Board Policy Review Meeting

Thursday, September 17, 2026 1:00 PM
District Office Conference Room, 2920 3.5 Nome-Teller Hwy, Nome, Alaska 99762

A. **Call to Order**
B. **NPS Policies for Review**
1. AR 4113 Selection, Assignment, Evaluation and Continuing Job Contracts for Extracurricular Duty Jobs
C. **AASB Policies for Review**
1. Instruction Sheet
2. BP 6114 Crisis Response Plan
3. BP 6146.1 High School Graduation Requirements
4. AR 6146.1 High School Graduation Requirements
5. BP 6146.4 Reciprocity on Graduation Requirements
6. BP 6172 Special Education
7. BP 0430 Community School Program
8. BP/AR/E 1420 Tribal Consultation (NEW)
9. BP 3550 Food Service
10. BP 3580 District Records
11. BP 4112.10 Employment of Retired Teachers
12. E 4119.21 Code of Ethics and Teaching Standards
13. BP 5040 Student Nutrition and Physical Activity
14. BP 5141.21 Administering Medication
15. AR 5141.21 Administering Medication
16. BB 9122/BB 9123 Vice/President Clerk & Treasurer
17. BB 9210 Qualifications
18. BB 9220 School Board Elections
19. BB 9230 Orientation
20. BB 9324 Board Minutes
21. BP 10020 Charter School Application
22. E 10020 DEED Initial Charter School Application Form
D. **Adjournment**

AR 4113 SALARY, SELECTION, ASSIGNMENT, EVALUATION AND CONTINUING JOB CONTRACTS FOR EXTRACURRICULAR DUTY JOBS

The Board recognizes the importance of a comprehensive extracurricular activities program for student. The Board and the Superintendent will recognize the benefits of having qualified Nome Public Schools teachers serve as coaches, sponsors, directors, and advisors and provide for the widest range and number of certified staff deemed qualified to hold a specific job to have the opportunity to serve. It is the responsibility of the Superintendent to approve all extra duty contracts only to eligible applicants who meet the qualifications and requirements of this section.

A. **Salary**

Athletic coaches and the activities director shall be placed on the Coaching Salaries Schedule in Article IV. of the Negotiated Agreement for an upcoming school year.

Other Activities Salaries

Directors, Sponsors, and Advisors of all other extra-curricular activities shall receive the amount shown in the Negotiated Agreement for an upcoming school year in Article IV.

B. **Selection**

1. Preference will be given to qualified Nome Public School teachers before any coaching, director, sponsor, or advisor job found in Article IV of the Negotiated Agreement is open to the public.
2. When a vacancy occurs the job shall be posted internally to ~~the~~ Nome Public Schools teachers for five days.
3. In the event more than one qualified teacher candidates apply an interview process shall be used to select the best-qualified teacher.
4. Should no qualified Nome Public Schools teacher apply for a vacancy the job shall be posted to the public. Classified and Administrative employees at Nome Public Schools may apply at anytime after the job has been opened to the public.
5. The interview process for two or more qualified head athletic coaching candidates for a job is as follows:
    a. The Assistant High School Principal shall schedule an interview committee consisting of the High School Principal and/or Assistant Principal, Activities Director, and a parent volunteer who is not an

employee of Nome Public Schools. The committee shall interview all qualified applicants. The High School Principal will forward the committee's recommendation to the Superintendent for final approval.

c. In the event that the High School Principal, Activities Director, Assistant High School Principal or the parent volunteer cannot attend the interview in person or by phone or video conference, the Superintendent may appoint a substitute committee member of comparable rank or standing. The Superintendent may never be a member of the interview committee except in the case of the Activities Director's inability to attend.

d. No assistant high school varsity coach job interview shall take place without that sport's varsity coach being present during the interview in person or by phone.

6. For assistant coaches, the process outlined in #5 above shall be followed with the following exceptions:
    a. When the interview is for the job of assistant varsity coach that varsity coach shall join the interview team as a ~~fifth~~ voting member.
    b. No assistant high school varsity coach job interview shall take place without that sport's varsity coach being present during the interview in person or by phone.
7. A job candidate shall be able pass a security background check, possess or is able to obtain all certifications required by AASA and any meet any additional criteria deemed relevant by Nome Public Schools before final approval of the Superintendent will be given.
8. Other hiring criteria shall include but is not limited to: relevant coaching experience in ASSA sports at or above Alaska 3-A division, having stunt training certification for a cheer coach who intends to provide direct instruction, practice of, and performance of cheerleading team stunts, and satisfactory extracurricular duty references for individuals new to the District.
9. Additional new criteria may be approved by the Superintendent at anytime but shall not conflict with or prevent an equitable procedure for all qualified applicants or constitute any adverse employment action.
10. The High School Principal may defer holding job interviews for a period not to exceed four weeks once a vacancy is posted for an extracurricular job vacancy to ensure that the broadest range and largest number of Nome Public Schools qualified teachers have been afforded a chance to apply for the job.
11. When only a single qualified Nome Public Schools teacher, or barring that, a

single qualified member of the public has applied for a coach job; the same selection process used for the jobs of varsity or assistant varsity coach used when multiple applicants apply shall be used. For all other advisor, director, and sponsor jobs that have only a single final qualified applicant, the Principal can elect to waive the interview process and forward a ~~do~~ hire recommendation to the Superintendent.

12. The Superintendent is not required to approve any contract recommended by the High School Principal.
13. The extracurricular duty jobs of junior & senior high school class sponsors shall be filled with at least one Nome Public Schools Jr. & Sr. School teacher. A member of the public may be only approved as a Jr. or Sr. class sponsor, as the second sponsor, after no other qualified Nome Public Schools teachers have applied.
14. At the recommendation of the High School Principal and approval of the Superintendent and after selection procedures of this section have been followed; a qualified individual may interview for and hold more than one extra duty contract in an upcoming school year with the final approval of the Superintendent or in the case of the Activities Director the approval of the Board per the Negotiated Agreement.
15. It is the responsibility of the all of the extra duty job interview teams to consider all aspects and effects of awarding multiple contracts to a single qualified individual for an upcoming school year before recommending this to the Superintendent or the Board in the case of the Activities Director.
16. Except for the activities director contract, the Superintendent shall issue final approval for all extra curricular contracts based on the selection process and subsequent recommendations received from the High School Principal.

C. **Assignment**

1. Extracurricular duty contracts shall be approved through the Superintendent. The single exception is the contract for the activities director contract that is approved by the Board per the Negotiated Agreement.
2. Only qualified individuals shall be assigned an extra duty contract.
3. The activities director shall be recommended for hire, by the High School Principal up to the Superintendent by using the same selection process for a varsity coach.

D. **Evaluation & Continuing Contracts for Extracurricular Jobs**

1. Within four weeks of the completion of an AASA sport season all coaches shall receive a written evaluation.
2. A coach receiving a satisfactory evaluation who is planning to return for the upcoming year will be afforded a "first right of refusal" for the same job for the

upcoming year. Upon receipt of the upcoming year's contract a coach shall have five working days in which to return a signed contract of acceptance to the High School Principal who shall sign and date when the accepted contract was received back. The High School Principal shall forward this contract with a performance rubric, for past employees; or the interview rubric for new hires, to the Personnel Officer. After five working days the job shall be declared open and posted if no accepted and signed contract has been received back by the High School Principal.

3. A coach receiving an unsatisfactory performance evaluation shall not be offered that same job and does not retain the first right of refusal for the same job.
4. Sponsors, directors, and advisers of non-athletic extracurricular activities shall receive a written performance rubric.
5. The Activities Director and Assistant Principal shall share evaluation duties for all athletic coaches using a performance rubric that shall bear their signatures. The annual performance rubric document is to be attached to the request for payment before the final review by the Superintendent.
6. The High School Principal shall evaluate sponsors, directors, or advisors of non-athletic extracurricular activities. The same provision for the use of a performance rubric for coaches applies with only the High School Principal's signature required.
7. All extra duty contracts recommended to the Superintendent for extracurricular jobs shall be signed by the Superintendent, High School Principal and/or High School Assistant Principal as specified in previously to be valid.
8. The evaluation performance rubric for the activities director shall be completed co-jointly by the High School Principal and the Superintendent. The Superintendent shall recommend a qualified applicant for activities director for the upcoming year to the school board no later than the June regular school board meeting.
9. In the event that a lack qualified applicants exists for Activities Director on the date of the regular June ~~30~~ school board meeting, the Superintendent shall notify the Board at that time that the position is open and is posted to all qualified applicants.

Revised 01/2026

Adopted: June 10, 2003

AASB POLICY REFERENCE MANUAL UPDATE SERVICE

FALL 2026
INSTRUCTION SHEET

NOTE: This packet includes only those policy manual pages that have been revised, deleted or newly established. It includes all updates required from legislative enactments during the 2026 Alaska State Legislative Session. Full text pages are included and are to be substituted as indicated below.

For ease of School Boards, AASB has identified those portions of the Update that require formal Board action in order to implement the policy changes. This is indicated by a "Yes" or "No." A "No" is used if changes have been made only to an AR or an Exhibit, or if policy changes are limited to explanatory notes, legal reference or cross-reference updates, or minor grammatical or stylistic changes that have not changed the policy meaning.

These updates are provided for Boards and Superintendents to consider adopting into their policy manual. Boards may modify these proposed policies as needed to fit their district appropriately, but may need to seek further legal review if the Board-proposed policy or AR has changed significantly from what is presented here.

REPLACE/ADD	FORMAL ADOPTION REQUIRED	DESCRIPTION
<u>ARTICLE 0, Series 0000 – Vision, Philosophy, Goals, Objectives, and Comprehensive Plan</u>		
BP 0430	Yes	This update revises the note to reflect that the statute requiring community school programs has long been repealed. It has been updated to state that community school programs may still be operated voluntarily.
AR 0430	No	Similar to the above, the AR has been updated to reflect that community school programs are voluntary.
<u>ARTICLE 1, Series 1000 – Community Relations</u>		
BP/AR/E 1420	Yes	***New policy, regulation, and exhibit*** This new tribal consultation package creates a framework for districts to follow in their consultation with Alaska tribes. It emphasizes the importance of tribal consultation where required by the Every Student Succeeds Act and the Alaska Native Educational Equity, Support, and Assistance Act.

ARTICLE 3, Series 3000 – Business and Noninstructional Operations		
BP 3550	Yes	This policy has been updated to include a new Alaska Statute, AS 14.03.087, which was enacted this legislative session. It states that beginning January 1, 2028, Districts are prohibited from serving breakfasts and lunches that include certain color additives (dyes).
BP 3580	Yes	This policy has been updated to reflect updated requirements for the maintenance of documents related to the E-Rate program and includes a reference to retention guidelines.
ARTICLE 4, Series 4000 – Personnel		
BP 4112.10	Yes	This policy has been updated to reflect a new law passed this legislative session, which permits regional resource centers to hire retired teachers, just like at school districts.
E 4119.21	No	This update simplifies the exhibit by removing the actual PTPC Code of Ethics and providing a link to the PTPC website, which hosts the Code.

REPLACE/ADD	**FORMAL ADOPTION REQUIRED**	**DESCRIPTION**
ARTICLE 5, Series 5000 – Students		
BP 5040	Yes	Related to the update in BP 3550, this policy has been updated to include a new Alaska Statute, AS 14.03.087, which was enacted this legislative session. It states that beginning January 1, 2028, Districts are prohibited from serving breakfasts and lunches that include certain color additives (dyes).
BP 5141.21	Yes	This policy has been updated to clarify that various types of health care providers (not just physicians) may authorize students to take medication during the school day. The update adds a definition of health care provider, which includes respiratory care practitioners (RCPs). RCPs were added as qualified health care providers in a law passed this legislative session.
AR 5141.21	No	This update makes the same changes regarding health care providers as in BP 5141.21.
ARTICLE 6, Series 6000 – Instruction		
BP 6114	Yes	This policy has been updated to incorporate a new law that requires districts to provide Cardiopulmonary resuscitation (CPR) training to certain grade levels. DEED shall make the curricula

		available to districts and identify which grade levels require the training. This requirement will go into effect July 1, 2027.
BP 6146.1	Yes	This policy has been updated to reflect a new law regarding civics education that was passed this legislative session. Beginning with students who enter grade nine after July 1, 2027, students must take and pass a civics education curriculum and assessment to receive a high school diploma (several exceptions apply). DEED will provide the curriculum.
BP 6146.4	Yes	This update clarifies that boards may delegate the authority to waive credit requirements for transfer students to the district administration. This means that the superintendent or designee may authorize students to be exempted from certain credit and assessment requirements if they bring them in from different districts.
BP 6172	Yes	This policy has been updated to incorporate a new law passed this legislative session which requires additional support and communication for students who are deaf or hard of hearing. Specifically, districts must provide information to parents about their students' rights to an education, and to instruct students in the preferred method chosen by parents.
ARTICLE 9, Series 9000 – Bylaws of the Board		
BB 9123	Yes	This bylaw has been updated to clarify that the Board may delegate ministerial duties of the Clerk/Secretary to the Superintendent or designee, including a hired Executive Secretary (as many boards currently do).
BB 9210	Yes	This bylaw has been updated to include language implementing a new law that was passed this legislative session, which prohibits persons who have been convicted of a felony involving moral turpitude from serving on school boards. There is an exception for those who have been unconditionally discharged and at least 10 years have passed since that date.
BB 9220	Yes	This bylaw has been updated to reflect various changes to law made during this legislative session. Specifically, it includes language to establish: 1) municipal governments may by ordinance modify the length of a school board member's term in office, 2) that REAA school board members may be employed by their district as substitute teachers, and 3) the language regarding board member eligibility described in the changes to BB 9210.
BB 9230	Yes	This bylaw has been updated to include language implementing a new law passed this legislative session, which requires that board members engage in DEED-provided ethics and budgeting training.

