

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, September 9, 2026 | 5:00 PM | District Office Board Room, 300 Kostrometinoff Street,
Sitka, AK 99835

Proposed Agenda

- 1. Drug Testing Policy**
 - 1.a. Ketchikan's Policies
 - 1.b. Sitka's Policies
- 2. Review 4000's Series**
- 3. Cell Phone Policy**

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 5131.61 DISTRICT SPONSORED STUDENT ACTIVITIES ALCOHOL, TOBACCO AND OTHER DRUG, (ATOD) TESTING

The District has adopted a student Alcohol, Tobacco and Other Drug (ATOD) testing policy for all district sponsored activities in order (1) to provide for the health and safety of all students, (2) to counteract negative peer pressure by providing a reason to refuse to use ATOD, and (3) to encourage those with ATOD problems to seek help overcoming such problems.

Alcohol, Tobacco and Other Drug (ATOD) use is a serious threat to the school system, its students, visitors and employees. Research and experience have demonstrated that even small quantities of ATOD can impair judgment and reflexes, creating unsafe conditions for students, especially those involved in the activities covered by this policy even when the usage may not be readily apparent.

The Board finds that the benefits of the student ATOD testing program and its goals and objectives outweigh the potential inconvenience, and the program encourages the understanding and cooperation of the community, students and parents, particularly those involved in District sponsored student activities, and discourages ATOD use. Participation in such activities is a privilege that will be taken away for failure to comply with this policy and its implementing Administrative Regulation. The Superintendent is to develop regulations consistent with this policy.

Students of this District who are involved in high school and middle school District sponsored student activities shall submit to ATOD testing as outlined in the Administrative Regulation. Students are required to complete an authorization form that allows the District to conduct ATOD testing. Should a student and parent or guardian decline to complete this form, that student will not be allowed to participate in District sponsored student activities until such time as the student's parent or guardian signs the authorization.

The District shall develop appropriate consequences in the event of a positive test.

(cf. 5131 B Conduct)

(cf. 5131.6B Alcohol & Other Drugs)

(cf. 5144 B Discipline)

(cf. 5145.12B Search & Seizure)

The District shall develop procedures for ATOD testing consistent with applicable legal standards. The District shall also develop procedures regarding the confidentiality of student test results and shall require all persons having access to those results to abide by these procedures.

All students affected by this policy shall be given notice of the policy and of the testing regulations adopted by the District.

Legal Reference:

[Vernonia School District 47J v. Acton](#), 515 US 646 (1995)

[Board of Education v. Earls](#), US (2002)

Adoption Date: 8/1/01

Revision Date: 4/23/03

Revision Date: 10/25/06

Revision Date: 2/27/08

Ketchikan Gateway Borough School District

AR 5131.61 DISTRICT SPONSORED STUDENT ACTIVITIES ALCOHOL, TOBACCO AND OTHER DRUG (ATOD) TESTING

Covered Students and Activities

All students at the middle school and high school level participating in District sponsored athletic activities are subject to student drug testing, which includes testing for illegal drugs, alcohol and tobacco. Participants in District-sponsored athletic activities will be subject to the ATOD testing policy during the school year in which the activity occurs.

Non-Punitive Self Referral

The Board strongly encourages any student who is using ATOD to discuss the matter with his/her parent/guardian or with any staff member. If the student is uncomfortable doing this, he/she is encouraged to ask a friend to discuss the problem with a parent/guardian or staff member. Students shall not be punished or disciplined for such past use, provided the student participating in competitive extra-curricular activities self reports prior to the start of the season and provides documentation of participation in an intervention program approved by the District. In addition, the student shall also submit to a drug screening at their expense and shall be required to provide the results to the District. Those students participating in a competitive athletic extra-curricular activity without a designated season, may choose to self-report prior to the first performance/competition and provide documentation of participation in a State approved intervention or recovery program and negative drug screen. Those students who choose to self report as set forth in this paragraph will not be considered in violation of BP 5131.61 testing policy, based on their reported past ATOD use.

Consent

Prior to the beginning of each District sponsored athletic activity, each student participant and, if the student is a minor (under the age of eighteen), his or her parent, will be required to complete and sign the District Informed Consent Agreement. The agreement will state that the student, and his or her parent, if applicable, understands that by participation in the activity the student agrees to be subject to the District's drug testing policy. No student will be allowed to participate in practice, competition, performance or travel until this form is completed, signed and on file with the District.

Selection for Testing

- . Pre-season Testing.

At the option of the District, all students involved in District sponsored athletic activities may be tested at the beginning of the activity.

- . Random Testing.

Random drug testing will be conducted bi-weekly (every other week) during the season for each activity. Approximately 10% of the students participating in covered activities will be tested each week. Students shall be selected for testing by lottery drawing or other random means from a pool of all students participating in covered activities at the time of the drawing. The superintendent shall take all reasonable steps to assure the integrity, confidentiality and random nature of the selection process including, but not necessarily limited to, assuring that the names of all students currently participating in covered activities are included in the pool, assuring that the person selecting students has no way of knowingly choosing or failing to choose particular students for testing, assuring that the identity of students selected for testing is not known to those involved in the selection process, and assuring direct observation of the selection process by at least two adults.

Scope of Tests

The testing laboratory will be instructed to test for one or more illegal drugs and/or their metabolites. Students shall not be tested for the presence of any substance other than an illegal drug, nor shall they be tested for the existence of any physical condition other than drug intoxication and/or the presence of illegal drugs in their systems. For purposes of BP 5131.61 and this regulation, tobacco and alcohol are considered illegal drugs.

TESTING PROTOCOL

General

The District will schedule all testing. The District shall designate a certain area in the high school and middle school buildings as the collection site. Designated testing laboratory personnel or District personnel will conduct tests. Those personnel or "test administrators" shall be trained in appropriate procedures for administering the test, recognizing adulteration, alteration or manipulation of samples, and evaluating test results. Testing methods may include the use of urine specimen, saliva specimen, and breath sample testing methods.

Specimen Collection

Students to be tested shall present verification of their identities to the test administrator, if they are not personally known to the test administrator. In the absence of such verification the student's accompanying supervisor may identify the student.

. Urine Specimen Collection.

Students providing urine specimens shall be asked to remove any jackets or coats and to wash and dry their hands prior to collection of the specimen. Students must leave their purses, packs, wallets and similar items outside the collection site to

prevent access to adulterants. These procedures must be completed in the presence of the test administrator.

The student shall then be directed to a private area for production of a urine specimen. All students providing urine samples shall be given the option of doing so alone in an individual stall with the door closed. The student's selected test kit shall be opened in full view of the student. The test will be conducted with the least intrusiveness possible while ensuring accuracy of the results.

