

Policy Committee Work Session
Monday, September 15, 2025 5:00 PM Alaskan

District Office Board Room
300 Kostrometinoff Street
Sitka, AK 99835

1. Revision to BP 5111 Admission
2. BP 0000 Concepts and Roles
3. BP 6151 Class Size (ADOPT)
4. AR 1250 Volunteer Assistance (ADOPT)
5. AR 5128 Alaska Performance Scholarship Program
6. BP 6179 Childcare and Development Programs (ADOPT)
7. BP and AR 4180 Residency and Remote Work (ADOPT)
8. AR 1260 Visits to the Schools (ADOPT)
9. BP 3515.6 Use of School Safety Video Surveillance Monitoring Systems
10. BP 4133 Travel Expenses
11. BP-5138 Student Possession and Use of Portable Electronic Devices, Including Cellular Phones_ (Revision)

BP 5111 ADMISSION

The School Board believes that all children should have the opportunity to receive a free appropriate public education. Staff shall encourage parents/guardians to enroll all school-aged children in school.

The Board reserves the right to verify the residency or anticipated residency of any student and the validity of any affidavit of guardianship. These admission policies are not intended to be a barrier to the enrollment and retention of homeless children and youth.

The Superintendent or designee shall verify compliance with all entrance requirements established by law or Board policy.

(cf. 5112.6 - Education for Homeless Children and Youths)

(cf. 5112.1 - Exemptions from Attendance)

(cf. 5112.2 - Exclusions from Attendance)

(cf. 5116 - School Attendance Boundaries)

(cf. 5117 - Interdistrict Attendance)

(cf. 5141.3 - Health Examinations)

(cf. 5141.31 - Immunizations)

Note: A child who is six years of age on or before September 1 following the beginning of the school year, and who is under the age of 20 and has not completed the 12th grade, is of school age. [AS 14.03.070](#). The school year begins on July 1 and ends June 30. ~~Pursuant to [AS 14.03.080](#), the Board may admit children under school age who meet Board standards of mental, physical, and emotional capacity necessary to perform satisfactorily in school and may admit children under school age to kindergarten, as provided below. In 2003, the legislature amended the early-entrance statute for the purpose of clarifying that two-year kindergarten programs are not authorized. Districts with early entry into kindergarten must have an educational program prescribing that under school age students advance through the curriculum or grade level by the following school year. This is a programmatic requirement and is not meant to limit individualized student assessment. The Board may establish a kindergarten class for children who are five on or before September 1 following the beginning of the school year; must admit children under school age who move into the district and who were previously enrolled in public school in another district or state; and may admit students over school age and charge them tuition.~~

A child five years of age on or before September 1 may be admitted to kindergarten. The Board may admit students under school age who are at least four years of age at the beginning of the school year, provided they exhibit the mental, physical, and emotional capacity ability to perform satisfactorily, including advancement through the curriculum or grade level by the following year. This does not preclude special education students. Students under school age who were previously enrolled in public school shall be admitted to school at the grade level determined by the Superintendent or designee. (AS 14.03.080)

Students subject to suspension or expulsion under AS 13.03.160 in the District or another district are not guaranteed admission.

Legal Reference:

ALASKA STATUTES

14.30.010 *When attendance compulsory*

14.03.020 *School year*

14.03.070 *School age*

14.03.080 *Right to attend school*

14.30.045 *Grounds for suspension or denial of admission*

14.03.160 *Suspension or expulsion of students for possessing weapons*

ALASKA ADMINISTRATIVE CODE

4 AAC 06.055 *Immunizations required*

UNITED STATES CODE

42 U.S.C. 11432 - 11433 *McKinney Homeless Assistance Act*

Adoption Date: NOVEMBER 7, 1995

Revision Date: June 10, 1997

Revision Date: April 3, 2001

Revision Date: September 10, 2003

Revision Date: October 5, 2004

Revision Date: May 5, 2010

Sitka School District

Model Policy

BP 0000 CONCEPTS AND ROLES

The School Board recognizes that the success of our educational system relies heavily on educational planning and ongoing evaluation in order to adapt district programs and activities to the changing needs of society and the community. To guide these efforts, the School Board adopts the following definitions for the development of sound and responsible educational policies:

1. "Philosophy" means a composite statement of the relationship between the individual and society based upon beliefs, concepts, and attitudes from which the goals and objectives of the district are derived.
2. "Goal" means a statement of broad direction or intent which is general and timeless and is not concerned with a particular achievement within a specified time period.
3. "Objective" means a specific accomplishment to be achieved which can be measured within a given time and under specifiable conditions and which, if attained, advances the system toward a corresponding goal.

(cf. 0100 - Philosophy)

(cf. 0200 - Goals for the School District)

(cf. 0500 - Review and Evaluation)

The School Board believes that in order for education to succeed there must be an ongoing partnership between educators, parents/guardians, students, and the community. The School Board encourages the participation of all segments of the community in order that an educational climate is created which promotes the positive and healthy development of each child.

Legal Reference:

ALASKA STATUTES

[14.03.010](#) *Establishment of school system*

ALASKA ADMINISTRATIVE CODE

[4 AAC 05.040](#) *Establishment of local schools*

Revised 9/97

AASB Policy Reference Manual

Mission, Educational Objectives, Strategies and Planning

CONCEPTS AND ROLES

BP 0000

The School Board recognizes that the success of our educational system relies heavily on educational planning and ongoing evaluation in order to adapt district programs and activities to the changing needs of society and the community. An atmosphere that is conducive to high student achievement and academic excellence will permeate all district programs. To guide these efforts, the Board adopts the following definitions for the development of sound and responsible educational policies:

1. "Mission Statement" means the official sanctioned statement of the District that defines the overall direction of the educational programs.
2. The "Beliefs statement" shall be defined as the commonly held educational beliefs of the community of Sitka.
3. The "Educational Objectives" shall be defined as the long-term goals that the District seeks for its students and educational program.
4. The "Strategies" shall be defined as the areas identified by the Board that will receive regular attention as a means of focusing the resources of the District.
5. "Action Plans" shall be defined as the specific projects to be undertaken by the District with timelines, completion dates and responsible individuals identified.