REPLACE/ADD	FORMAL ADOPTION REQUIRED	DESCRIPTION
BB 9324	Yes	This bylaw has been updated to provide guidelines on the retention of board minutes and the retention of recordings (including audio and visual recordings) made during board meetings.
ARTICLE 10, Series 10000 – Charter Schools		
BP 10020	No	This update is a minor cross-reference revision, reflecting the revised name of the related exhibit, discussed below.
E 10020	No	This exhibit has been updated to state that sample charter school bylaws are available from the Association of Alaska School Boards.

Note: AS 14.33.100 requires that all school districts develop a model school crisis response plan for use by each school in the district, and each school shall develop a school specific crisis response plan.

All district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, or other crisis which create distress, hardship, fear or grief. The Superintendent or designee shall develop and maintain a crisis response plan for handling all foreseeable emergencies and disasters. This plan shall be reviewed and updated at least annually.

A crisis response team for each school shall augment the district plan with working plans and procedures specific to each school building. The crisis response team must include the principal, one certificated and one classified member of the school staff, and one parent whose child attends the school. Additionally, the team may include a school board or advisory school board member, a school counselor, a member of local law enforcement, and a student in grade 10 or higher.

All students and employees shall receive instruction regarding these plans. Employees shall be trained in crisis response, including evacuation and lock down drills. New employees shall complete the training within their first two years of employment. Disaster simulation exercises may be held annually at each school site and shall demonstrate how safety procedures may be applied to various types of emergencies.

The Superintendent or designee shall consult with local social service agencies and law enforcement authorities so that district and site plans may provide the best possible way of handling each situation and also provide for emergency communications systems between these agencies and each district school.

Note: Effective July 1, 2027, DEED shall adopt curricula to instruct public school students on hands-only Cardiopulmonary resuscitation. This curricula shall determine what grade levels are required to receive instruction and what is appropriate for each grade level. Upon DEED's issuance of the curricula, the district shall implement it as required.

The crisis response plan must include the following information. Districts should add to this list as appropriate.

The crisis response plan for each school must:

a. identify the person in charge and a designated substitute;
b. identify the crisis response team members and their specific job functions relating to a crisis;
c. include a communication plan;
d. implement a Cardiopulmonary resuscitation education plan under AS 14.30.363, with appropriate training, as required;
e. include protocols for responding to immediate physical harm of students, faculty, or staff and to traumatic events, including the period after the events have concluded;
f. include disaster and emergency procedures to respond to earthquakes, fire, flood, explosions, or other events or conditions in which death or serious injury is likely;
g. include crisis procedures for safe entrance to and exit from the school by students, parents, and employees, including an evacuation and lock down plan; and
h. include policies for enforcing school discipline and maintaining a safe and orderly environment during the crisis.

(cf. 3514 - Safety)

(cf. 3515 – School Safety & Security)
(cf. 5142 - Student Safety)

The crisis response plans shall be reviewed annually and updated as appropriate. A copy of each school's crisis response plan shall be retained by the district and a copy provided to each local agency that has a role in the plan. Notice of completion of the annual review and update and the location of a school's crisis response plan shall be posted at each school in the district. Each school's crisis response plan shall be printed and available for inspection by the public.

Note: The following language may be revised to reflect district philosophy and needs

The School Board shall grant the use of school buildings, grounds and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The School Board shall cooperate with such agencies in furnishing and maintaining whatever services it deems necessary to meet the community's needs.

The School Board encourages all employees to become proficient in first aid and cardiopulmonary resuscitation. Each principal shall ascertain that at least one staff member at each school holds a valid certificate in these areas. The Superintendent or designee shall provide for CPR inservice training to be offered to district staff annually.

Legal Reference:

ALASKA STATUTES
14.03.030 School term
14.03.140 Emergency drills
14.30.363 Cardiopulmonary resuscitation education
14.33.100 Required school crisis response planning
18.70.080-18.70.300 Fire protection

Revised
9/92
3/2016
11/2026

BP 6114 CRISIS RESPONSE PLAN

Note: *AS 14.33.100 requires that all school districts develop a model school crisis response plan for use by each school in the district, and each school shall develop a school specific crisis response plan.*

All district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, or other crisis which create distress, hardship, fear or grief. The Superintendent or designee shall develop and maintain a crisis response plan for handling all foreseeable emergencies and disasters. This plan shall be reviewed and updated at least annually.

A crisis response team for each school shall augment the district plan with working plans and procedures specific to each school building. The crisis response team must include the principal, one certificated and one classified member of the school staff, and one parent whose child attends the school. Additionally, the team may include a school board or advisory school board member, a school counselor, a member of local law enforcement, and a student in grade 10 or higher.

All students and employees shall receive instruction regarding these plans. Employees shall be trained in crisis response, including evacuation and lock down drills. New employees shall complete the training within their first two years of employment. Disaster simulation exercises may be held annually at each school site and shall demonstrate how safety procedures may be applied to various types of emergencies.

The Superintendent or designee shall consult with local social service agencies and law enforcement authorities so that district and site plans may provide the best possible way of handling each situation and also provide for emergency communications systems between these agencies and each district school.

Note: *The crisis response plan must include the following information. Districts should add to this list as appropriate.*

The crisis response plan for each school must:

a. identify the person in charge and a designated substitute;

b. identify the crisis response team members and their specific job functions relating to a crisis;

c. include a communication plan;

d. include protocols for responding to immediate physical harm of students, faculty, or staff and to traumatic events, including the period after the events have concluded;

e. include disaster and emergency procedures to respond to earthquakes, fire, flood, explosions, or other events or conditions in which death or serious injury is likely;

f. include crisis procedures for safe entrance to and exit from the school by students, parents, and employees, including an evacuation and lock down plan; and

g. include policies for enforcing school discipline and maintaining a safe and orderly environment during the crisis.

(cf. 3514 - Safety)

(cf. 3515 – School Safety & Security)

(cf. 5142 - Student Safety)

The crisis response plans shall be reviewed annually and updated as appropriate. A copy of each school's crisis response plan shall be retained by the district and a copy provided to each local agency that has a role in the plan. Notice of completion of the annual review and update and the location of a school's crisis response plan shall be posted at each school in the district. Each school's crisis response plan shall be printed and available for inspection by the public.

The School Board shall grant the use of school buildings, grounds and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The School Board shall cooperate with such agencies in furnishing and maintaining whatever services it deems necessary to meet the community's needs.

The School Board encourages all employees to become proficient in first aid and cardiopulmonary resuscitation. Each principal shall ascertain that at least one staff member at each school holds a valid certificate in these areas. The Superintendent or designee shall provide for CPR in service training to be offered to district staff annually.

Legal Reference:

ALASKA STATUTES

14.03.030 School term

14.03.140 Emergency drills

14.33.100 Required school crisis response planning

18.70.080-18.70.300 Fire protection

Revised 3/2016

Nome Public Schools

HIGH SCHOOL GRADUATION REQUIREMENTS BP 6146.1(a)

Note: Transfer students who have earned 13 unit credits in another district may, at the district's discretion, be excused from the district's subject area units-of-credit requirements. 4 AAC 06.075.

Note: The following sample policy reflects the minimum graduation requirements specified in 4 AAC 06.075 and should be revised to reflect district philosophy and needs. Unless otherwise stated in a student's IEP, the district shall require all students in grade 11, and all students in grade 12 who have not previously done so, to take a college and career readiness assessment described in 4 AAC 06.717. However, failure to take one of these assessments shall not be grounds for withholding a diploma from an otherwise qualified student. At the request of a student, the district shall retroactively issue a high school diploma to a student who did not receive one because of failure to pass all or a portion of the previously required High School Graduation Qualifying Exam and instead received a certificate of achievement, provided the person takes a college and career readiness assessment. AS 14.03.075. A person may satisfy the assessment pursuant to the regulations in 4 AAC 06.718. The district is to mail a notice of this option to each such student who qualifies for a diploma to the student's last known address.

Note: For students who enter grade nine on or after July 1, 2027, they must complete the comparative government and civics education assessment(s) set forth in AS 14.03.076. The District shall utilize the curricula provided by DEED to provide these assessments. To receive a diploma, a student must meet the requirements of AS 14.03.076(c) unless: 1) they transferred into the District after completing grade 10 at a school in another state, 2) received alternative instruction as set forth in AS 14.03.076(d)(2), or 3) is a student with a disability who receives a waiver from the School Board. The District shall affix a seal of civic readiness, as developed by DEED, to the transcript and diploma of a student who has attained a high proficiency in the above.

The School Board intends that all District students graduate high school ready for college or a career. The Superintendent or designee shall prepare for School Board approval a plan consisting of district graduation requirements. Students shall receive diplomas of graduation from high school only after meeting the following district graduation requirements, as well as taking a college and career readiness assessment or receiving a waiver from the School Board.

Subject	Units of Credit	
Language Arts	4	
Social Studies	3*	
Mathematics	~~2~~	~~- For students graduating from high school **on or before June 30, 2017**.~~
Mathematics	3	- For students graduating from high school **on or after July 1, 2017**
Science	2	
Health/Physical Education	1	
Electives	~~9~~ 8	- For students graduating from high school on or after July 1, 2030

*Note: The three units of credit in social studies must include one-half unit of credit in Alaska history or demonstration that the student meets the Alaska history performance standards. This requirement will not apply to a student who (1) transfers into your school after the student's second year of high school; or (2) has already successfully completed a high school state history course in another state. 4 AAC 06.075.

(cf. 5127 - Graduation Ceremonies and Activities)
(cf. 6164.2 - Guidance and Counseling Services)
(cf. 6146.3 - Competency Testing)
(cf. 6184 - Virtual/Online Courses)

Legal Reference

ALASKA STATUTES
14.03.075 College and career readiness assessment; retroactive issuance of diploma
14.03.076 Comparative government and civics education and assessments requirement

ALASKA ADMINISTRATIVE CODE
4 AAC 06.075 High school graduation requirements
4 AAC 06.717 College and career readiness assessments
4 AAC 06.718 College and career readiness assessment after student received a certificate of achievement
4 AAC 06.721 College and career readiness assessment waivers
4 AAC 06.755-790 State wide assessment program for students with disabilities

Revised
3/2017
11/2026

AASB POLICY REFERENCE MANUAL
9/92

BP 6146.1 HIGH SCHOOL GRADUATION REQUIREMENTS

Note: *Transfer students who have earned 13 unit credits in another district may, at the district's discretion, be excused from the district's subject area units-of-credit requirements. 4 AAC 06.075.*

Note: *Unless otherwise stated in a student's IEP, the district shall require all students in grade 11, and all students in grade 12 who have not previously done so, to take a college and career readiness assessment described in 4 AAC 06.717. However, failure to take one of these assessments shall not be grounds for withholding a diploma from an otherwise qualified student. At the request of a student, the district shall retroactively issue a high school diploma to a student who did not receive one because of failure to pass all or a portion of the previously required High School Graduation Qualifying Exam and instead received a certificate of achievement, provided the person takes a college and career readiness assessment. AS 14.03.075. A person may satisfy the assessment pursuant to the regulations in 4 AAC 06.718. The district is to mail a notice of this option to each such student who qualifies for a diploma to the student's last known address.*

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Subject	**Units of Credit**
Language Arts	4
Social Studies	3*
Mathematics	3 - For students graduating from high school on or after **July 1, 2017**
Science	2
Health/Physical Education	1 - Health 0.5 & P.E. 0.5 – for students graduating from high school on or after **July 1, 2025**
Electives	9

Note: The three units of credit in social studies must include one-half unit of credit in Alaska history or demonstration that the student meets the Alaska history performance standards. This requirement will not apply to a student who (1) transfers into your school after the student's second year of high school; or (2) has already successfully completed a high school state history course in another state. 4 AAC 06.075.

(cf. 5127 - Graduation Ceremonies and Activities)

(cf. 6164.2 - Guidance and Counseling Services)

(cf. 6146.3 - College and Career Readiness Assessments)

(cf. 6184 - Virtual/Online Courses)

Legal Reference:

ALASKA STATUTES

14.03.075 Secondary student competency testing

ALASKA ADMINISTRATIVE CODE

4 AAC 06.075 High school graduation requirements

4 AAC 06.717 College and career readiness assessments

4 AAC 06.718 College and career readiness assessment after student receives a certificate of achievement

4 AAC 06.721 College and career readiness assessment waivers

Revised 08/2022

Revised 05/2017

Revised 03/2016

Nome Public Schools

AR 4113 SALARY, SELECTION, ASSIGNMENT, EVALUATION AND CONTINUING JOB CONTRACTS FOR EXTRACURRICULAR DUTY JOBS

The Board recognizes the importance of a comprehensive extracurricular activities program for student. The Board and the Superintendent will recognize the benefits of having qualified Nome Public Schools teachers serve as coaches, sponsors, directors, and advisors and provide for the widest range and number of certified staff deemed qualified to hold a specific job to have the opportunity to serve. It is the responsibility of the Superintendent to approve all extra duty contracts only to eligible applicants who meet the qualifications and requirements of this section.

A. **Salary**

Athletic coaches and the activities director shall be placed on the Coaching Salaries Schedule in Article IV. of the Negotiated Agreement for an upcoming school year.

Other Activities Salaries

Directors, Sponsors, and Advisors of all other extra-curricular activities shall receive the amount shown in the Negotiated Agreement for an upcoming school year in Article IV.