After urine specimen testing, the student must present the specimen to the test administrator prior to washing his/her hands or flushing the toilet. The specimen shall remain in the student's visual field while the test administrator conducts the following procedures. The test administrator shall measure the specimen and record its temperature. The test administrator shall then divide the specimen in half and shall conduct initial screening using one of the halves. If that screening yields a negative result, the entire specimen will be discarded.

If the urine specimen screening yields an inconclusive or presumptively positive result, the remaining half of the specimen shall be sealed for transmission to a testing laboratory for confirmatory testing. The student shall be requested to initial and date a form identifying the specimen.

If a student is unable to produce a urine specimen at the time for testing, the student will be allowed to return to provide a urine sample later that same day or the student may choose to be tested by providing a saliva specimen.

. Saliva Specimen Collection.

Saliva specimens shall be collected by swabbing the inside of the student's mouth. The saliva specimen will then be screened. If the screening test for substances is inconclusive, another saliva specimen shall be collected and screened. If the results of the second screening test are inconclusive, the student will be required to provide a urine specimen or, in the case of alcohol testing, a breath sample.

For substances other than alcohol, if the screening test is presumptively positive, the remaining saliva specimen will be sealed for transmission to the testing laboratory for confirmation testing. The student shall be requested to initial and date a form identifying the specimen.

If the screening test for alcohol is presumptively positive for alcohol, an initial breath alcohol test will be performed, followed by a second breath test, to confirm the results of the alcohol saliva test.

Confirmatory Testing - Medications

For substances other than alcohol, the testing laboratory shall conduct confirmatory testing using gas chromatography/mass spectrometry (GC/MS) techniques. Tests for substances other than tobacco shall not be considered positive unless the substance to be tested is present at a level equal to or greater than the cutoff level established by the United States Department of Health and Human Services for that substance. For tobacco, the test shall be considered positive if more than 200 ng/ml of the chemical cotinine is found to be present. For opioids, the test shall be considered positive if more than 300 ng/ml of the chemical codeine and 2,000 ng/ml of the chemical morphine is found to be present. All positive GC/MS test results shall be reviewed by a licensed physician or osteopath. The physician or osteopath shall contact the student within 48 hours of receiving a confirmatory positive test/result from the laboratory and offer an opportunity to discuss the test results. Students who believe the results are due to medication shall provide verification of prescriptions or other relevant medical information to the medical review officer, if they wish to challenge the results on that basis. Test results that the physician or osteopath concludes are caused by medicine prescribed for the student or by the legal use of any substance shall be reported as negative. For alcohol, the test shall be considered positive if any alcohol is found to be present. Confirmation testing for alcohol shall be by breath sample testing as set forth above.

Alteration or Manipulation of Samples

The use of substances and methods that alter the integrity and/or validity of samples provided by students is prohibited. Examples of banned methods are catheterization, urine substitution and/or tampering, or modification of renal excretion by the use of diuretics or masking substances or agents.

Request for Retest

Where a split specimen has been collected, the student may request a retest of the split specimen within 72 hours of notification of the final test result. Where a single specimen is submitted for testing, the student may request a retest of the original sample within 72 hours after notification of the final test result. Requests must be submitted to the testing laboratory. The student will be required to pay the associated costs of retest in advance but will be reimbursed if the result of the retest is negative. Re-testing is not available for alcohol.

Opportunity to Explain

The District shall notify the student and at least one of the student's parents of a positive test result or other violation and the consequences and shall provide an opportunity for the student and/or the parent(s) to comment on or explain the result or other violation to the principal and/or the physician or osteopath confidentially prior to taking any action to exclude the student from participation in the activity.

Copies of Results

Students have the right to obtain a copy of the written results of their tests if they make a written request to the principal within six months after the date of the test.

All parents of minor students and all parents of dependent students are entitled to receive written copies of test results if they requested as provided above and to review any records the District maintains related to their child's testing.

VIOLATIONS

The following constitute violations for purposes of imposing consequences on students participating in District sponsored athletic activities:

- a. A positive drug screen;
- b. Refusal to take a drug test, unjustified delay in reporting for testing, or unjustified failure to produce a sample for screening;
- c. Violation of the testing protocol by the student;
- d. Manipulating, altering or attempting to alter or manipulate the integrity or validity of the collection process;
- e. Violation of the provisions of the Ketchikan Gateway Borough School District Extracurricular Activities Handbook concerning illegal drugs including alcohol and tobacco; or,
- f. Violation of the District's disciplinary rules regarding the use of illegal drugs including alcohol and tobacco.

Those violations set forth in a-e above will result only in imposition of the consequences established by this regulation; however, violation of the District's disciplinary rules will result in imposition of both the consequences imposed by this policy and discipline under those rules.

CONSEQUENCES OF VIOLATION

Effect of Positive Initial Screening

In the event of a positive initial screening test, a student may continue to participate in a covered activity pending receipt of the results of confirmatory testing unless, in the judgment of the principal, there is reason to believe that continued participation would present an unreasonable risk of harm to the student, other persons or property.

First Violation of ATOD

In response to the first violation, the following penalties will be applied:

- . Suspension from all District sponsored student activities for 10 days
- . Completion of 20 hours of community work service (community service for prior activities may not be substituted)

- . Completion of the AASA "Play for Keeps" online Student/Parent First Offense educational component
- . Submission of a negative drug test (at student expense)

**The student may practice after completion of #2 through #4.*

Second Violation

In response to a second violation, the following penalties will be applied:

- . Suspension from all District sponsored student activities for 45 days
- . Completion of 40 hours of community work service (community service for prior activities may not be substituted)
- . Completion of the AASA "Play for Keeps" online Student/Parent Second Offense educational component
- . Submission of a negative drug test (at student expense)

**The student may practice after completion of #2 through #4.*

Third Violation

In response to the third violation, the following penalties will be applied:

- . Suspension from all District sponsored student activities for six (6) months.
- . Completion of 60 hours of community work service (community service for prior activities may not be substituted)
- . Completion of the ASAA "Play for Keeps" online Student/Parent Third Offense educational component
- . Submission of a negative drug test (at student expense)

**The student may not practice for remainder of violation time period.*

Fourth Violation

In response to the fourth and subsequent violation(s), the following penalties will be applied:

- . Suspension from all District sponsored student activities for one (1) year
- . Completion of 100 hours of community work service (community service for prior activities may not be substituted)
- . Completion of the ASAA "Play for Keeps" class online
- . Submission of a negative drug test (at student expense)

**The student may not practice for remainder of violation time period.*

Access to Results

The results of a drug test will be treated as confidential information to the extent permitted by law. Except as otherwise required by law, the District will limit disclosure of information acquired in a drug test, including the positive and negative results, to the following individuals unless the student consents in writing to other disclosures: (1) the student; (2) the student's parents (when requested in writing); (3) the student's principal and other school officials (including coaches and activity advisors) with a need to know; (4) the test administrator and laboratory personnel; (5) medical review personnel; (6) a counselor or other rehabilitation personnel if the student seeks or is required to use such service; and, (7) the appeal hearing officer. The results of random testing will not be disclosed to criminal or juvenile authorities absent a legal requirement to do so.