(cf. 0100 - Philosophy)

(cf. 0200 - Goals for the School District)

(cf. 0500 - Review and Evaluation)

The Board believes that in order for education to succeed there must be an ongoing partnership between educators, parents/guardians, students, and the community. The Board encourages the participation of all segments of the community in order that an educational climate is created which promotes the positive and healthy development of each child. The Board, recognizes the need to review the District's plan annually. Furthermore, we will make all decisions based on what is in the best interest of students; we will not allow discrimination of any kind; we will not permit students to become disenfranchised; we will not tolerate staff ineffectiveness; and we will recognize that risk-taking behavior is necessary for progress and will not negatively judge individuals who assume these roles.

Legal Reference:

ALASKA STATUTES

14.03.010 Establishment of school system

ALASKA ADMINISTRATIVE CODE

4 AAC 05.040 Establishment of local schools

SITKA SCHOOL DISTRICT
Adoption Date: MARCH 4, 1996
Revision Date: MAY 5, 1998

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

Instruction

CLASS SIZE

BP 6151

The Superintendent or designee shall establish and make available to the public a target average class size for each grade level. The target average class size may not exceed the following:

- Pre-Kindergarten through Grade 6: 23 students
- Grade 7 through Grade 12: 30 students

The class size targets may exclude mixed grade classes and courses in art, library, music, computer science, vocational-technical, and physical education.

The Superintendent or designee shall also establish a procedure to reduce class sizes when possible and appropriate.

Legal Reference:

ALASKA STATUTES

14.03.065 Maximum classroom size

Created 6/2025

Commented [DG1]: This new policy establishes the class size requirement provisions that districts must create under HB 57.

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

Community Relations

VOLUNTEER ASSISTANCE

AR 1250

Commented [DG1]: Adopt?

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

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

Responsibilities of Principals:

1. Coordinate the use of school volunteers.
2. Confirm that the school volunteer has completed the volunteer packet.
3. Require updated volunteer packets are received on the schedule set by the District.
4. Keep and maintain a register of volunteer activity at the school.
5. Inform volunteers of school rules and routines, answer questions, and provide volunteer support as appropriate.
6. When required to ensure the safety of students and the smooth operation of the educational program, principals may decline the services of any volunteer.
7. Determine which volunteers are required to complete mandatory reporting training and inform volunteers how to receive the training.

Responsibilities of the District

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

Responsibilities of Volunteers

1. Complete the volunteer packet.
2. Obtain and pay for a background check.
3. Submit to the background check every two years.
4. Self-report any convictions that occur in the intervening time between background checks.
5. Recognize that they are neither employees nor an independent contractor and serve at the discretion of the District.

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

Community Relations

VOLUNTEER ASSISTANCE

AR 1250(b)

Mandatory Reporting Training

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

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

Created 08/2024 Updated 6/2025

AASB POLICY REFERENCE MANUAL
9/92

Model Policy

E 1250 WAIVER OF LIABILITY FOR VOLUNTEERS

Commented [DG1]: Adopt into policy?

_____ SCHOOL DISTRICT

WAIVER OF LIABILITY FOR VOLUNTEERS

NOTE: The _____ School District from time to time provides opportunities for members of the community to volunteer services to the school district. However, the school district does not provide liability insurance coverage to non-district personnel serving in voluntary positions with the school district. The purpose of this waiver is to provide notice to prospective volunteers that they do not have insurance coverage by the school district and to document the volunteer's acknowledgement that they are providing volunteer service at their own risk.

By executing this waiver, the volunteer:

Acknowledges that the _____ School District does not provide insurance coverage for the volunteer for loss, injuries, illness, or death resulting from the volunteer's unpaid service to the school district;

Agrees to assume all risk for death or any loss, injury, illness or damage, of any nature or kind, arising out of the volunteer's supervised or unsupervised service to the school district;

Agrees to waive any and all claims against the _____ School District, or its officers, School Board members, employees, agents or assigns, for loss due to death, injury, illness or damage of any kind arising out of the volunteer's supervised or unsupervised service to the school district.

Agrees that this waiver is effective whether the death, loss, damage, illness or injury is the result of the negligent, intentional or unintentional acts of the district, any district employee, officer, School Board member, or agent, or that of any other volunteer working for, or on behalf of the _____ School District, and further agrees to waive any and all claims against the school district, of any nature of kind, for damages arising out of the volunteer's service to the school district.

By my signature below, I hereby certify that I have carefully read this waiver, and that I am making this waiver knowingly, without coercion or duress.

Date

Signature of Volunteer

Printed Name of Volunteer

Witnessed by

Revised 9/97

9/92

AASB Policy Reference Manual

BP 1250 VOLUNTEER ASSISTANCE

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

The Superintendent or designee may authorize the use of volunteers. The Superintendent or designee shall establish regulations to protect the safety of both students and volunteers, which may shall include security checks ~~and tuberculosis testing~~.

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

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

Adoption Date: MARCH 4, 1996

Revision Date: MAY 5, 1998

Sitka School District

Confidentiality Agreement for Sitka School District Staff/Volunteers & School Guests

Confidentiality is one of the most critical and important aspects of working with students. Students and parents have a legal and ethical right to data privacy. Below are guidelines to consider when working within the school system.