B. **Selection**

1. Preference will be given to qualified Nome Public School teachers before any coaching, director, sponsor, or advisor job found in Article IV of the Negotiated Agreement is open to the public.
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4. Should no qualified Nome Public Schools teacher apply for a vacancy the job shall be posted to the public. Classified and Administrative employees at Nome Public Schools may apply at anytime after the job has been opened to the public.
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    a. The Assistant High School Principal shall schedule an interview committee consisting of the High School Principal and/or Assistant Principal, Activities Director, and a parent volunteer who is not an

employee of Nome Public Schools. The committee shall interview all qualified applicants. The High School Principal will forward the committee's recommendation to the Superintendent for final approval.

c. In the event that the High School Principal, Activities Director, Assistant High School Principal or the parent volunteer cannot attend the interview in person or by phone or video conference, the Superintendent may appoint a substitute committee member of comparable rank or standing. The Superintendent may never be a member of the interview committee except in the case of the Activities Director's inability to attend.

d. No assistant high school varsity coach job interview shall take place without that sport's varsity coach being present during the interview in person or by phone.

6. For assistant coaches, the process outlined in #5 above shall be followed with the following exceptions:
    a. When the interview is for the job of assistant varsity coach that varsity coach shall join the interview team as a ~~fifth~~ voting member.
    b. No assistant high school varsity coach job interview shall take place without that sport's varsity coach being present during the interview in person or by phone.
7. A job candidate shall be able pass a security background check, possess or is able to obtain all certifications required by AASA and any meet any additional criteria deemed relevant by Nome Public Schools before final approval of the Superintendent will be given.
8. Other hiring criteria shall include but is not limited to: relevant coaching experience in ASSA sports at or above Alaska 3-A division, having stunt training certification for a cheer coach who intends to provide direct instruction, practice of, and performance of cheerleading team stunts, and satisfactory extracurricular duty references for individuals new to the District.
9. Additional new criteria may be approved by the Superintendent at anytime but shall not conflict with or prevent an equitable procedure for all qualified applicants or constitute any adverse employment action.
10. The High School Principal may defer holding job interviews for a period not to exceed four weeks once a vacancy is posted for an extracurricular job vacancy to ensure that the broadest range and largest number of Nome Public Schools qualified teachers have been afforded a chance to apply for the job.
11. When only a single qualified Nome Public Schools teacher, or barring that, a

single qualified member of the public has applied for a coach job; the same selection process used for the jobs of varsity or assistant varsity coach used when multiple applicants apply shall be used. For all other advisor, director, and sponsor jobs that have only a single final qualified applicant, the Principal can elect to waive the interview process and forward a ~~do~~ hire recommendation to the Superintendent.

12. The Superintendent is not required to approve any contract recommended by the High School Principal.
13. The extracurricular duty jobs of junior & senior high school class sponsors shall be filled with at least one Nome Public Schools Jr. & Sr. School teacher. A member of the public may be only approved as a Jr. or Sr. class sponsor, as the second sponsor, after no other qualified Nome Public Schools teachers have applied.
14. At the recommendation of the High School Principal and approval of the Superintendent and after selection procedures of this section have been followed; a qualified individual may interview for and hold more than one extra duty contract in an upcoming school year with the final approval of the Superintendent or in the case of the Activities Director the approval of the Board per the Negotiated Agreement.
15. It is the responsibility of the all of the extra duty job interview teams to consider all aspects and effects of awarding multiple contracts to a single qualified individual for an upcoming school year before recommending this to the Superintendent or the Board in the case of the Activities Director.
16. Except for the activities director contract, the Superintendent shall issue final approval for all extra curricular contracts based on the selection process and subsequent recommendations received from the High School Principal.

C. **Assignment**

1. Extracurricular duty contracts shall be approved through the Superintendent. The single exception is the contract for the activities director contract that is approved by the Board per the Negotiated Agreement.
2. Only qualified individuals shall be assigned an extra duty contract.
3. The activities director shall be recommended for hire, by the High School Principal up to the Superintendent by using the same selection process for a varsity coach.

D. **Evaluation & Continuing Contracts for Extracurricular Jobs**

1. Within four weeks of the completion of an AASA sport season all coaches shall receive a written evaluation.
2. A coach receiving a satisfactory evaluation who is planning to return for the upcoming year will be afforded a "first right of refusal" for the same job for the

upcoming year. Upon receipt of the upcoming year's contract a coach shall have five working days in which to return a signed contract of acceptance to the High School Principal who shall sign and date when the accepted contract was received back. The High School Principal shall forward this contract with a performance rubric, for past employees; or the interview rubric for new hires, to the Personnel Officer. After five working days the job shall be declared open and posted if no accepted and signed contract has been received back by the High School Principal.

3. A coach receiving an unsatisfactory performance evaluation shall not be offered that same job and does not retain the first right of refusal for the same job.
4. Sponsors, directors, and advisers of non-athletic extracurricular activities shall receive a written performance rubric.
5. The Activities Director and Assistant Principal shall share evaluation duties for all athletic coaches using a performance rubric that shall bear their signatures. The annual performance rubric document is to be attached to the request for payment before the final review by the Superintendent.
6. The High School Principal shall evaluate sponsors, directors, or advisors of non-athletic extracurricular activities. The same provision for the use of a performance rubric for coaches applies with only the High School Principal's signature required.
7. All extra duty contracts recommended to the Superintendent for extracurricular jobs shall be signed by the Superintendent, High School Principal and/or High School Assistant Principal as specified in previously to be valid.
8. The evaluation performance rubric for the activities director shall be completed co-jointly by the High School Principal and the Superintendent. The Superintendent shall recommend a qualified applicant for activities director for the upcoming year to the school board no later than the June regular school board meeting.
9. In the event that a lack qualified applicants exists for Activities Director on the date of the regular June ~~30~~ school board meeting, the Superintendent shall notify the Board at that time that the position is open and is posted to all qualified applicants.

Revised 01/2026

Adopted: June 10, 2003

RECIPROCITY ON GRADUATION REQUIREMENTS BP 6146.4

Note: 4 AAC 06.075 authorizes the district to exempt transfer students with at least 13 units of credit from graduation credit requirements. The following sample policy may be revised or deleted to reflect district philosophy and needs.

Credit Requirements

The Board authorizes the Superintendent or designee ~~may~~ to exempt students transferring into the district from meeting district credit and assessment requirements for graduation upon verification of equivalent credits received elsewhere, in accordance with law.

(cf. 5118 - Transfers; Withdrawals)

Legal Reference:

ALASKA STATUTES
14.03.075 College and career readiness assessment; retroactive issuance of diploma
14.03.076 Comparative government and civics education and assessments requirement

ALASKA ADMINISTRATIVE CODE
4 AAC 06.075 High school graduation requirements

Revised
3/2015
11/2026

BP 6146.4 RECIPROCITY ON GRADUATION REQUIREMENTS

The Superintendent may modify District graduation for students transferring into the District upon verification of equivalent credits received elsewhere.

(cf. 5118 - *Transfers)*

Legal Reference:

ALASKA ADMINISTRATIVE CODE

4 AAC 06.075 High school graduation requirements

Adopted: June 15, 2018

Nome Public Schools

SPECIAL EDUCATION BP 6172(a)

Note: The following sample policy addresses education provided under the Individuals with Disabilities Education Act.

The School Board desires children with and without disabilities to share an interactive educational environment which nurtures understanding, cooperation and mutual respect.

A student's IEP team shall determine the content of the student's individualized educational program (IEP) and make placement decisions for the least restrictive environment that is educationally appropriate.

All students, without regard to race, ethnicity, national origin or gender, shall have equitable access to general education interventions, to timely referral for an evaluation for disability, and to equitable treatment in the evaluation process, in the quality of special education and related services provided, and in the degree of restrictiveness of their educational environment.

Note: 4 AAC 52.590 requires districts to establish written procedures for the identification of children in need of a surrogate parent and for the appointment and removal of surrogate parents. AS 14.30.272 requires the district to inform parents/guardians of children with disabilities of the procedural safeguards provided by law. 4 AAC 52.190 requires written notice before initiating or changing a child's identification, evaluation or placement and when refusing a parent's request to initiate or change a child's identification, evaluation or placement.

The Superintendent or designee shall establish written procedures required by law and shall ensure district compliance with procedural safeguards, including appropriate notices to parents/guardians established by state and federal laws and regulations.

Note: 4 AAC 52.115 requires evaluation and placement within 90 calendar days of obtaining parental consent for evaluation. However, completion of an individualized education plan must occur within 30 days after determining a child's eligibility.

Services will be provided in accordance with a student's IEP once parental consent or administrative or judicial proceedings authorize the provision of special education and related services.

The District shall, in collaboration with the Department of Education and Early Development, ensure to the maximum extent possible that the parents of children who are deaf or hard of hearing (or the District suspects of being deaf or hard of hearing) are provided with comprehensive, neutral, and unbiased information in accordance with AS 14.30.272(c)(1) and other applicable law. The District shall also allow the parent of the child to choose the method of communication the parent determines is most appropriate for the child and provide services using the parent's chosen method of communication, as required by law.

If the District operates residential services as part of its deaf and hard of hearing program as described in AS 14.30.276, the District shall annually submit a plan of operations to DEED as required by the statute.

(cf. 3541.2 - Transportation for Special Education Students)
(cf. 5144.2 - Suspension and Expulsion (Individuals with Exceptional Needs)
(cf. 6146.4 - Differential Graduation and Competency Standards for Individuals with Exceptional Needs)
(cf. 6164.4 – Child Find)

Legal Reference:
ALASKA STATUTES
14.30.180-14.30.350 Education for children with disabilities

ALASKA ADMINISTRATIVE CODE
4 AAC 52.010-4 AAC 52.990 Education for children with disabilities

UNITED STATES CODE, TITLE 20
1232g Family Educational Rights and Privacy Act of 1974
1400 et seq. Individuals with Disabilities Education Act

CODE OF FEDERAL REGULATIONS, TITLE 34
99.10-99.22 Inspection, review and procedures for amending education records
300.340-349 Individualized education programs
300.500-300.514 Due process procedures for parents and children
300.550-300.553 Least restrictive environment; alternative placements; placement; nonacademic settings

Revised
3/2017
11/2026

BP 6172 SPECIAL EDUCATION

Note: *The following sample policy addresses education provided under the Individuals with Disabilities Education Act, formerly known as Education for All Handicapped Children Act and should be revised as appropriate.*

Whenever possible, the School Board desires both nonhandicapped and handicapped children to share an interactive environment which nurtures understanding, cooperation and mutual respect.

Upon the identification of a student's exceptional need(s), the Superintendent or designee shall appoint child study team to consider those needs, determine the content of the student's individualized educational program (IEP) and make placement decisions for the least restrictive environment that is educationally appropriate.

Note: *4 AAC 52.590 requires districts to establish written procedures for the identification of children in need of a surrogate parent and for the appointment and removal of surrogate parents. AS 14.30.272 requires the district to inform parents/guardians of exceptional children of the procedural safeguards provided by law.* 4 AAC 52.190 *requires written notice before initiating or changing a child's identification, evaluation or placement and when refusing a parent's request to initiate or change a child's identification, evaluation or placement.*

The Superintendent or designee shall establish written procedures required by law and shall ensure district compliance with procedural safeguards, including appropriate notices to parents/guardians established by state and federal laws and regulations.

Note: *4 AAC 52.115 requires evaluation and placement within 45 days of obtaining parental consent unless a time extension is agreed upon by all parties. 4 AAC 52.140 requires completion of an individualized education plan within 30 days after determining a child's eligibility.*

Services will be provided in accordance with a student's IEP once parental consent or administrative or judicial proceedings authorize the provision of special education and related services.

(cf. 3541.2 - Transportation for Special Education Students)

(cf. (Broken Jump Link - 5144.2) - Suspension and Expulsion (Individuals with Exceptional Needs))

(cf. 6146.4 - Differential Graduation and Competency Standards for Individuals with Exceptional Needs)

(cf. 6164.4 - Child Find)

Legal References:

ALASKA STATUTES

14.17.045 Special education instructional units

14.30.180-14.30.350 Education for children with disabilities

ALASKA ADMINISTRATIVE CODE

4 AAC 52.010-4 AAC 52.990 Education for children with disabilities

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act of 1974

1400 *et seq.* Individuals with Disabilities Education Act

CODE OF FEDERAL REGULATIONS, TITLE 34

99.10-99.22 Inspection, review and procedures for amending education records

300.340-349 Individualized education programs

300.500-300.514 Due process procedures for parents and children

300.550-300.553 Least restrictive environment; alternative placements; placement; nonacademic settings

Revised 6/08

Adopted: June 10, 2003

Nome Public Schools

COMMUNITY SCHOOL PROGRAM BP 0430

The School Board recognizes the importance of extending the use of school facilities and equipment for purposes of providing educational, cultural, social, and recreational services to the citizens of the community. The Superintendent or designee ~~shall~~ may develop community school programs in accordance with state law and within the limits of available resources.

Note: The statute and regulations implementing community schools have long been repealed. However, districts may still voluntarily develop community school programs. ~~*A.S. 14.36.010 requires the Department of Education, in cooperation with the school district, to evaluate approved plans for a community school program once every four years.*~~

(cf. 1330 - Use of School Facilities)

(cf. 1325 - Advertising and Promotion)

(cf. 3100 - Budget)

(cf. 3515 - Equipment)

~~*Legal Reference:*~~

~~*ALASKA STATUTES*~~

~~*14.36.010-14.36.070 Community schools*~~

~~*ALASKA ADMINISTRATIVE CODE*~~

~~*4 AAC 32.010-32.030 Community schools*~~

Revised: 11/2026

AASB POLICY REFERENCE MANUAL
9/92

BP 0430 COMMUNITY SCHOOL PROGRAM

The School Board recognizes the importance of extending the use of school facilities and equipment for purposes of providing educational, cultural, social, and recreational services to the citizens of the community. The Superintendent or designee shall develop community school programs in accordance with state law and within the limits of available resources.