Payment Responsibilities

The student or the student's parents shall be responsible for arranging and paying the cost of any post violation re-entry testing, drug assistance programs or drug assessments and compliance with drug assessment recommendations including recommended treatment.

Non-Punitive Nature of Policy

Except as provided above, students shall not be excluded from participation in activities, penalized academically or otherwise disciplined in response to a positive result from an ATOD violation under this regulation or other violation of this regulation.

APPEAL PROCEDURES

The following appeal procedures apply to exclusion from participation in a covered activity:

- . Exclusion pending a hearing and appeal: If a student and/or the student's parent/guardian requests a hearing in writing within three (3) calendar days of the meeting with the principal, the exclusion shall be delayed or suspended pending the hearing. However, the exclusion shall not be delayed pending a hearing if, in the judgment of the principal, there is reason to believe that the participation by the student would present an unreasonable risk of harm to the student, other persons or property. In such instances, the student shall not participate in the covered activity.
- . The Hearing Officer: A hearing officer shall be appointed by the Superintendent or designee to conduct a hearing and make a recommendation to the Superintendent or designee. The administrative hearing shall be conducted in accordance with these rules:
- . The following procedural guidelines shall govern the hearing:
 - a. The parent/guardian/student may be present at the hearing and the student may be represented by legal counsel or other spokesperson/advocate.

- b. 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 bring forth witnesses.
- c. The hearing need not be conducted according to technical rules relating to evidence and witnesses. All relevant, not unduly repetitious, evidence shall be accepted.
- d. All witnesses presenting testimony before the hearing officer shall be sworn to testify truthfully.
- e. The hearing officer shall make his/her recommendation solely upon the evidence presented at the hearing.
- f. A tape-recorded record shall be made of the hearing by the District.
- g. Within three (3) calendar days after completion of the hearing, the hearing officer shall provide a written recommendation to the Superintendent or designee to uphold or reject the exclusion. 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) calendar days after completion of the hearing.
- h. If the Superintendent or designee upholds the exclusion, so that exclusion time remains, the exclusion will be enforced immediately upon receipt by the student and parent/guardian of the Superintendent's or designee's decision. Such decision shall be final, subject only to appeal of the administrative decision to the Superior Court.

DEFINITIONS

"Alcohol" - For purposes of BP 5131.61 and this regulation, alcohol means any substance containing any form of alcohol including, but not limited to, ethanol, methanol, propanol and isopropanol.

"DISTRICT SPONSORED ACTIVITY" - For purposes of BP 5131.61 and this regulation, District sponsored activity means District-sponsored athletic programs and any other activities under the direct control of the District in which students engage in activities representing the School District including, but not limited to, activities sponsored by the Alaska Student Activities Association and Alaska Association of Student Government .

"Drug" or "illegal drug" - For purposes of BP 5131.61 and this regulation, drug or illegal drug means a substance controlled or considered unlawful under [AS 11.71](#), as that chapter may be amended, or the metabolite of the substance, which has not been validly prescribed for the student by a licensed health care provider authorized to prescribe the substance. For purposes of BP 5131.61 and this regulation, "drug" and "illegal drug" also means and includes alcohol and tobacco.

"Parent" - For purposes of BP 5131.61 and this regulation, parent means a student's natural parent, guardian, or an individual acting as a parent in the absence of a parent or guardian.

"Season" - For purposes of BP 5131.61 and this regulation, season means the period commencing with the first practice and ending at the conclusion of the last performance or contest scheduled for the activity, including any state tournaments or meets.

"Tobacco" - For purposes of BP 5131.61 and this regulation, tobacco means items such as cigars, cigarettes, snuff, loose tobacco and similar goods made with any part of the tobacco plant or which contain nicotine and which are prepared or used for smoking, chewing, dipping, sniffing or otherwise.

Revision Date: 2/27/08

Posting Date: 11/22/2010

Revision/Posting Date: 8/20/2019

Ketchikan Gateway Borough School District

E 5131.61 STUDENT EXTRA-CURRICULAR ATOD TESTING

Informed Consent Agreement Ketchikan Gateway Borough School District

I have read the attached Board Policy and Administrative Regulation 5131.61 on ATOD testing for students.

I understand that my performance as a participant and the reputation of my school are dependent in part, on my conduct as an individual. I hereby agree to accept and abide by the standards, rules, and regulations set forth by the Ketchikan Gateway Borough School District for the activity in which I participate.

I authorize Ketchikan Gateway Borough School District to conduct a test on a urine and/or saliva specimen, which I provide to test for ATOD. I also authorize the release of information concerning the results of such a test to the individuals identified in the Ketchikan Gateway Borough School District regulation on drug testing, AR 5131.61.

This agreement shall be deemed consent pursuant to the Family Education Right to Privacy Act for the release of above information to the parties named above.

Student Signature

Date

Print Student's Name

I understand that submission to drug testing is a condition of my child's participation in school sponsored District sponsored student activities. I hereby consent to the testing of my child for ATOD and to the release of information concerning the testing as provided above.

Parent or Guardian Signature

Date

To address parental concerns about testing during the school day, we are providing an opportunity for the student to be tested before school starts in the mornings (7:30 a.m.). If you would like this opportunity, please initial the box below.

☐ If my student is chosen for the Random ATOD Testing, I will bring him/her to school early that morning. I understand that if I am unable to get him/her there that day, the test will be conducted during school that day.

Revised: 2/27/08

Posted 11/22/2010

Ketchikan Gateway Borough School District

BP 5131.61 ~~STUDENT ATHLETE RANDOM DRUG TESTING~~ **DISTRICT SPONSORED STUDENT ACTIVITIES ALCOHOL, TOBACCO** **AND OTHER DRUG, (ATOD) TESTING**

~~Drug use by students is detrimental to the educational environment and poses a direct threat to the health, and welfare of the student population. Further, drug use by those students who are participating in District athletic programs poses a threat to the physical and mental safety of those students and the students with whom they are competing. The Superintendent is to develop regulations consistent with this policy.~~

The District has adopted a student Alcohol, Tobacco and Other Drug (ATOD) testing policy for all district sponsored activities in order (1) to provide for the health and safety of all students, (2) to counteract negative peer pressure by providing a reason to refuse to use ATOD, and (3) to encourage those with ATOD problems to seek help overcoming such problems.

Alcohol, Tobacco and Other Drug (ATOD) use is a serious threat to the school system, its students, visitors and employees. Research and experience have demonstrated that even small quantities of ATOD can impair judgment and reflexes, creating unsafe conditions for students, especially those involved in the activities covered by this policy even when the usage may not be readily apparent.