1. Consider, as a rule, putting yourself in the student's and/or parent's position: What information would you want discussed with others regarding your child? In what settings, and with whom?
2. Never use other students' names or share other students' information with parents during meetings or conferences. Student records – anything which contains personally identifiable information – must remain confidential under a national law that applies to public schools (the Family Educational Rights and Privacy Act).
3. Student records sometimes include a 504 Plan or Individual Education Plan (IEP). If volunteers need information from these records, the supervising teacher or administrator will be responsible for communicating the required information.
4. Volunteers or other guests will not be given copies of confidential records. **No written documentation of any type regarding confidential information should be created or maintained outside of the district's procedures for student records. Note: Even substitute teachers may NOT make copies of and/or retain materials containing confidential student records.**
5. Information regarding specific students and their programs should remain confidential and should not be shared in lunchrooms, staff rooms, or in the community. When having conversations about confidential information regarding a student or family, be aware of those around you who may be within hearing/reading distance - Look for a more private place within the school building.
6. Volunteers or other guests need to support teachers' techniques, materials, and methods, especially in the presence of students, parents, and other assistants. Questions should be directed to the specific teacher privately.
7. Individuals should question school policies or programs only through respectful channels, generally beginning with the direct program supervisor or the principal of the building.

I have read and been instructed on confidentiality.

Print Name: _____

Signed: _____

Date: _____

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

Students

ALASKA PERFORMANCE SCHOLARSHIP PROGRAM

AR 5128(a)

The Alaska Performance Scholarship Program provides scholarships for high school graduates who are Alaska residents to attend a qualified postsecondary institution in the State of Alaska. The district is required to determine student eligibility for the three levels of scholarships available. The district must then notify the Alaska Department of Education and Early Development of each qualifying student's eligibility.

Eligibility Determinations

The principal or designee of each high school shall determine scholarship eligibility for each graduating student by application of the following criteria.

A. Course Work Requirements

Note: The following curriculum requirements are in place for students graduating from high school in and after ~~2015~~2024. Qualifying units of credit shall include a student's completion of a high school level course in an earlier grade if: 1) the course meets content standards for a grade 9-12 course; 2) is within a qualifying curriculum (math, science, language arts, etc.); and 3) appears on the student's high school transcript. A course does not satisfy the requirements of this section, regardless of the course name unless it is: 1) a college or industry preparatory course; and 2) meets or exceeds the standards and grade level expectations in *Alaska Standards: Content and Performance Standards for Alaska Students*. An advanced placement and international baccalaureate course meets curriculum requirements and is considered an approved course as fully stated in 4 AAC 43.030.

The Alaska Performance Scholarship may be awarded based on a student's completion of either a math and science curriculum track, or a social studies and language curriculum track.

2015 and after Curriculum Requirements

~~Students graduating in and after 2015~~ Graduating students in 2024 and beyond must meet the following curriculum requirements to qualify for all scholarship levels (Achievement, Performance, and Honors):

Math and Science Curriculum:

1. Math – 4 units of credit, consisting of either four units selected from the following courses or a combination of three units selected from the following courses and an additional course approved by the department:
 - i. algebra I;
 - ii. algebra II;
 - iii. geometry;
 - iv. trigonometry;
 - v. pre-calculus;
 - vi. calculus;
 - vii. calculus II;
 - viii. statistics.

Commented [DG1]: This regulation has been updated to reflect the current terms of the Alaska Performance Scholarship Program, following the adoption of HB 148 in 2024. It includes revisions to the GPA or test scores a student must achieve to qualify for a scholarship, as well as revised scholarship amounts. It also simplifies and updates outdated language. Additional regulatory proposals to modify the curriculum requirements are under consideration. This model AR will be further updated should those regulations go into effect.

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

Students

ALASKA PERFORMANCE SCHOLARSHIP PROGRAM

AR 5128(b)

2. Science – 4 units of credit, consisting of either four units selected from the following courses or a combination of two units selected from the following courses and two additional courses approved by the department:
 - i. physical science;
 - ii. earth science;
 - iii. biology;
 - iv. chemistry;
 - v. physics;
 - vi. marine biology;
 - vii. anatomy and physiology.

3. Language arts – 4 units of credit, consisting of either four units selected from the following courses or a combination of three units selected from the following courses and an additional course approved by the department:
 - i. composition;
 - ii. American literature;
 - iii. world literature;
 - iv. speech and debate;
 - v. advanced composition;
 - vi. creative writing;
 - vii. British literature.

4. Social studies – 4 units of credit, one unit of credit in a foreign or Alaska Native language, fine arts, or cultural heritage may substitute for one of the four units of credit of social studies; at least two units of credit must be from the following courses, with any remaining credits from courses approved by the department:
 - i. World history;
 - ii. American history;
 - iii. geography;
 - iv. American government/civics;
 - v. economics;
 - vi. Alaska history;
 - vii. western or eastern civilization;
 - viii. psychology;
 - ix. sociology.

Social Studies and Language Curriculum

1. Math - 3 units of credit, consisting of either three units selected from the following courses or a combination of two units selected from the following courses and an additional course approved by the department:
 - i. algebra I;
 - ii. algebra II;
 - iii. geometry;
 - iv. trigonometry;

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

Students

- v. pre-calculus;
- vi. calculus;
- vii. calculus II;
- viii. statistics.

