival to afternoon dismissal.

### **Access**

Viewing, holding, wearing, or otherwise using a device for the purpose of communication, internet access, gaming, recording, or any other function commonly associated with devices.

### **Authorized for classroom use**

Use of a personal electronic device that is approved in writing by the classroom teacher for an explicit educational purpose, described in writing, and signed each student; and only when no other district provided device could reasonably achieve the same objective.

### **CONSEQUENCES**

An employee who finds a student in violation of this policy must report the student to the school principal or his/her designee. Upon notification, the principal or his/her designee will follow these procedures during a school year:

- 1st Time: Device confiscation; device released to guardian during reg. school hours, with office documentation by school staff.
- 2nd Time: Device confiscation; device released to guardian during reg. school hours, with office documentation by school staff. Detention.
- 3rd Time: Device confiscation; device released to guardian during reg. school hours with office documentation by school staff; ISS/OSS suspension: 1 day.

Violation of this policy beyond the 2nd offense will be considered an act of defiance, and the student will face further disciplinary consequences in accordance with the district's Code of Conduct (serious infraction). The principal or designee reserves the right to inspect lockers or bags to ensure the safety of students and compliance with school policies.

If a student is asked to power off or turn over a device/accessory to a staff member, but does not comply, it will be considered an act of defiance and addressed in accordance with the district's Code of Conduct (serious infraction). Seized devices are to be secured by the principal or designee until released to the guardian by the principal or designee.

### **EXCEPTIONS**

- If explicitly required by a student's IEP or 504 plan, the student shall be allowed to access their personal electronic device for medically or educationally necessary purposes described and required for administration of the IEP or 504 plan.
- A student who is a member of a volunteer firefighting organization or emergency organization may be authorized to carry a device with written permission from the district superintendent or his/her designee.
- A teacher may allow the instructional use of personal electronic devices/device accessories if they have a single use contract with student signatures, and only if

the use is in alignment with a standards-aligned educational objective that cannot be reasonably achieved using district-controlled devices.

All students may access their personal electronic devices and accessories after the dismissal ending the school day; during after-school activities, such as athletic practices and events, rehearsals, and meetings; and during portions of off-campus field trips when approved by the principal or designee in writing.

Note: The Zoom Phones lines eliminate any need for the students to be receiving Texts and calls during the day. Parents will get used to going through PTs once its enforced.

### **REACHING YOUR CHILD DURING THE SCHOOL DAY**

Parents/Guardians who need to contact their student during the school day may do so by calling the principal or the student's teacher. If the student needs to contact their parent/guardian during the school day, a phone will be made available to them. The same applies if you need to change the pick up time of your child. Contacting your child directly via their phone during the school day distracts them from their studies and the needed in-person interaction with their teachers and peers.

### **THE WHY**

Free to Focus is an initiative gaining steam across the state and nation to create a phone-free school environment that fosters a positive, safe learning experience free from electronic distractions and dangers. Studies have shown that reduced electronic distractions promote cohesion; educational growth; improved mental health; and reduced risks associated with bullying, cyber stalking, and abuse; and inappropriate content exposure during the school day.

Revised Sept 2025

**Iditarod Area School District**

## **BP 5138 STUDENT POSSESSION & USE OF ELECTRONIC COMMUNICATION DEVICES, INCLUDING CELLULAR PHONES**

The School Board recognizes that many students possess and use cell phones and other electronic communication devices (ECDs).

These devices serve an important purpose in facilitating communication between the student and their family, as well as serving as tools to access electronic information. In the school setting, possession of ECDs and their limited use may be permitted so long as their use is consistent with this policy and does not interfere with the educational process or with safety and security.

*(cf. 5030 - School Discipline and Safety)*

### **Educational Uses**

Student access to ECDs should vary by age and school level, as these tools become more essential for performing adult tasks as students progress through school.

Elementary and middle school students are not permitted to access ECDs during the school day, but may do so before or after school hours.

High school students are not permitted to access ECDs during class time, but may do so during passing periods and at lunch.

For all ASD students, when ECD use is prohibited, all devices will be put away and not visible and will be either turned off or the ability to receive and transmit data will be disabled. Administrators may require ECD to be placed in a secure location such as a student locker or other specified location within the school.

ECDs may be approved on a case-by-case basis for student use during the school day by the building administrator when required as an approved medical device or for specific academic needs such as those documented in an IEP, 504, or for language translation support.

*(cf. 6159 - Individualized Education Program)*

If use of an ECD is required in individual instances (not provided for in an IEP, 504 plan, or as a medical device) to assist a student with the student's education, permission must be obtained in writing from a building administrator prior to use of the ECD at any time when such use would otherwise be prohibited by this policy. In case of an emergency, verbal permission by a teacher or administrator is required in situations where permission can be obtained.

### **Conditions of Use**

ECDs include, and are not limited to, the following: cell phones, smartphones, music players, gaming devices, smart watches, earbuds, and other wearable technologies, etc.

Depending upon grade level, the principal may establish, and school personnel may enforce, additional guidelines limiting or prohibiting the possession and use of ECDs as appropriate to campus needs.

No student may use a cellular phone or ECDs in a manner that interfere with or is disruptive of other student's instructional time.

During school and school sponsored activities, students will comply with this policy and with administrative and staff member directives regarding use. Students are required to turn ECDs over to school personnel when requested. Students who refuse to do so are subject to disciplinary action.

An ECD that has been confiscated by the District and not turned over to law enforcement will be released/returned to the parent/guardian when no longer necessary for investigation or disciplinary proceedings. As appropriate, the ECD may be returned directly to the student.

The District assumes no responsibility for loss or damage to personal property of students, including ECDs, whether in the possession of students or if confiscated by school personnel pursuant to this policy. Administrative Regulations shall be developed to promote the safe storage of confiscated ECDs.

### **Prohibited Conduct**

Possession of an ECD by students is a privilege. This privilege will be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of the device so as to violate the law or any other school or District rule. In addition to those conduct rules set forth elsewhere, the following actions are strictly prohibited and may result in disciplinary action:

- . Accessing and/or viewing an Internet site that is otherwise blocked to students at school.
- . Sending an e-mail, text message or other communication that harasses, intimidates, threatens, bullies, or discriminates against another individual.
- . Taking, sending, generating, downloading or uploading a harassing, threatening, or inappropriate photograph and/or video of anyone.
- . Using an ECD or camera to take photos and/or video in a restroom, dressing room, or locker room, or to take a photo and/or video of any person who has requested that you not do so.
- . Using an ECD to record, capture and/or share the content of tests, assessments, homework, or class work without express prior permission from the instructor.

- . Hacking or intentionally obtaining, accessing, or modifying files, passwords, or data belonging to others.

*(cf. 5131 - Conduct)*

*(cf. 5131.4 - Campus Disturbances)*

*(cf. 5131.41 - Violent and Aggressive Conduct)*

*(cf. 5131.42 - Threats of Violence)*

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

*(cf. 5131.9 - Academic Honesty)*

*(cf. 5137 - Positive School Climate)*

*(cf. 6161.4 - Internet)*

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

### **Searches**

The contents of any ECD may be searched to determine ownership, to identify emergency contacts, or upon reasonable suspicion that a school or District rule or the law has been violated.

*(cf. 5145.12 - Search and Seizure)*

*AASB Master Policy Manual 9/92*

*Revised 3/2012*

*Reviewed 2021*

*Revised 2025*

**Anchorage School District**

## AR 5144 DISCIPLINE

**Commented [DG1]:** Includes cell phone/electronic device conditions of use

### Statement of Rights and Responsibilities

The Anchorage School District Statement of Rights and Responsibilities (Appendix A) is School Board policy. In case of conflict between the Statement of Rights and Responsibilities and other District policy or procedure, the Statement of Rights and Responsibilities governs. The following rules, regulations and due process procedures are designed to protect all members of the school community and the Anchorage School District in the exercise of their rights and duties. They must be implemented consistent with state and federal law.

*Note: Students with disabilities refers to both students with identified disabilities and students with suspected disabilities. A student with suspected disabilities may assert the rights and protections of a student with identified disabilities. The circumstances under which a student will be deemed to be a student with suspected disabilities and the additional rights and protections under state and federal law provided to a student with disabilities are summarized in Appendix A-1.*

### Preamble

This policy and the rules and regulations of each school are the laws of that school community. Students, parents and staff all have responsibilities as members of a school community. Each must, to the extent consistent with state and federal law, do the following:

1. Respect and follow the laws of the school community;
2. Respect the rights of other members of that community; and
3. Help meet educational goals through cooperation.

Disciplinary action can range from an oral warning to expulsion. The District will try to apply discipline that is progressive in most situations. However, the disciplinary action applied in any particular case will depend upon the specific circumstances, and the District reserves the right to apply whatever disciplinary action is appropriate in each case. The appropriate level of discipline requires professional judgment and should be based on an individualized evaluation of the conduct and the student involved. The factors that may be considered include, but are not limited to the following:

1. The potential for harm;
2. The student's prior disciplinary record; or lack of any prior offense;
3. Discipline imposed on others in similar situations;
4. Maintaining an appropriate educational environment;
5. Other relevant factors or circumstances; and
6. For students with disabilities the determination as to whether disciplinary action or another consequence is the appropriate corrective action must be consistent with Appendix A-1 and state and federal law.

## **Due Process**

Every student has a right to due process. Discipline should be fair and reasonable. Before any disciplinary action is taken, a student will be given “due process,” which is an opportunity to do the following:

1. Find out what the school thinks the student did wrong;
2. Present the student’s side of the story.
3. A student with a disability is entitled to the same opportunity as described in Par. 2, with the provision for reasonable accommodations consistent with the child’s IEP or 504 plan and the rights and protections pursuant to the IDEA or Section 504.

## **Non-Discrimination**

This Statement of Rights and Responsibilities will be enforced fairly and uniformly without regard to race, ethnicity, national origin, religion, sex or gender, sexual orientation, or disability.

## **Jurisdiction**

The following rules apply on school grounds, at school activities on and off school grounds, on school buses, and at school bus stops. These rules also apply to acts that:

1. Begin on school grounds and end off school grounds; or
2. Begin off school grounds and continue on school grounds;
3. Pose a likelihood of disruption of education or conduct at the school; or
4. Occur when the student is on the way to school or leaving school.
5. In addition, students may be disciplined for behavior on or off school grounds that takes place at any time if the behavior clearly has negative consequences for the welfare, safety, or morals of other students or a person employed or volunteering at the school. The District should not exercise this jurisdiction with respect to conduct that has little or no actual or likely impact on the school community.

*Note: [AS 14.30.045](#). (Revised 6/14/99)*

## **Rights, Responsibilities and Limitations**

A student who engages in any prohibited conduct or fails to abide by any requirement of this Statement of Rights and Responsibilities shall be subject to appropriate corrective action which can range from a verbal warning to expulsion. No system of rules can provide for every situation, and the District may prohibit and discipline other offenses not specifically listed that interfere with the education, safety, welfare, or morals of students, employees, or volunteers.

## **Students Experiencing Disabilities**

Students with disabilities are expected to follow the standards of behavior as described in this Statement of Rights and Responsibilities unless their IEP/504 plans (or behavior intervention plans) provide otherwise. Whether the corrective action for a student with disabilities who is found to have violated these standards of behaviors is discipline or some other consequence must be determined in accordance with the provisions of Appendix A-1. A copy of the additional rights of students with disabilities set forth in the Notice of Procedural Safeguards and 504 policy is available from the Anchorage School District Special Education Department or the school principal.

#### **A. Student Behavior/Prohibited Conduct**

1. **Accessory to an Act (Aiding, Inciting, or Encouraging Prohibited Conduct)**  
Acting as an accomplice or in any way aiding, assisting, facilitating, or encouraging the preparation, instigation, commission or aftermath of prohibited conduct is prohibited. A student with knowledge or information regarding a potential or actual criminal or violent act within the jurisdiction of the district should immediately report such information to a teacher, counselor, school administrator, or other school employee. Failure to report direct personal knowledge of a criminal or violent act may be considered facilitation of the act where the student fails to take a clear opportunity to prevent or minimize the act. Attendance to observe a prohibited act may constitute a violation
2. **Arson/Fire** Damaging or attempting to damage property by the setting of fire, the causing of an explosion, or trying to start a fire or explosion is prohibited.
3. **Assault** Intentionally or recklessly causing or threatening physical injury to another person or placing another person in fear of immediate physical injury is assault and is prohibited. A student who assaults a staff member will usually be placed on emergency suspension and be recommended for expulsion for a presumptive period of one year.
4. **Attempt** Attempting to commit a punishable act, even if that attempt is not ultimately completed or successful, is prohibited.
5. **Attendance** Students enrolled in the Anchorage School District must attend school every day as required by municipal and state law and School Board rules. Student failure to attend a regularly scheduled class without being officially excused is prohibited.
6. **Before and After School Restrictions** A student must not remain on school grounds before or after the regular school day unless the student is directly involved in a supervised, approved school activity. Students must arrive at school and be picked up from school at times established by the principal. Students who are on school property at an unauthorized time may be disciplined for trespass. Outside school hours, school grounds are available for public use when not in use for school activities or under a Facilities Use Permit. However, the principal may close school grounds for a reasonable period before and after school.
7. **Phones/Electronic Communication Devices**

Conditions of Use:

Students may possess and use portable electronic devices including, but not limited to, **cell phones**, smartphones, music players, tablets, laptops, etc., subject to limitations of this and other policies of the District.

The principal may establish, and school personnel may enforce, additional guidelines limiting or prohibiting the possession and use of portable electronic devices as appropriate to campus needs. No student may use a **cellular phone** or portable electronic device in a manner, or at a time, that interferes with or is disruptive of other student's instructional time.