The Board finds that the benefits of the student ATOD testing program and its goals and objectives outweigh the potential inconvenience, and the program encourages the understanding and cooperation of the community, students and parents, particularly those involved in District sponsored student activities, and discourages ATOD use. Participation in such activities is a privilege that will be taken away for failure to comply with this policy and its implementing Administrative Regulation. The Superintendent is to develop regulations consistent with this policy.

Students of this District who are involved in high school and middle school District sponsored athletic activities shall submit to ~~random drug ATOD~~ testing as outlined in the Administrative Regulation. Student athletes are required to complete an authorization form that allows the District to conduct ~~drug testing on a random basis~~AOTD testing. Should a student and/or parent or guardian decline to complete this form, that student will not be allowed to participate in interscholastic athletics until such time as the student's parent or guardian signs the authorization.

The District shall develop appropriate consequences in the event of a positive test.

(cf. 5131 - Conduct)

(cf. 5131.6 - Alcohol & Other Drugs)

(cf. 5144 - Discipline)

(cf. 5145.12 - Search & Seizure)

The District shall develop procedures for ~~drug~~-AOTD testing consistent with applicable legal standards. The District shall also develop procedures that ensure the confidentiality of student test results and shall require all persons having access to those results to abide by these procedures.

All students affected by this policy shall be given notice of the policy and of the testing regulations adopted by the District.

Legal Reference:

[Board of Educ. Of Indep. Sch. Distr. No 92 v Earls](#), 122 S. Ct 2559 (2002)

[Vernonia School District 47J v. Acton](#), 515 US 646 (1995)

Adoption Date: July 24, 2000

Revision Date: July 17, 2003

Sitka School District

~~AR 5131.61 STUDENT ATHLETE RANDOM DRUG TESTING~~

RECOMMENDATION: REPLACE WITH KETCHIKAN'S AR

Random drug testing will be required during the athletic season for student athletes who participate in the following high school level sports: Baseball, Boys/Girls Basketball, Football, Cross Country, Softball, Swimming, Track, Volleyball, Wrestling, Cheerleading, and Drill Team.

Prior to the beginning of each sport season, each student athlete and, if the student is a minor (under the age of eighteen), their parent will be required to complete and sign the District Informed Consent Agreement. The agreement will state that the student, and their parent, if applicable, understands that by participation in the sport they agree to subject themselves to the district's random drug testing policy. No student will be allowed to participate in practice or competition until this form is completed, signed and on file with the district.

Testing Procedure

Random testing will be conducted weekly during the season for each sport. Approximately 5% of the students participating in covered sports will be tested each week. Students shall be selected for testing by lottery drawing from a pool of all students participating in covered sports at the time of the drawing. The superintendent shall take all reasonable steps to assure the integrity, confidentiality and random nature of the selection process including, but not necessarily limited to, assuring that the names of all students currently participating in covered sports are included in the pool, assuring that the person drawing names has no way of knowingly choosing or failing to choose particular students for testing, assuring that the identity of students drawn for testing is not known to those involved in the selection process, and assuring direct observation of the selection process by at least two adults.

Testing will be performed for the following drugs: marijuana (THC), cocaine, amphetamines, methamphetamines, PCP, and opiates. Students shall not be tested for the presence of any substance other than an illegal drug, nor shall they be tested for the existence of any physical condition other than drug intoxication and/or the presence of illegal drugs in their systems.

The district shall designate a certain area in the high school building as the collection site. Initial screening tests will be conducted by designated district personnel. Those personnel or "test administrators" shall be trained in appropriate procedures for administering the test, recognizing adulteration of samples and evaluating test results.

Students to be tested shall present verification of their identities to the test administrator, if they are not personally known to the test administrator. They shall be asked to remove any jackets or coats and to wash and dry their hands prior to collection of the specimen. Students must leave their purses or packs outside the collection site,

but may remove and retain their wallets. These procedures must be completed in the presence of the test administrator.

A student shall be given a choice of at least two sealed drug-testing kits. The student's selected kit shall be opened in full view of the student. The student shall then be directed to a private area for production of a urine specimen. After testing, the student must present the specimen to the test administrator prior to washing their hands or flushing the toilet. The specimen shall remain in the student's visual field while the test administrator conducts the following procedures. The test administrator shall measure the specimen and record its temperature. The student shall be requested to sign and date a form identifying the specimen.

The testing laboratory shall conduct confirmatory testing using gas chromatography/mass spectrometry (GC/MS) techniques. Tests shall not be considered positive unless the substance to be tested is present at a level equal to or greater than the cutoff level established by the United States Department of Health and Human Services for that substance. All positive GC/MS test results shall be reviewed by a licensed physician or osteopath. Students may be requested to provide verification of prescriptions or other relevant medical information. Test results that the physician or osteopath concludes are caused by medicine prescribed for the student or by the legal ingestion of any substance shall be reported as negative.

The district shall notify the student of a positive test result and shall provide an opportunity for the student to comment on or explain the result to the principal in a confidential setting prior to taking any action to exclude the student from participation in the sport.

All testing will be scheduled by the administration. A parent of any minor student tested will be notified of the testing within 24 hours of the testing. A student and parent shall be provided an opportunity to discuss those results of initial screening and confirmatory testing as soon as possible after those results are available to the district. Students have the right to obtain the written results of their tests if they make a written request to the principal for those results within six months after the date of the test. The principal shall provide those results to the student within five working days of receiving a timely written request for test results.

Refusal to be Tested

Should a student refuse to be tested under this regulation, the student will be considered ineligible to participate in the sport for which the test was required.

Participation Guidelines for Activities

- A. In order to promote a positive co-curricular environment, basic training rules are established that require student-athletes to abide by both school and district policies as well as civil laws of the community. Training rules are in effect 24 hours

a day and will be enforced from the first day of the season as set by the ASAA calendar. A co-curricular participant will be suspended from participation and practice for that activity season or 30 consecutive school days, whichever is longer.

- a. Alcohol - under the influence, in possession.
 - b. Illegal drugs or paraphernalia - influence, possession, delivery
 - c. Misuses or abuse of prescribed drugs or over-the-counter substances
 - d. Tobacco use or possession in any form will result in a two-week suspension from competitive participation, not practice. A second offense will cause dismissal from participation and practice from that activity for the remainder of the season.
- B. Chemical assessment: If a student is dismissed from participation or practice because of "b" or "c" above they must have a chemical assessment and/or possible counseling and complete the recommendations from the assessment before they can participate in another activity. With administrative approval, and upon completion of appropriate assessment and counseling, the student/athlete may become eligible to participate in practice for the last ten (10) day of their thirty (30) school day suspension. This may occur after the season for which the violation happened is done based on the ASAA approved calendar.
- C. Any student who quits, is cut, or removed from a sport/activity for disciplinary reasons will not be eligible to practice or play another sport/activity during the season of that sport/activity for which these actions occurred.