(cf. 1330 - Use of School Facilities)

(cf. 1325 - Advertising and Promotion)

(cf. 3100 - Budget)

(cf. 3515 - Equipment)

Legal Reference:

ALASKA STATUTES

14.36.010-14.36.070 Community schools

ALASKA ADMINISTRATIVE CODE

4 AAC 32.010-32.030 Community schools

Adopted: June 10, 2003

Nome Public Schools

TRIBAL CONSULTATION BP 1420

Federally recognized Tribes are sovereign nations with inherent rights to self-govern and make decisions impacting their citizens. The School Board is committed to building authentic, respectful, and collaborative relationships with Tribal governments and their shared relationships with communities, families, and organizations to improve educational outcomes for American Indian/Alaska Native (AI/AN) students.

The Board acknowledges that meaningful tribal consultation extends beyond federal compliance requirements and represents a foundational commitment to honoring Indigenous knowledge, cultural perspectives, and educational sovereignty in service of student success. The Board is committed to educating themselves on the tribal governance and cultural structures of their school district and region.

Together with Tribes, families, and communities, the district will strive to ensure AI/AN students learn in culturally rich environments, follow personalized pathways, and develop as leaders who are grounded in their heritage and are empowered to shape their futures. The district commits to creating trauma-engaged, culturally responsive educational experiences that honor each student's identity while building academic and life skills.

When Tribal consultation is required, the Superintendent or designee shall initiate a formal tribal consultation process. Additionally, the district is encouraged to engage in voluntary consultation on major policies, programs, or initiatives impacting AI/AN students, regardless of enrollment thresholds or funding levels.

In partnership with Tribes (and/or their designee) and tribal communities, the district may:

- Integrate Indigenous knowledge, cultural practices, and place-based learning into educational programs, in accordance with state curriculum standards.
- Engage Elders and Tribal community members as educators, mentors, and cultural advisors.
- Create school environments to visibly honor and celebrate AI/AN cultures and languages.
- Support AI/AN language instruction and preservation efforts.
- Provide culturally specific student support services and mentorship programs.
- Offer professional development for staff on Indigenous education methods and cultural responsiveness.
- Define shared educational goals and success measures for AI/AN students.
- Include AI/AN voices in educational planning and resource allocation decisions.
- Develop joint monitoring and evaluation processes for programs serving AI/AN students.

Data Sharing and Privacy

To ensure student success/achievement and to effectively audit and evaluate federal programs, Tribes and districts will utilize data. When appropriate, and in compliance with federal and state privacy laws, the district may enter into formal agreements with tribal organizations, to share student data for educational evaluation and program improvement purposes, following

established protocols that protect student confidentiality while supporting tribal educational initiatives.

(cf. 1220 - Citizen Advisory Committees)
(cf. 6174.1 - Education of Native/Indian Children)
(cf. 6020 - Parent Involvement)

Legal Reference

United States Code

20 U.S.C.§ 7918 - Consultation with Indian tribes and tribal organizations
20 U.S.C §§ 7541-7546 Alaska Native Educational Equity, Support, and Assistance Act
20 U.S.C § 7704 Policies and procedures relating to children residing on Indian Lands

Created 04/2026

AASB POLICY REFERENCE MANUAL
9/92

TRIBAL CONSULTATION AR 1420

Tribal consultation shall follow a structured approach including:

1. **Invitation and Preparation** - Providing all local Tribes with timely written invitations, relevant data, federal program information, and consultation objectives well in advance of meetings.

2. **Collaborative Consultation** - Conducting meetings that honor tribal sovereignty, provide for meaningful participation, and work toward consensus-based decisions.

3. **Affirmation** - Obtaining annual written Tribal affirmation from the designated Tribal official that consultation occurred, or the Tribe opted out of being considered a local Tribe.

4. **Documentation** from the District of how Tribal input is reflected in final plans or policies.

5. **Ongoing Partnership and Relationship Building** - Maintaining regular, timely, active, and on-going communication and monitoring progress on shared commitments beyond individual consultation events.

The Superintendent or designee, in partnership with Tribes, may co-create and maintain formalized procedures to ensure ongoing tribal consultation is conducted in a timely, meaningful, and effective manner honoring tribal sovereignty and building authentic partnerships. This relationship may be memorialized in a memorandum of agreement.

The Superintendent or designee shall:

1. Use the Map of Federally Recognized Tribes in Alaska and Bureau of Indian Affairs Tribal Leaders Directory to identify appropriate tribal contacts.

2. Update contact information annually and verify authorized tribal representatives for consultation purposes.

(cf. 1220 - Citizen Advisory Committees)
(cf. 6174.1 - Education of Native/Indian Children)
(cf. 6020 - Parent Involvement)

Legal Reference

United States Code
20 U.S.C.§ 7918 - Consultation with Indian tribes and tribal organizations
20 U.S.C §§ 7541-7546 Alaska Native Educational Equity, Support, and Assistance Act
20 U.S.C § 7704 Policies and procedures relating to children residing on Indian Lands

Created 04/2026

SAMPLE INVITATION TO TRIBE FOR CONSULTATION E 1420

[SCHOOL DISTRICT LETTERHEAD]

[Date]

[Tribal Leader Name and Title] [Tribe] [Address]
[City, State ZIP]

Subject: Request for Meaningful Government-to-Government Consultation: [Your School District Name] [Topic/Program]

Dear [Tribal Leader Name]:

The [School District Name] respectfully extends a formal invitation to [Tribe] for government-to-government consultation regarding [specific topic, program, policy, or plan].

Our Commitment to Consultation

[School District Name] is committed to honoring our government-to-government relationship with Alaska Native tribal governments. We recognize the unique expertise, traditional knowledge, and sovereign authority that the [Tribe] holds regarding the education and well-being of Alaska Native students. This consultation is essential to ensuring our programs and policies incorporate tribal perspectives, respect cultural values, and serve the educational needs of Alaska Native students in our district.

Purpose of Consultation

We are requesting meaningful consultation to gather your substantive input on [specify the program, policy, or plan]. Specifically, we seek your views and recommendations on:

- [Specific area 1: e.g., needs assessment for Alaska Native student achievement]
- [Specific area 2: e.g., integration of Alaska Native cultural knowledge and values]
- [Specific area 3: e.g., program goals and student support services]
- [Specific area 4: e.g., resource allocation and budget priorities]
- [Additional areas specific to your consultation topic]

[If applicable, add: In accordance with [cite federal requirement, e.g., Section 8538 of the Elementary and Secondary Education Act (ESEA/ESSA), Indian Education Formula Grant requirements, Johnson-O'Malley Act, etc.], we are fulfilling our federal obligation to consult

with tribal governments to ensure equitable educational opportunities for Alaska Native students.]

Consultation Details

Topic: [Briefly state the specific plans, programs, or policies needing input]

Date/Time Options:

- Option 1: [Day, Date] at [Time] [Time Zone]
- Option 2: [Day, Date] at [Time] [Time Zone]
- Alternative: Please suggest a time that works better for your schedule

Location/Format:

- In-Person: [Physical address, if applicable]
- Virtual: [Platform and link, if applicable]
- Hybrid: [Both options available]
- Telephone: [Conference line, if applicable]

Written Input: We welcome written comments and recommendations if you prefer, or if you cannot attend the scheduled consultation. Please submit written input via:

- Email: [Contact Email]
- Mail: [Mailing Address]
- Deadline for written input: [Date]

Accommodations: Please let us know if you require:

- Language interpretation services
- Accessibility accommodations
- Transportation assistance
- Meal arrangements (for in-person meetings)
- Any other support to facilitate your meaningful participation

Background Materials

[Optional: We have enclosed/attached the following materials for your review prior to the consultation:

- [Document 1]
- [Document 2]
- Additional materials are available upon request]

RSVP and Contact Information

Please confirm your participation or suggest an alternative time by [RSVP Date] by contacting:

[Contact Person Name and Title] [Phone Number] [Email Address] [Available hours for contact]

Our Partnership

We deeply value the sovereign relationship between the [School District Name] and the [Tribe]. Your input is crucial to fulfilling our commitment to Alaska Native student success and strengthening our collaborative efforts to provide culturally responsive, high-quality education. We recognize your unparalleled knowledge of Alaska Native students' cultural, linguistic, and educational needs, and we are committed to incorporating tribal perspectives into our decision-making processes.

We look forward to consulting with you on this important matter and to continuing our partnership in support of Alaska Native students and their families.

Respectfully,

[Superintendent Name] Superintendent [School District Name]

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

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

The Board believes that:

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

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

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

FOOD SERVICE (continued) BP 3550(b)

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

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

(cf. 4131 – Staff Development)

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

(cf. 3554 – Other Food Sales)
(cf. 5040 – Student Nutrition and Physical Activity)
(cf. 6163.4 – School Gardens, Greenhouses and Farms)

Effective January 1, 2028, as part of its breakfast and lunch program, the District may not serve a food or beverage that contains any of the following color additives certified by the United States Food and Drug Administration under 21 U.S.C. 379e:

1. red dye 3 (U.S. Chemical Abstracts Service no. 16423-68-0);
2. red dye 40 (U.S. Chemical Abstracts Service no. 25956-17-6);
3. yellow dye 5 (U.S. Chemical Abstracts Service no. 1934-21-0);
4. yellow dye 6 (U.S. Chemical Abstracts Service no. 2783-94-0);
5. blue dye 1 (U.S. Chemical Abstracts Service no. 3844-45-9);
6. blue dye 2 (U.S. Chemical Abstracts Service no. 860-22-0); or
7. green dye 3 (U.S. Chemical Abstracts Service no. 2353-45-9).

Legal references on the next page.

Legal Reference:

ALASKA STATUTES
AS 14.30.360 Health education curriculum; physical activity guidelines
AS 14.03.087 Prohibited food additives

UNITED STATES CODE
Richard B. Russell National School Lunch Act, 42 U.S.C. 1751-1769j
Child Nutrition Act of 1996, 42 U.S.C. 1771-1793

CODE OF FEDERAL REGULATIONS
7 C.F.R. Parts 210, 220, and 235 National School Lunch Program and Breakfast Program

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

Revised
10/2021
11/2026

BP 3550 FOOD SERVICE

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

The School Board believes that:

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

Note: *Effective January 14, 2010, the U.S. Department of Agriculture requires schools participating in the National School Lunch and Breakfast Programs to develop a written*

food safety program for the preparation and serving of school meals. The goal is to prevent and reduce the risk of food-borne illness among students. Schools are required to utilize the "hazard analysis and critical control point (HACCP) system" when developing their food safety programs. A written safety program must be in place for each food preparation and service facility that prepares and serves meals under the federal breakfast or lunch programs.

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

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

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

(cf. 4131 – *Certificated Staff Development)*

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

(cf. 3554 – *Other Food Sales)*

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

Legal Reference:

UNITED STATES CODE

Richard B. Russell National School Lunch Act, 42 U.S.C. 1751-1769j

Child Nutrition Act of 1996, 42 U.S.C. 1771-1793

CODE OF FEDERAL REGULATIONS

7 C.F.R. Parts 210, 220, and 235 National School Lunch Program and Breakfast Program

FEDERAL REGISTER

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

Revised 10/2022

Revised 04/2019

Revised 03/2016

Nome Public Schools

DISTRICT RECORDS BP 3580(a)

Note: Alaska Statute 40.21.070 requires districts to follow the state records management and retention program to the extent practical. In 2007, the Department of Education and Early Development updated its 1992 publication relating to records retention practices for school districts. The newly updated *Model Records Retention Schedule for Alaska School Districts* lists and describes most records that school districts administer and recommends minimum retention guidelines, irrespective of the media utilized. The schedule is only a guide and districts may establish their own varying schedules to meet specific school or community needs or practices.

School district records shall be developed, maintained and disposed of according to the requirements of federal and state laws and regulations. Records, regardless of format, should remain accessible and durable for their prescribed retention period. Electronic records, including email, should be administered under operating policies and procedures, ideally in an unaltered format, to ensure that the records remain authentic and trustworthy for their full retention period.

Note: In 2007, the Federal Rules of Civil Procedure underwent a major revision to include electronic discovery rules. The Federal Rules mandate that entities, including school districts, retain documents that are relevant to a claim or defense to a claim. Thus, electronically stored information that is relevant to a claim must be saved for an extended period of time. Even inadvertent destruction of electronic data, for example pursuant to your email purging procedures, can result in sanctions for your district if you are involved in litigation. A "litigation hold" is a directive to parties not to destroy any documents, including electronically stored information in all of its various forms, that might be relevant to a legal proceeding, or that might lead to the discovery of relevant information. In the event the district becomes aware of actual or threatened litigation, audit, or investigation that may concern a group of records, those records should not be disposed of until authorized to do so upon advice of your attorney.

The Superintendent or designee shall undertake the preservation and retention of records and data, including electronically stored information, when there becomes a likelihood that potential litigation will occur.

Irreplaceable, vital school district records must be protected against destruction in the event of a fire, flood, earthquake, terrorist act or other disaster. Vital records are those containing critical information essential to the continuity of operations, or the protection of the rights and interests of the school district, its students, and staff. The Superintendent or designee shall identify vital records and implement measures to ensure that these documents are preserved.

The School Board authorizes the destruction of records having no legal or administrative value or historical interest, following retention for those periods described in the records retention schedule.

Note: Alaska Statute 40.21.080 provides that public records may not be destroyed except on the authority of the local governing body. The Board may authorize by policies or regulations, the disposal of "routine records." The District should establish regulations defining its routine records, and time limits for retention of all records.

DISTRICT RECORDS BP 3580(B)

The School Board adopts as its Records Management System the Model Records Retention Schedule for Alaska School Districts. The Superintendent or designee will implement a records management program consistent with this Schedule.

The Superintendent or designee shall ensure the confidentiality of district records as permitted or required by law. All district employees must guard against improper disclosure of confidential and personally identifiable information.