In many instances, there is educational value in utilizing portable electronic devices in the classroom when such devices deliver content, and extend, enhance, and/or reinforce a student's learning process related to the student's learning style, the instructional objectives of the class and/or the learning environment. The appropriateness of in-class use of these devices consistent with the instructional objectives within instructional time will be determined by the classroom teacher with the approval by the building administrator. Please see the Bring Your Own Device (BYOD) in Section II of the Student Handbook for more information regarding the use of electronic devices for academic purposes.

During school and school sponsored activities, students will comply with this policy and with administrative and staff member directives regarding use. Students are required to turn **cell phones** and other portable electronic devices over to school personnel when requested. Students who refuse to do so are subject to disciplinary action.

The District assumes no responsibility for loss or damage to personal property of students, including **cell phones** and other portable electronic devices, whether in the possession of students or if confiscated by school personnel pursuant to the policy.

#### Prohibited Conduct:

Possession of a **cellular telephone** or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of the device so as to violate the law or any other school or District rule. In addition to those conduct rules set forth elsewhere, the following violations may result in disciplinary action:

- a. Accessing and/or viewing an internet site that is otherwise blocked to students at school.

- b. Sending an email, text message or other communication that harasses, intimidates, threatens, bullies, or discriminates against another individual.
- c. Using a camera device at school or a school-sponsored event to take, send, download or upload a harassing, threatening, or embarrassing photograph of anyone.
- d. Using a camera in a restroom, dressing room, or locker room.
- e. Using a camera or other recording device to record or capture the content of tests, assessments, homework, or classwork without express prior permission from the instructor.
- f. Using a ECD in a manner that could cause damage to an individual or the school community or create the danger of disruption of the academic environment.

The contents of a **cellular phone**, camera, or other ECD may be searched to determine ownership, to identify emergency contacts, or upon reasonable suspicion that a school or District rule or the law has been violated. A **cellular telephone** or ECD that has been confiscated and not turned over to law enforcement will be released/returned to the parent/guardian when no longer necessary for investigation or disciplinary proceedings. As appropriate, the **cellular telephone** or ECD may be returned directly to the student.

*(Cell Phone/ECDs Section Revised 6/23/08, 5/20/13, 6/2017)*

8. **Cooperate with School Personnel** Students must obey the instructions of all school district personnel. Refusal to comply with a reasonable request by a staff member is willful disobedience and is prohibited.
9. **Criminal Acts** The commission of, or participation in, any criminal activity is prohibited. Criminal acts are defined in detail under the laws of the State of Alaska. The District may take disciplinary action regardless of whether or not criminal charges or prosecution result from the act. The District may find a violation of District policy and is not bound by the criminal elements of a specific crime as identified in state law.

*Note: [AS 14.30.045\(5\)](#)*

10. **Dangerous Actions** Actions that are likely to create a substantial risk of injury, damage or disruption to persons or property are prohibited.
11. **Dangerous Materials/Objects** Possession or bringing to school or a school activity any material or object that jeopardizes the safety or welfare of people under District jurisdiction or that disrupt the educational process is prohibited. These materials or objects include airsoft gun\*, cap gun, other weapon look-alike, Mace®, pepper spray, bear spray, flammable, or other hazardous chemicals or chemical products, caps, bullets, laser pens or pointers, and other potentially dangerous or disruptive items.

*\*Note: An "airsoft gun" is defined as a firearm replica manufactured for recreational purposes that propels plastic pellets at fairly low velocity by way of a compressed gas or spring-driven pistol.*

## **12. Discrimination/Harassment/Bullying**

The District affirms the right of all students and employees to pursue their education or occupation with dignity in a safe environment. It is the policy of the District to maintain learning and working environments that are free from discrimination, harassment, hazing, and related violence. The learning environment in District schools must be structured to reflect diverse cultural traditions and their contributions. The District will not tolerate any behaviors that ridicule, harass, intimidate, or otherwise threaten or discriminate against students, staff, or community members. The District will investigate all complaints of discrimination or harassment regardless of whether the complaint is formal or informal, verbal or written. The District will discipline any student or employee who discriminates against or harasses a student, employee, or community member. A false or frivolous accusation made under this policy may result in a disciplinary action against the accuser.

### **a. Discrimination and Harassment Defined**

**Discrimination:** Discrimination is the display of unlawful partiality or prejudice towards others.

**Harassment:** Harassment is a single act or course of conduct directed toward an individual or group of people that serves no legitimate purpose other than to annoy, intimidate, frighten, alarm, torment, or abuse that person or group.

Examples of violations of this discrimination and harassment policy may include but are not limited to the following:

- (1) Making demeaning remarks directly or indirectly, such as name-calling, racial slurs or "jokes"; or
- (2) Physically threatening or harming an individual; or
- (3) Displaying discriminatory or harassing visual or written materials; or
- (4) Defacing, damaging, or destroying property or materials; or
- (5) Performing any other act that is clearly discriminatory or harassing in nature; because of a person's race, creed, sex or gender, national origin, age, marital status, political or religious

beliefs, physical or mental disabilities, family, social, or cultural background, or sexual orientation.

**Sexual Harassment:** Sexual harassment consists of unwelcome sexual conduct, including advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- (1) Submission to that conduct or communication is made a term or condition, either expressed or implied, of obtaining or retaining employment or of obtaining an education; or
- (2) Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting an individual's employment, education, grades, or participation in any school activities; or
- (3) That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment.

Examples of sexual harassment include, but are not limited to, the following:

- (1) Sexually oriented verbal harassment or abuse; (2) Subtle pressure for sexual activity;
- (3) Sexually inappropriate patting or pinching;
- (4) Intentional brushing against a student's or employee's or community member's body;
- (5) Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
- (6) Any sexually motivated unwelcome touching; or
- (7) Sexual violence that is a physical act of aggression that includes a sexual act or sexual purpose.

**Disability Related Harassment:** Disability related harassment consists of any harassment (as defined above under Item 12-a directed toward a person with a disability).

- b. **Cyberbullying** An act of cyberbullying is prohibited and will result in disciplinary action. Cyberbullying encompasses any of the already prohibited actions – such as bullying, discrimination, or harassment – accomplished through electronic means. “Electronic means” include, but are not limited to, information and communication technologies such as email, voice mail, **cell phone** and pager text messages, instant messaging (IM), personal websites, Weblogs, and online personal polling websites.

Examples of cyberbullying include:

- (1) Posting slurs or rumors or other disparaging remarks about a student or staff member on any website or Weblog;
- (2) Sending email or instant messages that are harassing or threatening;
- (3) Taking and sending an unauthorized and unwanted photograph of a student or staff member.

The District will discipline a student the District determines has engaged in cyberbullying that takes place on school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, through the use of the District internet system or on any District equipment, or at any time off-campus if the cyberbullying causes or threatens to cause a substantial and material disruption at school or interference with a student’s education or security.

c. **Reporting Procedures**

Students who believe they have experienced an act of harassment or discrimination by another student, employee, or community member should report the matter immediately to a staff member. The school principal or designee shall investigate the issue and advise the Equal Employment Opportunity (EEO) Office. In addition, students may also report the incident to the EEO Office directly and may also report the incident to an outside agency, e.g. , the Municipality of Anchorage Equal Rights Commission, the Office of the Ombudsman, the Alaska State Commission for Human Rights, the U. S. Equal Employment Opportunity Commission, or the United States Office for Civil Rights.

*(Discrimination & Harassment Section Revised 6/25/01)*

13. **Disruptive Behavior** Disruptive behavior or appearance that interferes with the normal school program, the educational process, or the lawful activities of others is prohibited.

**14. Disruptive Items (Radios, Tape Decks, Toys, etc.)** School lockers are not secure enough to store portable radios, walkmans, tape recorders, beepers, **cellular phones**, play back devices, TV sets, CD players, or other expensive items. Students who bring these items to school do so at their own risk. Use of these items, or any other items, in a manner that disrupts others or interferes with or disturbs the education of the student or others is prohibited. Additional restrictions may apply at individual schools regarding the possession or inappropriate use of frisbees, hackysacks, skateboards, basketballs, and other toys, electronic devices, or game equipment.

**15. Drugs and Alcohol**

- a. The actual or attempted sale, distribution, use, or possession 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, while the student is under the jurisdiction of the District is prohibited. Students who sell, attempt to sell, or use these substances or paraphernalia off school grounds and who then arrive at or return to school or school-sponsored activities will be subject to suspension and/or alternative placement.
- b. Prohibited drugs defined:
  - (1) Illegal drugs, which includes any drug or chemical substance, the use, sale, or possession of which is prohibited under any local, state, or federal law; or any drug or chemical substance 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 include, but are not limited to: herbal or plant products with properties that impair, restrict or alter normal cognitive function (such as salvia); herbal or chemical products containing synthetic marijuana (such as K2 or Spice) or synthetic cocaine or methamphetamine (such as bath salts); and any substance purported to, designed to, or which does 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.

*Note: Whether the corrective action for students with disabilities for drug or alcohol violations is discipline or some other consequence, must be determined in accordance with the provisions of Appendix A-1 rather than the procedures set forth below.*

**Cumulative Nature of Violations:** A violation of the District's policy on Drugs and Alcohol will constitute a prior offense that will carry over from year to year and will subject the student to greater discipline for a later violation.

**Sanctions:**

(1) First offense for use or possession:

- (a) Ten (10) days suspension from school.
- (b) Referral to the Drugs/Alcohol Suspension Program. Students may reduce their suspension by up to five (5) days by meeting specific criteria for the program.
- (c) Required parent/guardian and student conference with the school principal or designee prior to readmission to school.

(2) Second or subsequent offense for use or possession:

- (a) A violation occurring within the span of three full school years after the year a previous violation occurs will result in alternative placement to an alternative learning center for a time period of not less than 45-days.
- (b) A violation occurring more than three full school years after the year in which a prior offense occurred will be disciplined as a first offense.
- (c) A school year is defined as July 1 to June 30.

(3) Any offense for the sale, attempted sale, or distribution of prohibited substances will result in placement to an alternative learning center for a time period of not less than 45-days.

- c. Use or possession of over-the-counter drugs, prescription drugs prescribed to that student, vitamins, and other nutritional supplements is subject to control by the District. Such items must be turned over to the school nurse or designated staff person and used only under school supervision. Asthma inhalers and auto-injectable epinephrine may be kept and used by students with permission from the principal

following submission of required documentation for the self-administration of medication. This documentation, and procedures for its completion, are available at the school office and must be submitted each school year. By law, the District is not liable for accidents, injuries, illness, or death related to the self-administration of medication by a student. Violations of this paragraph are subject to disciplinary action and may be subject to the cumulative violation policies described above. Disciplinary action may not limit or restrict a student's immediate access to a prescribed asthma inhaler or auto injectable epinephrine. (Revised 8/18/14)

Note: [AS 14.30.141](#)

16. **Excessive Display of Affection** Excessive display of affection is prohibited.
17. **Extortion or Blackmail** Obtaining money or property by violence, threats of violence, untrue accusations, or public ridicule is prohibited.
18. **Failure to Identify Self** All students in school buildings, on school grounds, or at school-sponsored events must, upon request, identify themselves to school district personnel or their designee. Student failure to provide his or her correct name, address, and parent contact number upon such request is prohibited.
19. **False Alarm/Bomb Threat** Activating or raising a false alarm, tampering with the fire alarm system, or knowingly making a false report of fire or other emergency is prohibited. Bomb threats and other threats of harm are also prohibited.
20. **False Impersonation** Students may not claim to be someone else with the intent to deceive school personnel, other students, or members of the community, or in connection with any school district activity or function.
21. **False Information/False Witness/Lying** The presentation of information or testimony (oral or written) that is knowingly misleading, untrue, or knowingly misrepresenting facts, or an actual attempt to defraud or lie is prohibited.
22. **Forgery/Cheating** Students may not make, alter, or possess a document that the student knows to be false or forged. Students may not claim the work of others as their own. Cheating is prohibited.
23. **Fighting/Physical Violence** Fighting and physical violence, which include any instigation or starting of violence or actual violence in which striking, kicking, shoving, pushing, and /or any other physical contact of a violent nature is used against another person are prohibited. When two or more students are involved in any verbal or physical fight or altercation, all parties may be subject to suspension or expulsion.

*Note: Whether the corrective action for students with disabilities for serious bodily injury is discipline or some other consequence, must be determined in accordance with the provisions of Appendix A-1 rather than the procedures set forth below.*

Active participation in a fight, beyond self-defense as defined below, may result in suspension even if it can be shown that a different person started the fight.

Self Defense: A student may claim self-defense only if the student acted under a reasonable belief that action taken by the student to protect him or herself was necessary to avoid injury, and other alternatives, including means of assistance or retreat, were not reasonably available. The student must use the minimum force necessary to escape injury. A claim of self-defense may be rejected if the force used in the alleged self-defense is disproportionate to the force used by the other person. A student who started the fight or altercation or who inappropriately provoked the other student's conduct may not claim self-defense.

Intervention: Physical intervention to stop a fight generally increases the risk of injury and is strongly discouraged. An intervener who participates in a fight is subject to long-term suspension or expulsion.