Consequences of Positive Test Periods of Exclusion - General

Periods of exclusion shall commence immediately following the exhaustion of the student's opportunity to explain positive test results to the principal, unless the principal determines that good cause exists to delay, modify or revoke the exclusion requirement. Periods of exclusion continue into the next sport season in which the student requests and is otherwise eligible to participate, for as long as necessary in order to reach the equivalent of an entire season of exclusion.

Restrictions on Disclosure and Use of Drug Test Results

The results of a drug test will be considered medical records and held confidential to the extent permitted by law. The District will limit disclosure of information acquired in a drug test, including the positive and negative results, to the following individuals unless the student consents in writing to other disclosures: (1) the student; (2) the student's parents; (3) the student's principal and other school officials with a need to know, including the eligibility report to the Alaska School Activities Association (ASAA) (**Note:** The results of the drug test will not be disclosed absent a legal requirement to do so.)

It will only be reported that the student has violated the ASAA citizenship rule; (4) the test administrator and laboratory personnel; (5) medical review personnel; (6) a counselor or other rehabilitation personnel if the student seeks or is required to use

such service. The results of random testing will not be disclosed to criminal or juvenile authorities

When a student tests positive in response to a drug test administered as part of a series of required periodic drug tests and the positive test result is attributable solely to the fact that a drug the student had ingested prior to commencement of the series of tests has not yet cleared the student's system, the positive test shall not be treated as a second or subsequent positive test for purposes of imposing additional consequences on the student pursuant to this regulation.

Definitions

Drug - For purposes of BP 5131.61 and this regulation, a drug is defined as a substance considered unlawful under [AS 11.71](#) or the metabolite of the substance. This definition is different from the definition of drug used in BP 5131.6 and its accompanying regulation, in recognition of the differing circumstances and interests addressed by the two policies.

Parent - For purposes of BP 5131.61 and this regulation, parent is defined to include a student's natural parent, guardian, or an individual acting as a parent in the absence of a parent or guardian.

Implementation Date: July 24, 2000

Revision Date: April 12, 2004

Revision Date: June 22, 2005

Revision Date: May 14, 2008

Sitka School District

SITKA HIGH SCHOOL
TOBACCO, ALCOHOL AND DRUG OFFENSE SUMMARY CHART

Violation	Activity Suspension Period and Terms of Reinstatement	Reduction of Suspension Requirements	Self-Reporting Reduction
1st Offense* (not occurring during school-sponsored travel)	20 calendar days suspension from all participation. Both Student and Parent need to complete 1st offense ASAA Educational Component.	50% forgiveness. May return to participation after 10 calendar days with Student & Parent completion of 1st offense ASAA Educational Component and 10 hours of pre-approved community service .	Possible reduction from 20 to 10 calendar days suspension from all participation (Student still has the opportunity for 50% forgiveness).
2nd Offense* (not occurring during school-sponsored travel)	45 calendar days suspension from all participation. Both Student and Parent need to complete 2nd offense ASAA Educational Component.	No forgiveness of calendar days suspension. May return to practice, but not competition, after 10 calendar days with Student & Parent completion of 2nd offense ASAA Educational component and 20 hours of pre-approved community service . A student may need additional days of practice before returning to competition.	None
3rd Offense* (not occurring during school-sponsored travel)	180 calendar days suspension from all participation. Both Student and Parent need to complete 3rd offense ASAA Educational Component.	No forgiveness of calendar days suspension. May return to practice, but not competition, after 30 calendar days with Student & Parent completion of 3rd offense ASAA Educational component and 30 hours of pre-approved community service . A student may need additional days of practice before returning to competition.	None
4th or Subsequent Offense* (not occurring during school-sponsored travel)	1 calendar year suspension from all participation. Both Student and Parent need to complete 4th offense ASAA Educational Component.	No forgiveness of calendar days suspension. May return to practice, but not competition, after 60 calendar days with Student & Parent completion of 4th offense ASAA Educational component. A student may need additional days of practice before returning to competition.	None

Self-Reporting:

If a student self-reports a personal violation of the alcohol or drug policy within 48 hours of the incident, the District administration may choose to reduce the first offense suspension from 20 to 10 days. District phone #'s for self-reporting are 907-966-6506, 907-966-6504, or 907-966-6556.

To regain eligibility, the student must complete all requirements listed above for a first offense violation.

Self-Reporting may only be considered to reduce a 1st Offense.

Penalties shall be imposed beginning on the first calendar day following a determination that a violation has occurred. When a student is not actively engaged in an activity, the suspension will begin on the first day of practice of the student's next activity.

Third, Fourth and Subsequent Offenses: Students who violate this policy for a third or more time have a significant problem. This required session for students who have committed a Third Offense under the rule and wish to regain their eligibility, will target the specific at-risk behaviors and may involve multiple agencies. A student under the Third, Fourth and Subsequent Offenses, educational component must:

- seek assessment and counseling/treatment from a local health care professional,
- successfully complete the recommendations of the care provider and submit a letter from the agency,
- demonstrate a commitment to remain substance free,
- make a presentation to the District School Board requesting reinstatement of interscholastic eligibility,
- notify ASAA through the school administration that all conditions have been successfully completed, and
- request reinstatement by ASAA.

(Play for Keeps. (2017). Retrieved from <https://playforkeepsalaska.org/overview/policy/>)

Violation	Activity Suspension Period and Terms of Reinstatement	Reduction of Suspension Requirements	Self-Reporting Reduction
*1st Offense Occuring During School-Sponsored Travel (also counts toward # of cumulative offenses for violations)	Minimum 90 calendar day, up to 365 calendar day suspension from all participation (Administrator discretion). <i>Three to five days out-of-school suspension.</i>	Possibility of return to practice, but not competition, after 45 calendar days with Administrative approval and Student & Parent completion of corresponding ASAA Educational component, assessment by a state approved drug/alcohol treatment provider, and completion of corresponding hours of community service.	None
*2nd Offense Occuring During School-Sponsored Travel (also counts toward # of cumulative offenses for violations)	Minimum 180 calendar day, up to 365 calendar day suspension from all participation (Administrator discretion), plus loss of ability to travel on school-sponsored trips for remainder of high school years. <i>Five to ten days out-of-school suspension.</i>	No forgiveness of calendar days suspension. Must complete corresponding ASAA educational component, assessment by a state approved drug/alcohol treatment provider, and completion of corresponding hours of community service prior to returning to practice.	None

BP 4117.4 Certificated Personnel - DISMISSAL

Note: AASB recommends that districts consult with legal counsel well before dismissal proceedings are to be instituted. The complexity of legal provisions pertaining to dismissal make such consultation imperative.

