

## **NWABSD Board Committee Meetings**

Sunday, February 20, 2022 1:00 PM

Microsoft Teams, 744 Third Ave., Kotzebue, AK 99752

1. **Board Policy Committee Meeting - 1:00 p.m.**

**Presenter:** Scott  
Lefebvre, Assistant  
Superintendent

2. **Curriculum/ Instruction Committee Meeting -  
2:00 p.m.**

**Presenter:** Dana  
Orton, Director of  
Curriculum &  
Instruction



**NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT**  
Ambler · Buckland · Deering · Kiana · Kivalina · Kobuk · Kotzebue · Noatak · Noorvik · Selawik · Shungnak  
PO Box 51 · Kotzebue, Alaska 99752 · Phone (907) 442-1800

## **NWABSD BOARD OF EDUCATION**

### **BOARD POLICY COMMITTEE MEETING**

**FEBRUARY 20, 2022  
12:30 P.M.**

**CONDUCTED VIA MICROSOFT TEAMS**  
**CALL-IN: 1-833-682-3239 or 907-308-3192 CODE: 946 859 34#**

### **AGENDA**

- I. Continuation of Article 1 Review
- II. Comments

**Committee Members:** Cindy Fields Carol Schaeffer, Alice Adams and Shannon Melton.

**Assistant Superintendent:** Scott Lefebvre

**MISSION:** To provide a learning environment that inspires and challenges students and employees to excel.  
**VISION:** To graduate all students with the knowledge, skills, and attitudes necessary for a successful future.

## BP 1000 CONCEPTS AND ROLES

The School Board recognizes that local, regional, national, and international organizations, Alaska Native tribes, and all levels of government share its concerns and responsibility for the welfare, health and safety of our youth.

The School Board further recognizes that the state and local community determine the number of educational programs available and the quality of the educational process in general. Therefore, it is imperative that members of the community work with the School Board and staff in developing sound educational policies, implementing programs and establishing an effective evaluation process for those programs.

School/community relations cannot merely be described as a process of reporting and interpreting, but rather can be characterized as a partnership in pursuit of excellence. It is a partnership in which community members, educators, and other school personnel perform their respective roles in view of the best interests of the schools and, most importantly, the students.

The administration is responsible for all public communication except for such matters as the Board may wish to deal with publicly itself.

*(cf. 1100 – Communication with The Public)*

*Legal Reference:*

Alaska Statutes

[14.03.120](#) *Education Planning*

Elementary and Secondary Education Act of 1965, as amended, Title VII, Part A, Subpart 1; [20 U.S.C. 7421-7429, 7491-7492](#)

Revised: February 27, 2020

**Adopted: June 09, 2004**

**Northwest Arctic Borough School District**

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## **BP 1020 YOUTH SERVICES**

Children who come to school with unmet physical, social and emotional needs are unable to devote themselves to learning. Our future depends upon these children becoming literate, independent and productive citizens. The Board believes that all aspects of a child's welfare must become our society's top priority.

The Board realizes that local schools alone cannot meet our children's complex individual needs. The schools have, therefore, a legitimate interest in cooperating with public and private agencies that provide day care, nutrition, and health services for children. The victims of homelessness, exploitation, substance abuse and child abuse may need multiple services which should be coordinated in order to avoid gaps, duplication, or delay. Schools, local government, businesses, foundations and charitable organizations all must work together to improve conditions for our community's youth.

Children have a right to have their physical, emotional and intellectual needs met. The Board supports public policies which respect children by meeting their needs. The Board will advocate for local, state and national public and private policies, legislation and programs designed to provide or better coordinate services that help children to make the most of their educational opportunities.

*Adopted: June 09, 2004*

**Northwest Arctic Borough School District**

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## **BP 1100 COMMUNICATION WITH THE PUBLIC**

**Note:** [AS 14.03.120](#) requires every public school to prepare an annual report card on the school's performance and the performance of its students. The report must include: 1) information on accreditation; 2) results on non-referenced achievement tests; 3) results of state standards-based assessments in reading, writing, and mathematics; 4) a description of student, parent, community, and business involvement in student learning; 5) a description of the school's attendance, retention, drop out, and graduation rates; 6) the annual percentage of enrollment change. The report must be presented in a public meeting of parents, students, and community members. Comments from this public meeting must be submitted, along with the report, to the School Board.

The School Board appreciates the importance of community involvement and therefore shall strive to keep the community informed of developments within the school system in timely and understandable ways.

The Superintendent or designee shall use the most appropriate means of communication to keep the public aware of the goals, programs, achievements and needs of our schools. Members of the community shall have opportunities to become involved in the schools and to express their interests and concerns.

The district shall seek to communicate in ways that accommodate the needs of all members of the public, including the visually or hearing impaired, those who do not understand English, and those who do not read.

*(cf. 0420 - School-Based Management/School Advisory Boards)*

*(cf. 1000 - Concepts & Roles)*

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

*(cf. 5145.6 - Notifications Required by Law)*

*(cf. 9320 - Board Meetings)*

*Legal Reference:*

### ALASKA STATUTES

[14.03.120](#) *Education Planning*

*Adopted: June 09, 2004*

**Northwest Arctic Borough School District**

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## **BP 1112 MEDIA RELATIONS**

The School Board recognizes that the media significantly influences the public's understanding of school issues and can greatly assist the district in communicating with the community.

The Board respects the public's right to information and recognizes that the media has a legitimate interest in the schools and a responsibility to provide the community with news.

Media representatives are welcome at all Board meetings and shall receive meeting announcements and agendas upon request.

*(cf. 9320 - Board Meetings)*

Like all other visitors, media representatives must register in the school office when coming on campus during school hours.

*(cf. 1250 - Visits to the School)*

*(cf. 3515.2 - Intruders on Campus)*

The Superintendent or designee shall coordinate the release of information concerning the district and the actions of the Board. The principal or designee of each school shall provide the appropriate media in the area with information relating to his/her school, including information about student awards, school accomplishments and events of special interest.

*(cf. 9010 - Public Statements)*

During crisis situations, all media inquiries shall be routed to the Superintendent or designee, who shall prepare and update an official statement responding to the particular situation as events unfold.

The district shall not release information which is private or confidential as identified by law and Board policy or administrative regulation.

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

*(cf. 5125 - Student Records; Confidentiality)*

*Adopted: June 09, 2004*

**Northwest Arctic Borough School District**

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## BP 1114 DISTRICT-SPONSORED SOCIAL MEDIA

**Note:** *The following optional policy is for use by districts that have created an official district (i.e., district-sponsored) social media platform. "Social media" is defined in the accompanying administrative regulation as an online platform for collaboration, interaction, and active participation, including social networking sites such as Facebook, Twitter, YouTube, LinkedIn, or blogs. Districts that have not created such platforms should delete this policy and regulation.*

*District strategies for effective use of online social media may be incorporated into the district's comprehensive communications plan; see BP 1100 - Communication with the Public.*

The School Board recognizes the value of technology such as social media platforms in promoting community involvement and collaboration. The purpose of any official district social media platform shall be to further the district's vision and mission, support student learning and staff professional development, and enhance communication with students, parents/guardians, staff, and community members.

*(cf. 0000 - Concepts and Roles)*

*(cf. 1100 - Communication with the Public)*

*(cf. 1112 - Media Relations)*

*(cf. 4170/4270/4370 - District Issued Portable Technology)*

*(cf. 6020 - Parent Involvement)*

*(cf. 6145.5 - Student Organizations and Equal Access)*

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

**Note:** *To minimize liability to the district, it is important that the district's social media policy clearly define the official social media platforms over which it has control and to specify the standards, guidelines, and protocols for their use. An "official district social media platform" is defined in the accompanying administrative regulation. District policy and guidelines do not apply to personal social media platforms that may be created by students, staff members, or other individuals which may sometimes include discussion of district-related issues but are not sponsored by the district.*

All official communication with students and parents through electronic means is to be done utilizing Northwest Arctic Borough School District (NWABSD) provided or sponsored websites, servers, and systems. Unless approved by the Superintendent or designee, social networking sites, unless NWABSD sponsored, are not appropriate tools for schools or staff to convey class or school information to students or parents. This policy does not preclude employees from using personal phones for appropriate verbal communications with students and parents.

The Superintendent or designee shall develop content guidelines and protocols for official district social media platforms to ensure the appropriate and responsible use of these resources and compliance with law, Board policy, and regulation.

### Guidelines for Content

**Note:** Because of the open accessibility of social media, content will be posted by members of the public on the district's official platform without prior approval by district staff. By allowing the public to post comments, some legal analysts have opined that a "limited public forum" is created which grants individuals certain freedom of speech rights and limits the district's ability to remove comments or posts. In order to protect against possible constitutional challenges, any removal of content by the district should be based on viewpoint-neutral considerations, such as prohibitions of posts that violate laws against discrimination or harassment or that are unrelated to the purpose of the site. In addition, in order to help maintain the district's ability to remove content, users should be informed of the purpose of the site and the limited nature of the discussion and district staff should regularly monitor sites so that materials are removed in an even-handed and consistent manner. See the accompanying administrative regulation for language regarding removal of posts and monitoring of sites. It is recommended that the district consult legal counsel prior to adopting this policy and regulation to ensure that any provisions related to removal of posts or discipline of students or staff are consistent with law.

Official district social media platforms shall be used only for their stated purposes and in a manner consistent with this policy and administrative regulation. By creating these official sites and allowing for public comment, the Board does not intend to create a limited public forum or otherwise guarantee an individual's right to free speech.

*(cf. 5145.2 - Freedom of Speech/Expression)*

*(cf. 6145.5 - Student Organizations and Equal Access)*

The Superintendent or designee shall ensure that the limited purpose of the official district social media platforms is clearly communicated to users. Each site shall contain a statement that specifies the site's purposes, along with a statement that users are expected to use the site only for those purposes. Each site shall also contain a statement that users are personally responsible for the content of their posts.

Official district social media platforms may not contain content that is obscene, libelous, or so incites students as to create a clear and present danger of the commission of unlawful acts on school premises, violation of school rules, or substantial disruption of the school's orderly operation.

*(cf. 5131 - Conduct)*

**Note:** Staff and students who post prohibited content on official district social media platforms are subject to discipline in accordance with district policies and regulations. A student may be subject to suspension or expulsion if he/she engages in an act of bullying by means of an electronic act; see AR 5144.1 - Suspension and Expulsion, and BP 5131.43 - Harassment, Intimidation and Bullying.

When staff and students misuse the district's technological resources, they also may be subject to cancellation of user privileges in accordance with the district's Agreement for Acceptable Use of the Internet; see BP/AR/E 6161.4 - Internet

Staff or students who post prohibited content shall be subject to discipline in accordance with district policies and administrative regulations.

*(cf. 4118 - Suspension/Disciplinary Action)*

*(cf. 4119.21/4219.21/4319.21 - Code of Ethics)*

*(cf. 4170/4270/4370 - District Issued Portable Technology)*

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

*(cf. 5144 - Discipline)*

*(cf. 5144.1 - Suspension and Expulsion)*

*(cf. 6161.4 - Internet)*

**Note:** *Communication on social media platforms may raise legal issues for users regarding public records laws. In addition, individual School Board members using social media platforms must be careful not to violate the Open Meetings Act. In addition, information posted may be considered a record subject to the Public Records Act.*

Users of official district social media platforms should be aware of the public nature and accessibility of social media and that information posted may be considered a public record subject to disclosure under the Public Records Act. The Board expects users to conduct themselves in a respectful, courteous, and professional manner.

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

*(cf. 9012 - Communications to and from the School Board)*

## **Privacy**

The Superintendent or designee shall ensure that the privacy rights of students, parents/guardians, staff, Board members, and other individuals are protected on official district social media platforms.

*(cf. 5125.1 - Release of Directory Information)*

Social media and networking sites and other online platforms shall not be used by district employees to transmit confidential information about students, employees, or district operations.