ALASKA PERFORMANCE SCHOLARSHIP PROGRAM (continued) AR 5128(c)

2. Science – 3 units of credit consisting of either three units selected from the following courses or a combination of two units selected from the following courses and an additional course approved by the department:
 - i. physical science;
 - ii. earth science;
 - iii. biology;
 - iv. chemistry;
 - v. physics;
 - vi. marine biology;
 - vii. anatomy and physiology;
3. Language arts – 4 units of credit consisting of either four units selected from the following courses or a combination of three units selected from the following courses and an additional course approved by the department:
 - i. composition;
 - ii. American literature;
 - iii. world literature;
 - iv. speech and debate;
 - v. advanced composition;
 - vi. creative writing;
 - vii. British literature;
4. Social studies – 4 units of credit, consisting of either four units selected from the following courses or a combination of three units selected from the following courses and an additional course approved by the department:
 - i. world history;
 - ii. American history;
 - iii. geography;
 - iv. American government/civics;
 - v. economics;
 - vi. Alaska history;
 - vii. western or eastern civilization;
 - viii. psychology;
 - ix. sociology.
5. Foreign, Alaska Native or American sign language – 2 units of credit in the same language.

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

Students

ALASKA PERFORMANCE SCHOLARSHIP PROGRAM (continued)

AR 5128(d)

Note: A district that offers courses meeting the requirements for APS but that do not clearly fall within the course names found above may seek approval from the Department to have those courses approved for APS purposes. 4 AAC 43.030(j).

B. Grade Point Average and Standardized Examination Scores

In addition to the curriculum requirements above, students must meet certain GPA ~~and-or~~ standardized examination score requirements. It is the student's responsibility to provide proof of results achieved on one of the standardized examinations required for scholarship eligibility. GPA ~~and-or~~ test scores determine a student's level of eligibility for each of the three scholarships set forth below:

1. Alaska Performance Honors Scholarship

Grade Point Average: 3.5 or higher

~~_____~~ **or**

Test Scores: ACT composite score of 25 or higher; or
SAT combined score of ~~1680-1210~~ or higher; or
A combined WorkKeys score of ~~13-18~~ or higher, with no single score lower than ~~46~~, in each of the following:

1. applied mathematics
2. reading for information
3. locating information

Note: The Alaska Performance Honors Scholarship has an award level of ~~\$4,7557,000~~.

2. Alaska Performance Achievement Scholarship

Grade Point Average: 3.0 or higher

~~_____~~ **or**

Test Scores: ACT composite score of 23 or higher; or
SAT combined score of ~~1560-1130~~ or higher; or
A combined WorkKeys score of ~~13-15~~ or higher, with no single score lower than ~~45~~, in each of the following:

1. applied mathematics
2. reading for information
3. locating information

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

Students

ALASKA PERFORMANCE SCHOLARSHIP PROGRAM (continued)

AR 5128(e)

Note: The Alaska Performance Achievement Scholarship has an award level of ~~\$3,5665,250~~.

3. Alaska Performance Opportunity Scholarship

Grade Point Average: 2.5 or higher

or

Test Scores: ACT composite score of 21 or higher; or
SAT combined score of ~~1450-1060~~ or higher; or
A combined WorkKeys score of ~~13-12~~ or higher, with no
single score lower than 4, in each of the following:

1. applied mathematics
2. reading for information
3. locating information

Note: The Alaska Performance Opportunity Scholarship has an award level of ~~\$2,3783,500~~.

Note: A student who qualifies for one of the above scholarships using the WorkKeys examination must use the scholarship award in a career and technical program that results in the award of a certificate. 4 AAC 43.020(d).

Notice to Parents/Guardians of Eligibility Determination

Option 1:

The principal or designee shall provide written notice to all parents/guardians, or to students if 18 or older, of the eligibility determination, or how they may learn the eligibility determination. The notice should also explain how a parent/guardian or eligible student may challenge this determination.

Option 2:

~~The principal or designee shall provide written notice to all parents/guardians, or to students if 18 or older, of how they may learn the eligibility determination. The notice should also explain how a parent/guardian or eligible student may challenge this determination.~~

Permanent Record

Once eligibility levels are determined, the district will record the level of eligibility on each qualifying student's permanent record. No notation should be made for those students who are not eligible for a scholarship award.

Annual Transmittal of Records

No later than July 15 of each year, the district will transmit an electronic version of each graduating student's permanent record that describes the student's eligibility for the Alaska Performance

WORKSHEETS for the district policy committee:

DISCARD WHEN FINISHED

Students

Scholarship Program. This is a mandatory reporting obligation and parents/students may not opt out of this disclosure.

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

Students

ALASKA PERFORMANCE SCHOLARSHIP PROGRAM (continued) AR 5128(f)

Appeal Procedures

The district provides the following appeal process for students who believe an error has been made regarding a student's eligibility for an Alaska Performance Scholarship. A student can request that the district review the determination of whether or not he or she is eligible or, if eligible, the level of scholarship available.

A. Appeal Form

To request an appeal, a student must complete the Alaska Performance Scholarship Appeal Form for Public School Students. [E 5128] The form requires:

1. Name, mailing address, and contact information;
2. Eligibility information in the form of official examination scores and an official transcript indicating courses taken and GPA and/or test scores;
3. A statement explaining why the student believes the eligibility determination is in error; and
4. All documents, papers, or other materials that support a reversal or modification of the eligibility determination.

Students who have questions about the form or require assistance should contact a counselor or principal at the student's high school.

Students must complete the Appeal Form and provide supporting documents as soon as possible after receiving notice of his or her eligibility determination. No appeals will be considered unless submitted within thirty (30) days of receiving the district's eligibility determination, absent unusual circumstances that prevented a timely appeal.