Commented [DG1]: From AASB: This update codifies the requirement established by the Alaska Supreme Court that certified employees may call witnesses at a pre-termination hearing.

Employees shall not be deprived of their position during the school year except when cause for the dismissal can be shown. Employees shall be accorded their due process rights provided by law, district procedures, and any applicable collective bargaining provisions.

(cf. 4116 - Nontenured/Tenured Status~~Probationary/Permanent Status~~)

(cf. 4117.6 - Nonretention)

Legal References:

ALASKA STATUTES

[14.20.140](#) Notification of nonretention

[14.20.145](#) Automatic re-employment

[14.20.170](#) Dismissal

[14.20.175](#) Nonretention

[14.20.180](#) Procedure and hearing upon notice of dismissal or nonretention

[14.20.205](#) Judicial review

[14.20.215](#) Definitions

ALASKA ADMINISTRATIVE CODE

4 AAC Teachers' and administrators' contracts

Nichols v. Eckers, 504 P. 2d 1359 (Alaska 1973)

Kenai Peninsula Borough Bd of Education v. Brown, 691 P. 2d 1034 (Alaska 1984)

Stirling v. North Slope Borough School District, Supreme Court No. S-18853 (Alaska 2025)

Adoption Date: DECEMBER 5, 1995

Revision Date: August 12, 1997

Revision Date: March 5, 2001

Sitka School District

BP 4115 Certificated Personnel - EVALUATION/SUPERVISION

Note: [A.S. 14.20.149](#) requires school districts to have a certificated employee evaluation system. The School Board is required to consider information from students, parents, community members, classroom teachers, affected collective bargaining units, and administrators in the design and periodic review of the system. The evaluation must be based on observation of the employee in the employee's workplace. In addition, the law mandates a number of requirements for the system including the establishment of district performance standards, a minimum number of evaluations each year, the preparation and implementation of a plan of improvement, and opportunity for students, parents, community members, teachers, and administrators to provide information on the performance of the person being evaluated.

Department of Education and Early Development regulations require a district's certificated employee evaluation system to evaluate a teacher or administrator's performance on applicable professional content standards as exemplary, proficient, basic, or unsatisfactory. In addition, overall performance must be evaluated with these same four ratings. No later than July 1, 2016, a district shall adopt for teachers and administrators' standards for performance based on student learning data. [4 AAC 04.205](#). Beginning July 1, 2016, a district shall report to the department not later than September 15th of each year evaluation results as to tenured and non-tenured teachers, administrators and special service providers and performance levels, as prescribed in [4 AAC 19.055](#). The Educator Evaluation regulations are found at [4 AAC 19.010-19.099](#).

Commented [DG1]: From AASB: This update adds language to clarify that employees evaluating certificated personnel in the District must hold a Type B administrator certificate.

The School Board believes that evaluations can provide important information relevant to making employment decisions and ~~can~~ help staff improve their ~~teaching-professional~~ skills, ~~improve the effectiveness of instruction~~, and raise student achievement levels. The Superintendent or designee shall evaluate the effectiveness of certificated personnel annually for non-tenured and annually for tenured who are on "plan of improvement" or "meets standard." Tenured who "exceed standard" are evaluated every two years in accordance with law and district criteria and procedures. The Board encourages teachers to request further observations and/or professional advice as needed.

The district shall provide ~~annual~~ in-service training to all certificated employees subject to the evaluation system. The training will address the procedures of the system, the standards used by the district in evaluating performance, and other information that may be helpful to a thorough understanding of the evaluation system.

Individuals conducting an evaluation must hold a type B administrator certificate or be a site administrator under the supervision of a person with a type B certificate, be employed by the school district as an administrator, and complete training in the use of the district's evaluation system.

A certificated employee has a right to ~~timely~~ comment within 10 days on the evaluation and may not be retaliated against for doing so.

The certificated employee evaluation system will be periodically reviewed. The district will consider input from students, parents, community members, classroom teachers, affected collective bargaining units and administrators. The district will make a form, template, or checklist that the district uses in the evaluation of certificated employees available to the public including posting the form, template, or checklist on the district's website. The posting will explain how the district has considered the input of these groups in the design of the evaluation system.

(cf. 4116 - ~~Nontenured/Tenured Status~~~~Probationary/Permanent Status~~)

(cf. 4117.4 - Dismissal)

(cf. 4117.6 - Nonretention)

(cf. 4315.1 - Competence in Evaluation of Teachers)

Legal Reference:

ALASKA STATUTES

14.20.149 Employee Evaluation

14.08.111 Duties

14.14.090 Duties of School Boards

23.40.070 Declaration of policy (PERA)

ALASKA ADMINISTRATIVE CODE

4 AAC 19.010-4 AAC 19.060 Evaluation of professional employees

4 AAC 04.200 Professional content and performance standards

4 AAC 04.205 District performance standards

Adoption Date: December 5, 1995

Revision Date: August 12, 1997

Revision Date: December 1, 1998

Revision Date: October 6, 2012

Revision Date: June 20, 2018

Sitka School District

BP 4030 All Personnel - NONDISCRIMINATION IN EMPLOYMENT

Note: Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA), which became effective November 21, 2009, with implementing regulations effective July 18, 2016, protects applicants and employees from employment discrimination based on genetic information. Employers are prohibited from discriminating in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

The district and its employees shall not unlawfully discriminate against or harass employees or job applicants on the basis of sex, race, religion, color, national origin, gender identity, disability, sexual orientation, any other classification protected by law or good faith reporting to the board on a matter of public concern.

The district may provide optional wellness programs to seek to improve health or prevent disease. All wellness programs must be in accord with applicable state and federal law. An employee may not be discriminated against in employment because of the medical information they provide as part of participating in the wellness program, nor may they be subject to retaliation for choosing not to participate.

Commented [DG1]: This is the only reference to wellness and wellness programs in board policy

(cf. 4119.11/4219.11/4319.11 - Sexual harassment)

(cf. 4161.4/4261.4/4361.4 - Family and Medical Leave)

Note: The Americans with Disabilities Act sets forth an employers' duty to reasonably accommodate persons with disabilities.

Equal opportunity shall be provided to all employees and applicants in every aspect of personnel policy and practice. The district shall not discriminate against persons with physical or mental disabilities who, with or without reasonable accommodation, can perform the essential functions of the job in question.

(cf. 4119.41/4219.41/4319.41 - Employees with Infectious Disease)

Note: Federal Regulations ([45 CFR, Section 86.9](#)) require federal aid recipients to take "continuing steps" to notify applicants for employment that, in compliance with Title IX, they do not discriminate on the basis of sex. Districts employing 15 or more persons also must give "continuing" notification about nondiscrimination on the basis of handicap. (Vocational Rehabilitation Act of 1973)

The Superintendent or designee shall post notice and use other appropriate means to inform district employees of their protections and obligations under the Alaska Whistleblower Act.