(cf. 1340 - Access to District Records)
(cf. 4112.6/4212.6/4312.6 - Personnel Records)
(cf. 5125 - Student Records)

Note: Participants in the E-rate program have specific document retention requirements which go into effect for funding year 2004. Under FCC rules, program beneficiaries must "retain all records related to the application for, receipt and delivery of discounted services for a period of ~~five~~ ten years after the last day of service delivered" in any particular funding year. FCC Rule § 54.516. Specifically, eight categories of documents must be retained, at a minimum: prebidding process, bidding process, contracts, application process, purchase and delivery of services, invoicing, inventory, and forms and rule compliance. A retention summary document may be accessed here: https://www.usac.org/wp-content/uploads/e-rate/documents/resources/e-rate-program-applicant-document-retention-list-UPDATED-1.pdf

Legal Reference:

ALASKA STATUTES
40.25.120-40.25.220 Public Records Act
14.03.115 Parental Access
14.17.910 Restrictions governing receipt and expenditure of money from public school foundation account
40.21.010-40.21.140 Public records

ALASKA CONSTITUTION
art. 1, sec. 22, Right to Privacy

UNITED STATES CODE
5 U.S.C. § 552a – Privacy Act
20 U.S.C. § 1232 g & 34 CFR Part 99 – Family Educational Rights & Privacy Act

Revised
10/2021
11/2026

AASB POLICY REFERENCE MANUAL
9/92

EMPLOYMENT OF RETIRED TEACHERS

BP 4112.10

Note: ~~Effective November 8, 2018,~~ AS 14.20.136 authorizes schools districts and regional resource centers established under AS 14.12.150 to hire retired teachers in cases of teacher shortages. Retired teachers hired under this statutory provision may elect to continue receiving TRS benefit payments during the period of reemployment. A contract for reemployment of a retired teacher hired under AS 14.20.136 may not be for more than 12 consecutive months. Under AS 14.20.020(g), a retired teacher may teach as a long-term substitute for not more than 165 consecutive days of a school term.

If the teacher retired under the defined benefit retirement system, the teacher must be retired for at least 60 days if 62 years of age or older, or at least six months if under 62 years of age, before reemployment. In addition, if the teacher is reemployed by the same district that employed the teacher upon retirement, the teacher must certify that there was no prearranged agreement with the school district to hire the teacher after retirement.

Prior to the hire of retired teachers under this statute, the school board or regional resource center board must adopt a policy that permits the employment of retired teachers who are qualified to teach in those disciplines or specialties in which a shortage of teachers exists. The policy must describe the circumstances that constitute the shortage.

This optional policy may be utilized by districts desiring to hire retired teachers in cases of teacher shortages, as authorized by AS 14.20.136.

It is the policy of the Board that teacher vacancies be filled in a timely manner by qualified personnel. The District administration is authorized to employ retired teachers in accordance with AS 14.20.136 in cases of teacher shortages, and to notify the Administrator of the Teachers' Retirement System that it is hiring retired teachers pursuant to that statutory provision. This includes the employment of retired teachers at regional resource centers established under AS 14.12.150.

The hiring of retired teachers is authorized in those disciplines or specialties in which a shortage of teachers exists despite active recruitment efforts. A shortage is deemed to exist for those open positions that the administration has been unable to fill with qualified candidates, despite recruitment, public advertising for at least 10 business days, interviews, and the offering of positions to qualified candidates, if any.

(cf. 4111 Recruitment and Selection)

Legal Reference

ALASKA STATUTES
14.20.136 Employment of member of teachers' retirement system
14.25.043 Reemployment of retired members
14.20.165 Restoration of tenure rights

Revised 9/2024
11/2026

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006481.00001 2750151v1

BP 4112.10 EMPLOYMENT OF RETIRED TEACHERS

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Prior to the hire of retired teachers under this statute, the school board must adopt a policy that permits the employment of retired teachers who are qualified to teach in those disciplines or specialties in which a shortage of teachers exists. The policy must describe the circumstances that constitute the shortage.

This optional policy may be utilized by districts desiring to hire retired teachers in cases of teacher shortages, as authorized by AS 14.20.136.

It is the policy of the School Board that teacher vacancies be filled in a timely manner by qualified personnel. The District administration is authorized to employ retired teachers in accordance with AS 14.20.136 in cases of teacher shortages, and to notify the Administrator of the Teachers' Retirement System that it is hiring retired teachers pursuant to that statutory provision.

The hiring of retired teachers is authorized in those disciplines or specialties in which a shortage of teachers exists despite active recruitment efforts. A shortage is deemed to exist for those open positions that the administration has been unable to fill with qualified candidates, despite recruitment, public advertising for at least 10 business days, interviews, and the offering of positions to qualified candidates, if any.

(cf. 4111 *Recruitment and Selection)*

Legal Reference

ALASKA STATUTES

14.20.136 Reemployment of member of teachers' retirement system

14.25.043 Reemployment of retired members

14.20.165 Restoration of tenure rights

Revised 01/2025

Adopted: March 9, 2021

Nome Public Schools

20 AAC 10.020
CODE OF ETHICS AND TEACHING STANDARDS

The PTPC Code of Ethics can be found at: https://education.alaska.gov/ptpc

Revised 11/2026

E 4119.21 20 AAC 10.020 CODE OF ETHICS AND TEACHING STANDARDS

View or Print: THIS EXHIBIT in Acrobat (pdf) format

Nome Public Schools

STUDENT NUTRITION AND PHYSICAL ACTIVITY BP 5040 (a)

Note: This policy was developed by the State of Alaska Obesity Prevention and Control Program and the Alaska Department of Education & Early Development Child Nutrition Program and meets all federal requirements for Local School Wellness Policies. It is intended to provide a framework for developing a wellness policy. The policy adopted by your School Board must be developed with the involvement of the identified advisory group discussed in Section A.

The School Board recognizes that schools are in a position to promote healthy lifestyle choices by students that can affect their lifelong wellness. Therefore the School District will provide environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating, physical, and subsistence activity.

The School Board understands that:

(a) Teaching about food and nutrition should support students in both the local community and other community contexts.
(b) Traditional knowledge of food and harvesting teaches values and skills to all Alaskan students.
(c) Food nutrition should link students positively to their cultures and ways of life in Alaska or countries of origin.
(d) Tribal governments and tribal members have extensive indigenous nutrition, scientific, resource management, and legal knowledge about harvesting foods.
(e) Offering subsistence and local food harvesting opportunities contributes to nutritional health, but also supports cultural identity, improved physical and mental health, and deepens students understanding of an ecosystem.
(f) Familiar and cultural foods can create cultural safety and contribute to a positive learning environment.

Schools will provide nutrition promotion and education, physical education, and other school-based activities to foster lifelong habits of healthy eating and physical activity, and will establish linkages between nutrition education, school meal, and local food programs.

(cf. 1020 – Youth Services)

A. Planning and Periodic Review by Stakeholders

The school district and when appropriate individual schools within the district will create or work with an existing advisory group that will assist in developing, implementing, monitoring, reviewing and, as necessary, revising school nutrition and physical activity goals. The school district will permit and encourage the participation of students, parents, food service personnel, School Board members, school administrators, school health professionals, physical education teachers, local SNAP-Ed coordinators and other interested community members in the advisory group. The district will promote opportunities to participate in the advisory group at least once a year through parent and stakeholder communication, which may include newsletters, public announcements, web-postings, parent communication, etc.

The school district will provide the advisory group with appropriate information and clear guidelines to assist in the development and/or revision of relevant policies and nutrition and physical activity goals. Goals will be based on available scientific evidence for improving school nutrition and physical activity programs. Goals and progress toward achievement will be presented to the School Board on an annual basis.

School districts will add in a pathway during planning to submit a local foods nutritional plan and an opportunity to determine how donated local foods can meet with occupational health and safety regulations.

(cf. 1000 – Concepts and Roles)

B. Nutrition

All foods available in district schools during the school day shall be offered to students with consideration for promoting student health and reducing childhood obesity.

All foods and beverages provided through the National School Lunch or School Breakfast Programs shall meet nutritional requirements of the National School Lunch Act. (7 C.F.R. Parts 210 and 220). To the extent practicable, all schools in the district will participate in available federal school meal programs. Effective January 1, 2028, as part of its breakfast and lunch program, the District may not serve a food or beverage that contains any of the following color additives certified by the United States Food and Drug Administration under 21 U.S.C. 379e:

1. red dye 3 (U.S. Chemical Abstracts Service no. 16423-68-0);
2. red dye 40 (U.S. Chemical Abstracts Service no. 25956-17-6);
3. yellow dye 5 (U.S. Chemical Abstracts Service no. 1934-21-0);
4. yellow dye 6 (U.S. Chemical Abstracts Service no. 2783-94-0);
5. blue dye 1 (U.S. Chemical Abstracts Service no. 3844-45-9);
6. blue dye 2 (U.S. Chemical Abstracts Service no. 860-22-0); or
7. green dye 3 (U.S. Chemical Abstracts Service no. 2353-45-9).

All other foods and beverages made available on school campus (including, but not limited to vending, franchise vendors, concessions, a la carte, student stores, classroom parties, fundraising, and foods and beverages that are not for sale) during the school day, between the hours of 12:00 AM and 30 minutes after the conclusion of the instructional day, shall meet nutritional requirements of the National School Lunch Act, Nutrition Standards for All Foods Sold in Schools also known as Smart Snacks in School. For the purpose of this policy, the school campus is defined as all property under the jurisdiction of the school district that is accessible to students.

Schools will provide students with access to a variety of affordable, nutritious and appealing foods that meet the health and nutrition needs of students; will accommodate, as much as possible, the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe and pleasant settings and adequate time for students to eat.

Traditional cultural foods may be exempted from the nutritional requirements when offered free of charge and for educational purposes. Traditional cultural foods offered for sale or as a part of the school breakfast or lunch program must meet nutritional requirements.

Foods and beverages will not be offered as a reward for students' performance or behavior.

STUDENT NUTRITION AND PHYSICAL ACTIVITY BP 5040 (c)

Schools will provide free potable water in the place where meals are served and elsewhere throughout the school buildings.

When practicable, Alaska farm and fish products will be utilized in meals and snacks.

Schools will encourage all students to participate in federal school meal programs and protect the identity of students who eat free and reduced priced meals.

Schools will encourage all students to eat healthy and nutritious meals within the school dining environment and will, to the extent practicable, involve students in menu planning.

To the extent practicable, schools will schedule lunch as close to the middle of the school day as possible. Schools are encouraged to provide opportunities for mid-morning or mid-afternoon healthy snack breaks.

Schools will limit food and beverage marketing on campus to the promotion of foods and beverages that meet the National School Lunch Act, Nutritional Guidelines for All Foods Sold in Schools.

Schools will work to provide age-appropriate nutrition education as part of the health and physical education curricula that respects and integrates the cultural practices of students. Schools will provide opportunities for students to practice nutrition and harvesting skills both inside and outside the school setting. The District will seek to provide evidence-based nutrition education curricula and intergenerational knowledge on local foods that fosters lifelong healthy eating behaviors integrated into comprehensive school health education.

To the extent practicable:

(a) Students in grades pre-K-12 shall receive nutrition education that teaches the skills needed to adopt lifelong healthy eating behaviors.
(b) Classroom nutrition education shall be reinforced in the school dining room or cafeteria setting as well as in the classroom, with coordination among the nutrition service staff, administrators, local advisory group, and teachers.
(c) Students shall receive consistent nutrition messages from schools and the district. This includes in classrooms, on field trips, cafeterias, outreach programs and other school-based activities.
(d) Nutrition education shall be taught by a certified/licensed health education teacher, and should include input and guest instruction by a locally endorsed Elder or culture bearer.
(e) Schools will strive to establish or support opportunities to learn about local plants, harvesting, hunting and gardening to provide students with experiences in planting, harvesting, preparing, serving and tasting healthy, nutritious and Alaskan foods.

(cf. 0210 – Goals for Student Learning)
(cf. 3550 – Food Service)
(cf. 3551 – Food Service Operations)
(cf. 3552 – Regular Lunch Program)
(cf. 3553 – Free and Reduced Price Meals)
(cf. 3554 – Other Food Sales)

STUDENT NUTRITION AND PHYSICAL ACTIVITY BP 5040 (d)

C. Mandatory Physical Activity

Pursuant to AS 14.30.360, a district shall establish guidelines for schools in the district to provide opportunities during each full school day for students in grades kindergarten through 8 for a minimum of 90 percent of the daily amount of physical activity recommended for children and adolescents in the physical activity guides by the Centers for Disease Control and Prevention. The time provided for physical activity may involve physical education classes and unstructured physical activity, such as recess. The district shall adopt guidelines that allow students to be excused from physical activity due to medical and health and safety reasons, such as inclement weather.

Note: Section D: Physical Activity and Section E: Physical Education are optional policies that provide physical education and physical activity goals that meet the requirements of state and federal law. The District's policies may differ from Sections D and E provided the policies meet the requirements of AS 14.30.360, as described in Section C: Mandatory Physical Activity Guidelines.

D. Physical Activity

All students in grades kindergarten through eight will be provided with at least 54 minutes each day of physical activity. This time may be accumulated throughout the school day and may include physical education, recess and classroom based activities. Whenever possible, all students shall be given opportunities for physical activity through a range of programs including, but not limited to, intramurals, interscholastic athletics and physical activity clubs. Elementary students will be

provided at least 20 minutes each day of structured, active recess. Classroom based physical activity is encouraged and counts toward the 54 minute requirement as long as it does not replace recess.

When practicable, recess shall be scheduled before lunch periods and take place outdoors.

Indoor and outdoor facilities shall be available so that physical activity is safe and not dependent on the weather. Physical activity equipment shall be age- appropriate, inviting, and available in sufficient quantities for all students to be active. Equipment shall be inspected regularly (at least weekly) for safety and replaced when needed.

Using physical activity as punishment, or withholding physical activity/physical education time as a means of discipline, is prohibited.

The district/school will promote strategies/events designed to generate interest in and support active transport to school (walking school busses, 'bicycle trains' Walk/Bike to School Day, Safe Routes to School Programs).