B. Appeal Process

1. Student submits the completed Appeal Form and supporting documentation to _____ [identify appropriate school official to process appeals].
2. The district will designate a reviewer to review and decide the appeal.
3. The reviewer will consider all information submitted and issue a determination of whether or not the student meets scholarship eligibility, and if eligible, the student's level of eligibility.
4. The reviewer's determination is the final decision of the district.
5. Notice of the district's decision will be sent to the student no later than thirty (30) days after the student submits a timely appeal.
6. If the reviewer determines that scholarship eligibility was incorrect, the district will notify the Alaska Performance Scholarship Program of the correct eligibility determination and revise the student's transcript to correctly identify APS eligibility.

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

Students

ALASKA PERFORMANCE SCHOLARSHIP PROGRAM (continued) AR 5128(g)

Note: Effective June 6, 2015 the regulation providing for a grace period and waiver of curriculum requirements was repealed and a new section added to provide for students to request a scholarship eligibility extension. 4 AAC 43.035 (repealed); 4 AAC 43.045 (extensions of eligibility period). An extension of scholarship eligibility does not permit a student to receive a scholarship for more semester hours than is permitted under AS 14.43.825.

Extension of Scholarship Eligibility

The district should notify appropriate students about the availability of a scholarship eligibility extension that may be granted by the Alaska Commissioner of Education. Upon request, the Commissioner may grant a student who has previously been determined eligible for a scholarship under APS, a scholarship eligibility extension. Such an extension allows a student to remain eligible for a scholarship for longer than six years after the date of the student's graduation from high school.

To qualify for an extension of scholarship eligibility, a student must:

1. Submit a written request to the Commissioner *no later than* 30 days before the student's period of scholarship eligibility under 14.43.825(b) is set to expire; and
2. Submit with the request a signed statement from the institution of higher learning in which the student is admitted or enrolled attesting that the student has experienced or is experiencing an enrollment delay due to the availability of coursework required by the degree program the student is pursuing, and that the enrollment delay is beyond the student's control.

Revised 3/2016/2025

AR 5128 ALASKA PERFORMANCE SCHOLARSHIP PROGRAM

The Alaska Performance Scholarship Program provides scholarships for high school graduates who are Alaska residents to attend a qualified postsecondary institution in the State of Alaska. The district is required to determine student eligibility for the three levels of scholarships available. The district must then notify the Alaska Department of Education and Early Development of each qualifying student's eligibility.

Eligibility Determinations

The principal or designee of each high school shall determine scholarship eligibility for each graduating student by application of the following criteria.

A. Course Work Requirements

Note: The following curriculum requirements are in place for students graduating in ~~2011~~2024. These requirements will be increased in later years to comply with [AS 14.43.810](#). Specifically, scholarship eligibility will require either: A) four years each of math, language arts, science, and social studies, one year of which may be a foreign language, Alaska Native language, fine arts, or cultural heritage; or B) three years of math, four years of language arts and social studies, three years of science, and two years of a foreign language or an Alaska Native language.

To qualify for any of the three levels of award under the Alaska Performance Scholarship Program, students must meet state curriculum requirements for graduation plus additional coursework.

1. Graduation Requirements
 - a) language arts - four units of credit
 - b) social studies - three units of credit
 - c) mathematics - two units of credit
 - d) science - two units of credit
 - e) health/physical education - one unit of credit
2. Additional Requirements for Scholarship Eligibility additional
One additional unit of credit from any of the following:
 - a) mathematics - one unit of credit

Commented [DG1]: This regulation has been updated to reflect the current terms of the Alaska Performance Scholarship Program, following the adoption of HB 148 in 2024. It includes revisions to the GPA or test scores a student must achieve to qualify for a scholarship, as well as revised scholarship amounts. It also simplifies and updates outdated language.
Additional regulatory proposals to modify the curriculum requirements are under consideration. This model AR will be further updated should those regulations go into effect.

Commented [DG2R1]: The SSD AR missed some of the previous updates. I suggest replacing this with the updated AR from AASB.

b) science - one unit of credit

c) mathematics and science - one half unit of credit in each

B. Grade Point Average and Standardized Examination Scores

In addition to the curriculum requirements above, students must meet certain GPA and standardized examination score requirements. It is the student's responsibility to provide proof of results achieved on one of the standardized examinations required for scholarship eligibility. GPA and test scores determine a student's level of eligibility for each of the three scholarships set forth below:

1. Alaska Performance Honors Scholarship

Grade Point Average: 3.5 or higher

Test Scores: ACT score of 25 or higher; or

SAT score of 1680 or higher; or

WorkKeys score of 5 or higher in each of the following:

- a. applied mathematics
- b. reading for information
- c. locating information

Note: The Alaska Performance Honors Scholarship has an award level of \$4,755.

2. Alaska Performance Achievement Scholarship

Grade Point Average: 3.0 or higher

Test Scores: ACT score of 23 or higher; or

SAT score of 1560 or higher; or

WorkKeys score of 5 or higher in each of the following:

- a. applied mathematics
- b. reading for information
- c. locating information

Note: The Alaska Performance Achievement Scholarship has an award level of \$3,566.

3. Alaska Performance Opportunity Scholarship

Grade Point Average: 2.5 or higher

Test Scores: ACT score of 21 or higher; or

SAT score of 1450 or higher; or

WorkKeys score of 5 or higher in each of the following:

- a. applied mathematics
- b. reading for information
- c. locating information

Note: The Alaska Performance Opportunity Scholarship has an award level of \$2,378.

Note: A student who qualifies for one of the above scholarships using the WorkKeys examination must use the scholarship award in a career and technical program that results in the award of a certificate. [4 AAC 43.020](#).

Notice to Parents/Guardians of Eligibility Determination

The principal or designee shall provide written notice to all parents/guardians, or to students if 18 or older, of the eligibility determination. The notice should also explain how a parent/guardian or eligible student may challenge this determination.