24. **Fireworks/Explosives** The possession or use of fireworks, explosives and/or incendiary devices on school property is prohibited.
25. **Inappropriate Sexual Behavior** Inappropriate sexual behaviors are prohibited. This includes, but is not limited to, de-panting or attempting to de-pant a student, indecent exposure, and entering an opposite sex locker room or restroom facility.
26. **Internet/Email or Network/Computer Misuse** Students are required to use school computers, school or district networks, and the internet system in an appropriate manner. Inappropriate use of computers, school or district networks, internet, email, District equipment used in District facilities, or at/for District events, is prohibited. Inappropriate use may include, but is not limited to, the following:
  - a. Accessing, sending or displaying offensive messages or pictures
  - b. Using obscene language
  - c. Harassing, demeaning, defaming, insulting, threatening or attacking others
  - d. Violating copyright laws
  - e. Using another's password, impersonating another person
  - f. Trespassing in another's folders, work or files
  - g. Deliberately damaging hardware or software
  - h. Employing the District or school network for commercial purposes
  - i. Using district computers for illegal activities
  - j. Plagiarism (claiming work done by someone else as one's own)

Violations may result in a loss of computer, network, and email privileges, withdrawal from or failing computer-related class(es), as well as other disciplinary or legal action including recommendation for destroying, defacing, or mutilating objects or materials belonging to the school, school personnel, or other persons is prohibited.

27. **Littering** Leaving or discarding trash anywhere except in an appropriate receptacle is prohibited.
28. **Obscenity/Profanity** Students are to use discretion in their choice of language. Profane or inappropriate language or gestures are prohibited. Prohibited language

includes spoken or written profanities and obscene or sexual messages (implicit or explicit).

**29. Prohibited Organizations and Groups**

- a. Groups that start, advocate, or promote activities that threaten the safety or well-being of persons or property at school or at school activities and/or are determined to be detrimental to the educational program of the school are prohibited. Apparel, jewelry, accessories or grooming that implies or indicates a person is a member of a prohibited group is prohibited at school and at school activities.
- b. Participation in activities such as initiation, hazing, intimidation or in activities designed to create group affiliation that can cause bodily harm or mental or emotional harm is prohibited.
- c. Persons who display symbols of prohibited groups or who participate in activities identified with prohibited groups or who participate in activities that intimidate another student are subject to disciplinary action.
- d. Groups that behave in the manner described in this section will be defined as gangs. Gang behavior is prohibited at school and school activities.

**30. Reckless or Unsafe Behavior** Any action that jeopardizes the safety and/or welfare of one's self or others is prohibited.

**31. Smoking/Tobacco** Use, sale, or possession of tobacco in any form by students, including students who are 19 years of age or older, while under the jurisdiction of the school is prohibited.

**32. Theft/Robbery** Robbery, theft, attempted theft, or possession of stolen property by students is prohibited.

**33. Threats** Willfully attempting or threatening to inflict injury on another person while under District jurisdiction is prohibited. A student threatening a staff member may be placed on emergency suspension with a possible recommendation for expulsion.

**34. Trespass** Entering or remaining on school property at an unauthorized time or at a school-sponsored activity without permission is considered trespass and is prohibited. During school hours, a student must have authorization to be on the property of a school where the student is not enrolled. Any student suspended or expelled from the District is not allowed on any school property or at any school activity on or off school property, except that eligible students may attend those programs authorized by the School Board for expelled or long-term suspended students if the student is enrolled in that program. Suspended or expelled students may also attend a specific activity with the explicit written permission of the principal or assistant principal.

**35. Vandalism/Destruction of Property/Pranks** Removing, misusing, destroying, defacing, or mutilating objects or materials belonging to the school, school personnel, or other persons is prohibited.

**36. Weapons and Firearms** Weapons and firearms: Students shall not carry on their person, or place anywhere on school property, or in the vicinity of a school sponsored event, any firearms or other weapons, except as assigned to students for, and used during, a regular course of instruction or authorized activity.

However, if in a regular course of instruction or during an authorized activity, a weapon is used in an unauthorized manner, the student will be in violation of this provision. Students found with weapons, or look-alike weapons of any kind, while subject to the jurisdiction of the school are subject to suspension or expulsion and arrest.

–Weapons include, but are not limited to, firearms\*, pellet and BB guns, air guns, spring guns, zip guns, stun guns, shockers, bombs or other explosives, poison, dangerous or deadly gas, slingshots, bludgeons, throwing stars, knives, clubs, brass knuckles or artificial knuckles or any kind, numchucks and throwing weapons.

*Note: Whether the corrective action for students with disabilities for possession of weapons is discipline or some other consequence, must be determined in accordance with the provisions of Appendix A-1 rather than the procedures set forth below.*

*\*Note: A “firearm” is defined as: (1) any weapon (including a starter gun) which will or is designed to, or may readily be converted, to expel a projectile by the action of an explosive; (2) the frame or receiver of any such weapon; (3) any firearm muffler or firearm silencer; or (4) any destructive device. A “destructive device” is an explosive, incendiary, poison gas, bomb, grenade, rocket, missile, or any other similar device. [18 U.S.C. § 921](#).*

- a. Any student who is determined to have brought a firearm to a school, or a school related activity, will be expelled from school for a period of not less than one year.
- b. Any student who is determined to have brought a deadly weapon other than a firearm to school, or a school-related activity, will be suspended for a period of not less than 30 days.
- c. The Superintendent, on a case-by-case basis, may determine whether a lesser expulsion or suspension period is appropriate. This modification may include removal from the student’s present school setting and a placement in an alternative educational setting and/or program.
- d. Reinstatement of the student to a school program will only be recommended by the Superintendent to the School Board after the student has met the conditions of reinstatement as follows: The student must submit a letter of application for reinstatement to the Superintendent that includes a statement from a forensic psycholo-gist that the student will not pose a danger or threat to students or staff while attending classes or other school-sponsored activities. After a full review of the reinstatement application, the Superintendent will make a recommendation to the School Board as to whether to reinstate the student and under what specific con-ditions the student may be reinstated.
- e. Possession of a weapon other than a firearm or deadly weapon is prohibited and will result in disciplinary action.

**37. Willful Disobedience** Refusal or failure to comply with a reasonable request made by staff is prohibited. In addition, a student may not disobey applicable rules

that the student knows or should know. This includes, but is not limited to, classroom rules, rules for appropriate bus conduct, rules for use of the internet and email, and rules for extracurricular activities and athletics.

## **B. Search and Seizure**

The following rules shall apply to search and seizure of students and school property assigned to them (e.g., lockers, desks):

- a. All searches, other than random, administrative, and emergency searches described in this section must be based on reasonable cause and should take place in the presence of the student and a third person, unless the student's presence cannot be obtained within a reasonable amount of time under the circumstances or if there is a threat to life or property. The search will be conducted in a respectful, organized manner that shows respect for the student and his or her possessions. At the discretion of the principal or designee, the police or other law enforcement authority may be called to conduct the search or seizure. In that case, any searches or seizures will be at the direction of the law enforcement officer, and the procedures in this section do not apply.
- b. Lockers and desks Random Searches: The school administration retains control over lockers and desk space assigned to students. The District retains the right to conduct random searches of student lockers or desk space and their contents at any time. All lockers and/or desks may be searched, or a smaller number chosen by random selection may be searched. Notices of the right of the District to conduct this type of search are posted in prominent locations in each school. In addition, students will be notified at least once each semester that such searches will be conducted at the discretion of the school principal. The District may or may not, at its discretion, give prior notice that a random search will take place. The purpose of such a search is to determine student compliance with school regulations and local, state, and federal laws. The search will not be more intrusive than reasonably necessary to meet the objectives of the search. The search will be conducted in a respectful, organized manner showing respect for the student and his or her possessions.

*Note:* [AS 14.03.15](#)

**Searches Based on Reasonable Cause:** The school principal or designee has the right and duty to inspect and search a student's locker or desk and their contents if there is reasonable cause to believe that drugs; alcohol; weapons; dangerous, illegal, or prohibited matter; or stolen goods are likely to be found within the area searched. Reasonable cause to search will exist when, based on all the facts and circumstances, there is cause to believe that the search will turn up evidence that the student has violated or is violating the law or the rules of the school. No search based on reasonable cause shall be conducted without attempting to inform the person possessing the property to be searched, except if the suspected possession

poses threat to life or property. School authorities will make a reasonable effort to contact the student's parent or guardian to give the parents or guardians a reasonable opportunity to be present during the search.

- c. **Automobiles** The school principal or designee may search automobiles that are parked on school grounds if he or she wishes to establish whether drugs, alcohol, weapons, dangerous or illegal materials, or stolen goods may be located within the vehicle. All students utilizing the privilege of parking on school grounds have consented to such a search under the terms and conditions of their Parking Permits. All vehicles parked on school grounds by a student, whether or not a permit has been obtained, may be searched when there is reasonable cause to believe that the items described immediately above may be located within the vehicle.
- d. **Possessions and Outer Garments** The school administration has the authority to inspect and search the possessions (e.g., purses, gym bags, instrument cases) and outer garments (e.g., jackets, coats, shoes or boots) of students when the school principal has reasonable cause to believe that drugs, alcohol, weapons, illegal or dangerous materials, or stolen goods are likely to be found. A search may be conducted if a school official has reasonable cause to believe that a violation of a school rule or local, state, or federal law has taken place. No probable cause or warrant is required before a search may be conducted. Any such search must be conducted in private by the school principal or designee and witnessed by a staff person. School authorities will make a reasonable effort to contact the student's parent or guardian to give the parents or guardians a reasonable opportunity to be present during the search. Searches will be limited to the examination of the contents of a student's possessions and outer garments, although a student may be requested to empty the pockets of other garments he or she is wearing.
- e. **Search of a Student's Person** Should an administrator have reason to believe that a student has drugs, alcohol, weapons, illegal or dangerous materials, or stolen goods concealed on his/her person, the administrator may conduct a search of the student's person. No such search may be undertaken unless, in the administrator's judgment, there is adequate information based on direct observation by school personnel or reliable information from third parties, that a student is likely to have prohibited material on his/her person. Attempted parental contact is not required prior to the inspection, by sight or smell, of the student's breath or part of the body normally open to public view, such as the student's hand, arm, or face. Prior to beginning a search of a student's person, the student must be told the nature of the information against him/her, and reasonable efforts will be made by school authorities to notify the student's parent or guardian by telephone and permit the parent or guardian the opportunity to be present. The student, or the student's parent or guardian if present or reached by phone, will be asked for consent, the nature of the search will be specified, and the rights of the student and the possible consequences faced by the student will be explained. If consent is refused, the search procedure will be immediately halted, and the matter turned over to the police.

- f. Administrative Searches in situations of elevated concern for student safety or acts of vandalism, such as at dances or during the last few days of school, the administration may engage searches of all or randomly selected vehicles entering school grounds or of the possessions of students entering the school. Advanced notice that the District will conduct this type of search shall be given. The search will not be more intrusive than reasonably necessary to meet the objectives of the search. Before search of a vehicle or possessions, the student or driver may deny the search but will then be denied entrance.
- g. Emergency Exception For all types of searches described above, when an administrator has reasonable cause to believe, on the basis of information from direct observations by school personnel or others, that a student possesses any weapon or dangerous material which poses an imminent threat to life or property, he/ she may authorize an immediate search of the student's person or possessions. In such a case, the student's parent or guardian will be notified by telephone of the search as soon as possible. No physical force may be applied during any search of the student unless there is an immediate threat of imminent danger to persons or property.
- h. Seizure and Surrender of Items Found Unlawful, prohibited, or stolen items found during the search may be turned over to the police or used in school disciplinary proceedings. School authorities may temporarily seize items that disrupt or interfere with the educational process. Items seized that are not kept for disciplinary proceedings or retained by the police shall, upon request made within ten days, be returned to the parent or guardian.

### **C. Types of Sanctions/Disciplinary Actions**

*Note: Whether the corrective action for a student with disabilities who is found to have violated the standard of behavior is discipline (including simple discipline, short-term suspension, long-term suspension, or expulsion) or some other consequence, must be determined in accordance with the provisions of Appendix A-1, rather than the procedures set forth below.*

#### **1. Simple Discipline:**

Simple discipline is defined as any disciplinary action against a student other than out-of-school suspension or expulsion.

- a. No simple disciplinary action shall be taken in a way that prevents a student from accomplishing specific academic grade, level, or graduation requirement. Simple disciplinary actions may include in-school suspension ("ISS"), the denial of the privilege to participate in school-sponsored extracurricular programs or activities, social events and senior graduation ceremony. Prior to the imposition of simple disciplinary action, the student will be given written or oral notice of his or her misconduct. The student will then be given an opportunity to present his or her side of what happened. This explanation and opportunity to present facts may take place immediately after notice of the charges is given to the student.

- b. When simple discipline results in the denial of the privilege to participate in school-sponsored extracurricular programs or activities, social events and senior graduation ceremony, the school principal or designee shall first try to let the student's parent or guardian know by telephone about the charges against the student and the proposed discipline. In such cases, the decision of the school principal or designee will be provided in writing to the student and his or her parent or guardian.
  - c. There is no right to a formal appeal of simple discipline, except that the denial of participation in senior graduation ceremony may be appealed as set forth in Hearing and Appeal Procedures. Simple discipline may be combined with a suspension or expulsion. In such instances, the disciplinary actions are treated as separate and distinct and the simple discipline may not be appealed, except for that discipline involving denial of participation in senior graduation ceremonies. This does not limit the right of a student to appeal a suspension or expulsion that is imposed in addition to the simple discipline.
2. **Short-Term Suspension:** This is the denial of the right of school attendance either from a single class, more than one class, or any full schedule of classes, and from all other activities, for a limited period of time not to exceed five (5) school days.
- a. Before a student is placed on short-term suspension, the student must be given written or oral notice of the charges against him or her. If the student denies the charges, the student will be given an explanation of the evidence the administrator has in sufficient detail to identify approximate time and place and the nature of the charges. The student will then be given an opportunity to present his or her side of what happened. This explanation and opportunity to present facts may occur immediately after notice of the charges is given to the student.
  - b. Notice to Parent/Guardian: The school administrator shall do the following:
    - (1) Try to let the student's parent or guardian know about the pro-posed suspension by telephone and in writing; and
    - (2) Unless the student is placed on Emergency Suspension, provide written or oral notice of the suspension decision before the suspension is to begin.
  - c. A short-term suspension will be enforced immediately, and the student shall remain away from school or the designated class or classes and all school activities. However, if within five (5) school days of receipt of the notice described above, the student and/or the student's parent/guardian requests a hearing, in writing, the suspension will be delayed and the student shall be allowed back n school, but not extracurricular activities, until an informal hearing, unless the student has been placed on Emergency Suspension. An informal hearing shall be held as soon as possible after the receipt of the written request. Failure to submit a written request for a hearing within five (5) days of the notification of the

discipline shall constitute a waiver of any right to such a hearing. Students with identified disabilities are also entitled to return to school until this hearing.