Schools are encouraged to negotiate mutually acceptable and fiscally responsible arrangements with community agencies and organizations to keep school spaces and facilities available to students, staff, and community members before, during, and after the school day, on weekends, and during school vacations.

(cf. 1330 – Community use of school facilities)

E. Physical Education

Physical education will be closely coordinated with the overall school health program, especially health education, so that students thoroughly understand the benefits of being physically active and master the self-management skills needed to stay active for a lifetime.

STUDENT NUTRITION AND PHYSICAL ACTIVITY BP 5040 (e)

To the extent practicable, all schools will provide daily physical education opportunities for all students. All elementary students will be provided at least:

Option 1: the National Association for Sport and Physical Education (NASPE) recommendation of 150 minutes of physical education per week, for the entire school year.

Option 2: ___ minutes (determined by district capacity) of physical education per week, for the entire school year.

Middle and high school students shall be provided at least:

Option 1: the National Association for Sport and Physical Education (NASPE) recommendation of 225 minutes of physical education per week, for the entire school year.

Option 2: ___ minutes (determined by district capacity) of physical education per week, for the entire school year.

All elementary and middle-school students will be required to participate in physical education for all years of enrollment in school. All high school students shall be required to participate in physical education for one full year. Physical education shall be exclusive of health education and shall be available for all four years of high school. Each district/school will adopt a physical education curriculum that aligns with the Alaska State Standards for Physical Education for grades K-12, with grade level benchmarks. The curriculum shall be reviewed in accordance with the regular curriculum review and adoption schedule of the District.

F. Communication with Parents

The district/school will regularly, at least annually, inform and update the public, including students, parents, and the community, about the content, implementation of, and progress towards goals in this policy. Parents will be actively notified through email or other notification processes and provided access to this policy and all subsequent reports and updates.

The district must make available to the public the wellness policy, including any updates to and about the wellness policy, at least annually. The district must also make available the 3 year assessment described in Section G, including progress toward meeting the goals of the policy.

The district/school will support the efforts of parents to provide a healthy diet and daily physical activity for their children. Schools will encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet nutrition standards. The district will provide parents & the public with information on healthy foods that meet the requirements of the National School Lunch Act, Nutrition Standards for All Foods Sold in Schools also known as Smart Snacks in School, and ideas for policy compliant foods for vending, concessions, a la carte, student stores, classroom parties and fundraising activities

The district/school will provide information about physical education and other school-based physical activity opportunities before, during and after the school day; and support the efforts of parents to provide their children with opportunities to be physically active outside of school. Such supports will include sharing information through a website, newsletter, or other take-home

materials, special events, or physical education homework.

(cf. 6020 – Parent Involvement)

G. Monitoring, Compliance and Evaluation

The superintendent or designee will ensure compliance with established district-wide nutrition and physical activity wellness policies and administrative regulations. Administrative regulations may be developed to ensure that information will be gathered to assist the School Board and district in evaluating implementation of these policies and to ensure that necessary documentation is maintained in preparation for the triennial administrative review conducted by Child Nutrition Programs, Department of Education & Early Development.

The Superintendent or designee will designate one or more persons to be responsible for ensuring that each school within the district complies with this policy, and that school activities, including fundraisers and celebrations, are consistent with district nutrition and physical activity goals.

The School Board will receive an annual summary report on district-wide compliance with the established nutrition and physical activity policies, and the progress made in attaining the district nutrition and physical activity goals, based on input from the schools within the district. The report will also be distributed to advisory councils, parent/teacher organizations, school principals, and school health services personnel, and will be made available to the public.

The district must conduct an assessment of wellness policy every 3 years, at a minimum. The assessment must determine: compliance with the wellness policy, how the wellness policy compares to model wellness policies, and progress made in attaining the goals of the wellness policy. The policy must be updated as appropriate.

Legal Reference:

UNITED STATES CODE
Richard B. Russell National School Lunch Act, 42 U.S.C. 1751-1769j
Child Nutrition Act of 1996, 42 U.S.C. 1771-1793

CODE OF FEDERAL REGULATIONS
7 C.F.R. Parts 210 and 220, National School Lunch Program and Breakfast Program

FEDERAL REGISTER
Nutrition Standards for All Foods Sold in Schools ("Smart Snacks in School"), Vol. 78, No. 125, Part II, Department of Agriculture (2013)

ALASKA STATUTES
AS 14.30.360 Health education curriculum; physical activity guidelines
AS 14.03.087 Prohibited food additives

Students

11/2026

AASB POLICY REFERENCE MANUAL
9/92

BP 5040 STUDENT NUTRITION AND PHYSICAL ACTIVITY

Note: *This policy was developed by the State of Alaska Obesity Prevention and Control Program and the Alaska Department of Education & Early Development Child Nutrition Program and meets all federal requirements for Local School Wellness Policies. It is intended to provide a framework for developing a wellness policy. The policy adopted by your School Board must be developed with the involvement of the identified advisory group discussed in Section A.*

The School Board recognizes that schools are in a position to promote healthy lifestyle choices by students that can affect their lifelong wellness. Therefore the School District will provide environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating, physical, and subsistence activity.

The School Board understands that:

a) Teaching about food and nutrition should support students in both the local community and other community contexts.

b) Traditional knowledge of food and harvesting teaches values and skills to all Alaskan students.

c) Food nutrition should link students positively to their cultures and ways of life in Alaska or countries of origin.

d) Tribal governments and tribal members have extensive indigenous nutrition, scientific, resource management, and legal knowledge about harvesting foods.

e) Offering subsistence and local food harvesting opportunities contributes to nutritional health, but also supports cultural identity improved physical and mental health, and deepens students understanding of an ecosystem.

f) Familiar and cultural foods can create cultural safety and contribute to a positive learning environment.Teaching about food and nutrition should support students in both the local community and other community contexts.

g) Traditional knowledge of food and harvesting teaches values and skills to all Alaskan students.

h) Food nutrition should link students positively to their cultures and ways of life in Alaska or countries of origin.

i) Tribal governments and tribal members have extensive indigenous nutrition, scientific, resource management, and legal knowledge about harvesting foods.

j) Offering subsistence and local food harvesting opportunities contributes to nutritional health, but also supports cultural identity improved physical and mental health, and deepens students understanding of an ecosystem.

k) Familiar and cultural foods can create cultural safety and contribute to a positive learning environment.

Schools will provide nutrition promotion and education, physical education, and other school-based activities to foster lifelong habits of healthy eating and physical activity, and will establish linkages between nutrition education, school meal, and local food programs.

(cf. 1020 – *Youth Services)*

A. Planning and Periodic Review by Stakeholders

The school district and when appropriate individual schools within the district will create or work with an existing advisory group that will assist in developing, implementing, monitoring, reviewing and, as necessary, revising school nutrition and physical activity goals. The school district will permit and encourage the participation of students, parents, food service personnel, School Board members, school administrators, school health professionals, physical education teachers, local SNAP-Ed coordinators and other interested community members in the advisory group. The district will promote opportunities to participate in the advisory group at least once a year through parent and stakeholder communication, which may include newsletters, public announcements, web-postings, parent communication, etc.

The school district will provide the advisory group with appropriate information and clear guidelines to assist in the development and/or revision of relevant policies and nutrition and physical activity goals. Goals will be based on available scientific evidence for improving school nutrition and physical activity programs. Goals and progress toward achievement will be presented to the School Board on an annual basis.

School districts will add in a pathway during planning to submit a local foods nutritional plan and an opportunity to determine how donated local foods can meet with occupational health and safety regulations.

(cf. 1000 – *Concepts and Roles)*

B. Nutrition

All foods available in district schools during the school day shall be offered to students with consideration for promoting student health and reducing childhood obesity.

All foods and beverages provided through the National School Lunch or School Breakfast Programs shall meet nutritional requirements of the National School Lunch Act. (7 C.F.R. Parts 210 and 220) To the extent practicable, all schools in the district will participate in available federal school meal programs.

All other foods and beverages made available on school campus (including, but not limited to vending, franchise vendors, concessions, a la carte, student stores, classroom parties, fundraising, and foods and beverages that are not for sale) during the school day, between the hours of 12:00 AM and 30 minutes after the conclusion of the instructional day, shall meet nutritional requirements of the National School Lunch Act, Nutrition Standards for All Foods Sold in Schools also known as Smart Snacks in School. For the purpose of this policy, the school campus is defined as all property under the jurisdiction of the school district that is accessible to students.

Schools will provide students with access to a variety of affordable, nutritious and appealing foods that meet the health and nutrition needs of students; will accommodate, as much as possible, the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe and pleasant settings and adequate time for students to eat.

Traditional cultural foods may be exempted from the nutritional requirements when offered free of charge and for educational purposes. Traditional cultural foods offered for sale or as a part of the school breakfast or lunch program must meet nutritional requirements.

Foods and beverages will not be offered as a reward for students' performance or behavior.

Schools will provide free potable water in the place where meals are served and elsewhere throughout the school buildings.

When practicable, Alaska farm and fish products will be utilized in meals and snacks.

Schools will encourage all students to participate in federal school meal programs and protect the identity of students who eat free and reduced priced meals.

Schools will encourage all students to eat healthy and nutritious meals within the school dining environment and will, to the extent practicable, involve students in menu planning.

To the extent practicable, schools will schedule lunch as close to the middle of the school day as possible. Schools are encouraged to provide opportunities for mid-morning or mid-afternoon healthy snack breaks.

Schools will limit food and beverage marketing on campus to the promotion of foods and beverages that meet the National School Lunch Act, Nutritional Guidelines for All Foods Sold in Schools.

Schools will work to provide age-appropriate nutrition education as part of the health and physical education curricula that respects and integrates the cultural practices of students. Schools will provide opportunities for students to practice nutrition and harvesting skills both inside and outside the school setting. The District will seek to provide evidence-based nutrition education curricula and intergenerational knowledge on local foods that fosters lifelong healthy eating behaviors integrated into comprehensive school health education.

To the extent practicable:

a) Students in grades pre-K-12 shall receive nutrition education that teaches the skills needed to adopt lifelong healthy eating behaviors.

b) Classroom nutrition education shall be reinforced in the school dining room or cafeteria setting as well as in the classroom, with coordination among the nutrition service staff, administrators, local advisory group, and teachers.

c) Students shall receive consistent nutrition messages from schools and the district. This includes in classrooms, on field trips, cafeterias, outreach programs and other school-based activities.

d) Nutrition education shall be taught by a certified/licensed health education teacher, and should include input and guest instruction by a locally endorsed Elder or culture bearer.

e) Schools will strive to establish or support opportunities to learn about local plants, harvesting, hunting and gardening to provide students with experiences in planting, harvesting, preparing, serving and tasting healthy, nutritious and Alaskan foods.

(cf. 0210 – *Goals for Student Learning)*

(cf. 3550 – *Food Service)*

(cf. 3553 – *Free and Reduced Price Meals)*

(cf. 3554 – *Other Food Sales)*

C. Mandatory Physical Activity

Pursuant to AS 14.30.360, a district shall establish guidelines for schools in the district to provide opportunities during each full school day for students in grades kindergarten through 8 for a minimum of 90 percent of the daily amount of physical activity recommended for children and adolescents in the physical activity guides by the Centers for Disease Control and Prevention. The time provided for physical activity involves physical education classes and unstructured physical activity, such as recess. The district shall adopt guidelines that allow students to be excused from physical activity due to medical and health and safety reasons, such as inclement weather.

D. Physical Activity

All students in grades kindergarten through eight will be provided with at least 90 minutes each day of physical activity. This time may be accumulated throughout the school day and may include physical education, recess and classroom based activities. Whenever possible, all students shall be given opportunities for physical activity through a range of programs including, but not limited to, intramurals, interscholastic athletics and physical activity clubs. Elementary students will be provided at least 20 minutes each day of active recess. Classroom based physical activity is encouraged and counts toward the 90 minute requirement as long as it does not replace recess.

When practicable, recess shall be scheduled before lunch periods and take place outdoors.

Indoor and outdoor facilities shall be available so that physical activity is safe and not dependent on the weather. Physical activity equipment shall be age- appropriate, inviting, and available in sufficient quantities for all students to be active. Equipment shall be inspected regularly (at least weekly) for safety and replaced when needed.

Using physical activity as punishment, or withholding physical activity/physical education time as a means of discipline, is prohibited.

The district/school will promote strategies/events designed to generate interest in and support active transport to school (walking school busses, ‘bicycle trains’ Walk/Bike to School Day, Safe Routes to School Programs).

Schools are encouraged to negotiate mutually acceptable and fiscally responsible arrangements with community agencies and organizations to keep school spaces and facilities available to students, staff, and community members before, during, and after

the school day, on weekends, and during school vacations.

(cf. 1330 – *Community use of school facilities)*

E. **Physical Education**

All elementary and middle-school students will be required to participate in physical education for all years of enrollment in school. All high school students shall be required to participate in physical education for one full year. Physical education shall be exclusive of health education and shall be available for all four years of high school. Each district/school will adopt a physical education curriculum that aligns with the Alaska State Standards for Physical Education for grades K-12, with grade level benchmarks. The curriculum shall be reviewed in accordance with the regular curriculum review and adoption schedule of the District.

F. Communication with Parents

The district/school will regularly, at least annually, inform and update the public, including students, parents, and the community, about the content, implementation of, and progress towards goals in this policy. Parents will be actively notified through email or other notification processes and provided access to this policy and all subsequent reports and updates.

The district must make available to the public the wellness policy, including any updates to and about the wellness policy, at least annually. The district must also make available the 3 year assessment described in Section G, including progress toward meeting the goals of the policy.

The district/school will support the efforts of parents to provide a healthy diet and daily physical activity for their children. Schools will encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet nutrition standards. The district will provide parents & the public with information on healthy foods that meet the requirements of the National School Lunch Act, Nutrition Standards for All Foods Sold in Schools also known as Smart Snacks in School, and ideas for policy compliant foods for vending, concessions, a la carte, student stores, classroom parties and fundraising activities

The district/school will provide information about physical education and other school-based physical activity opportunities before, during and after the school day; and support the efforts of parents to provide their children with opportunities to be physically active outside of school. Such supports will include sharing information through a website, newsletter, or other take-home materials, special events, or

physical education homework.