*(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential Information)*

*(cf. 5145.15 - Student and Family Privacy Rights)*

*(cf. 5125 - Student Records)*

*Legal Reference:*

### UNITED STATES CODE

*Federal copyright law, [17 U.S.C. 101-1101](#)*

*Federal Family Educational Rights and Privacy Act, [20 U.S.C. 1232g](#)*

*Employee rights to engage in concerted, protected activity, [29 U.S.C. 157](#)*

*Section 503 of the Rehabilitation Act of 1973; accessibility to federal web sites, [29 U.S.C. 794](#)*

CODE OF FEDERAL REGULATIONS

[34 C.F.R. 99.1-99.67](#) *Family Educational Rights and Privacy*

*Adopted: August 18, 2015*

**Northwest Arctic Borough School District**

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## **BP 1120 PUBLIC INVOLVEMENT IN BOARD MEETINGS**

The Board encourages community involvement in the schools as an essential element of effective schools. The Board and administration shall provide an opportunity for the input of parents and interested community members on Board agenda items.

*(cf. 9320 - Meetings)*

*(cf. 9321 - Closed Meetings)*

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

*(cf. 9323 - Meeting Conduct)*

*(cf. 9323.2 - Actions by Board)*

*Adopted: June 09, 2004*

**Northwest Arctic Borough School District**

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## **BP 1140 RESPONSIBILITIES OF THE BOARD**

The responsibility of the Board is the management and control of the district's schools. The Board's prime functions are the formulation of policies and the judgment of results. Its ultimate goal is the maintenance and upgrading of the educational standards and facilities so that the best possible education will be available to the children of the community.

*(cf. 9300 - Governance)*

The local school district was created as a unit of state government. The Board is, therefore, responsible to the local community and to the state government. The Board may take a public position on legislation which will directly affect the education program within the community.

Members of the Board individually will refer compliments, suggestions and constructive criticism about operational matters directly to the Superintendent or designee for appropriate consideration and action. Comments affecting policy will be routed through regular channels to the Board meeting agenda for consideration by the Board as a whole.

*(cf. 1312 - Public Complaints Concerning the Schools)*

*(cf. 9000 - Role of the Board and Members)*

*(cf. 9010 - Public Statements)*

*Adopted: June 09, 2004*

**Northwest Arctic Borough School District**

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## **BP 1150 COMMENDATIONS AND AWARDS**

The School Board believes that individuals and organizations deserve recognition when they provide contributions or longstanding service to the district. The Board believes that commending such service promotes increased community understanding and participation.

*(cf. 1700 - Relations between Private Industry and the Schools)*

The Superintendent or designee shall establish procedures by which Board members, employees or members of the community may suggest persons or organizations for Board recognition. At the Board's discretion, letters of recognition, Board resolutions, plaques or awards may be presented.

The Board encourages similar forms of recognition for achievement or services as part of school-level commendation programs.

*(cf. 4156-2 - Awards and Recognition)*

*(cf. 5126 - Awards for Achievement)*

*Adopted: June 09, 2004*

**Northwest Arctic Borough School District**

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## **AR 1150 COMMENDATIONS AND AWARDS**

Any Board member, employee, parent/guardian, student or community member may submit the name of an individual or organization to the Superintendent or designee for Board recognition.

Persons proposing the recognition of an individual or organization shall also indicate a suggested type of recognition which may include, but is not limited to, the following:

1. Plaques or awards, to be presented at a Board meeting, for providing the district or community with special, unusual or long-term assistance.
2. Board Resolution, to be read at a Board meeting, for distinguished service to children and youth.
3. Letter of Recognition, to be prepared by the Superintendent or designee on behalf of the Board, for significant achievement and/or service by groups such as the basketball team, choir, band, and parent/guardian/community organizations.
4. Receptions and other informal recognition activities.

*Adopted: June 09, 2004*

**Northwest Arctic Borough School District**

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## **BP 1220 ADVISORY QUESTIONS**

Board members recognize the need to seek ideas and opinions from the residents of the district and to incorporate community views into the deliberations and decisions of the Board. In furthering this goal, the Board may adopt a resolution that an advisory question relating to education be placed on the next election ballot. The Board, staff, students, and members of the community are encouraged to provide input in the formulation of advisory questions.

*Adopted: June 09, 2004*

**Northwest Arctic Borough School District**

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## **BP 1230 CITIZEN ADVISORY COMMITTEES**

The School Board recognizes that citizen advisory committees enable both citizens and educators to better understand the attitudes and opinions held in the school and community.

As the need arises, the Board may establish citizen advisory committees to consider school problems, needs and issues. Advisory committees shall serve in a strictly advisory capacity and shall not act as policy-making bodies.

*(cf. 0420 - School-Based Management/Site Councils)*

Committee members shall represent a cross section of qualified people throughout the district, except in those cases where a committee is established to address the needs of a particular segment of the school community. With Board approval, the Superintendent or designee may appoint committee members.

**Note:** [AS 14.14.300](#) allows the appointment of persons 17-21 years of age to any advisory committee if recommended by a district committee on the involvement of young people in school governance established pursuant to [AS 14.14.250](#).

When committees are appointed, committee members shall receive a written statement including, but not be limited to:

1. The committee members' names.
2. The specific charges of the committee, including its topic(s) for study or well-defined area(s) of activity.
3. The specific period of time that the committee is expected to serve.
4. Legal requirements regarding meeting conduct and public notifications.
5. Resources available to help the committee complete its tasks.
6. Timelines for progress reports and/or final report.
7. Relevant Board policies and administrative regulations.
8. The procedure to be used in the selection of the committee chairperson and other committee officers.

The Board shall have the sole power to dissolve any of its advisory committees and may exercise this power at any time.

Citizen advisory committees established by Board action shall provide public notice of their meetings and conduct such meetings in accordance with the state open meetings laws for such committees. All major conclusions and recommendations made by advisory committees shall be made available to the public in writing.

*(cf. 9130 - Board Committees)*

### **Administrative Advisory Committees**

The Superintendent or designee may establish citizen advisory committees to advise the administration.

The Superintendent or designee shall inform the Board when such committees are established and shall describe their charges, size, term of office, and membership. The Superintendent or designee may ask the Board for suggestions and shall inform the Board of the persons appointed to such

committees and any changes in committee membership or charge.

The Superintendent or designee shall provide the Board with a final report of each committee's accomplishments and shall provide summary reports and appraisals of administrative advisory committees as requested by the Board.

*(cf. 2230- Representative and Deliberative Groups)*

### **Expenses, Travel, Reimbursement**

The Board may allocate funds for the use of advisory committees. Within budget allocations, the Superintendent or designee may approve requests for travel associated with the charge of the committee and reimburse committee members for expenses at the same rates and under the same conditions as those provided for district employees.

*(cf. 4133/4233 - Travel; Reimbursement)*

*Legal Reference:*

#### ALASKA STATUTES

*Advisory school boards in regional educational attendance areas*

[14.12.35](#) *Advisory school boards in borough school districts*

[14.14.250 -14.14.310](#) *Involvement of Young People in School Governance*

#### ALASKA ADMINISTRATIVE CODE

[4 AAC 34.060](#) *Parent and community involvement*

*Adopted: June 09, 2004*

**Northwest Arctic Borough School District**

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## **BP 1240 SCHOOL-CONNECTED ORGANIZATIONS**

The School Board recognizes that parents/guardians may wish to organize clubs for the purpose of supporting the educational program and/or extracurricular programs such as athletic teams, debate teams, and musical groups. The Board supports such activities and welcomes parental interest and participation. Parent/guardian clubs shall be especially careful not to seek advantages for the activities they support if those advantages might be detrimental to the entire school program.

The Board recognizes that these organizations are independent of the school or district. In order to protect the district and students, the Superintendent or designee shall establish appropriate controls for the relationship between such organizations and the district. Groups desiring to be recognized as school-connected organizations shall request authorization from the Board in accordance with conditions established in administrative regulations.

*(cf. 1321 - Solicitation of Funds)*

*(cf. 3290 - Gifts, Grants and Bequests)*

*Adopted: June 09, 2004*

**Northwest Arctic Borough School District**

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## **AR 1240 SCHOOL-CONNECTED ORGANIZATIONS**

Requests for recognition as a school-connected organization shall contain:

1. The name of the organization.
2. The date of application.
3. Membership quotas or qualifications.
4. The names, addresses and phone numbers of all officers.
5. A brief description of the organization's purpose.
6. A list of specific annual objectives.
7. The name of the bank where the group's account will be located and the names of those authorized to withdraw funds.
8. The signature of a site administrator who supports the request for authorization.
9. Desired use for any money remaining at the end of the year if the organization is not continued or authorized to continue in the future.
10. Evidence of liability insurance.

*(cf. 1330 - Use of School Facilities)*

Authorizations shall be automatically renewed each year. The Superintendent or designee may recommend that authorizations be revoked by the Board if considered necessary.

Any program, fund-raiser or other activity sponsored by parent/guardian clubs shall be authorized and conducted according to Board policy, administrative regulations and school rules. Announcements of events and related parent/guardian permission slips shall clearly indicate that the activity or event is sponsored by the parent/guardian organization, not by the school or district.

*(cf. 1325 - Advertising and Promotions)*

*(cf. 3541.1 - Transportation: School-Related Trips)*

School-connected organizations shall present the Superintendent or designee an annual financial statement showing all expenditures and all income from fund-raisers. School-connected organizations automatically grant the district the right to audit their financial records at any time, either by district personnel or by a CPA.

*Adopted: June 09, 2004*

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**Northwest Arctic Borough School District**

## **BP 1250 VOLUNTEER ASSISTANCE**

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

The Superintendent or designee may authorize the use of volunteers. The Superintendent or designee shall establish regulations to protect the safety of both students and volunteers. Including background check for crimes involving moral turpitude.

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

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

*(cf. 1260 - Visits to the school)*

*(cf. AR 4112.5 Security Check)*

*Legal Reference:*

### ALASKA STATUTES

[20AAC 10035](#) - Regulation defining crimes of moral turpitude

*Adopted: June 09, 2004*

**Northwest Arctic Borough School District**

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## E 1250 WAIVER OF LIABILITY FOR VOLUNTEERS

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

By executing this waiver, the volunteer:

1. Acknowledges that the Northwest Arctic Borough School District does not provide insurance coverage for the volunteer for loss, injuries, illness, or death resulting from the volunteer's unpaid service to the school district;
2. Agrees to assume all risk for death or any loss, injury, illness or damage, of any nature or kind, arising out of the volunteer's supervised or unsupervised service to the school district;
3. Agrees to waive any and all claims against the Northwest Arctic Borough School District, or its officers, board members, employees, agents or assigns, for loss due to death, injury, illness or damage of any kind arising out of the volunteer's supervised or unsupervised service to the school district.
4. Agrees that this waiver is effective whether the death, loss, damage, illness or injury is the result of the negligent, intentional or unintentional acts of the district, any district employee, officer, board member, or agent, or that of any other volunteer working for, or on behalf of the Northwest Arctic Borough School District, and further agrees to waive any and all claims against the school district, of any nature of kind, for damages arising out of the volunteer's service to the school district.

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

Signature of Volunteer: \_\_\_\_\_

Date

Printed name of Volunteer: \_\_\_\_\_

Witnessed by: \_\_\_\_\_

Date

*Adopted: June 09, 2004*

**Northwest Arctic Borough School District**

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## **BP 1260 VISITS TO THE SCHOOLS**

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

*(cf. 1110 – Media Relations)*

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

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

*(cf. 0411 – Service Animals)*

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

The District reserves the right to prohibit or limit access to school property and/or school events for individuals convicted of sex offenses against children.