- d. A student on short-term suspension is encouraged to contact his or her teachers regarding daily class reading and assignments. A student will be allowed to complete, for credit, class work and assignments missed during the short-term suspension.
3. **Long-Term Suspension and Alternative Placement:** This is the denial of the right of attendance from any single class, more than one class, or any full schedule of classes for a stated period of time greater than five (5) school days. Alternative placement is removal to an alternative learning center for a time period of not less than 45-days or for the remainder of a student's Anchorage School District career
    - a. The following limitations shall apply to all long-term suspensions:
      - (1) No student shall be suspended from an elementary school for more than forty-five (45) consecutive school days.
      - (2) No student shall be suspended from a secondary school for more than ninety (90) consecutive school days.
      - (3) A student on long-term suspension is encouraged to contact his or her teachers or counselor regarding daily class reading and assignments. However, a student on long-term suspension is not granted credit for work that is handed in or completed during class.
    - b. Notice to Parent/Guardian: When the school administrator, the Superintendent, or their designee, imposes long-term suspension or alternative placement, a written notice shall be delivered by mail or in person to the student and his or her parent or guardian. An attempt to notify the student's parent or guardian by telephone will also be made. This notice shall include the following information:
      - (1) The specific charges against the student, in sufficient detail to identify the approximate time and place and the nature of the charges;
      - (2) The student's right to a hearing; and
      - (3) The imposed sanctions.
    - c. A long-term suspension will be enforced immediately, and the student shall remain away from schools and all school activities. However, if within five (5) school days of receipt of the notice described above, the student and/or the student's parent/guardian requests a hearing in writing, the student may return to school,

*but not extracurricular activities*, and the remainder of the suspension will be delayed until the hearing unless the student has been placed on Emergency Suspension as described below. Any hearing requested shall be held as promptly as possible under the procedures set forth in the Hearing and Appeal Procedures section. If a request for hearing is not received within the five (5) day period, the student and his or her parent/guardian shall have waived his or her right to a hearing and will, therefore, not be entitled to a hearing.

*Note: A student on long-term suspension is allowed to complete, for credit, class work and assignments missed during the first five (5) days of suspension.*

- d. An alternative placement will be enforced immediately, and the student shall remain away from all schools and all school activities except for attendance at the alternative learning center. However, if within five (5) school days of the notice described above, the student and/or the student's parent/guardian requests a hearing in writing, the student may return to school, but not extra-curricular activities, and the alternative placement will be delayed until the hearing unless the student has been placed on Emergency Suspension as described below. Any hearing requested shall be held as promptly as possible under the procedures set forth in the Hearing and Appeal Procedures section. If a request for a hearing is not received within the five (5) day period, the student and his or her parent/guardian shall have waived his or her right to a hearing and will, therefore, not be entitled to a hearing.
4. **Expulsion:** This is the denial of the right to attend school for an indefinite period of time or for a period of time greater than a long-term suspension. The instructional division Executive Director or designee will provide the student's parent or guardian information concerning educational alternatives and options available.
  - a. Notice to Parent/Guardian: When the school administrator, or the Superintendent, recommends expulsion, a written notice shall be delivered by mail or in person to the student and his or her parent/ guardian. An attempt to notify the student's parent or guardian by telephone will also be made. The written notice shall include the following information:
    - (1) The specific charges against the student, in sufficient detail to identify the approximate time and place and the nature of the charges;
    - (2) The student's right to a hearing; and
    - (3) The recommended disciplinary actions.
  - b. A student recommended for expulsion shall remain away from schools and all school activities. However, if within five (5) school days of receipt of the notice

described above, the student and/or the student's parent/guardian requests a hearing in writing, the student may return to school, but not extra-curricular activities, until the hearing unless the student has been placed on Emergency Suspension as described below. Any hearing requested shall be held as promptly as possible under the procedures set forth in the Hearing and Appeal Procedures section. If a request for hearing is not received within the five (5) day period, the student and his or her parent/guardian shall have waived his or her right to a hearing and will, therefore, not be entitled to a hearing.

- c. Students expelled from other school districts, as well as from the Anchorage School District, may apply for admission or readmission to the Anchorage School District by written application to the Anchorage School Board.

- (1) Students must apply in writing and must document that they have met the conditions for return required by the Anchorage School District.

- (2) Additional conditions and requirements for admission may be required at the discretion of the Superintendent, his designee, or the School Board before the School Board considers whether or not a student will be admitted.

- (3) Upon admission to school, conditions related to placement and attendance will be prepared in writing. Continued permission to attend school will depend on the student obeying these written conditions.

5. **Emergency Suspension:** Immediate removal of a student from school attendance without return until any hearing or appeal.
  - a. A school may impose an emergency suspension if, in the judgment of the principal, the student poses an immediate and continuing danger or a threat of disruption to the educational process. In the event of an emergency suspension, the student is not permitted to attend school for the duration of the suspension, regardless of the appeal status
6. **Exclusion from School Property and Activities** Students serving out-of-school suspension, alternative placement, or expulsion may not be on school property and may not take part in school activities on or off school property. Exceptions to this rule may be granted in writing for specific activities at the discretion of the school principal or assistant principal, subject to any reasonable restrictions imposed by the principal or assistant principal.
7. **Programs for Students on Long-Term Suspension or Expelled Students** The School Board may offer programs to provide educational instruction and other services to students who have engaged in conduct that has resulted in long-term suspension or expulsion. These continuation programs shall be as broadly

available as possible consistent with safety and budgetary considerations.  
(Section Approved 6/25/01)

#### **D. Hearing and Appeal Procedures**

*Note: Students with disabilities may utilize IDEA or 504 procedures in addition to the hearing and appeal process described below. For more information about the rights of students with disabilities, please see Appendix A-1 which includes a form to utilize for requesting a special education/504 hearing and Notice of Procedural Safeguards or 504 rights. Further, if a student with a disability pursues an IDEA or 504 hearing to dispute a manifestation determination review, discipline cannot be imposed until that hearing and any subsequent appeal takes place.*

##### **1. Informal Hearings for Short Term Suspension**

- a. After notification of the short-term suspension, the student or his or her parent or guardian may request an informal hearing. The request shall be in writing. The submission of a written request for a hearing shall delay further imposition of any remaining portion of the suspension, until the informal hearing. However, a student will not be allowed to return to school or be allowed to participate in school-related activities until a hearing if the student has been placed on Emergency Suspension. Failure to submit a written request for a hearing within five (5) days of the notification of the short-term suspension shall constitute a waiver of any right to a hearing, and the student will, therefore, not be entitled to a hearing.
- b. The hearing shall be held as soon as possible after receipt of the written request and the hearing shall be held before an individual or disciplinary committee other than the individual who imposed the suspension.
- c. No persons other than the student, the parents or guardians, and the individual who imposed the suspension may appear at the hearing unless the individual designated to hold the hearing, in his or her sole discretion and considering issues of confidentiality, allows other persons to be present as requested by the student or administration. In addition, the individual holding the hearing may allow those with knowledge of facts relevant to the suspension/ simple discipline to attend the hearing to describe their knowledge of the facts.
- d. The decision of the designated individual will be announced in writing within two (2) school days after the hearing ends and shall be final. There is no right of further appeal.

##### **2. Formal Hearings for Long-Term Suspension, Alternative Placement, or Expulsion and Simple Discipline Prohibiting Attendance at School-Sponsored Extracurricular Programs or Activities, Social Events, or a Student's Senior Graduation Ceremony**

- a. Imposition of discipline before a hearing and appeal takes place: If a student or the student's parent or guardian requests a hearing in writing within five (5) school

days, the suspension or expulsion shall be delayed until the hearing and the student may return to school. However, the long-term suspension or expulsion shall not be delayed until a hearing if the student has been placed on Emergency Suspension. In such instances, the student shall not be permitted to return to school or to related school activities, until the hearing and appeal process.

- b. The Hearing Officer: A hearing officer shall be appointed by the Superintendent or designee to conduct a hearing under this section and to make a recommendation to the Superintendent or designee. The Hearing Officer shall consider the evidence presented and make a recommendation to uphold, reverse, or modify the suspension or expulsion.
- c. The following procedural guidelines shall govern the hearing:

- (1) The parent or guardian and student may be present at the hearing and the student may be represented by legal counsel or other advocate.

- (2) Two (2) school or work days prior to the hearing, the District will provide to the student all documentary evidence upon which it intends to rely.

- (3) Both student and the District shall have the opportunity to present their versions of the relevant facts, submit the evidence upon which they rely, and present witnesses. The student shall be allowed to observe all evidence offered against him or her. Both parties may rely upon written statements by witnesses. The District shall not be required to reveal the names of witnesses when doing so would subject the witness to the risk of retaliation or harm. Consistent with federal and state law, the District shall not disclose the contents of another student's records where such disclosure has not been authorized by the student's parent or guardian, or by the student if he or she is at least 18 years old.

- (4) The hearing will not be conducted according to technical court rules relating to evidence and witnesses. All relevant, not unnecessarily repetitious, evidence shall be accepted.

- (5) All witnesses presenting testimony before the hearing officer shall be sworn to testify truthfully.

- (6) The hearing officer shall make his/her recommendation solely upon the evidence presented at the hearing.

- (7) A tape-recorded record shall be made of the hearing by the District.

(8) Within three (3) school days after completion of the hearing, the hearing officer shall provide a written recommendation to the Superintendent or designee to uphold, modify, or reject the long-term suspension or expulsion. The Superintendent or designee shall then make his/her determination and shall provide the student and parent/guardian with a written decision, which shall include a copy of the hearing officer's findings and recommendation, within five (5) school days after completion of the hearing.

(9) If the Superintendent or designee upholds or modifies a long-term suspension, expulsion, or simple discipline prohibiting attendance at school-sponsored extracurricular programs or activities, social events, or a student's senior graduation ceremony, so that suspension or discipline time remains, the suspension or discipline will be enforced immediately upon receipt by the student and parent/guardian of the Hearing Officer's decision. However, unless the student has been placed on Emergency Suspension, the student shall be entitled to return to school if the student or his or her parent/guardian appeal the decision under the procedures set forth in this section.

d. The student and his or her parent or guardian shall have five (5) school days after receipt of the written decision to appeal the decision to the School Board.

(1) The request for appeal must be in writing.

(2) The letter must describe the reasons for appealing directly to the Board.

(3) The reason for appeal must be either a substantial and significant misunderstanding of the facts or that the student was not given due process as specified in this document.

e. The following procedural guidelines shall govern an appeal to the School Board:

(1) The board or its designee will schedule and hold a meeting to review the matter as promptly as possible after the receipt of such an appeal. The Board shall notify the student and his or her parent or guardian at least three (3) school days prior to the scheduled meeting.

(2) At the meeting, the student, his or her parent or guardian or spokesperson shall have the right to present oral and/or written argument. Consideration by the Board will be restricted to evidence in the record submitted during the hearing, although the

Board may also consider, in its sole discretion, any new evidence submitted by the student not available at the time of the hearing.

(3) The Board, in deciding the appeal, shall consider:

(a) Whether the decision was arbitrary or capricious;

(b) Whether the decision was supported by substantial evidence in the record; and

(c) Whether the disciplinary action was fair and reasonable in light of all circumstances.

(4) The Board, or its designee, shall issue a written decision within five (5) school days after the meeting. The Board may uphold, reverse, or modify the disciplinary action or recommendation. The student and his/her parent/guardian shall be provided a written copy of the decision, which shall be final and binding.

(5) The Board may also Postpone Imposition of Discipline subject to the student fulfilling stated conditions. Where the student meets the required conditions, the suspension or expulsion will not be imposed. If the student does not meet the required conditions, the Superintendent will impose the postponed discipline without further hearing. It is Board policy to use this option rarely and only where special circumstances exist to justify postponement.

- f. Application for re-admission: In no circumstances shall either a long-term suspension or expulsion prevent a student from submitting an application for re-admission prior to the termination of the sanction. Applications for re-admission shall be submitted to the Superintendent. (Section Revised 6/25/01)

(Statement of Rights And Responsibilities Revised 6/14/99) (Statement of Rights And Responsibilities Revised 6/25/01)

#### **E. Freedom of and Responsibilities Relating to Speech and Assembly**

1. Students are entitled to express their personal opinions in a manner that does not interfere with the freedom of others or violate these policies or school rules that are consistent with these policies. Obscenity and defamation are prohibited.
2. Students have the freedom to assemble peacefully. There is an appropriate time and place for such assemblies. Meetings of school-sponsored organizations or student clubs on school property shall be conducted at times and places approved

by the principal or designee. Conducting demonstrations or meetings that interfere with the educational process or the lawful activities of others is prohibited.

a. Freedom of Symbolic Expression

(1) Student dress code: It is the goal of the District to ensure that every student has a safe environment in which to learn. Each student shall attend school clothed in a manner that is clean, not hazardous to the safety of him or herself or others, and that does not detract from or disrupt the educational environment. Clothing worn by students that in the reasonable opinion of the school administration is inappropriate is forbidden. Such clothing includes but is not limited to the following:

- Clothing that promotes gang affiliations;
- Clothing that promotes violence, discrimination or racism, or the use of tobacco, drugs, alcohol or weapons;
- Clothing that is revealing or has comments or designs that are obscene, lewd, or vulgar;
- Clothing that presents a hazard to the student's safety or the safety of others;
- Clothing that causes distractions or inhibits the learning process.