(cf. 1312.3 - Complaints Concerning Discrimination)

Legal Reference:

ALASKA STATUTES

[14.18.010](#) *Discrimination based on sex and race prohibited*

[14.18.020](#) *Discrimination in employment prohibited*

[14.18.090](#) *Enforcement by state board of education*

[18.80.220](#) *Unlawful employment practices*

[39.90.100](#) *Nondiscrimination - Protection for whistleblowers*

ALASKA ADMINISTRATIVE CODE

[4 AAC 06.510](#) *Discrimination in hiring practices*

CIVIL RIGHTS RESTORATION ACT

[20 U.S.C. 1683](#) *et seq.*

VOCATIONAL REHABILITATION ACT OF 1973, SECTIONS 503 AND 504

[29 U.S.C. 791](#) *et seq.*

AGE DISCRIMINATION IN EMPLOYMENT ACT

[29 U.S.C. 621](#) *et seq.*

VIETNAM ERA VETERANS' ACT

[38 U.S.C. 2011](#) *et seq.*

AMERICANS WITH DISABILITIES ACT

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

CODE OF FEDERAL REGULATIONS

[29 C.F.R. §1635.8](#) *Acquisition of genetic information*

Adoption Date: December 5, 1995

Revision Date: May 7, 2002

Revision Date: January 6, 2011

Revision Date: June 21, 2016

Revision Date: October 3, 2017

Sitka School District

AR 4111/4211 RECRUITMENT AND SELECTION

Note: This Administrative Regulation pertains only to the hiring of full-time certificated or classified staff. The hiring of temporary staff (Coaches, Ventures Aides, and substitutes) will be outlined in a separate SOP.

Commented [DG1]: Committee - don't spend time on this one - we need to align it with the Hiring SOP.

The recruitment and selection process for vacancies and/or new positions shall begin with the declaration of a vacancy by the superintendent or ~~his/her~~^{their} designee. The vacancy announcement shall be prepared by the office of the superintendent and advertised as appropriate for the particular position.

For most **classified** positions, local advertising will be all that is required, except when the requirements of the position indicate a wider circulation of advertising is appropriate. For most **certified** positions, advertising shall be local, state-wide, and national. The District will use electronic means to make all certified position vacancies known to the public, encouraging candidates to use the District web site to gather information about vacancy announcements and to ~~download the application to~~ apply for the position.

~~Applications shall be made to the District Office only on the application form provided.~~
When an ~~an position vacancy~~ application period has closed, or a sufficient number of applications have been received for a position that has been listed "position open until filled," an Interviewing Committee shall be formed by the administrator in charge of filling the vacancy. The ~~i~~Interviewing Committee shall consist ~~at~~ of at least the following:

Principal or Director

One current employee of the relevant department (preferably a member of a bargaining unit)

One parent (if the position is in a school)

A representative of the Native Community*

District Office representative

Optional: Student representative as appropriate

Other member(s) as selected by Principal or Director

**From a list of recommendations from SNEP, STA, ANB/ANS, Shee Atika Native Corporation, and School District administrators.*

Commented [DG2]: Update this

The District Office shall prepare the qualified applications for the interview process. A completed application, ~~at least~~ unofficial transcripts, and resume, are required for a certificated candidate to be considered for an interview. ~~The interviewing committee~~

shall review applications, using E 4111 (a) as a selection guide. This guide is intended to assist the committee members in their review and is not intended to be a mandatory point scoring guide. Each interviewing committee shall determine the profile of the intended successful candidate, using their understanding of what will be expected of the position.

Following the review of the applications, the interviewing committee shall recommend the person(s) to be interviewed and interviews will be scheduled as appropriate. After interview(s) is/are complete, the interviewing committee shall recommend a candidate that, in the committee's opinion, best meets the hiring criteria for the position. If the interviewing committee believes that two candidates are equal in qualifications, the candidate who shows greater cultural sensitivity toward the mix of ethnic groups represented in the student population, as demonstrated by the candidate's training and experience, will be the preferred choice. The principal or director, with the interview committee's input, will recommend to the superintendent the top candidate prior to offering a position to the candidate. Final decision rests with the superintendent and the Sitka School Board. The principal or director shall transmit the recommendation in writing to the Superintendent together with a list of the committee members and the candidates interviewed.

Commented [DG3]: This is currently handled by the admin, not the whole committee

Commented [DG4]: Keep?

If the Superintendent approves the principal's or director's selection of a candidate for a classified position, the Superintendent or the Superintendent's designee shall transmit an offer of employment to the chosen candidate. If the Superintendent approves the principal's or director's selection of a candidate for a certified position, the Superintendent or Superintendent's designee shall transmit an offer of employment to the chosen candidate subject to ~~approval of the Board~~ approval. If the chosen candidate declines the position, the Superintendent may ask the principal or director, with the interview committee's input, to recommend another candidate, in which case the applicable approval process specified above shall be repeated. The principal or director shall be responsible for notifying unsuccessful interview candidates of the District's final decision. ~~The office of the Superintendent will notify all other unsuccessful candidates.~~

If the Superintendent rejects the committee's recommendation, the Superintendent may request the principal or director, with the interview committee's input to recommend another candidate or may reopen the screening or interview process, as the Superintendent deems appropriate.

The Superintendent is authorized to vary from the procedure prescribed by this regulation when, in the Superintendent's judgment, the best interests of the District require departure from these procedures.

The District shall require CPR and First Aid as a condition of employment if stated on the job description. CPR and First Aid certification must be obtained within 30 days of hire or employment will be terminated.

Commented [DG5]: Keep?

Legal Reference

Alaska Statute

14.20.020 *Requirements for issuance of certificate*

Implementation Date: April 7, 1998

Implementation Date: March 1, 1999

Revision Date: August 10, 1999

Revision Date: April 2, 2003

Revision Date: April 3, 2007

Revision Date: May 17, 2007

Sitka School District

BP 4253 Classified Personnel - OVERTIME PAY/COMPENSATORY TIME OFF

Note: The Fair Labor Standards Act (FLSA) is a federal law that requires certain “covered” employees who work more than 40 hours a week in a seven-day period to be paid at one- and-a-half times their basic hourly rate for the time they work over 40 hours. Covered employees include most nonteaching, nonadministrative employees, such as cafeteria workers, bus drivers, and paraprofessionals. Teachers, administrators, and other professional employees are exempt from the law. Covered employees cannot waive, or give up, their rights to overtime under the FLSA.

A violation of the law can result in criminal and civil penalties.