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

*(cf. 3515.2 – Intruders on Campus)*

*(cf. 1250 – Volunteer Assistance)*

*Legal Reference:*

### ALASKA STATUTES

[20 AAC 10.035](#) – *Crimes of Moral Turpitude*

*Revised: February 2012*

*February 27, 2020*

**Adopted: June 09, 2004**

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**Northwest Arctic Borough School District**

## **BP 1311 PARTICIPATION IN COMMUNITY LIFE**

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

The Board believes the school and community should work as a unified whole in the process of educating students enrolled in the District. Understanding community values and priorities are important to the ongoing success of the educational program. Staff members should be respectful of community values in their contacts with the community.

*(cf. 5137 - Positive School Climate)*

*(cf. 6141.2 - Recognition of Religious Beliefs and Customs)*

*(cf. 6141.3 – Culturally Responsive Education)*

The quality of a school program is related to staff understanding of local culture and traditions, parents' wishes for their children, and public understanding of the District's goals and methods for education. Strong school-community relationships require cooperative development and maintenance of efficient two-way channels of communication between the school and the community. This communication should be fostered through dialogue, input, and feedback.

District communications with the public should meet the following goals:

- 1) inform the public about the work of the schools;
- 2) improve the partnership of parents and teachers in meeting the educational needs of students;
- 3) develop awareness of the importance of culture in education;
- 4) integrate the home, school, and community in improving educational opportunities;
- 5) clarify the aims, objectives, and work of the school;
- 6) make school facilities and personnel available for community use, within limits set by the Board; and
- 7) make use of community resources in carrying out the educational program.

*(cf. 5124 –Communication with Parents/Guardians)*

The School Board encourages affiliation of school personnel with community organizations having missions consistent with that of the District, and encourages participation of school staff in appropriate community activities and projects.

*(cf. 6145.5 – Organizations/Associations)*

**ADOPTED: FEBRUARY 27, 2020**

**Northwest Arctic Borough School District**

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## BP 1312 PUBLIC COMPLAINTS CONCERNING THE SCHOOLS

The School Board believes that the quality of the educational program can improve when the district listens to complaints, considers differences of opinion, and resolves disagreements through an established, objective process using the chain of command.

The Board encourages complainants to resolve problems early and informally whenever possible. If a problem remains unresolved, the individual should submit a formal complaint as early as possible in accordance with appropriate district procedures. District procedures shall be readily accessible to the public.

Individual Board members do not have authority to resolve complaints. If approached directly with a complaint, however, Board members should listen to the complaint and show their concern by referring the complainant to the Board chair who may in turn refer it to the Superintendent or Designee as deemed appropriate.

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

*(cf. 1312.2 - Public Complaints Concerning Instructional Materials)*

*(cf. 1312.3 - Public Complaints Concerning Discrimination)*

**Note:** Pursuant to [4 AAC 52.500](#), any person may file a complaint with the Department of Education alleging a violation of state regulations governing education for exceptional children.

### *Legal Reference:*

#### ALASKA STATUTES

[14.18.100](#) Remedies (Sex or Race Discrimination)

#### ALASKA ADMINISTRATIVE CODE

[4 AAC 06.560 - 06.580](#) Violations; Prohibition Against Sex Discrimination

[4 AAC 52.500 - 52.629](#) Procedural Safeguards; Education for Exceptional Children

#### CODE OF FEDERAL REGULATIONS

[34 CFR 200.74](#)

[34 CFR Part 300](#)

#### UNITED STATES CODE

Title VI, Civil Rights Act of 1964

Title VII, Civil Rights Act of 1964, [42 U.S.C. 2000](#) et. seq. (Ch. 21)

Title IX, Education Amendments of 1972

Section 504, Rehabilitation Act of 1973

General Education Provisions Act, [20 U.S.C. 1221](#) et. seq., especially:

*Family Educational Rights and Privacy Rights Act, [20 U.S.C. 1232g](#)*

*Adopted: June 09, 2004*

**Northwest Arctic Borough School District**

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## **BP 1312.1 PUBLIC COMPLAINTS CONCERNING SCHOOL PERSONNEL**

The School Board places trust in its employees and desires to support their actions in such manner that employees are free from unwarranted, spiteful or negative criticism and complaints. The Superintendent or designee shall develop procedures which will permit the public to lodge criticism against staff members, assure full consideration, and protect the rights of the staff members and the district. Verbal complaints against an employee initially made to a Board member or at a Board meeting will be referred to the Superintendent or designee for appropriate consideration and action.

*(cf. 1250 - Visits to the School)*

*(cf. 1312 - Public Complaints Concerning the Schools)*

*(cf. 4112.6 - Personnel Records)*

*(cf. 9323 - Meeting Conduct)*

**Note:** *When public complaints include allegations of child abuse, it is imperative that school officials consult BP 5141.4 - Child Abuse and Neglect (Reporting Procedures). Though a district may implement its complaint procedures in such cases, the duty to report suspected child abuse comes first. We encourage school districts to rely on the child protective agencies for resolving these complaints and determining if the child abuse report is unfounded.*

This policy shall not apply when a public complaint involves accusations of child abuse. When a school employee is accused of child abuse, it shall be investigated by proper authorities in accordance with child abuse laws.

*(cf. 5141.4 - Child Abuse and Neglect (Reporting Procedures)*

*(cf. E4119.21(a) Code of Ethics & Teaching Standards)*

*(cf. B1312.3(a) Public Complaints Concerning Discrimination)*

*Legal Reference:*

### ALASKA STATUTES

*Government meetings public*

*Adopted: June 09, 2004*

**Northwest Arctic Borough School District**

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## AR 1312.1 PUBLIC COMPLAINTS CONCERNING SCHOOL PERSONNEL

**Note:** *The following optional regulation may be revised or deleted in light of district needs and collective bargaining obligations.*

1. In order to promote fair and constructive communication, the following procedures shall govern the resolution of complaints. Every effort should be made to resolve a complaint at the earliest possible stage. Complaints concerning school personnel should be made directly by the complainant to the person against whom the complaint is lodged. Parents/guardians are encouraged to attempt to orally resolve concerns with the staff member personally.
2. All written complaints regarding district personnel other than administrators shall be initially filed with the principal or immediate supervisor. If the complaint regards a principal or central office administrator, the written complaint shall be initially filed with the Superintendent or designee. If the written complaint concerns the Superintendent or designee, it shall be initially filed with the Board. If the complaint is also against the district, the principal or designee shall provide a copy of the complaint to the district compliance officer so that appropriate procedures may be followed.
3. If the complaint cannot be resolved informally by the persons involved, the complainant may submit the complaint in writing to the school principal or immediate supervisor. When necessary, the district shall assist in the preparation of the written complaint so as to meet the requirements of this regulation. The administrative staff shall inform the complainant that such assistance is available if he/she is unable to prepare the written complaint without help. A written complaint must include the name of each employee involved and a brief but specific summary of the complaint and the facts surrounding it. It must also include a specific description of a prior attempt to discuss the complaint with the employee involved and the failure to resolve the matter.
4. The principal or immediate supervisor shall investigate and attempt to resolve the complaint to the satisfaction of the person(s) involved. If the complaint is resolved, the principal will so advise all concerned parties, including the Superintendent or designee.
5. If the complaint remains unresolved after review by the principal or the immediate supervisor, the principal shall refer the written complaint, together with a report and analysis of the situation, to the Superintendent or designee. Complainants should consider and accept the Superintendent or designee's decision as final. However, the complainant, the employee, or the Superintendent or designee may ask to address the School Board regarding the complaint.
6. Except when a complaint is directed against the Superintendent, no party to a complaint may address the Board, either in closed or open session, unless the Board has received the Superintendent or designee's written report concerning the complaint.
7. Complaints before the Board concerning an employee that may tend to be prejudicial to the employee's reputation or character shall be addressed in executive session of the Board. All parties to a complaint, including the school administration, may be asked to attend a Board meeting or part of such meeting for the purpose of presenting all available evidence and allowing every opportunity for explaining and clarifying the issue. The decision of the Board following the hearing shall be final.

*(cf. 9321 - Executive Sessions)*

**Note:** *The district should make sure that complaints heard in executive session are indeed complaints against an employee, not against district practice or procedures.*

*Adopted: June 09, 2004*

## **BP 1312.2 PUBLIC COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS**

The School Board takes great care in the adoption of instructional materials and is aware that all adopted materials may not be acceptable to all students, their parents/guardians, or other district residents. The School Board shall strive to adopt instructional materials that refrain from cultural biases or perspectives that promote discrimination or socioeconomic disparity based on race, ethnicity, religious or cultural beliefs, disability, familial status, sexual identification or sexual orientation. The school board will strive, when possible, to incorporate culturally responsive materials and materials that support students' cultural identity and local knowledge.

*(cf. 6161.1 – Selection and Evaluation of Instructional Materials)*

*(cf. 6161.11 – Supplementary Instructional Materials)*

The Superintendent or designee shall establish procedures which will permit the equitable and transparent consideration of any complaints against the use of any instructional materials, including textbooks, supplementary textbooks, library books, and other instructional materials and equipment.

*(cf. 1312.3 – Public Complaint Concerning Discrimination)*

The Board expects and trusts the Superintendent and staff are well qualified to consider complaints concerning instructional materials. The Superintendent or designee's decision is the final response from the district administration. However, if the complainant finds the decision of the Superintendent or designee unsatisfactory, he/she may request that the matter be placed on the agenda of a regular Board meeting. The request shall be made in writing and addressed to the President of the Board of Education as well as the Superintendent or designee.

The Board's decision in any such case will be based on educational suitability and will not be influenced by a desire to suppress information or deny students access to ideas with which the Board disagrees.

*(cf. 6144 – Controversial Issues)*

*Revised: April 30, 2020*

**Adopted: June 09, 2004**

**Northwest Arctic Borough School District**

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## **AR 1312.2 PUBLIC COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS**

Complaints concerning instructional materials will be accepted only from staff, district residents, or the parents/guardians of children enrolled in a district school.

Complaints must be presented in writing to the principal on the appropriate district form. Complaints regarding printed material must specify the precise nature of the objection. The statement must be signed and identified in such a way that a proper reply will be possible.

Individual students may be excused from using challenged materials after the parent/guardian has presented a written complaint. The teacher will then assign the student alternate materials of equal merit. Use of the materials by a class, school or the district, however, shall not be restricted until so directed by the Superintendent or designee.

Upon receiving a complaint, the principal will acknowledge its receipt and answer any questions regarding procedure. The principal will then notify the Superintendent or designee and the teacher(s) involved of the complaint. The Superintendent or designee will determine whether the complaint should be considered on an individual basis or whether a review committee should be convened.

The use of challenged materials by class, school or district shall not be restricted until final disposition has been made by the district.

A review committee may be formed under the direction of the Superintendent or designee. It shall be composed of five or more staff members selected by the Superintendent or designee from relevant administrative and instructional areas.

In deliberating challenged materials, the review committee shall consider the educational philosophy of the district; the professional opinions of other teachers of the subject and of other competent authorities; reviews of the materials by reputable bodies; the teacher's stated objectives in using the materials; and the objections of the complainant.

The review committee shall determine the extent to which the challenged material supports the curriculum, the educational appropriateness of the material, and its suitability for the age level of the student.

Within 30 days of being convened, the review committee shall summarize its findings in a written report and submit it to the Superintendent or designee for final action. The Superintendent or designee shall notify the complainant of his/her decision no later than 60 days after the complaint was filed.

The report of the review committee together with the Superintendent or designee's recommendation may be brought to the School Board for consideration and final decision.

When any challenged instructional material is reviewed by the district, it shall not be subject to any additional reconsideration for 12 months.

### **State-Adopted Material**

If the challenged material has been adopted by the State Board of Education, the Superintendent or designee may forward the complaint, without action, to the Department of Education for reevaluation and decision.