Note: The AASB Model Policies provide for scholarship eligibility challenges to be handled through the procedures for Challenging Student Records found at BP 5125.2. Utilization of this specific process is not required, and different procedures can be developed and utilized by a district. The district's notice to parents should include the appropriate procedures as adopted by the district.

Permanent Record

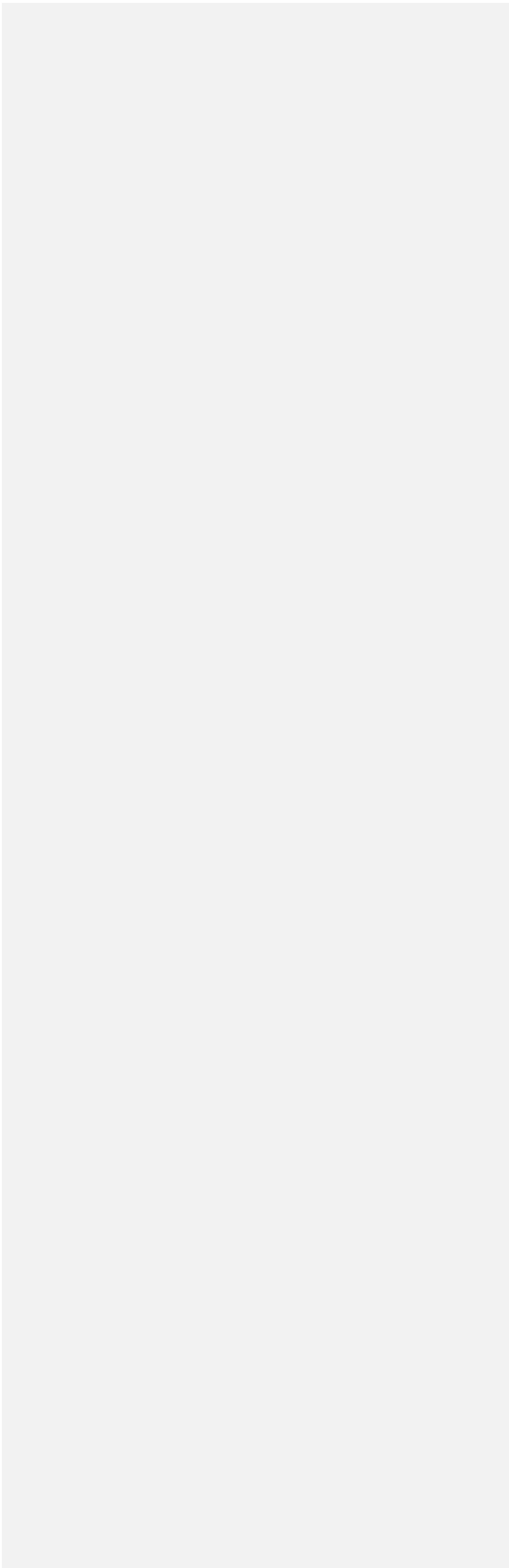
Once eligibility levels are determined, the district will record the level of eligibility on each qualifying student's permanent record. No notation should be made for those students who are not eligible for a scholarship award.

Annual Transmittal of Records

No later than July 15 of each year, the district will transmit an electronic version of each graduating student's permanent record that describes the student's eligibility for the Alaska Performance Scholarship Program.

ADOPTION DATE: May 5, 2011

Sitka School District





ALASKA PERFORMANCE SCHOLARSHIP (APS)
Sample Appeal Form for Public School Students
School Year Only

AS 14.03.113. District determination of scholarship eligibility.

A district shall provide a student with an opportunity to request that the district correct an error in the eligibility determination.

The following information is required for the school district to evaluate your appeal to receive an APS scholarship. Complete this form and return it to your school district. Please print to ensure information is legible.

Last Name First Name M.I. DOB AKSID
Permanent Mailing Address City State
Zip Home Phone Cell Phone Email

Did you meet the minimum GPA of 2.5 or test scores of ACT 21 or SAT of 1450-1060 or WorkKeys Level 13-12 (no score below a 4 in each subject area)? Yes No

My ACT score is My SAT score is My WorkKeys score is My GPA is

Did you meet the curriculum requirements for your class year? Yes No

Were your requirements met by high school graduation? Yes No

Provide a concise statement identifying the reasons supporting a reversal or modification of the school district's eligibility determination. Note: Failure to meet APS requirements for reasons other than those allowed for under the statutes and regulations governing the APS does not entitle the applicant to a reversal or modification of eligibility. You may use a separate sheet of paper.

Provide documents, papers, or other materials that support a reversal or modification of the districts eligibility determination. This may include:

- o ACT and/or SAT score report (s) (an official copy from the ACT/SAT)
o WorkKeys score (if taken outside of the school district)
o Statement
o Transcript

Student Signature Date

School District Review and Signature Date

School District should submit this Signature form and record change to:

Shari Paul, APS Program Coordinator
Alaska Department of Education & Early Development
P.O. Box 110500 Juneau, Alaska 99811-0500
Phone: (800) - 441 - 2962/907.465.6535
ACPE@alaska.gov/shari.paul@alaska.gov

Commented [DG1]: This exhibit is a model appeal form for students denied a scholarship under the Alaska Performance Scholarship Program. It has been updated to reflect the changes discussed, above.

Commented [DG2R1]: Do we want to adopt this into our policy?

Model Policy

BP 6179 CHILD CARE AND DEVELOPMENT PROGRAMS

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

The School Board wishes to provide a safe environment with competent, caring supervision for children whose parents/guardians are working, in training, seeking jobs, incapacitated, or in need of respite. Besides attempting to help children develop intellectually, socially, emotionally and physically, district child care and preschool programs should strengthen families by enhancing parenting skills and reducing the strain on parents.