An individual school may list in its student handbook other school rules for clothing consistent with this policy. Students who do not follow the rules will be excluded from school until such time that they cease wearing the clothing or items to school or school events.

(2) Buttons and armbands: Students may wear or display buttons, armbands, flags, decals and other badges of symbolic expression, unless the manner of expression materially or substantially interferes with the orderly process of the school or the rights of others. Items that are associated with gangs are deemed in and of themselves to substantially interfere with the orderly process of the school.

(3) Patriotic assembly: A student may choose not to participate in the pledge or salute if he/she desires. A student who chooses not to participate must maintain a respectful silence and may not be disruptive while others are reciting the pledge.

[AS 11.81.900\(b\)\(56\)](#)

3. Written Material and Electronic Media

These rules govern distribution of all written material and electronic media. The school principal or designee shall be entitled to examine materials before they are distributed to determine whether these materials would disrupt the orderly educational process or violate district policy.

- a. Generally, the restrictions and regulations governing responsible journalism, as defined by the American Society of Newspaper Editors (ASNE), should be applied to District student publication with the clear understanding that school officials have the authority and duty to provide for an ordered educational atmosphere free from turmoil and distraction. Material that promotes gang activity is prohibited.
- b. Students are entitled to express in writing their personal opinions but are expected to exercise responsibility and good judgment. The distribution of such material may not interfere with or disrupt the educational process. A written expression of opinion must be signed by its author except that editorials representing a newspaper position may be printed without signature if all members of the editorial board are identified elsewhere on the paper.
- c. Students have the right to distribute leaflets, newspapers, and handbills at times and places as determined by the school principal or designee. The students who edit, publish or distribute such leaf-lets, newspapers, and handbills among their fellow students assume the responsibility for the content of such publications. Non-school publications being distributed on school property may be seized by the school principal or designee who has reasonable cause to believe that such publications contain libelous or obscene material. Seized publications will be turned over to the parent/guardian upon request unless the publication is defamatory, obscene, invades the rights of others, or similar good cause.

*Note: Copies of the ASNE Statement of Principles are available in the school office and the school library.*

- d. Commercial solicitation not authorized by the Superintendent or designee will not be allowed on school property at any time. This includes the use of the school district's computer network to solicit sales or conduct business or to set up web pages to advertise a sale or service. An exception to this rule will be the sale of non-school-sponsored student newspapers published by students of the school district. Non-school newspapers may be distributed only at times and places as determined by the school principal or his/her designee.
- e. Students have the right to do necessary research for articles, including public opinion polls, and shall have the responsibility not to abuse that right. A poll must not interrupt class time unless authorized by the school principal or his/her designee.

## **F. Student Surveys**

The District may conduct or administer surveys of students for the purposes of study, the improvement of education, or class assignment. No student may be

required to participate in a questionnaire or survey if the student objects to participation.

**Requirements for Parental Permission:** In administering surveys or questionnaires in the schools, the District shall comply with state and federal laws concerning parental permission.

**Annual permission:** Each year, the District may seek the permission of each parent/guardian for their child to participate in anonymous questionnaires or surveys. The permission will be valid for the remainder of the school year or until the parent/guardian who gave permission submits a written withdrawal of permission to the school principal or designee.

(Section 14 – Revised 9/28/98) (Section D – Revised 8/23/99)

**Note:** *No survey or questionnaire, whether anonymous or not, that inquires into personal or private family affairs of the student not a matter of public record or subject to public observation may be administered, unless written permission is obtained from the student's parent or guardian (AS 14.03.110). In addition, no student may be required, as part of any program administered by the Secretary of Education, to submit to a survey, analysis, or evaluation which inquires into the following areas unless prior written permission is obtained from the parent [20 USC 1232 \(h\)](#):*

1. political affiliations;
2. mental and psychological problems potentially embarrassing to the student or the student's family;
3. sex behavior and attitudes;
4. illegal, anti-social, self-incriminating and demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations, or beliefs of the student or parents; or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

**Note:** *At least two weeks prior to the administration of a questionnaire or survey, whether anonymous or not, which requires parental permission as identified above, the school shall provide each student's parent or legal guardian with written notice explaining:*

1. how and where the parent may preview the survey;
2. how the survey will be administered;
3. how the survey results will be used;
4. who will have access to the questionnaire or survey; and

5. for those surveys which are not anonymous, explain that written parental permission is required before their child may participate in the particular survey, and include a permission form to be returned by the parents, with instructions that the form must be returned at least two weeks before the survey is to be administered. The District will make available for inspection to interested parents or guardians any instructional or other supplementary materials that will be used in connection with any survey, questionnaire, or evaluation. Information gathered in student surveys may be disclosed to organizations conducting studies to develop, validate, or administer predictive tests; administer student aid programs; or to improve instruction. This information may be disclosed without parental permission provided: 1) the study is conducted in a manner that does not permit personal identification of parents and students to individuals other than those conducting the study; and 2) the information is destroyed when no longer needed for purposes of the study.

## **APPENDIX A-1**

### **Statement of rights and responsibilities for students with identified disabilities**

It is School Board Policy to comply with state and federal laws and regulations. This Appendix is prepared by the Administration at the request of the Board to describe protections and procedures relating to students with disabilities under state and federal laws and regulations. These protections and procedures under the Individuals with Disabilities Education Act (IDEA) are described in the "Notice of Procedural Safeguards," and under Section 504, in the "§504/ADA Administrative Procedures and Guidelines". Both of these documents can be obtained at any District school, from the District's Special Education Department, or online at the District website:

1 <http://www.asdk12.org/forms/details.asp?FormID=456> and,

2. <http://www.asdk12.org/forms/details.asp?FormID=303>

Not later than the date on which the decision to take disciplinary action is made by the District, it must notify the student's parents of that decision and provide the parents with a copy of the Notice of Procedural Safeguards or §504/ ADA Administrative Procedures & Guidelines (as the case may be).

*NOTE: This Statement of Rights and Responsibilities for Students with Disabilities is intended to merely summarize the protections and procedures provided to students with disabilities under IDEA and Section 504 and not replace the "Notice of Procedural Safeguards" or "§504/ADA Administrative Procedures & Guidelines." Accordingly, to be fully advised of the rights of a student with disabilities, parents must obtain (if the District has not already provided a copy to them) and carefully review the "Notice of Procedural Safeguards" or the "§504/ADA Administrative Procedures & Guidelines" (if their child is under Section 504).*

## **Students with disabilities**

*NOTE: Students with disabilities refers to both students with identified disabilities and students with suspected disabilities. A student with suspected disabilities may assert the rights and protections of a student with identified disabilities. The circumstances under which a student will be deemed to be a student with suspected disabilities and the additional rights and protections under state and federal law provided to a student with disabilities are summarized below.*

**Students Identified as Having a Disability:** A student may be identified as a student with disabilities under either IDEA or Section 504. If a student has an individualized education program (IEP), the student has been identified as a student with disabilities under IDEA, and therefore has rights and protections provided by IDEA explained in the "Notice of Procedural Safeguards." If a student has a 504 plan, the student has been identified as a student with disabilities under Section 504, and therefore has the rights and protections provided by Section 504, explained in the "§504/ADA Administrative Procedures & Guidelines."

**Students Suspected of Having a Disability:** A student who has not been identified as a student with disabilities under IDEA who has engaged in behavior that violates the District's Code of Student Conduct may assert any of the rights and protections provided for under IDEA if the District had knowledge that the student was a student suspected of having a disability before the behavior that precipitated the disciplinary action occurred.

The District shall be deemed to have knowledge that a student is a student suspected of having a disability, before the behavior that precipitated the disciplinary action occurred:

- a. The parent of the student has expressed concern in writing to supervisory administrative personnel at the District, or a teacher of the student, that the student is in need of special education and related services;
- b. The parent of the student has requested an evaluation of the student as provided under IDEA; or,
- c. The teacher of the student, or other personnel at the District, expressed specific concerns about a pattern of behavior demonstrated by the student directly to the Director of Special Education at the District or to other District supervisory personnel

The District shall not be deemed to have knowledge that the student is a student suspected of having a disability if the parent of the student has not allowed an evaluation of the student as provided under IDEA or has refused services under IDEA or the student has been evaluated under IDEA and the District determined that the student was not a student suspected of having a disability.

If the District does not have knowledge that a student is a student suspected of having a disability as described above prior to taking disciplinary measures against the student,

the student may be subjected to the same disciplinary measures applied to students without disabilities who engaged in comparable behaviors consistent with the following limitations.

If a request is made for an evaluation of a student during the time period in which the student is subjected to disciplinary measures, the evaluation shall be conducted in an expedited manner. Until the evaluation is completed, the student remains in the educational placement determined by the District, which can include suspension or expulsion without educational services. If the student is determined to be a student with an identified disability, taking into consideration information from the evaluation conducted by the District and information provided by the parents, the District shall provide special education and related services, except that, until the results of the evaluation, the student shall remain in the educational placement determined by the District.

### **Types of hearings**

When the District has determined that a student with a disability has violated the Code of Student Conduct, and the student's placement is changed by being suspended for more than ten (10) school days within a school year, expelled or removed to an interim alternative educational setting for not more than 45 school days, the student may request two (2) separate, but related, hearings.

First, the student may request a hearing as provided in the Code of Student Conduct, to dispute whether the student violated the Code of Student Conduct, and if so, whether the discipline recommended by the District administration is appropriate.

Second, when a student with disability's placement is changed, the District is required under IDEA and Section 504, within ten (10) days of the decision, to hold a meeting with the parent and relevant members of the student's IEP team to determine whether the student's conduct was a manifestation of the student's disability. This group is commonly referred to as a manifestation determination review (MDR) team. The determination is made by the MDR team after reviewing all relevant information, including that provided by the student's parents, and answering the questions:

- a. Was the conduct in question caused by, or have a direct and substantial relationship to, the student's disability?; or
- b. Was the conduct in question the direct result of the District's failure to implement the student's IEP/504 plan (including any behavior intervention plan)?

If the MDR team determined that the answer to either of the above questions is yes, the student's conduct must be determined to be a manifestation of the student's disability. In such case, the student's IEP/504 team must address the status of the assessment of the student's functional behaviors and behavior intervention plan, if any, and the student must be returned to the student's prior placement unless the parent and the District agree to a change in the student's placement as part of a modification of the student's

behavior intervention plan. However, the student may remain removed to an interim alternative educational setting (1) for up to a total of 45 school days for a violation of the Code of Student Conduct involving weapons, drugs, or serious bodily injury or (2) if the District obtains an order from a hearing officer or court that maintaining the student's current placement is substantially likely to result in injury to the student or others.

On the other hand, if the MDR team determines that the conduct that gave rise to the violation of the Code of Student Conduct was not a manifestation of the student's disability, the disciplinary procedures applicable to students without disabilities may be applied to the student with a disability in the same manner and for the same duration as the procedures would be applied to students without disabilities, except the student must continue to receive special education and related services under the student's IEP/504 plan but in an alternative educational setting as determined by the student's IEP/504 team.

A student with a disability may request a second hearing under IDEA or Section 504 (as the case may be) to dispute the determination of the MDR team that the conduct that gave rise to the violation of the Code of Student Conduct was not a manifestation of the student's disability. If a student with a disability requests this second hearing under IDEA or Section 504 to dispute a manifestation determination review, discipline cannot be imposed until this hearing and any subsequent appeal takes place.

### **Placement and services**

District personnel may consider any unique circumstances on a case-by-case basis when determining whether discipline resulting in a change in placement, consistent with IDEA, is appropriate for a student with a disability who violates the Code of Student Conduct.

Out of school suspension(s) of a student with disabilities may be without provision of any educational services for up to a cumulative total of ten (10) school days per school year. If, however, the suspension is to be longer than ten school days for a violation of the Code of Student Conduct involving weapons, drugs or serious bodily injury, or based on an order by a hearing officer or court that there is a substantial likelihood of injury to the student or others, identification and commencement of appropriate interim alternative educational services should not be delayed.

When a change of educational placement occurs for a student with disabilities, various procedural safeguards are triggered under IDEA and Section 504. A change in educational placement occurs if a student is:

- a. Suspended out of school eleven (11) or more days during any one school year;
- b. Removed from school for not more than 45 school days for a violation of the Code of Student Conduct involving weapons, drugs, or serious bodily injury; or

- c. The District obtains an order from a hearing officer or court that maintaining the student's current placement is substantially likely to result in injury to the student or to others.

The procedural safeguards under IDEA and Section 504 which will be triggered when a change of placement occurs in any of these ways are that the parents will be provided a Notice of Procedural Safeguards or §504/ADA Administrative Procedures & Guidelines (as the case may be), the status of the assessment of the student's functional behavior and behavior intervention plan will be reviewed, an MDR team will be convened and an IEP/504 team will be convened to make a determination regarding the interim alternative educational services to be provided the student. The interim alternative educational services provided must enable the student to continue to participate in the general education curriculum (although in another setting), to progress toward meeting the student's IEP goals, and receive, as appropriate, a functional behavioral assessment and behavioral intervention services and modifications, that are designed to address the behavior violations so that it does not recur. These services need not duplicate every aspect of the pro-grams and services the student currently receives.