*Adopted: June 09, 2004*

## E 1312.2 CITIZEN'S REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

Date: \_\_\_\_\_

TITLE: \_\_\_\_\_ AUTHOR: \_\_\_\_\_

PUBLISHER: \_\_\_\_\_ DATE OF EDITION: \_\_\_\_\_

Request received by: \_\_\_\_\_ Title: \_\_\_\_\_

Citizen's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Citizen Represents:

Himself/Herself: \_\_\_\_\_ Organization or Group: \_\_\_\_\_

1. To what do you object? (Please be specific: cite pages, tape sequence, video frame, and words)
2. What do you feel would be the result of reading/viewing this material?
3. For what age group would you recommend this material?
4. Did you read/view the entire selection?
5. If not, what percentage did you read/view, or what parts?
6. Is there anything good about this material?
7. What would you like the school to do about this material?

\_\_\_\_\_ Do not assign it to my child.

\_\_\_\_\_ Withdraw it from all students.

\_\_\_\_\_ Reevaluate it.

8. Are you aware of how this work has been assessed by literary critics?
9. What do you believe is the thesis of this work?
10. In its place, what work would you recommend?

\_\_\_\_\_

Signature of Citizen

Action taken: \_\_\_\_\_ Date: \_\_\_\_\_

*Adopted: June 09, 2004*

**Northwest Arctic Borough School District**

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## BP 1312.3 PUBLIC COMPLAINTS CONCERNING DISCRIMINATION

Note: [4 AAC 06.560](#) mandates that the district adopt and make available to the public written grievance procedures for violations of [A.S. 14.18](#) or [4 AAC 06.500 – 4 AAC 06.600](#), governing sex and race discrimination.

The School Board recognizes that the district has primary responsibilities that it complies with state and federal laws and regulations governing educational programs. Furthermore, the School Board seeks to ensure that students, regardless of ethnicity, race, religion, disability, gender identity, sexual orientation or socioeconomic background, do not disproportionately experience suspension, expulsion, other disciplinary actions, nor any form of discrimination. The School District will ensure that opportunities and courses are offered and accessible to all students in a fair manner and without discrimination. The Superintendent or designee shall establish procedures to investigate and seek to resolve complaints alleging unlawful discrimination related to educational programs and activities. The Superintendent or designee shall establish procedures to investigate and seek to resolve complaints alleging unlawful discrimination related to educational programs and activities.

The Board acknowledges and respects student and employee rights to privacy. Complaints shall be investigated in a manner that protects these rights.

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

*(cf. 4112.6 – Personnel Records)*

*(cf. 5125 – Student Records)*

The Board prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination, or for participation in complaint procedures.

*(cf. 0410 – Nondiscrimination in District Programs and Activities)*

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

*(cf. 1312.2 – Complaints Concerning Instructional Materials)*

*(cf. 5141.4 – Child Abuse and Neglect (Reporting Procedures))*

*Legal Reference:*

### ALASKA STATUTES

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

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

[14.18.090](#) *Enforcement by State Board of Education*

[14.18.100](#) *Remedies (Sex or Race Discrimination)*

### ALASKA ADMINISTRATIVE CODE

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

[4 AAC 06.560 – 06.580](#) *Violations; Prohibition Against Sex Discrimination*

[4 AAC 52.500 – 52.629](#) Procedural Safeguards; Education for Exceptional Children

TITLE VI, CIVIL RIGHTS ACT OF 1964

TITLE VII, CIVIL RIGHTS ACT OF 1964

TITLE IX, EDUCATION AMENDMENTS OF 1972

SECTION 504, REHABILITATION ACT OF 1973

[34 CODE OF FEDERAL REGULATIONS 200.74](#) and [Part 300](#)

GENERAL EDUCATION PROVISIONS ACT, [20 U.S.C. 1221](#) et seq., especially:

FAMILY EDUCATIONAL RIGHTS AND PRIVACY RIGHTS ACT, [20 U.S.C. 1232g](#)

CIVIL RIGHTS RESTORATION ACT [20 U.S.C. 1683](#) et seq.

VOCATIONAL REHABILITATION ACT OF 1973, SECTIONS 503 AND 504 [29 U.S.C. 791](#) et seq.

AGE DISCRIMINATION IN EMPLOYMENT ACT [29 U.S.C. 621](#) et seq.

VIETNAM ERA VETERANS ACT [38 U.S.C. 2011](#) et seq.

AMERICANS WITH DISABILITIES ACT [42 U.S.C. 12101](#) et seq.

*Revised: April 30, 2020*

**Adopted: June 09, 2004**

**Northwest Arctic Borough School District**

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## AR 1312.3 PUBLIC COMPLAINTS CONCERNING DISCRIMINATION

**Note:** [4 AAC 06.560](#) requires that discrimination grievance procedures provide for a hearing before the Board on the record and a final decision within 60 days.

### Compliance Responsibility

**Note:** Federal law requires the district to designate the person responsible for the overall implementation of the requirements of Title IX and Section 504, which prohibit discrimination on the basis of sex and handicap.

The School Board designates the following individual as the district's compliance officer responsible for receiving and investigating complaints concerning unlawful discrimination in district programs and activities:

Assistant Superintendent

PO Box 51, Kotzebue, Alaska 99752

(907) 442-1804

The compliance officer shall notify all parties involved when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made. The compliance officer shall maintain a record of each complaint and when it was received, attempts to resolve the complaint, including a record of any hearings, and the district's written decision regarding the complaint. The compliance officer shall ensure that a final decision regarding any complaint of unlawful sex or race discrimination is reached within 60 days of receipt of the complaint.

### Filing of Complaint

Any district resident may file a written complaint of alleged noncompliance with the district compliance officer. If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other handicaps, district staff shall assist him/her to file the complaint.

### Investigation of Complaint

The compliance officer shall hold an investigative meeting within five days of receiving the complaint or attempting to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative and the district's representatives to present information relevant to the complaint. Parties to the dispute may discuss the complaint and question each other or each other's witnesses.

To ensure that all pertinent facts are made available, the compliance officer and the complainant may ask other individuals to attend this meeting and provide additional information.

### Written Decision

Within 30 days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, including:

1. The findings and disposition of the complaint, including corrective actions, if any.
2. The rationale for the above disposition.
3. Notice of the complainant's right to appeal the decision and procedures to be followed for

initiating such an appeal.

### **Appeal to the Board**

Within five days of receiving the district's written decision, the complainant may appeal the compliance officer's decision to the School Board. The Board shall consider the matter at its next regular Board meeting or at a special Board meeting convened in order to provide a Board hearing and written district decision within 60 days of the district's initial receipt of the complaint or within an extended time period that has been specified in a written agreement with the complainant.

### **State or Federal Appeal**

If dissatisfied with the resolution of a complaint alleging unlawful sex or race discrimination, the complainant may file an appeal with the Commissioner of Education within 180 days of the alleged violation. ([4 AAC 06.560](#))

If dissatisfied with the resolution of a complaint regarding a Title I program, the complainant may request its review by the U.S. Secretary of Education. ([34 Code of Federal Regulations, 200.74](#))

*Adopted: June 09, 2004*

**Northwest Arctic Borough School District**

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## **BP 1312.4 PUBLIC COMPLAINTS CONCERNING ELEMENTARY AND SECONDARY EDUCATION ACT PROGRAMS**

**Note:** At [4 AAC 06.888](#), the Department of Education and Early Development requires that complaints alleging that a district has violated the law in administering programs under the Elementary and Secondary Education Act (ESEA) be first submitted to the district for resolution. States are required to have a process for the receipt and resolution of complaints alleging violations in the administration of federal programs. [20 USC 7844](#).

The School Board expects that federal programs provided for in the Elementary and Secondary Education Act (ESEA) will be properly administered in the district to support and improve the quality of the educational program. The district will review and resolve complaints alleging violations of the law in administering education programs required by the ESEA.

The School Board encourages complainants to resolve problems early and informally whenever possible. If a problem remains unresolved, the individual should submit a written complaint as early as possible in accordance with appropriate district procedures. District procedures shall be readily accessible to the public.

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

*(cf. 1312.2 - Public Complaints Concerning Instructional Materials)*

*(cf. 1312.3 - Public Complaints Concerning Discrimination)*

*Legal Reference:*

### ALASKA STATUTES

[14.03.123](#) - School and district accountability

### ALASKA ADMINISTRATIVE CODE

[4 AAC 06.560 - 06.580](#) Violations; Prohibition against sex discrimination

[4 AAC 06.888](#) - Informal review of complaints

[4 AAC 52.500 - 52.629](#) Procedural safeguards; Education for exceptional children

### UNITED STATES CODE

[20 U.S.C. 7844](#), -- General applicability of state educational agency assurances

*Adopted: November 17, 2015*

**Northwest Arctic Borough School District**

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## AR 1312.4 PUBLIC COMPLAINTS CONCERNING ELEMENTARY AND SECONDARY EDUCATION ACT PROGRAMS

**Note:** The following process for reviewing and resolving complaints under the ESEA is modeled after the Department of Education and Early Development's own complaint process set forth at [4 AAC 06.888](#)

### Informal Review of Complaints

The following procedures will govern the receipt and resolution of complaints.

### Filing a Complaint

Any district resident may file a written complaint alleging that the district has failed to comply with the requirements of the Elementary and Secondary Education Act as set forth at [20 USC 6301-7941](#); or with school and district accountability requirements set forth at [AS 14.03.123](#) and [4 AAC 06.800-899](#). The complaint must be submitted to the Superintendent.

In order to be reviewed, the complaint must include the following:

1. A statement describing the provision of law that the school or district has allegedly violated;
2. A statement of the facts supporting the alleged violation;
3. The name and address of the complainant; and
4. A description and documentation of prior efforts to resolve the concern informally.

If a complainant is unable to put a complaint in writing due to a disability, or reading or language barriers, district staff shall assist him/her to file the complaint.

### Investigation of Complaint

Within five business days after receiving the complaint, the Superintendent will assign an investigator to conduct an informal review of the complaint. The investigator will be an employee of the district, may not have taken part in the action that is the subject of the complaint, and may not have a personal or financial interest in the subject matter of the complaint.

The investigator may conduct interviews of the complainant and district employees, and may request information and documents necessary to complete a review of the complaint. The complainant and district employees are expected to fully cooperate with the investigation.

## PUBLIC COMPLAINTS CONCERNING DISCRIMINATION (continued)

### Written Recommendation

Within 60 days after the date the complaint was assigned to the investigator, the investigator shall submit to the Superintendent and the complainant, a written recommendation setting forth one of the following determinations:

1. The complainant did not provide complete information for the investigator to review and therefore the Superintendent need not respond to the complaint. This finding does not bar the Superintendent from taking additional action based on the information already received; nor does it preclude the complainant from submitting a new complaint with the additional information, or from pursuing remedies available under state or federal law.

2. The complainant's allegations, even if true, do not establish a violation of [20 USC 6301-7941](#), [AS 14.03.123](#), or [4 AAC 06.800-899](#) and therefore the Superintendent need not respond to the complaint. This finding does not bar the Superintendent from rejecting the investigator's recommendation and taking additional action; nor does it bar the complainant from pursuing remedies available under state or federal law.
3. A violation of [20 USC 6301-7941](#), [AS 14.03.123](#), or [4 AAC 06.800-899](#) is likely to have occurred, based on information available to the investigator, and that the Superintendent should take action to correct or stop the violation. This finding does not bar the Superintendent from rejecting or declining to act upon the investigator's recommendation; nor does it bar the complainant from pursuing remedies available under state or federal law.

The written recommendation will also advise the complainant of his or her right to file a complaint with the Department of Education and Early Development under the procedures set forth at [4 AAC 06.888](#).

### **No Reprisals**

Neither the complainant, the investigator, nor any other individual cooperating in the investigation shall be subject to retaliation or reprisals. An employee who engages in retaliation is subject to disciplinary action, up to and including termination.