The Superintendent or designee shall ensure that district child care and preschool programs comply with requirements of law.

A district must submit annual assurances to the department indicating that the district has adopted written policies that ensure compliance with the programmatic requirements of [4 AAC 60.170](#), the pre-elementary education regulation. The assurances must be signed by the superintendent for the district.

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

(cf. 5148 - Child Care)

Legal Reference:

ALASKA ADMINISTRATIVE CODE

[4 AAC 60.010-4 AAC 60.180](#) Pre-elementary (early childhood) school

Revised 3/2018

9/92

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

Personnel

RESIDENCY AND REMOTE WORK BP 4180/4280/4380

Note: This model policy is adopted from a policy created by the Dillingham City School District.

The Board recognizes the educational and economic benefits that result from district personnel residing within the boundaries of the school district. The Superintendent or designee may determine that the best candidate for certificated or administrative position does not plan to maintain primary residency within the boundaries of the school district. In order to hire or continue the employment of such a candidate, the Superintendent or designee shall seek approval from the Board. The Superintendent or designee shall develop procedures to implement this policy.

Created 6/25

Commented [DG1]: ***New Board Policy***
This policy formally establishes that employees may be permitted to work remotely, if permitted by the District.

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

Personnel

RESIDENCY AND REMOTE WORK

AR 4180/4280/4380

Note: This model regulation is adopted from a policy created by the Dillingham City School District.

Purpose

To establish a process by which the District may allow an employee to work from home or another approved location on a full-time or part-time basis, hereafter referred to as “remote work” or “telecommuting.”

The District requires its employees to report to their designated work location. However, the Superintendent may decide that the best candidate for a certificated or administrative position may not reside or plan to reside within the boundaries of the district. Pursuant to BP 4180/4280/4380, the Superintendent may seek approval from the Board to hire or continue the employment of such a candidate.

Procedure

Any employee seeking to remote work or telecommuting must enter into a written remote work agreements. A request for remote work or telecommuting will be evaluated based upon the following factors:

- The essential job duties of the employee’s position;
- The employee’s reasonable likelihood to be able to successfully perform the essential job duties and responsibilities from an alternate work site; and
- The supervisor’s reasonable likelihood to ensure the employee completion of the essential job duties and responsibilities at an alternate worksite.

Remote work or telecommuting is not designed to be a substitute for childcare or care of a dependent family member. Any employee approved for remote work or telecommuting is obligated to perform the essential job duties and responsibilities of the employee’s position.

A remote work agreement must be in writing, and signed by the employee, their immediate supervisor, and be approved by the Superintendent. The agreement must specify the number of days and hours worked each week. During working hours, the employee shall be accessible by phone and email within a reasonable time period during the agreed upon work schedule based on Alaska Standard Time. The district will not pay for voice and/or data communication charges.

Unless otherwise specified in the written agreement, a remote work employee is responsible for providing office equipment and workspace and is responsible for maintenance and repair of any office equipment. Any district materials in the alternate work site remain the property of the district and must be kept secure and confidential. Any materials containing student records or personnel records must be maintained in a lockable file cabinet or other location that cannot be accessed by any family, guests, or other occupants at the approved alternate worksite.

The district retains the right to inspect remote work site locations for the purpose of determining that the site is secure and safe, and that the employee is performing the essential job duties and responsibilities of the employee’s position and complying with the terms of the remote work agreement.

Out-of-pocket expenses for office supplies will not be reimbursed unless the employee obtains prior, written authorization from a supervisor.

The district assumes no liability for injuries occurring in the employee's approved alternate worksite outside the agreed-upon work hours. The district is not liable for loss, destruction, or injury that may occur in or to a remote work employee's alternate work site. This includes family members, visitors, or others that may become injured within or around a remote work employee's alternate work site.

It is the responsibility of a remote work employee to determine any income tax implications of a remote work agreement. The district will not provide tax guidance to remote work employees and does not assume any additional tax liabilities through the approval of a remote work agreement. All employees are encouraged to consult with a qualified tax professional to discuss any potential income tax implications from remote work agreements.

Created 6/2025

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

Community Relations

VISITS TO THE SCHOOLS

AR 1260

Building administrators shall ensure that prominent notices directing all visitors to sign in at the administrative office are posted at each entrance to the school building. Anyone who is not a regular staff member, approved volunteer, or student at the school is a visitor.

Visitor access to school buildings may be temporarily limited during emergency or safety drills, situations outlined in school safety plans, an emergency lockdown, periods of statewide testing, or other specific situations listed in District policy or building rules.

Conduct on School Property

The District expects civility, mutual respect, and orderly conduct among all individuals on District property or at a school event. No person on District property or at a school event shall:

1. Injure, threaten, harass, or intimidate a staff member, student, sports or activities official or coach, or any other person;
2. Damage or threaten to damage District property or another's property;
3. Violate any state or federal law or regulation, or district policy.
4. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal substances;
5. Impede, delay, disrupt, or otherwise interfere with any school activity or function, including using cellular phones in a disruptive manner;
6. Make a video recording in the classroom without prior approval of the building principal and classroom teacher.

The principal has authority to request that any unauthorized person, or visitor engaging in unacceptable conduct, leave the school grounds or school event. The principal further has authority to request assistance from law enforcement if any person refuses to leave school grounds upon request or creates a disruption. The principal or designee shall notify the Superintendent's office immediately if such a situation develops.

Created 6//2025

Commented [DG1]: This NEW administrative regulation provides a model regulation for appropriate conduct on school grounds. It provides that visitors must comply with applicable rules, laws, and regulations, and that they may be subject to both short and long term removal if conduct does not meet these standards.