Unless the District has removed a student with disabilities for not more than 45 school days due to conduct involving weapons, drugs, or serious bodily injury, if an MDR team determines that the student's conduct was a manifestation of the student's disability, the student must be returned to the placement from which the student was removed unless the parent and the District agree to a change of placement. On the other hand, where the MDR team determines that the student's conduct was not a manifestation of the student's disability, the student is removed by the District for not more than 45 school days for violations of the Code of Student Conduct involving weapons, drugs, or serious bodily injury or the District has obtained an order that maintaining the student's current placement is substantially likely to result in injury to the student or others, an IEP/504 team must determine the interim alternative educational services to be provided to the student.

The parents of a student with a disability, in addition to requesting a hearing to dispute the determination of an MDR team that a student's conduct was not a manifestation of the student's disability, may also request a hearing disputing the appropriateness of the IEP/504 team's determination regarding interim alternative educational services, the District's removal of the student for not more than 45 school days for violations of the Code of Student Conduct involving weapons, drugs, serious bodily injury or an order that the District has obtained from a hearing officer or court that maintaining the student's current placement is substantially likely to result in injury to the student or others, or any decision regarding the student's placement. While the hearing appealing any of these actions is pending, the student must remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the time the student was removed for violations of the Code of Student Conduct involving weapons, drugs, or serious bodily injury or other violations of the Code of Student Conduct determined not to be a manifestation of the student's disability.

## Hearings

Any hearing requested either by a parent or the District under IDEA is an expedited hearing which shall occur within twenty (20) school days of the date the hearing is requested and shall result in a determination of within ten (10) school days after the hearing. A hearing officer shall hear and make a determination regarding an appeal. In doing so, the hearing officer may order a change in the placement of a student with a disability, including returning a student with a disability to the placement from which the student was removed or order a change in placement of a student with a disability to an appropriate interim alternative educational setting for not more than 45 school days if the hearing officer determines that maintaining the current placement of the student is substantially likely to result in injury to the student or to others.

Cross references for 5144(a) Discipline

- 5030 School Discipline and Safety
- 5131 Conduct
  - 5131.41 Violent and Aggressive Conducts
  - 5131.42 Threats of Violence
  - 5131.43 Harassment Intimidation and Bullying
  - 5131.5 Vandalism, Theft and Graffiti
  - 5131.6 Alcohol and Other Drugs
  - 5131.62 Tobacco
  - 5131.7 Weapons and Dangerous Instruments
  - 5131.9 Academic Honesty
- 5131 Dress and Grooming
- 5136 Gangs
- 5138 Student Possession and Use of Portable .....
- 5142 Safety
- 5145.12 Search and Seizure
- 5145.2 Freedom of Speech

5145.3 Nondiscrimination

5145.7 Sexual Harassment

*Reviewed 2021*

**Anchorage School District**



# Donor Recognition Plan

## Purpose

Establish a structured, thoughtful, and consistent approach to acknowledging the financial and in-kind contributions of individuals and organizations to the Sitka School District.

## Donor Levels:

- \$1,000 - \$4,999
- \$5,000 - \$9,999
- \$10,000 - \$24,999
- \$25,000+

## Donation Acceptance Process

- Financial and in-kind donations valued at less than \$1,000 may be immediately accepted by a principal or director and submitted to accounting.
- Financial and in-kind donations valued at \$1000-\$10,000 may be accepted by the superintendent. Donation information should be sent to [info@sitkaschools.org](mailto:info@sitkaschools.org) for approval.
- Over \$10,000 must be accepted by the school board at a regular meeting. Funds cannot be deposited until school board acceptance.
- Once funds are accepted, school principals or program directors should follow the Donor Stewardship Matrix below.

## Donor Stewardship Matrix

Purpose of Outreach	Action / Method	Timeline	\$1,000 - \$4,999	\$5,000 - \$9,999	\$10,000 - \$24,999	\$25,000+
<b>Acknowledge</b>	Thank You Email from Principal/Director	Within 1 week	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
	Handwritten Thank You from Principal/Director	Within 2 weeks		<b>X</b>	<b>X</b>	<b>X</b>
	Thank You Email from Superintendent	Within 1 week			<b>X</b>	<b>X</b>
	Handwritten Thank You from Superintendent	Within 2 Weeks				<b>X</b>
<b>Recognize</b>	Added to Donor Webpage (to be developed)	Within 1 Week	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
	Group (multiple individuals) Recognitions Social Media Post	1x/Week	<b>X</b>	<b>X</b>		
	Individual Recognitions Social Media Post	Within 1 Week			<b>X</b>	<b>X</b>
	Spotlight in Family Newsletter	1x/Month				<b>X</b>
<b>Report</b>	Donor Report to Board by Superintendent	1x/Month	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>

## BP 3290 GIFTS, GRANTS AND BEQUESTS

Note: This optional policy may be revised as needed to reflect district philosophy and needs.

The School Board greatly appreciates the support of community members and may accept suitable donations on behalf of the district. All donations greater than \$45,000 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.

### Recognition of Donors:

Recognition of donors, including businesses and organizations that contribute to student activities or programs, shall be consistent with district policy and administrative regulation. Recognition may not imply district endorsement or promote commercial products or services. The Superintendent or designee shall establish procedures for appropriate acknowledgment, including signage and sponsorship at events.

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.

**Commented [DJ1]:** The reason I want to look at this policy is because we currently have a "booster club" of sorts at the high school where businesses contribute funds and then their name goes on a banner or board on the wall in the gym. We need to be consistent with policy, so is there a way we can write an exception for this in this policy or how do other school district handle "booster clubs"

*(cf. 3430 - Investing)*

*(cf. 3440 - Inventories)*

**Adoption Date: June 8, 1995**

**Revision Date: June 1, 2022**

**Sitka School District**

## AR 5141.1 PEDICULOSIS - HEAD LICE

### NOTE

The management of head lice (*Pediculus Human Capitis*) infestation in school setting should not disrupt the educational process.

Sitka School District (SSD) acknowledges head lice is not a communicable disease and no health risks have been associated with head lice.

SSD is committed to working with families to ensure that head lice is addressed and managed through active partnership, education and mitigation.

### Procedure:

- 1) Education- SSD takes an active role in education of parents/guardians, students, and staff to promote actual/relevant evidence-based practices for **treatment, management, and prevention** of head lice.
  - a) Beginning of the year school education for:
    - i) Staff
    - ii) Parents/guardians
    - iii) Students
  - b) Re-education implemented during the school year when increase of cases is noted within a specific class/school.
    - i) Focused education, as indicated, for families that struggle with reoccurring lice infestation.
- 2) Environment/ Mitigation- SSD recognizes the importance of mitigation (reducing severity) through implementation of transmission reduction measures.
  - a) SSD staff will conduct ongoing assessment of environmental factors that allow for transmission of lice from person to person.
  - b) SSD staff will work to alter the environment within the school setting to decrease the transmission of lice.
- 3) Referral/Discovery
  - a) SSD staff will examine student's or staff member's hair
    - i) When a parent/guardian, student, or staff member requests.
    - ii) If it is noted that the student or staff member has
      - (1) Increase scalp itching
      - (2) Sensation of movement within the hairline
      - (3) Visualization of lice
  - b) Examination for lice/nits will be in a private setting. If live lice are seen, SSD will offer and encourage examination of other household members who attend an SSD school.

- i) Treatment of household members will decrease the incidence of recurrence and overall assist in a successful treatment plan.
- 4) Support
- a) If live lice are found, SSD staff will contact parents/guardians upon discovery.
    - i) Parent/guardian are encouraged to communicate with school staff if treatment was completed, and no live lice remain in student's hair
    - ii) Upon return to school, staff will examine student's hair after treatment completed by parent/guardians to ensure no live lice are found.
  - b) SSD staff will evaluate the level of support student's support system needs and
    - i) Educate families on treatment and management strategies
    - ii) Provide and/or administer treatment if needed
    - iii) Consciously decrease the stigma to both student and support system.

**Note: The following references were used to inform this Administrative Regulation:**

National Association of School Nurses. (2020). Head lice management in schools (Position Statement). Author.

Centers for Disease Control and Prevention (2024). About Head Lice. <https://www.cdc.gov/lice/about/head-lice.html>

Centers for Disease Control and Prevention. (2024). Providing Care for Individuals with Head Lice. <https://www.cdc.gov/lice/caring-head>

Cummings, C. S., Finlay, J. C., & MacDonald, N. E. (2018). Head lice infestations: A clinical update. *Pediatrics & Child Health*, 23(1), e18-e24. <https://doi.org/10.1093/pch/pxx165> (MUST HAVE MEMBERSHIP TO REVIEW)

[Dawn Nolt, MD, MPH, FAAP; Scot Moore, MD, FAAP; Albert C. Yan, MD, FAAP, FAAD;](#)

[Laura Melnick, MD, FAAP, FAAD; COMMITTEE ON INFECTIOUS DISEASES, COMMITTEE ON PRACTICE AND AMBULATORY MEDICINE, SECTION ON DERMATOLOGY](#) *Pediatrics* (2022) 150 (4): e2022059282. <https://doi.org/10.1542/peds.2022-059282>

Koch, E., Clark, J. M., Cohen, B., Meinking, T. L., Ryan, W. G., Stevenson, A., Yetman, R., & Yoon, K. S. (2016). Management of head louse infestations in the United States—A literature review. *Pediatric Dermatology*, 33(5), 466-472. <https://doi.org/10.1111/pde.12982> (MUST HAVE MEMBERSHIP TO REVIEW)

Pontius, D. (2014). Demystifying pediculosis: School nurses taking the lead. *Pediatric Nursing*, 40(5), 226-235.

**Implementation Date: NOVEMBER 7, 1995**

**Revision Date: August 1, 2000**

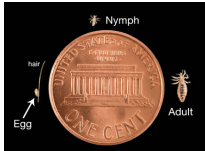
**Sitka School District**

DRAFT

# Head Lice: What Parents/Guardians Need to Know

E 5141.1

## What are head lice?



Head lice are small insects that live on the scalp and hair and feed on human blood. Their eggs, called nits, attach firmly to hair near the scalp and can be mistaken for dandruff.

## How are head lice spread?



Head lice spread mainly through direct head-to-head contact. This often happens during play dates, family gatherings, or other close contact at home or school. Less commonly, lice spread by sharing personal items such as hats, combs, hair accessories, or towels. Head lice cannot fly or jump, cannot be spread by pets, and are not a sign of poor hygiene or cleanliness.

## What are some prevention tips?



- Avoid head-to-head contact during play or activities
- Teach children not to share hats, helmets, combs, or hair accessories
- Check children's hair regularly, especially after situations of possible exposure
- Keep hair in braids or buns during situations of possible exposure

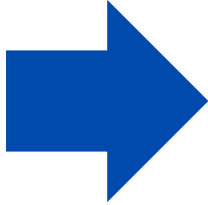
**School staff are here to assist families**

**Xóots Elementary School**  
**907-621-8000**

**Kéet Gooshí Héen Elementary**  
**907-621-8050**

# Head Lice: What Parents/Guardians Need to Know

## What are some common signs and symptoms?



- Itching/tickling of the scalp, neck, or ears
- White flecks on the hair shaft that aren't easily removed
- Sores on the scalp from scratching
- Trouble sleeping (lice are more active at night)
- Seeing movement in hair

## How do I treat head lice?

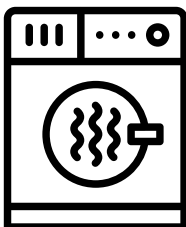
Use over the counter or prescription treatments to kill lice. Always follow the instructions exactly as written on the product label or provided by your healthcare provider.



- **Treat all affected household members at the same time**
- Use a fine-tooth nit comb to remove lice and nits after treatment (manually removing nits is very important)
- Wash all clothing and bedding that have come in contact with infected persons (pillows, hats, coats, backpacks)
- Do not fumigate
- Speak to a healthcare provider if over the counter treatment is not working

**Home remedies such as mayonnaise, olive oil, or butter have not been proven effective.**

## What about cleaning and household care?



- Wash clothing, bedding, and towels used in the past 2 days in hot water and dry on high heat
- Soak combs and brushes in hot water for at least 5-10 minutes
- Vacuum floors and furniture where the person sat or lay
- Seal unwashable items in a plastic bag for 2 weeks

## BP 5141 HEALTH CARE AND EMERGENCIES

**Note:** In 2006, the Alaska Legislature passed SB48, a component of which prohibits school personnel from referring a specific provider. [AS 14.30.171\(a\)\(4\)](#). However, school districts may make available to parents a list of community medical resources. [AS 14.30.176](#). These requirements are set forth in policy below.

The School Board recognizes the importance of taking appropriate action whenever an accident or illness threatens the safety, health or welfare of a student at school or during school-sponsored activities. The Superintendent or designee shall establish procedures to minimize the effects of an injury by providing first aid and/or medical attention as quickly as possible, to notify parents/guardians of the accident and to take other steps necessary in the interests of the student and the district.

### Emergency Contact Information

To facilitate immediate contact with parents/guardians on such occasions, the Board requires parents/guardians to furnish the schools with the current information specified below:

- . Home address and telephone number.
- . Parent/guardian's business address and telephone number.
- . Name, address and telephone number of a relative or friend who is authorized by the parent/guardian to care for the student in cases of emergency when the parent/guardian cannot be reached.
- . Local physician to call in case of emergency.