*Adopted: November 17, 2015*

**Northwest Arctic Borough School District**

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## **BP 1313 WILLFUL DISRUPTION OF THE SCHOOL**

The School Board recognizes that parents, legal guardians, and other adults may misunderstand or disagree with the policies of the District or the actions of its employees. The Board expects the staff and administration to respond to such concerns in a polite and professional manner. The Board also expects that parents and other adults will conduct themselves in an appropriate manner in their efforts to pursue such matters, including use of the District's complaint procedures.

In resolving such concerns, a safe and orderly learning environment in which teachers can teach and students can learn must be maintained. The School Board does not condone having its employees subject to name calling, defamation of character, threats or coercion of any kind. Adults who violate these standards of conduct shall be instructed to conduct themselves in a proper manner or to leave school district property. Should an individual refuse to follow these instructions in a prompt and orderly manner, the Superintendent, principal, or designee is authorized to call law enforcement agencies for assistance to have the individual removed and charges may be filed for willful disruption of the school. Other charges which are applicable may also be filed at the discretion of the administrator.

*(cf. 1260 - Visits to the Schools)*

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

*(cf. 3515.2 - Intruders on Campus)*

*(cf. 1312 - Public Complaints Concerning the Schools)*

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

*(cf. 5131.4 - Campus Disturbances)*

*Legal Reference:*

### ALASKA STATUTES

[AS 11.61.110](#) *Disorderly Conduct*

[AS 11.61.120](#) *Harassment*

*Adopted: June 09, 2004*

**Northwest Arctic Borough School District**

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## **BP 1321 SOLICITATION OF FUNDS FROM AND BY STUDENTS**

The School Board recognizes that participation in fund-raising for worthwhile purposes can help students develop a sense of social responsibility and promote a sense of belonging.

*(cf. 1320 - Relations Between the Public and Students)*

When approved in advance by the Board, funds may be solicited or materials distributed for those nonprofit, nonpartisan charitable organizations that are properly chartered or licensed by state or federal law.

With the approval of the Superintendent or designee, school-related organizations may organize fund-raising events involving students. The Superintendent or designee shall inform parents/guardians of the purpose of fund-raisers sponsored by schools or school groups.

*(cf. 3452 - Student Activity Funds)*

*(cf. 1230 - School-Connected Organizations)*

*(cf. 3290 - Gifts, Grants, and Bequests)*

Whether solicitations are made on behalf of the school or on behalf of a charitable organization, the Board particularly desires that no person be made to feel uncomfortable or pressured to provide funds. Staff are expected to emphasize the fact that donations are always voluntary.

The Superintendent or designee may limit fund-raising activities in order to prevent interference with the instructional program or to protect students from dangerous or unsafe situations.

*Adopted: June 09, 2004*

**Northwest Arctic Borough School District**

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## **AR 1321 SOLICITATION OF FUNDS FROM AND BY STUDENTS**

All selling or soliciting activities must be approved at least 15 days before the activity. All fund-raising activities must be concluded within the duration of 30 school days unless special provisions are made with the Superintendent or designee. If the event involves a contract with a commercial vendor, the contract shall be approved by the Superintendent or designee. The sponsor of fund-raisers involving students shall be identified in all solicitations.

### **Instructional Safeguards**

The principal or designee shall limit fund-raising activities to appropriate time periods. The principal or designee shall ensure that parents/guardians are informed about school fund-raising activities. Individual awards or other incentives which identify donors/participants shall not be used.

Students making solicitations on behalf of the school or for school-related projects are expected to be courteous and respectful towards all individuals and businesses, whatever the outcome of the solicitation may be.

### **Student Safety**

Students shall comply with all school safety rules. Students in grades Intermediate-Exit shall not be involved in any door-to-door sales or solicitations.

*Adopted: June 09, 2004*

**Northwest Arctic Borough School District**

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## **BP 1322 PUBLIC PERFORMANCES BY STUDENTS**

The School Board recognizes that educational and personal values accrue from student participation in civic and community affairs. The Superintendent or designee may authorize public performances by students when they contribute to the educational process and are consistent with Board policies and administrative regulations.

*(cf. 0100 - Philosophy)*

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

*(cf. 1321 - Solicitation of Funds From and By Students)*

*(cf. 1325 - Advertising and Promotion)*

*(cf. 1330 - Use of School Facilities)*

*(cf. 6115 - Ceremonies and Observances)*

*(cf. 6141.2 - Recognition of Religious Beliefs and Customs)*

*(cf. 6145 - Extracurricular and Co-Curricular Activities)*

*Adopted: June 09, 2004*

**Northwest Arctic Borough School District**

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## **AR 1322 PUBLIC PERFORMANCES BY STUDENTS**

The principal or designee shall ensure that public performances by students comply with related Board policies and administrative regulations. Students may, with the permission of the principal, participate in public events which:

1. Are sponsored by the schools or district or school-connected organizations on behalf of the schools.
2. Are organized by non-profit organizations for worthwhile purposes, such as promoting educational, recreational or character-building activities, cultural awareness, public safety, or charitable fund-raising.
3. Are public events of community, district, state or national interest of sufficient breadth to enlist general sympathy and cooperation or in recognition of special days of observance.

School groups may not participate in events that fall into any of the following classifications:

1. Events that are for the purpose of private gain or for the advertising of commercial projects or products.
2. Events that are primarily for the furtherance of any politically-partisan interest.
3. Events that are primarily for the furtherance of any sectarian concern.
4. Events that cause an undue amount of interference with the regular school program or that cause an excessive amount of absence due to rehearsal or preparation.

Educational events in which the schools serve as hosts or co-sponsors shall have priority in scheduling appearances. The principal or designee shall make appropriate instructional arrangements related to scheduling student performances and to providing make-up opportunities for student absences.

*Adopted: June 09, 2004*

**Northwest Arctic Borough School District**

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## **BP 1325 ADVERTISING AND PROMOTION**

### **Public Information**

The School Board desires to cooperate in publicizing community services, special events and public meetings of interest to students and parents/guardians. The Superintendent or designee may approve the publicity of public events or distribution of promotional materials which extend cultural, recreational, artistic or educational opportunities to the community and which do not promote any particular commercial interest or religious belief.

*(cf. 0100 - Purpose)*

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

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

*(cf. 5145.2 - Freedom of Speech/Expression: Publications Code)*

*(cf. 6145.5 - Student Organizations and Equal Access)*

*(cf. 6162.8 - Research)*

### **Paid Advertisements**

Advertising copy may be solicited to the extent that this process furthers the educational well-being of the students involved and does not interfere with school-community relations.

The district shall not accept advertising copy which:

1. Is obscene, libelous, or slanderous, or which incites students to commit unlawful acts, violate school rules, or disrupt the school's orderly operation.
2. Attacks or denigrates any group on account of sex, race, color, religion, ancestry, national origin, handicap or disadvantage.
3. Promotes the use or sale of materials or services which are illegal or inconsistent with school objectives. Ads for tobacco, intoxicants, and x-rated movies or products shall not be used.
4. Announces the meetings of non-curricular student-initiated groups.

The district will not unlawfully discriminate against advertisers who meet the requirements of Board policy and administrative regulations and procedures.

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

*Adopted: June 09, 2004*

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**Northwest Arctic Borough School District**

## **AR 1325 ADVERTISING AND PROMOTION**

The principal or designee shall review advertising and promotional material to be distributed through the schools to ensure that it complies with the provisions of Board policy and administrative regulations prior to approving the dissemination of such information. Authorized material/information may be disseminated through school-sponsored publications or by students on a voluntary basis.

All advertising and promotional information distributed through the schools shall identify the name and contact location of the sponsoring group. All surveys or questionnaires requiring student or parent/guardian response must have prior approval of the Superintendent or designee.

District services and activities involving commercial products will not include the distribution of unsolicited merchandise for which an ensuing payment is requested.

*Adopted: June 09, 2004*

**Northwest Arctic Borough School District**

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## **BP 1325.1 COMMERCIALS**

The School Board believes commercials in the educational program are intrusive and are not in the best interests of our students. Commercials are not part of our students' compulsory education and do not merit the same attention and trust as is accorded to educational materials. School time shall not be used for the promotion of commercial products.

Schools are established and maintained with funds allocated specifically for education, and class time shall be dedicated entirely to educational purposes. Advertisements may be studied, however, as part of the consumer education curriculum.

*Adopted: June 09, 2004*

**Northwest Arctic Borough School District**

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## BP 1330 USE OF SCHOOL FACILITIES

Note: [A.S. 14.03.100](#) authorizes boards to grant the use of school facilities for lawful gatherings and assemblies and mandates that boards adopt written bylaws to ensure reasonable and impartial use of school facilities. If challenged, the district should be prepared to legally defend the reasonableness of its rules. The following sample policy may be revised to reflect local philosophy and needs. The district should be able to provide supporting rationale for its policy/regulations; that is, the policy/regulations must be deemed to be “reasonable.”

Note: Under the No Child Left Behind Act of 2001, districts that make their premises and facilities available for use by youth and community groups must apply that policy equitably to all groups, including the Boy Scouts or other affiliated groups. Specifically, schools are prohibited from denying equal access to school facilities to the Boy Scouts or any other youth group “for reasons based on membership or leadership criteria or oath of allegiance to God and country.” According to Alaska’s uncodified law, a school district that violates this law risks losing state funding.

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

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

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

*(cf. 0100 – Philosophy)*

*(cf. 0430 – Community School Program)*

*(cf. 6145.5 – Organizations/Associations)*

*Legal Reference:*

### ALASKA STATUTES

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

[14.03.100](#) – *Use of school facilities*

### UNITED STATES CODE

*Elementary and Secondary Education Act, [20 U.S.C. § 7905](#), as amended by the No Child Left Behind Act of 2001 ([P.L. 107-110](#))*

*Revised: June 09, 2015*

*June 02, 2020*

**Adopted: June 09, 2004**

**Northwest Arctic Borough School District**

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## **AR 1330 USE OF SCHOOL FACILITIES**

### **Facility Use Restrictions**

1. Facility users must comply with all applicable state and federal laws, City and Borough ordinances, school district policies and rules, and rental agreement conditions.
2. Use, possession, or being under the influence of alcoholic beverages and/or drugs is prohibited. ([AS 04.16.080](#)).
3. Facility use which represents a safety or security risk to the district is prohibited.
4. No partisan, sectarian or denominational doctrine may be advocated in school facilities during the hours the school is in session.
5. After use of partisan or religious activities, each group or individual shall police the use area to insure that partisan or religious information, literature, papers, or documents of any kind are removed from the facility use area.
6. Facility users are not to operate any school equipment or use facility areas other than that stipulated in the facility use request.
7. Fundraising in school facilities is permitted only if funds are being raised for school sponsored organizations and activities.
8. Search and Rescue organizations may be permitted to fundraise for Search and Rescue purposes only; except in the following circumstances:
  - a. fundraising for funerals may be permitted in school facilities, for only that village affected and;
  - b. fundraising for families, illnesses, personal travel, etc. is prohibited.
9. Charging students or community members for entry into open gym is prohibited.
10. Use of school facilities for private celebrations is prohibited; except in communities where no other facility is available, some celebrations may be considered on a case-by-case basis.
11. Hosting basketball tournaments during summer months is prohibited.

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

### **Facility Use Requests and Application Procedures**

Requests for approval to use school facilities shall be approved whenever possible. However, the district reserves the right to reassign the requested space or any facility use for reasons of building security, maintenance requirements, fuel economies, and appropriateness of the activity for the area requested.

The Superintendent or designee reserves the right to approve facility use, without charge, for educational or other groups whose purpose provides benefits to the district, school or community.

School district approval to use school facilities will be given impartially to groups. In weighing competing requests for the use of school facilities, preference shall be given in the following order:

1. In-school uses (clubs, class events, etc.).
2. School support groups and youth groups.
3. Community recreational and cultural events.
4. Public agencies and public affairs groups.
5. Private, non-school connected classes and educational events.
6. Contracted uses.