Commented [DG2R1]: See BP 1260 to make sure the AR aligns with it.

BP 1260 VISITS TO THE SCHOOLS

Commented [DG1]: Replace with NEW AR from AASB

The School Board encourages families and interested members of the community to visit the schools to learn about, observe, or partner in educational and extracurricular programs. The Superintendent or designee shall invite families and the community to open house activities, specific volunteer roles, and other special events. Announcements of these events shall have wide dissemination in the community.

(cf. 1110 - Media Relations)

Visitors are encouraged to demonstrate the highest standard of conduct and courtesy to help create positive learning environments and to comply with all policies within the school.

The Superintendent or designee shall establish procedures to facilitate visits during regular school days and register all visitors at the school office when entering school grounds. Procedures for school visits will be posted in readily available locations such as the district website and in parent newsletters.

(cf. 0411 - Service Animals)

The Board recognizes the staff time and commitment required for school visits and encourages the staff to develop practices to support community participation and to accommodate as many requests for visits as possible. To ensure minimum interruption of the instructional program, visits during school hours should be first arranged with the teacher and principal or designee. If a conference is desired, an appointment should be set with the teacher during noninstructional time.

(cf. 3515 - School Safety and Security)

(cf. 3515.2 - Intruders on Campus)

Adoption Date: March 4, 1996

Revision Date: May 5, 1998

Revision Date: March 4, 2020

Sitka School District

BP 3515.6 USE OF SCHOOL SAFETY VIDEO SURVEILLANCE MONITORING SYSTEMS

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

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

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

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

Use

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

Camera Placement

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

Security

Only a designated employee or agent of the school district will install surveillance cameras. Only designated school officials shall have access to the camera equipment and operations system. For the purposes of this policy, school officials are the Superintendent or his/her expressly authorized designees. Only these school officials

shall handle the camera or copies of the video segments. Video copies shall be stored in a secure area. Video copies may never be sold, publicly viewed or distributed in any other fashion except as approved for by this policy and/or relevant to legislation. Law enforcement personnel may review camera recordings, when available, to investigate criminal conduct.

Viewing of Video Recordings

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

Use of Video Recordings for Disciplinary Action

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

Retention of Video Recordings

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

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

Review

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

(*cf.* 1340 – Access to District Records)

(*cf.* 3515 – School Safety and Security)

(*cf.* 3580 – District Records)

(*cf.* 5125 – Student Records)

Legal References:

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

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

ALASKA STATUTES

[40.21.070](#) *Records Management for Local Records*

[40.25.110-250](#) *Public Records Act*

ALASKA ADMINISTRATIVE CODE

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

Adoption Date: June 1, 2022

Sitka School District

BP 4133/4233/4333 All Personnel - TRAVEL EXPENSES

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

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

The Superintendent or designee may authorize an advance of funds to cover necessary expenses. The Superintendent or designee shall establish procedures for the submission and verification of expense claims. The daily per diem shall be \$50.00 for FY14 beginning January 1, 2014, \$55.00 for FY15, and \$60.00 for FY16 and thereafter for meals and incidentals. Review of daily per diem shall occur every 3 years. Other expenses may be allowed for reimbursement if pre-authorized and receipts are presented.

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

(cf. 3300 - Expenditures/Expending Authority)

Adoption Date: December 5, 1995

Revision Date: January 7, 2014

Sitka School District

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

Students

BP 5138(a)

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 ~~his or her~~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.

Commented [DG1]: This policy makes a number of changes to the model cell phone policy, in light of HB 57. It provides districts several options on how to regulate cell phones in schools, and provides clarifying definitions.

Policy regarding cell phone use will vary by district needs and intentions, and this model policy should be updated as desired.

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

~~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.~~

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

Students

BP 5138(b)

STUDENT POSSESSION & USE OF PORTABLE ELECTRONIC DEVICES, INCLUDING CELLULAR PHONES (continued)

~~Portable electronic devices~~Cellular phones shall ~~not be turned on or used in any way~~ be powered off: ~~(1) during other school sponsored instructional time~~ and supervised group activities during the school day (for example, student assemblies, awards, or other public ceremonies, etc.); ~~or (2) when their use is otherwise prohibited by school personnel.~~ , unless authorized by supervising personnel.

(cf. 6116 – Classroom Interruptions)

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.

Note: The following optional paragraph reflects the guidelines used by the Anchorage School District to specify permitted uses based on grade level. It may be revised or deleted as appropriate.

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 instructional time 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. ~~High school students may use cellular phones and other portable electronic devices before and after school and during the student's lunch period. Elementary and middle school students (grades K-8) may use such devices only before and after school. Additionally, 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 students' instructional time.~~

(cf. 6116 – Classroom Interruptions)

During the school day and ~~school sponsored activities~~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.

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

Students

BP 5138(c)

STUDENT POSSESSION & USE OF PORTABLE ELECTRONIC DEVICES, INCLUDING CELLULAR PHONES (continued)

Prohibited Conduct

Possession of a cellular telephone 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)

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

Students

BP 5138(d)

**STUDENT POSSESSION & USE OF PORTABLE ELECTRONIC
DEVICES, INCLUDING CELLULAR PHONES (continued)**

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 3/2012
6/2025

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~~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 as determined by superintendent or designee.

(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.

Commented [DG1]: This policy makes a number of changes to the model cell phone policy, in light of HB 57. It provides districts several options on how to regulate cell phones in schools, and provides clarifying definitions. Policy regarding cell phone use will vary by district needs and intentions, and this model policy should be updated as desired.

(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

Approval Date: June 10, 2010

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Sitka School District