(cf. 6020 – *Parent Involvement)*

G. Monitoring, Compliance and Evaluation

The superintendent or designee will ensure compliance with established district-wide nutrition and physical activity wellness policies and administrative regulations. Administrative regulations may be developed to ensure that information will be gathered to assist the School Board and district in evaluating implementation of these policies and to ensure that necessary documentation is maintained in preparation for the triennial administrative review conducted by Child Nutrition Programs, Department of Education & Early Development.

The Superintendent or designee will designate one or more persons to be responsible for ensuring that each school within the district complies with this policy, and that school activities, including fundraisers and celebrations, are consistent with district nutrition and physical activity goals.

The School Board will receive an annual summary report on district-wide compliance with the established nutrition and physical activity policies, and the progress made in attaining the district nutrition and physical activity goals, based on input from the schools within the district. The report will also be distributed to advisory councils, parent/teacher organizations, school principals, and school health services personnel, and will be made available to the public.

The district must conduct an assessment of wellness policy every 3 years, at a minimum. The assessment must determine: compliance with the wellness policy, how the wellness policy compares to model wellness policies, and progress made in attaining the goals of the wellness policy. The policy must be updated as appropriate.

Legal Reference:

UNITED STATES CODE

Richard B. Russell National School Lunch Act, 42 U.S.C. 1751-1769j

Child Nutrition Act of 1996, 42 U.S.C. 1771-1793

CODE OF FEDERAL REGULATIONS

7 C.F.R. Parts 210 and 220, National School Lunch Program and Breakfast Program

FEDERAL REGISTER

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

ALASKA STATUTES

AS 14.30.360 Health education curriculum; physical activity guidelines

Revised 05/2019

Revised 09/2017

Revised 03/2015

Nome Public Schools

Note: In 2005, AS 14.30.141 was passed requiring districts to permit the self-administration of medication by students for asthma or anaphylaxis. Self-administration may only be permitted upon a school's annual receipt of written certification by the student's parent/guardian and the student's health care provider. The statute also requires parents to release the school district from liability from any injury that may result from the storage and self-administration of asthma and anaphylaxis medication. Finally, the statute provides that students who use the medication in a manner other than prescribed are subject to disciplinary action.

The School Board recognizes that students sometimes may need to take prescribed medication during the school day in order to be able to attend school without jeopardizing their health. In such cases, when the district has received written statements from the student's ~~physician~~ health care provider and parent/guardian as required by law, designated personnel shall assist the student in taking the medication.

The written statements provided by the health care provider and parent/guardians must include the information described in AS 14.30.141. The term "health care provider" means a licensed physician, advanced practice registered nurse, respiratory care practitioner, physician assistant, village health aide, or pharmacist operating within the scope of the health care provider's authority.

The Board recognizes that some students have allergies of such severity that they may require an emergency anaphylactic injection during the course of the school day. Parents/guardians who are aware of this foreseeable need may ask the district to store and provide such injections. School staff who may be required to administer anaphylactic injections shall receive appropriate training and will be authorized to administer the injections within the legal provisions of law.

(cf. 5141 - Health Care and Emergencies)

Self-Administration of Medication for Asthma or Anaphylaxis

A student may be permitted to carry medication that has been prescribed or ordered by a ~~physician~~ health care provider to stay on or with the student due to a pressing medical need. Students who have received instruction in the self-administration of asthma or anaphylaxis medication shall be permitted to carry and self-administer the medication upon written authorization of the parent/guardian and health care provider, consistent with law and procedures developed by the [Superintendent/Chief Administrator]. Written authorization must be submitted annually.

By law, neither the District nor its schools are liable for injuries that may result from the storage or self-administration of medication. No student will be permitted to carry or self-administer a prescribed medication without a release of liability for the school, its employees, and agents. The release of liability shall include an agreement to indemnify and hold harmless the school and its employees or agents from claims arising out of the storage or self-administration of medication.

A student who uses the medication in a manner other than prescribed is subject to disciplinary action.

Legal Reference:
ALASKA STATUTES
09.65.090 Civil liability for emergency aid
14.30.141 Self-administration and documentation of medication

Revised 2/2006
11/2026

AASB POLICY REFERENCE MANUAL
9/92

BP 5141.21 ADMINISTERING MEDICATION

The School Board recognizes that students may need to take prescribed medication during the school day in order to be able to attend school without jeopardizing their health. In such cases, when the district has received written statements from the student's physician and parent/guardian as required by law, designated personnel shall assist the student in taking the medication.

Anaphylactic Injections

The Board recognizes that some students have allergies of such severity that they may require an emergency anaphylactic injection during the course of the school day. Parents/ guardians who are aware of this foreseeable need may ask the district to provide such injections.

School staff who may be required to administer anaphylactic injections shall receive training from qualified medical personnel. They will be authorized to administer the injections within the legal provisions of law and afforded appropriate liability protection.

(cf. 5141 - Health Care and Emergencies)

Asthma Inhalers Self-Administration of Medications for Asthma or Anaphylaxis

A student may be permitted to carry medication that has been prescribed or ordered by a physician to stay on or with the student due to a pressing medical need. Consistent with procedures developed by the Superintendent, a student under treatment for asthma shall be permitted to self-administer medication.

A student who uses the medication in a manner other than prescribed is subject to disciplinary action.

Legal References:

ALASKA STATUTES

09.65.090 Civil liability for emergency aid

14.30.141 Self-administration and documentation of medication

Revised 11/06

Adopted: June 10, 2003

Before a designated employee administers any prescription or over-the-counter medication to any student during school hours, the district shall have received:

1. A written statement from the student's ~~physician~~ health care provider or pharmacy label detailing the prescribed method, amount and time schedules by which the medication is to be taken, and

2. A written statement from the student's parent/guardian requesting the district to assist the student in taking the medication as prescribed by the ~~physician~~ health care provider.

Medication shall be in a properly labeled pharmacy bottle containing the name and telephone number of the pharmacy, the student's identification, name of the ~~physician~~ health care provider, and dosage of the medication to be given. The designated employee shall be responsible for the medication at school and shall administer it in accordance with the ~~physician's~~ health care provider's indicated dosage schedule.

Note: The following optional paragraph may be used to prevent the possibility of a student switching the medication with a controlled substance.

All medications must be delivered to the school by the parent/guardian or his/her adult representative.

The designated employee shall maintain a list of students needing medication during school hours, including the type of medication, times, and dosage. This list will be kept in the principal's and/or school nurse's office and shall be reviewed and updated periodically.

The designated employee shall maintain a log recording the student's name and the time and date when medications were given.

All medication shall be kept in a locked drawer or cabinet.

Anaphylactic Injections

1. Parents/guardians of students who may require emergency anaphylactic injections shall provide explicit written permission for authorized staff to administer such injections.

2. Each year, school employees designated by the principal shall receive training in administering anaphylactic injections. Qualified medical personnel shall provide this training.

3. The principal or designee shall schedule inservice meetings to:

   a. Familiarize authorized staff with the prescribed medications and their location.

   b. Ensure that authorized staff are competent to administer anaphylactic injections.

   c. Train all school personnel to recognize the symptoms of anaphylactic reactions.

ADMINISTERING MEDICATION (continued) AR 5141.21(b)

Health care provider ~~Physician~~ and parents/guardians of students who may require anaphylactic injections may be invited to attend these meetings.

4. The principal or designee shall prepare a list naming the students who may need emergency anaphylactic injections. This list shall be posted in the school health office, given to all concerned staff, and updated annually.

5. All medication for injections shall be labeled with the student's name, medicine name, and expiration date. It shall be stored in a locked cabinet with easy access by authorized staff.

6. The principal or designee shall post in the school health office a list of symptoms usually associated with anaphylactic reactions and a clear, specific procedure for administering injections in case of emergency. If authorized staff are not available at the time of an emergency, this written procedure will be followed by anyone who must administer the injection in order to save a life.

Self-Administration of Anaphylactic Injections (EpiPen) and Asthma Inhalers

1. Students will be permitted to carry and self-administer asthma and anaphylaxis medication if the parents/guardians provide the school with the following:

   a. written authorization from a parent or legal guardian for the self-administration of the medication.

   b. written certification from a student's health care provider that the student: (1) has asthma or a condition that may lead to anaphylaxis; and (2) has received instruction in the proper method of self-administration of the medication; and (3) has demonstrated to the health care provider the skill level necessary to use the medication and any device that is necessary to administer the medication as prescribed.

   c. an Asthma and/or Allergy/Anaphylaxis Action Plan (written treatment plan) signed by the student's health care provider.

   d. a release of liability for the school and its employees or agents for injury arising from self-administration.

   e. an agreement to indemnify and hold harmless the school and its employees for claims arising from self-administration.

2. All of the information identified in number 1 above must be updated annually.

3. Schools shall provide a written notice to the student's parents or guardians of the school's absence of liability related to the self-administration of medication according to the law.

ADMINISTERING MEDICATION (continued) AR 5141.21(c)

4. The principal or designee shall prepare a list of students authorized to carry and self-administer medication. The list shall be posted in the school health office, given to all concerned staff, and updated annually.

5. All inhalers and injection kits shall be clearly labeled with the student's name, medicine name, and expiration date.

6. The student shall report each use of the asthma inhaler or anaphylactic injection to [his or her teacher/principal/school health office] so that a record of administration may be kept.

7. Students are not permitted to misuse an inhaler or EpiPen in any way, including sharing the medication with another student, or sticking or spraying it at anyone. Doing so will result in disciplinary action, up to and including, suspension or expulsion. Disciplinary action will not limit the student's immediate access to the prescribed medication.

Revised 2/2006
11/2026

AR 5141.21 ADMINISTERING MEDICATION

Before a designated employee administers any prescribed or non-prescribed medication to any student during school hours, the district shall have received:

1. A written statement from the student's physician or pharmacy label detailing the prescribed method, amount and time schedules by which the medication is to be taken, and
2. A written statement from the student's parent/guardian requesting the district to assist the student in taking the medication as prescribed by the physician.

Medication shall be in a properly labeled pharmacy bottle containing the name and telephone number of the pharmacy, the student's identification, name of the physician, and dosage of the medication to be given. The designated employee shall be responsible for the medication at school and shall administer it in accordance with the physician's indicated dosage schedule.

All medications must be delivered to the school by the parent/guardian or his/her adult representative. The appropriate Medication Authorization Form must be completed by the parent/guardian (and prescribing medical professional if noted) prior to any medication being administered by any district employee. Over the Counter Medication Authorizations must be completed annually.

The designated employee shall maintain a list of students needing medication during school hours, including the type of medication, times, and dosage. This list will be kept in the principal's and/or school nurse's office and shall be reviewed and updated periodically.

The designated employee shall maintain a log recording the student's name and the time and date when medications were given.

All medication shall be kept in a locked drawer or cabinet.

All designated employees and one administrator from each school must complete the Alaska Department of Education and Early Development’s Medication Administration Training annually.

Anaphylactic Injections

1. Parents/guardians of students who may require emergency anaphylactic injections shall provide explicit written permission for authorized staff to administer such injections.
2. Each year, school employees designated by the principal shall receive training in

administering anaphylactic injections. Qualified medical personnel shall provide this training.

3. The principal or designee shall schedule inservice meetings to:
    a. Familiarize authorized staff with the prescribed medications and their location.
    b. Ensure that authorized staff are competent to administer anaphylactic injections.
    c. Train all school personnel to recognize the symptoms of anaphylactic reactions.

Physicians and parents/guardians of students who may require anaphylactic injections may be invited to attend these meetings.

4. The principal or designee shall prepare a list naming the students who may need emergency anaphylactic injections. This list shall be posted in the school health office, given to all concerned staff, and updated annually.
5. All medication for injections shall be labeled with the student's name, medicine name, and expiration date. All medication shall be kept in a locked drawer or cabinet.
6. The parents/guardians of students who carry their own kits for the purpose of anaphylactic injections shall so inform the principal or designee, who shall prepare a list naming these students, post it in the school health office, give it to concerned staff.
7. The principal or designee shall post in the school health office a list of symptoms usually associated with anaphylactic reactions and a clear, specific procedure for administering injections in case of emergency. If authorized staff are not available at the time of an emergency, this written procedure will be followed by anyone who must administer the injection in order to save a life.

Asthma Inhalers

1. The parents/guardians of students who may require an asthma inhaler shall provide express written permission for the student to carry the asthma inhaler and to self-administer the medication. This authorization must verify that the student has sufficient knowledge and training to recognize the need for medication and how to administer the medication.
2. The principal or designee shall prepare a list of students authorized to carry asthma inhalers and to self-administer asthma medication. The list shall be posted in the school health office, given to all concerned staff, and updated annually.
3. All inhalers shall be clearly labeled with the student's name, medicine name, and expiration date.

4. The student shall report each use of the asthma inhaler to his/her teacher/principal/ school health office so that a record of administration may be kept.
5. Students are not permitted to share inhaler medication with any other student. Doing so will result in disciplinary action, up to and including, suspension or expulsion.

Revised 01/2021

Adopted: June 10, 2003

Nome Public Schools

CLERK/SECRETARY AND TREASURER BB 9123

Note: AS 14.14.070 requires the election of a clerk, and further states the School Board may appoint one of its members as board treasurer.