*(cf. 5141.3 - Health Examinations)*

**Note:** Under [AS 14.30.177](#), school boards must adopt a policy that employees who refer parents to a specific health care provider may be subject to disciplinary action. In 2006, such referrals became prohibited by law. [AS 14.30.171\(a\)\(4\)](#)

School personnel, except those possessing a special services type C certificate should not recommend that a parent or guardian seek services from a specific physician, psychologist, or other health specialist. Violations of this policy may result in disciplinary action.

School personnel may provide a community resource list that identifies community medical and mental health resources. The Superintendent is responsible for ensuring that any list of community providers complies with legal requirements.

*Legal Reference:*

ALASKA STATUTES

[09.65.90](#) *Civil liability for emergency aid*

[14.30.141](#) *Self-administration and documentation of medication*

[14.30.171](#) *Prohibited actions*

[14.30.176](#) *List of community resources*

**Adoption Date: November 7, 1995**

**Revision Date: August 20, 2007**

**Sitka School District**

## Head Lice Management in Schools

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### *Position Statement*

#### **NASN POSITION**

It is the position of the National Association of School Nurses (NASN) that the management of head lice (*Pediculus humanus capitis*) infestations in school settings should not disrupt the educational process, including but not limited to the elimination of classroom screening, forced absences from school for nits and/or live lice and broad notification that a case of head lice has been found. As the leader who bridges health care and education, the registered professional school nurse (hereinafter referred to as school nurse) advocates for evidence-based head lice management strategies that eliminate exclusionary practices and promote positive student outcomes, including reduced absenteeism.

#### **BACKGROUND AND RATIONALE**

Head lice infestation is a common concern worldwide, with both social and medical implications. In the United States it is estimated that 6-12 million head lice infestations occur in children 3-11 years of age each year. The infestations are most likely to occur in preschool and elementary age students and their household members, regardless of socioeconomic status or geographic region (Centers for Disease Control and Prevention [CDC], 2019, Who Is at Risk section, para. 1).

The cost of treatment in the United States has been estimated to be \$500 million dollars per year (Cummings et al., 2018). A head lice infestation is not a communicable disease and no health risks have been associated with head lice (Pontius, 2014; CDC, 2015, para. 2; CDC, 2019, Do Head Lice Spread Disease section). Current research indicates that families are over- or incorrectly treating pediculosis, which may be a contributing factor in lice resistance (Cummings et al., 2018; Koch et al., 2016). Head lice infestation, including “no live lice” and “no nit” policies, causes unnecessary school absences for students and loss of parent workdays and family wages. Exclusion from school can adversely affect students emotionally, socially and academically (Devore et al., 2015; Pontius, 2014).

Both the American Academy of Pediatrics (AAP) and the CDC advocate for the following practices to be **discontinued**:

- whole classroom screening,
- exclusion for nits or live lice,
- notification to others except for parents/guardians of students with head lice infestations (Devore et al., 2015; CDC, 2015b, para. 3).

Classroom screenings are often inaccurate, not cost-effective, and notification to others may be a breach of confidentiality (Pontius, 2014). Schools **should not** exclude students for active infestation or when nits remain after appropriate lice treatment. School nurses should advocate for evidence-based prevention measures that include assisting parents with identification of lice/nits and teaching students, parents, staff and community effective prevention measures.

Both AAP and CDC assert that treatment should only be initiated when at least one live louse has been identified (Devore et al., 2015; CDC, 2015, para. 3). Since it is likely that a child's infestation has been present for 30 days or more prior to the identification of live lice, the affected child in school poses little risk of transmission to others and should remain in class (Devore et al., 2015). Health care providers and their staff should collaborate with school nurses and families to provide safe, affordable, evidence-based treatment recommendations that ensure effective management of head lice infestations and promotion of regular school attendance (Devore et al., 2015).

*Children with nits and live lice continue to be excluded from school by “no nit” and “no live lice” policies due to myths and misinformation. Parent and school staff education and re-education on the topic is the best mechanism to dispel the myths around the transmission of lice (Pontius, 2014). According to the CDC (2015), “The burden of unnecessary absenteeism to the students, families and communities far outweighs the risks associated with head lice” (para. 6). Improved attendance for children who were formerly excluded along with the decrease in stigmatism of these children and families can positively impact student learning and the school environment.*

NASN recommends school nurses take an active role in the education of parents, students, providers, and school communities to promote proper evidence-based practices in the treatment and management of head lice. These actions include clarifying misinformation about how head lice are transmitted and advocating for a more supportive, less exclusionary approach to head lice management that does not disrupt the educational environment and promotes student attendance and academic success.

## REFERENCES

Centers for Disease Control and Prevention (2015). *Head lice information for schools.*

<http://www.cdc.gov/parasites/lice/head/schools.html>

Centers for Disease Control and Prevention. (2019). *Head lice general information.*

[http://www.cdc.gov/parasites/lice/head/gen\\_info/faqs.html](http://www.cdc.gov/parasites/lice/head/gen_info/faqs.html)

Cummings, C. S., Finlay, J. C., & MacDonald, N. E. (2018). Head lice infestations: A clinical update.

*Paediatrics & Child Health, 23(1)*, e18-e24. <https://doi.org/10.1093/pch/pxx165>

Devore, C., Schutze, G., & The American Academy of Pediatrics' Council on School Health and Committee on Infectious Diseases. (2015). Head lice. *Pediatrics, 135(5)*, e1355-e1365.

<https://doi.org/10.1542/peds.2015-0746>

Koch, E., Clark, J. M., Cohen, B., Meinking, T. L., Ryan, W. G., Stevenson, A., Yetman, R., & Yoon, K. S. (2016). Management of head louse infestations in the United States—A literature review. *Pediatric Dermatology*, 33(5), 466-472. <https://doi.org/10.1111/pde.12982>

Pontius, D. (2014). Demystifying pediculosis: School nurses taking the lead. *Pediatric Nursing*, 40(5), 226-235. <https://www.pediatricnursing.net/ce/2016/article4005226235.pdf>

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Karen Elliott, RN  
Sharon Bailey, MSN, RN

**Dates:**

Adopted: 1999  
Revised: 2004, January 2011, January 2016, June 2020

Suggested citation: National Association of School Nurses. (2020). *Head lice management in schools* (Position Statement). Author.

*“To optimize student health, safety and learning, it is the position of the National Association of School Nurses that a professional registered school nurse is present in every school all day, every day.”*

*All position statements from the National Association of School Nurses will automatically expire five years after publication unless they have been renewed, revised, or retired at or before that time.*

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[www.nasn.org](http://www.nasn.org)  
National Association of School Nurses  
1100 Wayne Avenue, Suite 925  
Silver Spring, MD 20910  
1-240-821-1130

## **BP 6153 SCHOOL-SPONSORED TRIPS**

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

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

*(cf. 6145 - Extracurricular Activities)*

All trips involving new out-of-state travel and overseas travel shall require the prior approval of the Board. Out of state travel that has occurred in previous years and in state travel may be approved by the Superintendent or designee.

Principals shall ensure that teachers, coaches and/or chaperones develop plans which provide for the safety of students and their proper supervision on all school-sponsored trips. Other school employees and parents/guardians also may participate in this supervision and may be asked to attend preparatory training sessions and/or meetings.

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

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

Legal Reference:

ALASKA ADMINISTRATIVE CODE

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

**Adoption Date: FEBRUARY 6, 1996**

**Revision Date: March 3, 2003**

**Revision Date: October 11, 2005**

**Sitka School District**

## **SCHOOL-SPONSORED TRIPS**

### **General Guidelines**

A school-sponsored trip (field trip) for purposes of this policy is defined as any journey by students off school premises for a learning activity planned by their teacher or for participation in an extra-curricular activity under the supervision of an individual or team coach. Excluded from this definition are trips between the elementary and secondary campuses where either campus is the location of the activity.

These are considered as minimum requirements. The School Administrator and/or Superintendent may add additional requirements depending on the nature, location and extent of the proposed trip and the age, nature, and experience of the sponsors, staff, students, and operators.

All field trips require advance administrative approval and the prior approval of the parent(s) or guardian of those students participating. Such required approval implies timely notice to both building principal and the parents of students involved, in that order. In the case of field trips that occur during regular school hours and include travel on Wrangell Island such permission may be provided by parents through a general permission form with a duration of one school year. Students must have written parental/guardian permission to participate in trips requiring transportation. The district shall provide an alternative educational experience for students whose parents/guardians do not wish them to participate in a trip.

Field trips lasting one day or less are the responsibility of the School Administrator and staff who will establish and use procedures to plan, conduct and evaluate field trips consistent with adopted curriculum.

### **Safety and First Aid**

1. While conducting a trip, the teacher, employee, or agent of the school shall have a school first aid kit in his/her possession or immediately available.
2. Before trips of more than one day, the School Administrator or designee shall hold a meeting for chaperones, parents/guardians, and students to discuss safety and the importance of safety related rules and procedures for the trip.

### **Supervision**

1. Students on approved trips are under the jurisdiction of the Board and subject to school rules and regulations.
  2. Students must be supervised by a certified District teacher or other person approved by District administration
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**SCHOOL-SPONSORED TRIPS**

3. All participants in the field trip should be either current students at Wrangell Public Schools, home-school students enrolled in Wrangell Public Schools' activities, District employees, or adults subject to the chaperone/volunteer requirements. Children who are not part of the group participating in the trip may not accompany a parent when the parent serves as a chaperone, unless another adult is acting as caregiver for the chaperone's child.
4. Student time out of other instructional programs shall be kept to a minimum. Students traveling must maintain their overall educational program and are responsible for making up assigned work in classes missed.
5. No student may be denied participation, for financial reasons, in a school-sponsored field trip that is integral to the curriculum and the instructional program.
6. Students shall be expected to follow conduct rules that apply in school or during school-related activities. Students who violate these rules during a field trip are subject to regular discipline, including, but not limited to being sent home with a chaperone, if required, at parent expense.
7. Administrators have the authority to exclude participation of students whose documented behavioral history suggests the possibility that they may endanger themselves or others; or cause a substantial disruption while on a field trip. However, due consideration must be given to Section 504 and Individuals with Disabilities Act (ADA) where applicable.
8. Pursuant to Section 504 and Americans with Disabilities Act (ADA), students with disabilities shall not be excluded from field trips because of transportation arrangements.
9. When a trip is made to a place of business or industry, the teacher shall arrange for an employee of the host company to serve as conductor.

Refer to the Chaperone subsection of this regulation for additional information.

In advance of study trips, teachers shall determine educational objectives which relate directly to the curriculum. School Administrators shall ensure that teachers develop plans which provide the best use of student's learning time while on the trip. Teachers also shall provide appropriate instruction before and after the trips.

**Waiver of District Liability**

Each participating student must submit a waiver of liability signed by the parent(s) or guardian(s).

Each participating chaperone or parent volunteer must sign a waiver of liability. These waivers must be reviewed and approved by the School Administrator and secured on file in the school office prior to the trip.

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## **SCHOOL-SPONSORED TRIPS**

### **Chaperones**

Whenever practical, on extended field trips (more than one night), chaperones of the same sex must accompany students. An exception to this provision must have the approval of the Superintendent.

1. A proposal for the number of chaperones and funding sources for classroom substitutes must be submitted with the field trip request. For extended field trips, a recommended ratio is one chaperone to every six students.
2. Chaperones shall be a responsible adult. At the high school level, at least one chaperone shall be 21 years or older.
3. School employees must submit appropriate leave requests and have approval from their building administrator to chaperone field trips if they will be absent from their assignment.
4. Chaperones shall be assigned a prescribed group of students and shall be responsible for the monitoring of the students' activities.
5. Before the trip, teachers shall provide any adult chaperones who may accompany the students with clear information regarding their responsibilities.
6. Chaperones will be informed in writing of the drug-free workplace regulations which govern all District-sponsored activities. Chaperones are expected to refrain from using tobacco and consuming alcoholic beverages or illegal drugs while on the extended field trip.
7. Chaperones must travel with the group for the duration of the trip from departure through return. Exceptions may be made by the Superintendent.
8. Chaperones shall have background checks completed and filed with the Human Resources Department prior to accompanying students.

### **Trips Not Sponsored by the District**

When a trip involves both a school-sponsored element and an adjoining community element, staff members are permitted to coordinate these joint ventures with the use of appropriate school time and equipment.

Failure of district personnel to adhere to this policy shall be grounds for disciplinary action, including possible dismissal.

Adoption Date: May 15, 2017  
Revised: November 15, 2021  
Revised: May 15, 2023

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## **AR 6153 SCHOOL-SPONSORED TRIPS**

School trips into the community are designed to enhance educational experiences. Notification about school-sponsored trips will come from your student's teacher via normal communication routes. Please contact your student's teacher if there are any concerns you would like to discuss. As appropriate the district may provide an alternative educational experience for students whose parents/guardians do not wish them to participate in a trip.

### **Safety and First Aid**

- . While conducting a trip, the teacher, employee or agent of the school shall have the school's first aid kit in his/her possession or immediately available.
- . If an activity involves trips of more than one day, the principal or designee shall hold a meeting for chaperones, parents/guardians and students to discuss safety and the importance of safety-related rules and procedures for the trip. These meetings may be held at the beginning of the season involving travel.