7. Profit-making or commercial events, out-of-town groups, etc.

The only facility use agreements that will require Borough School Board approval will be those where an Advisory School Council has determined not to charge the using organization for the use of the facility. All other agreements will be approved by the Advisory School Council and copies of these agreements will be filed with the District Office.

Groups using school facilities under the provisions of this policy shall be liable for any property damages caused by the activity. The Board shall charge the amount necessary to repair the damages and may deny the group further use of school facilities.

Any group using school facilities shall be liable for any injuries resulting from its negligence during such use. The group shall bear the cost of insuring against this risk and defending itself against claims arising from this risk. The Superintendent or designee may require that groups using school facilities include the district as an additional insured on their insurance policies. The Superintendent or designee may require a hold harmless agreement when warranted by the type of activity or the specific facility being used.

The Superintendent or designee shall establish procedures to process requests to use school facilities or grounds in accordance with district policies and regulations, preserve order in school buildings and on school grounds, and protect school facilities.

### **Fee Schedule**

A fee schedule, including a damage/cleanup deposit, will be established by the Board and rent charged accordingly. Advisory School Councils may set facility usage fees at a higher rate than the minimums established by the Board. Revenue generated from such fees shall be retained by the local school for their student activities. The local Advisory School Council may determine, subject to the prior approval of the Board, which community organizations shall be charged for use of school facilities.

All costs associated with any vandalism done to the school facilities, while it is being used by a community organization, shall be the responsibility of that organization.

*(cf. 3513 - Fee Schedule)*

*Revised: June 09, 2015*

*Adopted: June 09, 2004*

**Northwest Arctic Borough School District**

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# E 1330 FACILITY USE PERMIT

## FACILITY USE PERMIT

between

Northwest Arctic Borough School District/ \_\_\_\_\_

Type Name of School

and

\_\_\_\_\_

Type Name of Permit Holder

### 1. Responsibility of the Northwest Arctic Borough School District and

\_\_\_\_\_.

Type Name of School

A. Make available the \_\_\_\_\_ to

Type Name of facility(ies)

\_\_\_\_\_ for \_\_\_\_\_

Type Name of Permit Holder

Type Name of Event/Activity

### 2. Responsibilities of \_\_\_\_\_

Type Name of Permit Holder

A. No activity that subjects the facility(ies) and grounds to undue wear and damage will be conducted by \_\_\_\_\_

Type Name of Permit Holder

(hereafter permit holder). Moreover, it shall be the responsibility of the permit holder to clean the above named facility(ies), returning same to original state after each use. Furthermore, no use shall be made of district personnel for cleaning up, for furniture and equipment relocation/set-up, or for maintenance services.

B. No activity that creates a hazard or a security risk to participants shall be conducted by the permit holder.

C. No uses shall be made by the permit holder of the facility(ies), except as stipulated herein.

D. No subleasing of the facility(ies) shall be permitted

E. The permit holder shall be responsible for the conduct and control of its employees, patrons, and participants using the facility(ies), ensuring compliance with applicable Federal and State Laws, Municipal Ordinances, District policies and regulations, and conditions stated herein. All measures necessary to ensure safe, healthy, and lawful conduct of those participating in an event shall be undertaken and financed by the permit holder. These measures shall include, but are not limited to, crowd control, security, and

building protection from vandalism. Further, as a condition of obtaining a facility use permit, the permit holder shall post a cash bond of up to \_\_\_\_\_ with the district prior to the use of above named facility(ies).

- F. In the event of damage to the facility(ies) or equipment, other than normal wear and tear, the permit holder shall accept the district's estimate of the amount for same and shall pay all appropriate costs.
- G. The permit holder agrees to protect, defend, indemnify, and save harmless the district, its employees, agents, and board members, from and against any and all claims, demands, and causes of action of any nature whatsoever for injury to or death of persons or loss of or damage to property arising out of the permit holder's use and occupancy of the facility(ies) pursuant to this facility use permit. Further, the permit holder, as a condition of obtaining a facility use permit, must procure and maintain liability insurance coverage in the amount of \_\_\_\_\_, naming the district, its employees, agents, and board members as insureds.
- H. Smoking, alcohol consumption, use of illegal drugs, fighting, betting, possession of firearms, or other forms of unlawful conduct shall be prohibited by the permit holder upon the district's premises or within the facility(ies). Enforcement of these prohibitions shall be the responsibility of the permit holder.
- I. Use of the facility(ies) is limited to \_\_\_\_\_

Type Name of Facility(ies)

during the dates and times specified: \_\_\_\_\_

Type Date(s) and Time(s)

The permit holder shall ensure that the remainder of the building is not entered and/or damaged.

- J. School District administrative personnel shall have the authority, when and where necessary, to impose on the permit holder reasonable conditions in addition to those specified herein.

Signatures:

Advisory School Council Chairperson: \_\_\_\_\_

For: NWABSD/School For: \_\_\_\_\_

Type Name of Permit Holder

\_\_\_\_\_

Authorized Agent

Authorized Agent

\_\_\_\_\_

Date

Date

*Adopted: June 09, 2004*



## **BP 1331 COMMUNITY USE OF INTERNET IN THE SCHOOLS**

The Board will make Internet access available to members of the community outside of school hours, as long as it does not interfere with educational use by students or staff. The superintendent or designee will develop administrative regulation to guide how this access will be managed at school sites.

Community members who wish to utilize school computers for this purpose will be required to familiarize themselves with board policy on Internet use and sign the Acceptable Use of Internet form for Parents/Visitors.

*cf. BP 6161.4 Internet*

*cf. E 1331 Community Use of Internet in the Schools*

Users must exercise caution and good judgment in the use of the e-mail system. Electronic mail messages can be retrieved even if they are deleted and statements made in electronic mail communications can form the basis of various legal claims against the individual author.

*cf. BP 3523 Electronic E-mail*

Users cannot expect any guarantee of privacy or confidentiality in connection with their use of district Internet facilities.

*Adopted: June 09, 2004*

**Northwest Arctic Borough School District**

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# **E 1331 ACCEPTABLE USE FORM FOR PARENTS/VISITORS**

## **Northwest Arctic Borough School District Acceptable Use Policy**

The following guidelines are intended to help parents and visitors use the network appropriately. It is important that you read this policy and ask any questions that you may have regarding its meaning. If a parent or visitor does not follow our use policies listed below, his/her privilege of using school facilities may be withdrawn.

### **User Agreement**

The use of school and district networks must be in support of education, research, and personal and professional development. School computers are the property of the district and users should not expect that their files will be private. Parents and visitors are personally responsible for this provision at all times when using building or district networks.

- The use of another organization's networks or computing resources must comply with these rules as well as rules appropriate to that network
- Transmission of any material in violation of School Board policies and federal, state, and local statutes and regulations is prohibited. This includes, but is not limited to, copyrighted materials, threatening or obscene material, or material protected by trade secret.
- The school district will not be responsible for any unauthorized charges or fees resulting from access to computer networks.

Be familiar with these rules and how to use the Internet before getting on-line. If you have any questions about these rules, please contact your child(ren)'s teacher. Be aware that the inappropriate use of electronic information resources can be a violation of school rules, local, state, and federal laws and that you can be prosecuted for violating those laws.

Your children may not use the Internet unsupervised. Internet access is designed for educational purposes. By signing this document, you are agreeing to take responsibility for supervising your child(ren) at your location. Parents and visitors must be familiar with and enforce appropriate use rules with their child(ren).

### **Privileges**

The use of building and district information systems is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The district administration will decide what is appropriate and their decision is final.

### **Network Etiquette and Privacy**

You are expected to abide by the generally accepted rules of network etiquette. These rules include but are not limited to:

1. Be polite: Never send, or encourage others to send, inappropriate or abusive messages.
2. Use Appropriate Language: You are a model for your child(ren) on a public system. Never swear, use vulgarities, or any other inappropriate language.
3. Privacy: Do not reveal the addresses or phone numbers of friends or colleagues without written permission.
4. Disruptions: Do not use the network in any way that would disrupt the use of the network by others. Do not damage hardware or software.

5. Representations: Do not originate anonymous messages or represent a message to have been authored by another. All correspondence should be clearly identifiable as to its originator.
6. Appropriate Use: Do not use the network for commercial purpose which includes promoting or soliciting private business or advertising items for sale or any transmission or sue which has the purpose or effect of promoting hatred or harassment.

### **Security**

If you identify a security problem in the building or district network, notify the system administrator at once. Never demonstrate a problem to other users. Never use another individual's account. Never tell anyone your password. Any use identified as a security risk will be denied access to the network, and may be liable for disciplinary action or prosecution.

### **Vandalism**

Vandalism is defined as any malicious attempt to physically deface, disable, or destroy computers, peripherals, or other network hardware or to harm or destroy data of another user or any other agencies or networks that are connected to the system. Any vandalism will result in loss of network privileges, disciplinary action, or possible legal referral.

Name: \_\_\_\_\_

### **Acceptance**

I have read the Northwest Arctic Borough School District Acceptable Use Policy for Building and District Networks by Parents/Visitors. I agree to comply with the rules stated on this form and use school and district networks in an appropriate manner. I also agree to take responsibility for supervising my child(ren) using the networks.

\_\_\_\_\_

(Signature/date)

*Adopted: June 09, 2004*

**Northwest Arctic Borough School District**

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## BP 1332 MEMORIAL POLICY

**Note:** *The following optional policy may be revised or deleted to reflect district philosophy and needs. School districts may wish to adopt this policy limiting student/staff memorials to avoid inconsistent treatment between particular deceased students or staff, disruption to memorials when school building or grounds are renovated, space availability and maintenance of memorials, and concerns about how a memorial may impact students at risk of suicide.*

The School Board recognizes that the loss of a member of the school community has a great impact on students, staff, and families. Furthermore, the School Board recognizes that decisions made about memorials immediately after traumatic events may not take into full consideration the potential impacts for students, staff, and community members. The purpose of this policy is to assist staff, students and families impacted by a death by providing guidelines for decision-making regarding memorials and memorializing activities. "Memorials" mean objects or activities meant to remember an event or deceased person(s).

The focus of a school is to support students in their learning. This may necessarily include support for students and staff who are grieving a loss of a member of the school community. Memorials, though, can be an ongoing reminder of a traumatic event and can be impossible for students to avoid when located on school property.

**Note:** *Following are optional provisions providing alternative language for school districts as to permanent and temporary memorials. Option 1 prohibits all permanent and temporary memorials. This option provides a clear directive for families of students/staff and avoids many of the potential problems with school memorials outlined in the note above, but may be considered harsh by families of the deceased. Option 2 provides that districts may allow temporary memorials to deceased students/staff, but provides guidance on the content, type and duration. While Option 2 provides districts more flexibility, it does not avoid all concerns identified in the note above. If Option 2 is adopted, it should be applied in an even-handed manner.*

Therefore, school buildings and grounds shall not be used for permanent or temporary memorials. Additionally, the district does not authorize public memorial activities during the school day or during school-sponsored activities. The district recommends that gifts and recognitions in memory of an individual be in the form of student scholarships, or donations in the name of the deceased.

*(cf. 1330 - Use of School Facilities)*

This policy will guide decisions moving forward from the date of first adoption and will not impact previous memorials. The guidelines regarding memorials will be kept in each building and in the office of the superintendent. Persons who have questions, comments or concerns should contact the Superintendent or designee.

*Adopted: March 07, 2017*

**Northwest Arctic Borough School District**

## BP 1340 ACCESS TO DISTRICT RECORDS

**Note:** [AS 09.25.120](#) sets forth the right of the public to access public records. There is strong public policy favoring inspection of public records and any exceptions to disclosure based on need should be construed narrowly.