The School Board is committed to compliance with the overtime pay, compensatory time, and record-keeping requirements of the Fair Labor Standards Act (FLSA). The FLSA requires that overtime be paid to nonexempt employees either in the form of monetary compensation or compensatory time, as described below at the rate of 1.5 times the regular hourly rate of pay for the number of hours worked in excess of 40 hours per week.

1. Covered employees. Employees in the following job classifications are covered under the FLSA: assistant teachers, bookkeepers, clerks, custodians, food service workers, maintenance personnel, receptionists, secretaries, bus drivers, mechanics, and security personnel. This list of job classifications is not exhaustive. Some employees in the above positions may be exempt from coverage if they have supervisory responsibilities and their supervisory duties exceed 50 percent of their work time or for other reasons.

4.2. Exempt employees. Certain employees are exempt under the FLSA and are not subject to compensation for overtime work. Exempt employees include executive, administrative, and professional employees, such as teachers, counselors, supervisors, and administrators. Employees or supervisors who are unsure if an employee is exempt from coverage shall consult the **District's** Superintendent or Business Manager

(cf. BP 4151 Salary Guides - Exempt Employees)

3. Hours worked. The District's workweek begins on Sunday and ends on Saturday. Employees are expected to arrive and depart at or about the time specified by the District, unless requested to work overtime by their immediate supervisor. Covered employees shall accurately record hours worked during each week, including the exact time of arrival and departure from work and all overtime, by time sheet or time card. Supervisors and principals shall review, approve, and submit all time sheets or time cards to the payroll office by the established deadline prior to each pay period.

4. **Overtime pay.** Employees covered by the FLSA shall be paid no less than 1.5 times their regular rate of pay for all hours worked over 40 in a week. For those employees working two or more jobs for the district, overtime pay shall be calculated on the basis of a blended hourly rate on all jobs worked by the employee that, when combined, exceeded 40 hours in the week.
5. **Compensatory time.** The District reserves the right to grant compensatory time in lieu of paying employees monetary compensation. Prior to employees' overtime work, the District and employees must agree to compensatory time arrangement. Employees must get their supervisor's approval on when to take the compensatory time and must take the time off during the pay period immediately following when it was earned, if possible.
6. **Authorization for overtime required.** Employees shall not work overtime without prior permission from their immediate supervisors, except in cases of emergency. Each employee responsible for the supervision of employees subject to the FLSA shall receive authorization from the Superintendent or designee prior to authorizing overtime.
7. **Overtime work without prior approval.** Employees covered by FLSA who work overtime without prior approval will be allowed to claim the hours worked in accordance with the FLSA. If the supervisor determines that the work was unforeseen or emergency in nature, it will be approved. If the supervisor determines that the performance of the work was unnecessary at the time it was performed, the employee will receive pay for the hours worked, but disciplinary action may be taken for failure to follow established policy.
8. **Record keeping and posters.** All records on wages, hours, and other items listed in the record-keeping regulations will be kept by the business office for the time specified by the FLSA. The District will display minimum wage posters at each District work site where employees will be likely to see them.

Commented [DJ1]: Is this plural?

Commented [DJ2]: Do we want to mention "non-exempt" wording somewhere?

Legal Reference:

ALASKA STATUTES

23.40.070 Declaration of policy (PERA)

UNITED STATES CODE

Fair Labor Standards Act 29 U.S.C. 201-216

Department of Labor Relations 29 C.F.R. Parts 511-800

~~United States Supreme Court: Garcia v. San Antonio Metropolitan Transit Authority~~

Adoption Date: DECEMBER 5, 1995

Revision Date: August 16, 2005

Sitka School District

BP 4119.12 ALL PERSONNEL - HARASSMENT

Commented [DG1]: From AASB: This update updates harassment language to fit best practices, including that it relates to all school district activities and facilities.

~~The School Board recognizes that harassment can cause embarrassment, feelings of powerlessness, loss of self-confidence, reduced ability to perform schoolwork, and increased absenteeism or tardiness. The School Board shall not tolerate harassment. Any student or employee who is found guilty of harassment shall be subject to disciplinary action.~~

The School Board is dedicated to providing a safe environment. Harassment disrupts a student's ability to learn and a school's ability to educate. Personnel are expected to demonstrate positive character traits and values. Conduct and speech must be civil and respectful.

Personnel are prohibited from engaging in any form of harassment in any school-related setting, including but not limited to: school property, during school hours, on school buses, at bus stops, and at school-sponsored activities, events, or functions.

Harassment means and includes, but is not limited to, intimidation by threats of ~~or actual~~ physical violence; the creation ~~by whatever means~~ of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such a manner as to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes, but is not limited to, harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability.

(cf. 5131.43 – Harassment, intimidation and bullying)

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/ Disciplinary Action)

(cf. 4119.11 /4219.11/4319.11 – Sexual Harassment)

(cf. 4119.21 /4219.21/4319.21 – Code of Ethics)

To promote an environment free of harassment, the principal or designee shall take appropriate preventative and/or disciplinary actions and provide staff professional development, or student instruction and counseling. Principals shall discuss this policy with their employees and shall assure them that they need not endure any form of harassment.

The School Board encourages students or staff to immediately report incidences of harassment to the principal or designee. The Superintendent or designee shall promptly investigate each complaint of harassment in a way that ensures the privacy of all parties concerned. In no case shall the student or staff member be required to resolve the complaint directly with the offending person.

Notice of this policy will be circulated to all district schools and departments and incorporated in teacher and student handbooks.

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

(cf. 1312.3 - Complaints Concerning Discrimination)

(cf. 4030 - Nondiscrimination in employment)

(cf. 5141.42 - Professional Boundaries ~~for-of~~ staff ~~and-with~~ students)

Legal References:

ALASKA STATUTES

[AS 14.18.010 - 14.18.100](#) Prohibition Against Sex and Race Discrimination

ALASKA ADMINISTRATIVE CODE

[4 AAC 06.500 - 4 AAC 06.600](#) Prohibition of Gender or Race Discrimination

TITLE VI, CIVIL RIGHTS ACT OF 1964

TITLE IX, EDUCATION AMENDMENTS OF 1972

INDIVIDUALS WITH DISABILITIES EDUCATION ACT

AMERICANS WITH DISABILITIES ACT

10/2021

ADOPTED April 3, 2024

Sitka School District

BP 5138 STUDENT USE OF WIRELESS COMMUNICATION DEVICES

The Sitka 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-5~~8~~ may only use wireless communication devices before and after school hours. Middle School students (grades 6-8) will turn their phone in to the school office when they enter the building or leave their phone at home. High ~~s~~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

Commented [DJ1]: How about K-8 will not access their phone once they enter the building at the beginning of the day and until after the bell rings for dismissal?

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:

1. Accessing and/or viewing an internet site that is otherwise blocked to students at school.
2. Sending an email, 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 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.
5. 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.
6. 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)

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Revised: March 4, 2026

Sitka School District