The Clerk/Secretary to the School Board, shall have the following duties:

~~1. Prepare and maintain the School Board minutes.~~

~~2. Maintain School Board records and documents.~~

~~3. Submit to School Board the correspondence addressed to it.~~

~~4. Review purchase orders and sign checks.~~

~~5. Other duties as assigned by the School Board~~

1. Certify or attest to actions taken by the Board, when required;
2. Maintain Board records and documents, as required by law;
3. Sign the minutes of the Board meetings following their approval;
4. Sign documents as directed by the Board on behalf of the District and other items which require the signature of the Clerk;
5. Serve as the presiding officer in the absence of the President and Vice President;
6. Sign checks; and
7. Perform other duties as assigned by the Board.

The Board may delegate all ministerial duties of the Clerk/Secretary to the Superintendent or designee, including a hired Executive Secretary. If a treasurer is elected, they ~~he/she~~ may also have any of the above duties, as more specifically assigned by the School Board.

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

(cf. 3530 - *Risk Management)*

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

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

(cf. 9324 - *School Board Minutes)*

Legal Reference:

ALASKA STATUTES

14.08.091 Administration

14.14.070 Organization of school board

Revised: 11/2026

AASB POLICY REFERENCE MANUAL
9/92

BB 9123 TREASURER

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

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

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

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

(cf. 3530 - *Risk Management)*

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

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

(cf. 9324 - *Board Minutes)*

Legal References:

ALASKA STATUTES

14.08.091 Organization; oath and bond

14.14.070 Organization of school board

Revised 06/2020

Adopted: June 10, 2003

Nome Public Schools

BB 9122 VICE PRESIDENT/CLERK

The duties of the vice president shall be to:

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

(cf. 9120 - Officers and Auxiliary Personnel)

Legal Reference:

ALASKA STATUTES

14.14.070 Organization of school board

14.14.020 Bond required

Adopted: June 10, 2003

Nome Public Schools

QUALIFICATIONS

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

Furthermore, under a 2026 revision to AS 14.12.080, a school board member may not have been convicted of a felony involving moral turpitude unless the person has been unconditionally discharged for the felony and at least 10 years have passed since the date of unconditional discharge. "Unconditionally discharged" has the meaning given in AS 12.73.090.

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

(cf. 9220 – School Board Elections)

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

1. is a citizen of the United States;

2. is 18 years of age or older;

3. is a registered voter in the State of Alaska;

4. has been a resident of the school district for 30 days immediately preceding the election (or appointment); and

5. is not disqualified from voting due to ~~conviction of a felony involving moral turpitude, assuming voting rights have not been restored; or~~

b. a court finding of incompetency, unless the disability no longer exists.

6. has not been convicted of a felony involving moral turpitude, unless the individual was unconditionally discharged for the felony and at least 10 years have passed since the date of the unconditional discharge. Voting rights must also have been restored.

(cf. 9200 – Board Members)
(cf. 9223 – Board Vacancies)

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

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

(cf. 9110 – School Board Membership)

Legal Reference: (see next page)

QUALIFICATIONS (continued) BB 9210(b)

Legal Reference:

ALASKA STATUTES
14.08.041 Regional school boards
14.12.080 Qualification of members
15.05.010 Voter Qualification
29.26.050 Voter Qualification

ALASKA CONSTITUTION
art. 5, sec. 1, Qualified Voters
art. 5, sec. 2, Disqualifications

Added 01/07
Revised 11/2026

BB 9210 QUALIFICATIONS

Note: *Under AS 14.08.041 and AS 14.12.080, individuals are eligible to run for school board if they meet local voter qualifications. Local voter qualifications are set forth at AS 29.26.050.*

To be a qualified local voter, the individual must also meet the requirements to vote in the State of Alaska as defined in the Alaska Constitution, article V, and AS 15.05.010. The following policy sets forth the qualifications to be a voter in a state and local election, thus qualifying an individual to seek a seat on the school board.

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

(cf. 9220 - *School Board Elections)*

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

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

(cf. 9200 - *Board Members)*

(cf. 9223 - Board Vacancies)

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

(cf. 9110 - *Board Membership)*

Legal Reference:

ALASKA STATUTES

14.08.041 Regional school boards

14.12.080 Qualification of members

15.05.010 Voter Qualification

29.26.050 Voter Qualification

ALASKA CONSTITUTION

art. 5, sec. 1 Qualified Voters

art. 5, sec. 2 Disqualifications

Revised 06/2020

Adopted: June 10, 2003

Nome Public Schools

Note: Pursuant to AS 29.20.300, the assembly serves as the school board for third class boroughs. Pursuant to AS 14.12.110, where the public school population is less than 500 the voters may provide by referendum that the borough assembly serve as the school board.

Unless the term of office is modified by ordinance under AS 29.20.300, School Board members shall be elected for a three-year term in accordance with procedures established by ordinance for municipal elections or by state regulations for regional educational attendance areas.

Note: Pursuant to AS 14.14.140, a Board member may not be employed by the school district, except that under AS 14.08.041 a member of a REAA regional school board may be employed as a substitute teacher under emergency circumstances of a time-limited duration.

Any person eligible to be a voter in the district and who has not been convicted of a felony involving moral turpitude (unless the person has been unconditionally discharged for the felony and at least 10 years have passed since the date of unconditional discharge) is eligible for Board membership. In this section, "unconditionally discharged" has the meaning given in AS 12.73.090.

A district employee may seek election to the Board but must resign his/her position with the District if elected, except for employment as a substitute teacher under AS 14.08.041.

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

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

(cf. 9210 – Qualifications)
(cf. 9250 - Remuneration, Reimbursement and other Benefits)
(cf. 9270 - Conflict of Interest)

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

OPTION 1: Whenever it is impossible to determine which of two or more candidates has been elected to the Board, the Board shall immediately notify the candidates who received the tie votes of the time and place where lots shall be cast to determine the winner.

OPTION 2: Whenever it is impossible to determine which of two or more candidates has been elected to the Board, a runoff election shall be held in accordance with law.

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

(cf. 9270 - Conflict of Interest)

Legal Reference: (See next page)

Legal Reference:

ALASKA STATUTES

14.08.041 Regional school boards
14.08.051 School board sections
14.08.061 Term of office
14.08.071 Elections
14.08.081 Recall
14.12.050 School board terms
14.12.080 Qualification of members
14.12.110 Single body as assembly and school board
14.14.140 Restrictions on employment
29.20.300 School boards
29.26.060 Runoff elections
39.50.020 Report of financial and business interests

Revised 2/2008
11/2026

BB 9220 SCHOOL BOARD ELECTIONS

Note: *Pursuant to AS 29.20.300, the assembly serves as the school board for third class boroughs. Pursuant to AS 14.12.110, where the public school population is less than 500 the voters may provide by referendum that the borough assembly serve as the school board.*

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

Note: *Pursuant to AS 14.14.140, a Board member may not be employed by the school district.*

Any person eligible to be a voter in the district is eligible for Board membership. A district employee may seek election to the Board but must resign his/her position with the District if elected.

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

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

(cf. 9210 - *Qualifications)*

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

(cf. 9270 - *Conflict of Interest)*

Note: *AS 29.26.060 requires runoff elections for school boards unless otherwise provided by municipal ordinance.*

Chapter 7.25.140 of the Nome Municipal Code requires that school board members be elected by majority vote, and that runoff elections be conducted when necessary to establish a winner in the event that no single candidate received a majority of votes cast in the regular election.

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

Note: *If subject to the provisions of AS 39.50.020, elected municipal officers, including school board members, are required to file financial disclosure statements upon filing for*

office and annually after election.

(cf. 9270 - *Conflict of Interest)*

Legal References:

ALASKA STATUTES

14.08.041 Regional school boards

14.08.051 School board sections

14.08.061 Term of office

14.08.071 Elections

14.08.081 Recall

14.12.050 School board terms

14.12.080 Qualification of members

14.12.110 Single body as assembly and school board

14.14.140 Restrictions on employment; compensation of board members

29.20.300 School boards

29.26.060 Runoff elections

39.50.020 Report of financial and business interests

NOME MUNICIPAL CODE

7.25.140 Insufficient Plurality

Revised 06/2020

Adopted: June 10, 2003

Nome Public Schools

ORIENTATION

BB 9230

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

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

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

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

All Board members shall engage in the required ethics and budgeting training provided by the Department of Education and Early Development as set forth in AS 14.08.041 or AS 14.12.045, as applicable.

(cf. 9020 - Board Standards)
(cf. 9240 - Board Development)

Legal Reference:

ALASKA STATUTES
14.08.041 Regional school boards
14.12.045 Required training for school board members
14.14.160 Cooperation and support of certain association functions

Revised 11/2026

BB 9230 ORIENTATION

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

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

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

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

(cf. 9020 - Board Standards)

(cf. 9240 - Board Development)

Legal References:

ALASKA STATUTES

14.14.160 Cooperation and support of certain association functions.

Adopted: June 10, 2003

Nome Public Schools

The Board secretary or designee shall keep minutes and record all official Board actions.

(cf. 9123 - Secretary/Treasurer)

Official Board minutes and the master copy of the policy manual shall be stored in a fire-proof location at the District office.

Copies of the minutes of each regular or special meeting shall be distributed to all Board members with the agenda for the next regular meeting, and will be available for public review at the district office and each school site.

(cf. 1340 - Access to District Records)

Recording of Votes

Motions or resolutions shall be recorded as having passed or failed. Individual votes shall be recorded unless the action was unanimous. All Board resolutions shall be numbered consecutively from the beginning of each fiscal year.

Recording Devices

A video or audio tape recording may be made at any open Board meeting. The presiding officer shall announce that a recording is being made at the beginning of the meeting, and the recorder shall be placed in plain view of all persons present, insofar as possible.

Retention of Board Minutes

Official Record: The written minutes, once approved by the School Board, constitute the official record of board proceedings. Board records and minutes must be maintained in accordance with the Alaska Model Records Retention Schedule for Alaska School Districts.

Retention of Recordings: Audio and video recordings are supplemental documentation to assist in the preparation of accurate minutes but do not replace the written minutes as the official record. Audio and video recordings of board meetings shall be retained until the written minutes of that meeting have been approved by the School Board. Once minutes are approved, recordings may be destroyed unless the board determines there is a specific need to retain a particular recording for a longer period.

Legal Reference:

ALASKA STATUTES
14.14.090 Additional duties

Revised 11/2026

BB 9324 BOARD MINUTES

The Board secretary or designee shall keep minutes and record all official Board actions.

Official Board minutes and the master copy of the policy manual shall be stored in a fire-proof location.

Copies of the minutes of each regular or special meeting shall be distributed to all Board members with the agenda for the next regular meeting, and will be available for public review at the district office and each school site.

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

Recording of Votes

Motions or resolutions shall be recorded as having passed or failed. Individual votes shall be recorded unless the action was unanimous. All Board resolutions shall be numbered consecutively from the beginning of each fiscal year.

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Legal Reference:

ALASKA STATUTES

14.14.090 Duties of school boards

Revised 06/2020

Adopted: June 10, 2003

Nome Public Schools

CHARTER SCHOOL APPLICATION BP 10020

The following steps shall be followed in making an application for the establishment of a charter school, in accordance with AS 14.03.250 and 4 AAC 33.110. Applicants are cautioned that the Alaska Department of Education and Early Development has its own policies and deadlines, and to the extent the applicant's proposed charter school may be affected by those deadlines, the applicant should take those deadlines into account. The charter school application and proposed contract with the School Board shall comply with all application procedures and requirements as defined by AS 14.03.255, AS 14.03.250 and 4 AAC 33.110 and address all elements specified within the district policies and administrative regulations.

1. After receiving a Notice of Intent, the superintendent shall establish an administrative committee to meet with the charter school representatives to review the application procedures and requirements.
2. Following the initial meeting with the administrative committee, the charter school representatives shall prepare the application with all the required information and a proposed contract between the school and the Board, as well as the development of bylaws.
3. The contract between the charter school and the School Board shall reflect all agreements regarding the operation of the charter school. Any revisions of the terms of the contract may be made only with the approval of the School Board and charter school Academic Policy Committee. The contract will take effect upon the State Board of Education's approval of the application.
4. Following the timely receipt of the complete application form and the proposed written contract between the charter school and the School Board, the Board shall hold a public work session with the charter school representatives. During this work session, the charter school representatives shall present their proposal for a charter school and the contract with the School Board. The School Board and the charter school representatives may negotiate provisions of the contract during this meeting.
5. Following the work session the School Board shall place the charter school proposal on the agenda for a School Board meeting. A public hearing may be held prior to the approval or denial of the charter school application. The School Board will take action to approve or deny the request to establish the charter school.
6. Upon approval of a charter school application, the School Board will submit to the State Board of Education a copy of the charter school application and a report on the action taken by the School Board not later than 30 working days following the School Board's action, in accordance with 4 AAC 33.110(b).

(cf. E 10020 - ~~Sample Bylaws~~ DEED Initial Charter School Application Form and sample bylaws)

Charter Schools

CHARTER SCHOOL APPLICATION BP 10020

Legal Reference:

Alaska Statutes
14.03.250-14.03.280 Charter Schools

Revised 11/2026

AASB POLICY REFERENCE MANUAL
9/92

BP 10020 CHARTER SCHOOL APPLICATION

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(cf. E 10020 – *DEED Initial Chart School Application Form)*

Legal Reference:

ALASKA STATUTES

14.03.250-14.03.280 Charter Schools

Adopted: October 14, 2025

Nome Public Schools

Charter Schools

DEED INITIAL CHARTER SCHOOL APPLICATION FORM AND SAMPLE BYLAWS

E 10020

DEED provides a model initial application form for all proposed charter schools in Alaska.

The DEED Initial Charter School Application Form is available at:
https://education.alaska.gov/alaskan_schools/charter

Sample charter school bylaws are available from the Association of Alaska School Boards.

Created 11/2026

E 10020 DEED INITIAL CHARTER SCHOOL APPLICATION FORM

DEED provides a model initial application form for all proposed charter schools in Alaska.

The DEED Initial Charter School Application Form is available at:

https://education.alaska.gov/alaskan_schools/charter

Adopted: October 14, 2025

Nome Public Schools