The School Board recognizes that state policy provides broad public access to district records. Public access shall not be given to records exempt from public disclosure by state or federal law or by the Board based on the need of the district to maintain confidential information.

*(cf. 3580 - District Records)*

*(cf. 4112.6/4212.6/4312.6 - Personnel Records)*

*(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential Information)*

*(cf. 5125 - Student Records; Confidentiality)*

*(cf. 9011 - Disclosure of Confidential Information)*

*(cf. 9321 - Closed Sessions)*

Any person shall have reasonable access, during regular business hours, to the public records of the schools and district. The Superintendent or designee shall establish regulations to authorize and facilitate public access to district records in accordance with law, to protect the security of district records, and to prevent interference with regular district operations.

The district may charge for copies of public records or other materials requested by individuals or groups. The charge, based on actual costs of duplication, shall be determined by the Superintendent or designee.

*Legal Reference:*

### ALASKA STATUTES

[09.25.120 - 09.25.220](#) *Public Records Act*

[14.03.115](#) *Access to school records by parent, foster parent, or guardian*

[14.14.090](#) *Additional duties*

[14.20.149](#) *Employee evaluation*

[14.43.930](#) *Scholarship program information*

[23.40.235](#) *Public involvement in school district negotiations*

### U.S. SUPREME COURT

*City of Kenai v. Kenai Peninsula Newspapers, 642 P2d 1316 (Alaska 1982)*

*Anchorage School District v. Anchorage Daily News, 779 P2d 1191 (Alaska 1989)*

### UNITED STATES CODE

[20 USC 1232g](#) Family Educational Rights and Privacy Act of 1974

*Adopted: June 09, 2004*

**Northwest Arctic Borough School District**

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## AR 1340 ACCESS TO DISTRICT RECORDS

**Note:** [AS 09.25.120](#) requires the district to furnish proper and reasonable facilities for the review of district records, subject to rules and regulations to protect district records and prevent interference with district operations.

Any person may have access to and receive a copy of any identifiable public record. Requests for district records shall be submitted to the Superintendent or designee. District records shall be examined in the presence of the staff member regularly responsible for their maintenance and security or his/her designee.

Public records include any writings and records except:

1. records of vital statistics and adoption proceedings which shall be treated in the manner required by [AS 18.50](#). ([AS 09.25.120](#))
2. records pertaining to juveniles. ([AS 09.25.120](#))
3. medical and related public health records. ([AS 09.25.120](#))
4. records required to be kept confidential by a federal law or regulation or by state law, including but not limited to: ([AS 09.25.120](#))
  - a. Personnel evaluation records ([4 AAC 19.040](#) and [AS 14.20.149](#)).

**Note:** Although [AS 14.20.149](#) and [4 ACC 19.040](#) exempts personnel evaluation records from public disclosure, superintendent and high level administrative evaluations may be public records in light of the Supreme Court ruling in *City of Kenai v. Kenai Peninsula Newspapers*. The district should evaluate any public demand for professional evaluations with their attorney.

- b. Education records of students containing personally identifiable information. ([20 U.S.C. 1232g](#))
  - c. Records regarding ongoing negotiations on a pending collective bargaining agreement, disclosure of which would impair the district's bargaining position. However, initial proposals, last-best-offer proposals, tentative agreements before ratification, and final agreements are all public documents which must be made available for inspection. ([AS 23.40.235](#))
  - d. Records of contemplated purchase, lease, or acquisition of real property, or other property or services where release would impair the district's ability to obtain favorable terms in the transaction, or where the disclosure would provide the potential seller with an unfair competitive advantage.
  - e. Information obtained by the district's insurance carriers and their attorneys and agents regarding potential or pending claims against the district.
5. records compiled for law enforcement purposes, but only if disclosure would interfere with enforcement proceedings, would deprive a person of a fair trial, would constitute an unwarranted invasion of privacy, would disclose a confidential source, would disclose confidential techniques or law enforcement guidelines, or would endanger life or physical safety. ([AS 09.25.120](#))
6. library records, names, addresses, or other personal identifying information contained in school library records, except as requested by the parent/guardian. ([AS 09.25.140](#))

When authorized, an exact copy of any identifiable public record shall be provided upon request

unless it is impracticable to do so. Computer data shall be provided in a form determined by the Superintendent or designee. Copies shall be furnished at cost as determined by the Superintendent or designee.

As soon as possible upon receiving any request for a copy of records, the Superintendent or designee shall determine whether to comply with the request and shall inform the person making the request of his/her determination and the reasons for it. Any notification denying a request for public records shall state the reason for the denial and to whom the decision may be appealed.

*(cf. 1312 - Complaints Concerning the Schools)*

**Note:** [AS 09.25.125](#) authorizes injunctive relief for the obstruction or attempted obstruction of public access to open records.

*Adopted: June 09, 2004*

**Northwest Arctic Borough School District**

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## **BP 1400 RELATIONS BETWEEN OTHER GOVERNMENTAL AGENCIES AND THE SCHOOLS**

The School Board recognizes that agencies at all levels of government share its concern and responsibility for the welfare, health and safety of our youth. The Board further recognizes that tribal governments are committed to meeting the needs of tribal students within the district. The Board and staff shall take every opportunity to work cooperatively with these agencies for the benefit of our students.

*(cf. 1020 – Youth Services)*

*(cf. 9140 – Board Representatives)*

*(cf. 9311 – Board Policies)*

The Superintendent or designee shall initiate and maintain cooperative relationships with representatives of other public agencies, tribal governments, or tribal government educational proxies in order to help our schools and students make use of the resources which governmental agencies can provide. The Superintendent or designee shall ensure that agreements with other agencies which involve the exchange of funds or reciprocal services are executed in writing so that roles and responsibilities are clearly defined. The District shall make information available to parents/guardians about shared or cooperative services so that students may benefit to the fullest extent. Agreements may be shared among agencies to prevent duplicative efforts and to expedite cooperative programs and services.

*(cf. 3312 – Contracts)*

*Legal Reference:*

### ALASKA STATUTES

[03.20.100](#) *Farm-to-school program*

[14.12.150 – 14.12.170](#) *Regional Resource Centers*

[47.10.093](#) *Disclosure of agency records.*

[47.10.090](#) *Court records*

[47.12.310](#) *Agency records*

*Revised: February 2012*

*April 30, 2020*

*Adopted: June 09, 2004*

**Northwest Arctic Borough School District**

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## BP 1410 INTERAGENCY COOPERATION FOR STUDENT AND STAFF SAFETY

**Note:** State law allows the sharing of information between law enforcement agencies and school districts when a student has committed, or been the victim of, a serious crime. Law enforcement and youth service agencies are authorized to disclose information to a school district as may be necessary to protect the safety of school students and staff and this information should be disclosed as soon as it is reasonably practicable. The Board should work with the appropriate youth services or law enforcement agencies in the community to develop procedures for the disclosure of information to school officials. By January 1, 2001, districts must have procedures in place for notifying teachers of dangerous students when information is received from law enforcement or other agencies

Students and staff have a right to feel safe and secure within the school environment. The Board recognizes that a safe school environment can be furthered by cooperation between the district and other agencies, including law enforcement. The district will actively facilitate such cooperation, including the sharing of criminal information as allowed by law. The Superintendent or designee shall work with appropriate agencies for the sharing of information as may be necessary to protect the safety of school students and staff.

A teacher, teacher's assistant, principal, or other person responsible for students who receives information about a student that may affect the safety of students or staff, including information from other agencies, shall disclose such information in accordance with the procedures developed by the Superintendent.

**Note:** Effective January 1, 2001, a teacher, teacher's assistant, administrator, or other employee responsible for students who, during the course of employment, observes a student committing a crime must report the crime to local law enforcement. [AS 14.33.130](#). The obligation to report to law enforcement resides with the staff member observing the crime. "Crime" means an offense for which a sentence of imprisonment is authorized; a crime is either a felony or a misdemeanor. [AS 11.81.900](#).

Staff members who, in the course of their employment, observe a student committing a crime shall report the crime to local law enforcement. The staff member shall also immediately report the crime to the Superintendent.

Programs and activities designed to enrich district curriculum and to develop and promote good citizenship and a healthy attitude toward law enforcement agencies and officials will be encouraged by the district. Law enforcement participation in such programs and activities is encouraged.

Law enforcement officials may enter school facilities if a crime has been committed on district property or to investigate matters concerning staff and students upon request initiated by either agency officials or by district administrators.

*(cf. 1400 - Relations between Other Governmental Agencies and the Schools)*

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

*(cf. 5125 - Student Records)*

*(cf. 5142 - Safety)*

*Legal Reference:*

ALASKA STATUTES

[11.81.900](#) *Definitions*

[14.12.150-14.12.170](#) *Regional Resource Centers*

[14.33.120](#) *School Disciplinary and Safety Program*

[14.33.130](#) *Enforcement of Approved Program, Additional Safety Obligations*

[47.12.310](#) *Agency Records*

[47.12.315](#) *Public Disclosure of Information in Agency Records Relating to Certain Minors*

[47.10.093](#) *Disclosure of Agency Records*

[47.10.090](#) and [47.12.300](#) *Court Records*

*Adopted: June 09, 2004*

**Northwest Arctic Borough School District**

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## **AR 1410 INTERAGENCY COOPERATION FOR STUDENT AND STAFF SAFETY**

The following protocol will be followed when information regarding a student that may affect the safety of students or staff is received from law enforcement, the Division of Family and Youth Services or other agencies, or any other source:

1. The Superintendent is designated to receive safety information regarding students, including notices of criminal conduct. A staff member having information about a student concerning a possible threat to safety shall immediately report such information to the Superintendent. The Superintendent will forward information from staff members or agencies to the designated administrator at the site attended by the student.
2. Each site should develop a procedure for handling this information as it arrives.
3. One person at each school (principal, assistant principal, or counselor) should be identified to handle the law enforcement notices.
4. The confidentiality of the student must be protected and disclosure of this sensitive information is not authorized except as set forth in these procedures.
5. The site administrator will review the information and share on a need to know basis with appropriate staff who work closely with the student.
6. These alerts should be placed in the student's cumulative folder and transferred with the student if the student moves to another school.
7. If the school has other information which it thinks the law enforcement agency needs to be aware of regarding the student, this information should be relayed to the Superintendent who will then forward it to the appropriate agency.

*Adopted: June 09, 2004*

**Northwest Arctic Borough School District**

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## **BP 1700 RELATIONS BETWEEN PRIVATE INDUSTRY AND THE SCHOOLS**

The School Board encourages representatives of private industry to participate with the schools in preparing our students for challenges they will meet in the future. Working together as partners, the business community and the schools should seek to educate citizens who can contribute to the productive work force on which our economy depends.

*(cf. 1150 - Board Commendation Program)*

Local employers are encouraged to serve on advisory committees, help design regular, vocational and technical programs, and provide needs assessments, program evaluations, and/or staff development for school managers and teachers. Businesses may also provide classroom assistance, individual tutoring, incentive and recognition programs, work experience opportunities, apprenticeship programs and employment opportunities. The Board recognizes that the success of business involvement depends largely upon the commitment of adequate staff resources to plan and implement such activities.

*(cf. 1220 - Citizen Advisory Committees)*

*(cf. 1240 - Volunteer Assistance)*

*(cf. 6164.42 - Guidance Services)*

*(cf. 6178 - Vocational Education)*

The School Board recognizes that students especially need access to equipment that meets the requirements of an increasingly technological world and welcomes the contribution of funds or equipment to further the district's educational programs.

*(cf. 3290 - Gifts, Grants and Bequests)*

*(cf. 6000 - Instruction)*

The Board urges employers to further support the schools by recognizing their employees' needs as parents and by supporting parent involvement with the schools.