### **Supervision**

- . The district does allow students to travel with designated teacher, coach, or chaperone, who may or may not be a district employee. The Superintendent or designee will interview and investigate any non-district personnel charged with student travel. The administration will make every attempt to ensure all students traveling will be accompanied by an adult that meets the parents' and community's moral, ethical and legal standards.
- . Students on approved trips are under the jurisdiction of the Board and subject to school rules and regulations.
- . Designated teacher, coach or chaperone shall accompany students on all trips and shall assume responsibility for their proper conduct.
- . Before the trip, designated teacher, coach or chaperone shall provide any adult chaperones who may accompany the students with clear information regarding their responsibilities.
- . Designated teacher, coach or chaperone shall be 21 years of age or older.
- . Designated teacher, coach or chaperone shall be assigned a prescribed group of students and shall be responsible for the continuous monitoring of these students' activities.
- . Designated teacher, coach or chaperone shall not consume alcoholic beverages or use controlled substances while accompanying and supervising students on a trip.
- . When a trip is made to a place of business or industry, designated teacher, coach or chaperone shall arrange for an employee of the host company to serve as conductor.

**Implementation Date: February 6, 1996**

**Revision Date: March 3, 2003**

**Revision Date: August 29, 2018**

**Sitka School District**

## AR 9230 BOARD MEMBER ORIENTATION

The following are the specific topics to be covered or materials to be provided in the orientation of new board members. Orientation will be provided by the Superintendent, by the board president, by individual board members independently, and through board work sessions in October and November of each school year.

### Superintendent will provide:

1. minutes from the board meetings of the previous six months
2. copy of and orientation to the board policy manual
3. discussion of policy versus regulation
4. copy of Board Member Handbook
5. review of Superintendent duties
6. copy of negotiated agreements with ~~Associated Teachers of Petersburg~~ Sitka Education Association (ATPSEA), ~~Petersburg District Support Personnel~~ Sitka Education Support Professional Association (PDSPESPA), and Superintendent's contract and resume
7. discussion of instructional standards and strategic plan
8. visits with other district management personnel (principals, food service director, business manager, and other district office staff)
9. copy of student handbook

### Board president will provide:

1. discussion of mission statement and board goal(s)

### 2. Review of Liaison Policy

### Individual board members will provide:

1. visits with incumbent board members
2. facilities tour with maintenance/custodial manager

### October orientation work session will provide:

1. a session on interactive communication styles
2. an overview of the strategic plan
3. the School Board meeting process and the ~~reporting to~~ KFSK KCAW and newspaper?? plays in of board meetings
4. an overview of the Board master calendar
5. a review of the Board committees and board member interest in committee assignments

**Commented [PR1]:** or when member is appointed

**Commented [AW2]:** I wonder what is meant by instructional standards as there are many. We have the teaching standards by subjects and grade, also cultural standards, Or maybe just change the instructional standards to strategic plan.....

**Commented [DJ3R2]:** Good question. I'm thinking it's all the Alaska standards.

**Commented [PR4]:** handbooks plural?

**Commented [PR5]:** facilities tour should be under sup?

**Commented [AW6]:** Can this one be removed... Not sure what they are referring to. Maybe this is an overview of the regulations on what is confidential and what types of communications we should be responding to from the public??? Maybe we need to define what it is we want to do here as that is important to discuss, but not sure this wording is helpful.

- 6. a review of the responsibility of the board (BP 1140)
- 7. a review of the Board Bylaws
- 8. the process for decision making
- 9. a review of the Board self-evaluation process and goal setting by the Board
- 10. a review of the Superintendent evaluation and goal setting for the Superintendent
- 11. a review of the meeting effectiveness scale
- 12. an overview of the AASB fall conference roles and references for board members

Date: June 17, 2008

Petersburg City School District

**Commented [PR7]:** i think this is slated elsewhere?

**Commented [AW8]:** We do not use this.

**Commented [DG9R8]:** Timi did give us one and I think we used it one time. We can look at it again if we feel the need to.

**Commented [AW10]:** I think that it is important to give an overview of the AASB site and the resources that are available to new board members here. It took me a while to get used to looking at the AASB portal for information. It would be a good refresher for existing board members as well.

## BB 9323 MEETING CONDUCT

The School Board desires to conduct its meetings effectively and efficiently. All Board meetings shall begin on time and shall be guided by an agenda prepared and delivered in advance to all Board members and other designated persons.

### Parliamentary Procedure

Board meetings shall be conducted by the president in a manner consistent with adopted Board bylaws and generally accepted parliamentary procedures.

### Quorum

A majority of the number of filled positions on the Board constitutes a quorum.

Unless otherwise provided by law, affirmative votes by a majority of the Board's membership are required to approve any action under consideration, regardless of the number of members present.

### Abstentions

The Board recognizes that when no conflict of interest requires abstention, its members have a duty to vote on issues before them. When a member abstains because of a conflict of interest or for any other reason, their abstention shall be considered to concur with the action taken by the majority of those who vote, whether affirmatively or negatively.

*(cf. 9270 - Conflict of Interest)*

### Public Participation

**Note:** [A.S. 29.20.020](#) requires the board provide reasonable opportunity for the public to be heard at board meetings.

Because the Board has a responsibility to conduct district business in an orderly and efficient way, the following procedures shall regulate public presentations to the Board.

1. The Board shall give members of the public an opportunity to address the Board ~~either before or~~ during the Board's consideration of the consent agenda and each agenda item.
2. At a time so designated on the agenda, members of the public also may bring before the Board matters that are not listed on the agenda of a regular meeting. The Board may refer such a matter to the Superintendent or designee or take it under advisement. The matter may be placed on the agenda of a subsequent meeting for action or discussion by the Board.

**Commented [DG1]:** A lot of districts have a total time limit on Persons to be Heard. They also require people to sign up ahead of the start of the meeting if they want to speak.

**Commented [DG2]:** I'm suggesting changes to the language.

**Commented [PR3R2]:** should we consider language saying for each action item moved to the table?

3.—A person wishing to be heard by the Board shall first be recognized by the president. They shall then identify themselves and proceed to comment as briefly as the subject permits, for up to three minutes. The time allowed for Persons to be Heard shall not extend beyond 45 minutes without board consent.

**Commented [DG4]:** We have a three-minute limit.

4.3. With Board consent, the president may modify the time allowed for public presentation or may rule on the appropriateness of a topic. If the topic would be more suitably addressed at a later time, the president may indicate the time and place when it should be presented.

5.4. No oral presentation shall include charges or complaints against any employee of the district, including the Superintendent, regardless of whether or not the employee is identified by name or by another reference which tends to identify. Charges or complaints against employees must be submitted to the Board under the provisions of Board policy and administrative regulations related to such complaints.

**Commented [PR5]:** I'm surprised to see this, my understanding is that the Sup and board members are not protected by this

*(cf. 1312.1 - Complaints Concerning School Personnel)*

*(cf. 9312 - Executive Sessions)*

6. No disturbance or willful interruption of any Board meeting shall be permitted. Persistence, by an individual or group, shall be grounds for the chair to terminate the privilege of addressing the meeting. The Board may remove disruptive individuals and order the room cleared if necessary.

*(cf. 9320 - Meetings)*

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

*Legal Reference:*

ALASKA STATUTES

[29.20.020](#) Meetings public

**Adoption Date: October 10, 1995**

**Sitka School District**

**BB 9201 School Site Liaison**

Each year upon organization of officers, the board shall appoint a member as a liaison to each school site ~~for one year~~. The role of the liaison shall be to attend special events at that school site as a representative of the board, when possible. Such events may include, but are not limited to, commencement ceremonies, family events, sporting events, and open houses. Board members should use the contact time with students, families, staff, and the community at large to engage and ~~assess~~ observe school climate.

Board members are encouraged to ~~participate~~ attend ~~in~~ any parent group meeting associated with their building assignments.

The representative to Xóots Elementary shall also serve as liaison to Xóots Yádi Preschool and Ventures programs.

The representative to Pacific High School will also serve as liaison to REACH homeschool program.

Board members should be cognizant that interactions with

staff should be generally informational of program and climate and **should not be considered oversight in nature**.

*E 9020 Board Standards (4.1 Advocacy)*

*BP 1311 Participation in Community Life*

*BP 5137 Positive School Climate*

*BP 1260 Visits to schools*

*BB 9271 Code of Ethics*

**Commented [DG1]:** Place this next to BB 9200 - Board Members?

**Commented [AW2]:** Maybe we should add to share a recap of pertinent information discussed at the parent meeting during board reports, so the rest of board is aware of important conversations happening at the parent meetings.

**Commented [PR3]:** should a line in narrative reflect the we are beholden to this policy?

## AR 4161/4261/4361 All Personnel - EMERGENCY COVID-19 SICK AND FAMILY LEAVE

**Note:** The following AR implements the federal Families First Coronavirus Response Act, which is in effect from April 1, 2020 through December 31, 2020, unless extended by Congress.

As a result of the COVID-19 pandemic, employees may have additional rights to sick leave and family leave under the provisions of the Family First Coronavirus Response Act (FFCRA). This AR shall be interpreted consistent with FFCRA.

### Sick Leave for COVID-19 Qualifying Reasons

Employees are entitled to additional paid sick leave if the employee is unable to work (including an agreed upon telework plan) due to a need for leave because the employee:

- . is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- . has been advised by a health care provider to self-quarantine due to COVID-19 concerns;
- . is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
- . is caring for an individual subject to an order described in (1) above, or self-quarantine as described in (2) above;
- . is caring for a child whose school or place of care is closed (or childcare provider is unavailable) for reasons related to COVID-19; or
- . is experiencing any other substantially similar condition as may be specified by the United States Department of Health and Human Services.

### Duration of COVID-19 Sick Leave

A full-time employee is eligible for up to 80 hours of COVID-19 sick leave. A part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period.

### Calculation of Sick Leave Rate of Pay

**For leave reasons (1), (2), or (3), above:** employees taking leave shall be paid at their regular rate of pay, up to \$511 per day and \$5,110 in the aggregate (over a 2-week period).

**For leave reasons (4), (5), or (6), above:** employees taking leave shall be paid at 2/3 their regular rate, up to \$200 per day and \$2,000 in the aggregate (over a 2-week period).

## **Procedure for Requesting Leave**

Employees must notify their supervisor of the need and specific reason for leave under this policy. Employees should make the request for leave as soon as practically possible. Verbal notice will be accepted until written notice can be provided. Employees are required to provide documentation to confirm the type of COVID-19 leave for which they are eligible.

## **Interaction with Other Paid Leave**

The employee may use COVID-19 paid sick leave under this policy before using any other accrued sick leave, family leave, annual leave, or other available leave. COVID-19 sick leave does not carry over to 2021. COVID-19 sick leave cannot be cashed out.

All other policies and procedures for use of sick leave remain applicable, except as specifically modified by this AR and the federal Families First Coronavirus Response Act.

*(cf. 4161.1 - Sick Leave)*

*(cf. 4161.2 - Personal Leaves)*

## **Family and Medical Leave Act Expansion to Care for Children due to Covid-19**

The qualifying reasons for taking family and medical leave ("FMLA Leave") have been expanded to provide leave for employees unable to work because they must care for a child whose school or place of childcare is closed (or childcare provider is unavailable) for reasons related to COVID-19. This is a new qualifying reason for taking leave under the Family and Medical Leave Act. It is not an expansion of the total amount of leave availability under FMLA. Employees must have been employed for at least 30 days to be eligible for expanded FMLA leave.

*(cf. 4161.4/4261.1/4361.4 - Family and Medical Leave)*

## **Duration of Expanded Childcare FMLA Leave**

Full-time employees are eligible for up to 12 weeks of leave at 40 hours a week, assuming the employees have FMLA Leave available. Part-time employees are eligible for leave for the number of hours they are normally scheduled to work over that period, again assuming leave is available. Employees are only entitled to 12 weeks of annual FMLA leave, regardless of the reason.

## **Rate of Pay for Expanded Childcare FMLA Leave**

The first ten days of expanded childcare FMLA leave is unpaid. However, employees may take the COVID-19 paid sick leave during this time or substitute any accrued paid leave.

**Note:** The above provisions for paid leave under FMLA are only applicable when leave is taken because the employee must care for a child whose school or place of care is closed due to COVID-19 related reasons. FMLA has not been expanded to provide for paid leave for other qualifying reasons, such as personal illness of the employee or family member.

After the first ten days of expanded childcare FMLA leave, employees taking leave shall be paid at 2/3 their regular rate, up to \$200 per day and \$12,000 in the aggregate (over a 12-week period—two weeks of paid sick leave followed by up to 10 weeks of paid expanded family and medical leave under the Family and Medical Leave Act).

### **Procedure for Requesting Leave**

Employees must follow the existing procedures for taking and requesting family and medical leave. Employees are required to provide documentation to confirm eligibility for expanded childcare FMLA leave.

*(cf. 0400 - Personnel)*

*Legal Reference:*

[Public Law No: 116-127](#) (03/18/2020)

**Adoption date: July 27, 2020**

**Sitka School District**

RECRUITMENT AND SELECTION

Please use the following to rate:  
Candidates:  
+ | 0 | -

CANDIDATE REVIEW FORM

Name	QUALIFICATIONS				RECOMMENDATIONS	EXPERIENCE	EDUCATION/ TYPES OF TRAINING	INTERVIEW	OTHER				
	Certificate Type	Cultural Sensitivity	AK Studies	Multi- cultural						+	0	-	+
CANDIDATE 1	Type ___ Endorsements		___ Yes ___ No	___ Yes ___ No	1. 2. 3.								
CANDIDATE 2	Type ___ Endorsements		___ Yes ___ No	___ Yes ___ No	1. 2. 3.								
CANDIDATE 3	Type ___ Endorsements		___ Yes ___ No	___ Yes ___ No	1. 2. 3.								
CANDIDATE 4	Type ___ Endorsements		___ Yes ___ No	___ Yes ___ No	1. 2. 3.								
CANDIDATE 5	Type ___ Endorsements		___ Yes ___ No	___ Yes ___ No	1. 2. 3.								