*(cf. 1250 - Visits to the Schools)*

*(cf. 6020 - Parent Involvement)*

*Adopted: June 09, 2004*

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**Northwest Arctic Borough School District**



# NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

Ambler · Buckland · Deering · Kiana · Kivalina · Kobuk · Kotzebue · Noatak · Noorvik · Selawik · Shungnak  
PO Box 51 · Kotzebue, Alaska 99752 · Phone (907) 442-1800

## NWABSD BOARD OF EDUCATION

### Curriculum Committee Meeting

Conducted via Teleconference

CALL-IN: 1-833-682-3239; CODE: 946 859 34#

### Agenda

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**February 20, 2022**

1. Call to Order
  
2. Dana Orton, Director
  - a. English/Language Arts Curriculum Review/Adoption Update
  - b. Inupiaq Science Curriculum Update
  - c. Questions
  
3. Committee Member Comments

**Committee Members:** Carol Schaeffer, Marie Greene, Margaret Hansen, Lawrence Jones Sr., Alice Adams

**Curriculum Director:** Dana Orton

**MISSION:** To provide a learning environment that inspires and challenges students and employees to excel.  
**VISION:** To graduate all students with the knowledge, skills, and attitudes necessary for a successful future.



# *Curriculum and Instruction*

Northwest Arctic Borough School District

February 2022 Board Meeting

# *Agenda*

- ▶ Curriculum Adoption
- ▶ Iñupiaq Science Update
- ▶ Questions

# *English/Language Arts Curriculum Adoption*

## **Strategic Goal 1: Student Learning**

- ▶ **Objective 2:** *NWABSD will all know and value our students during both remote and in-person learning.*
  - ▶ 1.1.2 *Provide equitable access to learning resources and supports.*



# *Curriculum Adoption*

- ▶ The last adoption for K-12 ELA was 2015.
- ▶ \$1,500,000 of grant funding was set aside for this project
- ▶ 8-year cycle was established within the quotes
- ▶ The K-12 English Language Arts textbook and materials review is complete and pending board approval
- ▶ New textbooks and materials will be purchased for implementation during the 2022-2023 school year.



# Curriculum Adoption

## ▶ Into Reading

▶ K-6 Language Arts

▶ Houghton Mifflin Harcourt (HMH)

▶ Into Reading is a research-based program that was built to address the needs of the learning community. Key features include:

- ▶ High-quality text with engaging reading and writing instruction
- ▶ Integrated Social and Emotional Learning lessons
- ▶ Built around the principles of the science of reading
- ▶ Supports transitioning students beyond explicit instruction and into self-actualized learning.



# Curriculum Adoption

Publisher	Program	Grade Levels	Cost
Houghton Mifflin Harcourt	Into Reading v2 - K *8-year student subscription bundle	K	\$81,377.01
Houghton Mifflin Harcourt	Into Reading v2 - 1 *8-year student subscription bundle	1	\$80,024.27
Houghton Mifflin Harcourt	Into Reading v2 - 2 *8-year student subscription bundle	2	\$78,018.61
Houghton Mifflin Harcourt	Into Reading v2 - 3 *8-year student subscription bundle	3	\$72,111.45
Houghton Mifflin Harcourt	Into Reading v2 - 4 *8-year student subscription bundle	4	\$72,111.45
Houghton Mifflin Harcourt	Into Reading v2 - 5 *8-year student subscription bundle	5	\$72,111.45
Houghton Mifflin Harcourt	Into Reading v2 - 6 *8-year student subscription bundle	6	\$64,882.88
Houghton Mifflin Harcourt	Into Reading v2 - K-6 9 hours - Professional Development	K-6	\$3,600



# Curriculum Adoption

## ▶ StudySync © 2021

▶ 7-8 English

▶ McGraw Hill

▶ StudySync is a comprehensive comprehensive ELA curriculum for grades 6–12 that brings literature to life for every learner. Key Features include:

- ▶ Integrated reading, writing, listening, and speaking instruction
- ▶ Close reading routine of a First Read, Skill, and Close Read ensures progress toward mastery
- ▶ Continuously growing library of over 1,700 classic and contemporary texts
- ▶ Supports interchangeable print and digital use
- ▶ Blasts are short, high-interest read/write assignments that deliver content around relevant topics and current events to students in a familiar, social media format.



# Curriculum Adoption

## ▶ StudySync © 2021

▶ 9-12 English

▶ McGraw Hill

▶ StudySync is a comprehensive comprehensive ELA curriculum for grades 6–12 that brings literature to life for every learner. Key Features include:

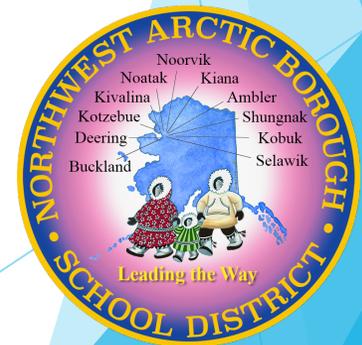
▶ Provides instructional choice with thematic units, novel studies, and teacher-created units

▶ ATC/SAT Prep

▶ Continuously growing library of over 1,700 classic and contemporary texts

▶ Supports interchangeable print and digital use

▶ Blasts are short, high-interest read/write assignments that deliver content around relevant topics and current events to students in a familiar, social media format.



# Curriculum Adoption

Publisher	Program	Grade Levels	Cost
McGraw Hill	StudySync © 2021 - 7 *8-year subscription bundle	7	\$29,700
McGraw Hill	StudySync © 2021 - 8 *8-year subscription bundle	8	\$29,700
McGraw Hill	StudySync © 2021 - 9 *8-year subscription bundle	9	\$29,700
McGraw Hill	StudySync © 2021 - 10 *8-year subscription bundle	10	\$29,700
McGraw Hill	StudySync © 2021 - 11 *8-year subscription bundle	11	\$29,700
McGraw Hill	StudySync © 2021 - 12 *8-year subscription bundle	12	\$29,700
McGraw Hill	StudySync © 2021 - 7-12 18 hours - Professional Development	7-12	\$0
McGraw Hill	StudySync © 2021 - 7-12 Canvas Integration	7-12	\$0



# Curriculum Adoption

Publisher	Program	Grade Levels	Cost
Houghton Mifflin Harcourt	Into Reading v2 - K-6 *8-year student subscription bundle	K-6	\$520,597
Houghton Mifflin Harcourt	Into Reading v2 - K-6 9 hours - Professional Development	K-6	\$3,600
McGraw Hill	StudySync © 2021 *8-year subscription bundle	7-12	\$178,200
McGraw Hill	StudySync © 2021 18 hours - Professional Development	7-12	\$0
McGraw Hill	StudySync © 2021 Canvas Integration	7-12	\$0
		Shipping @ 4.85% (rounded)	\$34,067
	<b>TOTAL</b>		<b>\$736,464</b>



# Curriculum Review Cycle

Curriculum Area	Curriculum Review	Purchase Textbooks & Materials	Implementation
Ieupiaq Physical Science, Biology, and Environmental Science	2020-2023	Spring 2022-24	2023-2027
Math	2023-2024	Spring 2024	2024-2025
Social Studies/Health	2025-2026	Spring 2026	2026-2027
Science K-8, HS Physics & Chemistry	2025-2026	Spring 2026	2026-2027
English Language Arts K-6	2029-2030	Spring 2029	2030-2031
English Language Arts 7-12	2029-2030	Spring 2029	2030-2031

Supplemental resources are review and purchased as needed



# *Inupiaq Science*

## **Strategic Goal 1: Student Learning**

- ▶ **Objective 1:** *NWABSD will all know and value our students during both remote and in-person learning.*
  - ▶ *1.1.3 Develop a culturally responsive Physical Science and Biology curriculum.*



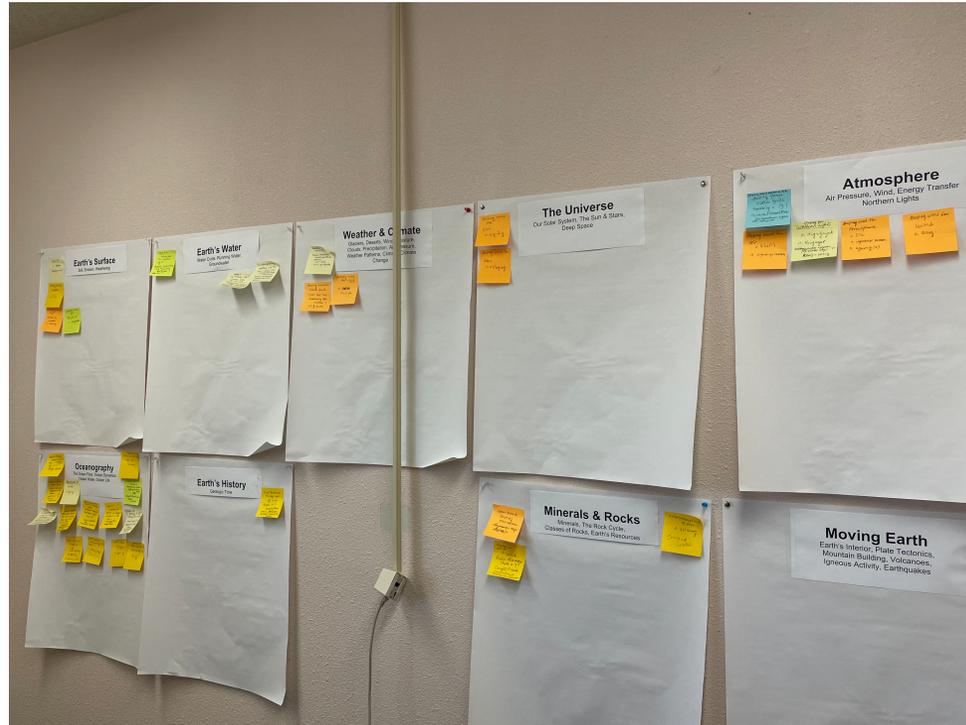
# Iñupiaq Science Curriculum

- ▶ **Project Update:**
- ▶ One position is posted for the coordination and development of the project.
- ▶ One position has been filled with the primary role of coordinating the following:
  - ▶ Materials and archives identified
  - ▶ Two committees will be identified and seated
    - ▶ Project Development Committee
    - ▶ Project Advisory Committee
  - ▶ Identify Elder resources and interviews needed



# Iñupiaq Science

## ► Iñupiaq Science Curriculum Project:



*Questions ?*

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** February 22, 2022

**NUMBER:** Memo 22-063

**FR:** Office of the Superintendent

**SUBJECT:** Approval of Purchase of  
K-12 English/ Language  
Arts Textbooks and  
materials

**STRATEGIC PLAN/BOARD GOAL:**

Goal 1: Student Learning

*Objective 2: NWABSD will build a responsive learning environment during both remote and in-person learning. (Danielson 2a, 2c, 3d)*

**ABSTRACT:**

Board approval is required for contracts that exceed \$50,000.

**ISSUE:**

At issue is the Board's approval of the purchase of K-12 English/Language Arts textbooks and materials at the cost of \$737,464.

**BACKGROUND AND/OR PERTINENT INFORMATION:**

Up for adoption are new K-12 English/Language Arts textbooks, and materials are as follows:

Houghton Mifflin Harcourt, Into Reading v2 (K-6) for \$524,197; McGraw-Hill, StudySync® (7-12) for \$178,200. Shipping, Northwest Textbook Depository for \$34,067.

Total Cost of \$736,464

Funds: \$1,500,000 available in ESSER III budget

**ALTERNATIVES:**

1. Approve the purchase of K-12 English/Language Arts textbooks and materials for the amount of \$736,464 as presented.
2. Disapprove the purchase of K-12 English/Language Arts textbooks and materials for the amount of \$736,464 as presented.
3. Take no final action.

**ADMINISTRATION'S RECOMMENDATION:**

The administration recommends the Board approve the purchase of K-12 English/Language Arts textbooks and materials for \$736,464 as presented.