



Nome Public Schools Board of Education Meeting Agenda

September 13, 2022 - 5:30 PM
Regular Board Meeting, NES Library /Zoom
1057 E 5th Ave
Nome, Alaska 99762

PO Box 131
Nome, AK 99762

We inspire and empower students to be culturally grounded responsible citizens who are deeply connected to our community and world.

SCHOOL BOARD MEMBERS

Mrs. Sandy Martinson, President
Dr. Barb Amarok, Vice President/Clerk
Mrs. Darlene Trigg, Treasurer
Mrs. Nancy Mendenhall
Mr. Bob Metcalf

AGENDA

A. Call to Order

1. Pledge of Allegiance
2. Nome Public Schools Mission Statement 4
3. Roll Call
4. Approval of Agenda

B. Consent Agenda

(Routine matter considered for approval as one motion. Any item can be pulled for separate consideration).

1. Approval of Minutes: Regular Meeting: August 9, 2022 5
2. Approval of August 2022 Disbursements
3. Approval of August 2022 Personnel Report 8
4. Approval of Staff Out of State Travel Request

C. Awards and Presentations

1. Introductions of Guests & Visitors

D. Opportunity for Public Comments on Agenda/Non-agenda Items 9

(3 minutes per speaker, 30 minutes aggregate)

E. Superintendent Report 10

F. Information & Reports

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(Individuals are limited to three minutes each.)

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s. BP 3541.5 Alternative Transportation Arrangements	130
t. BP 3542 Roles and Duties of Bus Drivers	131
3. Approval of Sex Education Presenter	132
4. Approval of Increase to DDC System Upgrade Budget	135
5. Approval of Beltz Swimming Pool Contract with Polar Pools	137
I. Board and Superintendent's Comments & Committee Reports	
J. Upcoming Events:	
• Tuesday, October 11, Regular Meeting, 5:30 pm, NES Library/Zoom	
• Tuesday, October 25, Work Session, 5:30 pm, NES Library	
• Tuesday, November 8, Regular Meeting, 5:30 pm, NES Library/Zoom	
• Tuesday, December 13, Regular Meeting, 5:30 pm, NES Library/Zoom	
• Tuesday, December 27, Work Session, 5:30 pm, NES Library	
K. Adjournment	

To join the public Zoom meeting on your computer or smart device, please use the link:
<https://us02web.zoom.us/j/81319655579?pwd=L3JJWm03V25TVFNQSIJaUFUyZFpCQT09>

Meeting ID: 813 1965 5579
Passcode: 914637

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Meeting ID: 813 1965 5579
Passcode: 914637



Our Mission

We inspire and empower students to be culturally grounded responsible citizens who are deeply connected to our community and world.

Our Vision

Together, strong in identity, purpose, potential

Board and Superintendent Guiding Principles

- ◆ Works to ensure academic success for all students
- ◆ Works to promote positive community partnerships
- ◆ Provides leadership and support to ensure reading proficiency by 3rd Grade
- ◆ Supports the recruitment and retention of effective staff

Board and Superintendent Goals

- ◆ Provide the resources for the development and adoption of curriculum as per Board Policy (BP 6141).
- ◆ Support the integration of a student's culture in the curriculum within the context of the community through implementation of the Alaska standards for culturally responsive schools.
- ◆ Work to ensure all students feel connected to their peers and the adults in their schools by improving school climate.

BOARD OF EDUCATION MINUTES
Regular Meeting
Tuesday, August 9, 2022
5:34 pm
NES Library

Member Martinson called the meeting to order at 5:34 pm Tuesday, August 9, 2022 with a quorum present.

Superintendent Burgess led the Pledge of Allegiance.

Member Martinson read the Nome Public Schools Mission Statement.

School Board Members Present:

Sandy Martinson	Barb Amarok (excused)	Darlene Trigg
Nancy Mendenhall	Bob Metcalf (excused)	

Others in attendance included:

Jamie Burgess	Alisha Papineau	Genevieve Hollins
Jim Shreve	Jennifer Shreve	Cynthia Gray
Ryan Fox	Peter Loewi (via Zoom)	

APPROVAL OF AGENDA

Member Mendenhall moved to approve the agenda as presented.

The motion carried by a roll call vote with the following results:

Sandy Martinson: yes	Barb Amarok: (excused)	Darlene Trigg: yes
Nancy Mendenhall: yes	Bob Metcalf: (excused)	

CONSENT AGENDA

Member Mendenhall moved to approve the minutes from Regular Meeting, June 14, 2022; the June and July 2022 disbursements; the June and July 2022 personnel report; and the staff out of state travel request.

The motion carried by a roll call vote with the following results:

Sandy Martinson: yes	Barb Amarok: (excused)	Darlene Trigg: yes
Nancy Mendenhall: yes	Bob Metcalf: (excused)	

INTRODUCTIONS OF GUESTS AND VISITORS

Superintendent Burgess introduced CFO, Genevieve Hollins who attended in person.

OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA/NON-AGENDA ITEMS

NONE

SUPERINTENDENT REPORT

Superintendent Burgess reported. The report is attached to the original of these minutes. Discussion followed.

INFORMATION AND REPORTS

Director of Facilities, Mark Casey reported. The report is attached to the original of these minutes. Discussion followed.

CFO, Genevieve Hollins reported. The report is attached to the original of these minutes. Discussion followed.

SECOND PUBLIC COMMENT OPPORTUNITY

NONE

ACTION ITEMS

Member Trigg moved to approve the first reading of board policies BP 3000 Concepts and Roles, BP 3100 Budget, BP 3200 Revenue , BP 3260 Material Fees, BP 3270 Sale and Disposal of Books, Equipment and Supplies, BP 3280 Sale or Lease of School Facilities or Real Property, BP 3300 Expenditures/Expending Authority, BP 3315 Relations with Vendors, BP 3400 Management of District Assets/Accounts, BP 3440 Inventories, BP 3450 Money in School Buildings, BP 3470 Fund Balance Classification, BP 3510 Maintenance, BP 3514.1 Hazardous Substances and Pesticides, BP 3515 School Safety and Security, BP 3530 Risk Management, BP 3540 Transportation, BP 3541.1 School-Related Trips, BP 3541.5 Alternative Transportation Arrangements, and BP 3542 Roles and Duties of Bus Drivers. Discussion followed.

The motion carried by a roll call vote with the following results:

Sandy Martinson: yes	Barb Amarok: (excused)	Darlene Trigg: yes
Nancy Mendenhall: yes	Bob Metcalf: (excused)	

Member Trigg approve the second and final reading of board policies BP 1312.1 Public Complaints Concerning School Personnel, BP 4119.12 Harassment, BP 4131 Certified Staff Development, BP 4222 Teacher Aides/Paraprofessionals, BP 5030 School Discipline and Safety, BP 5131.43 Harassment, Intimidation and Bullying, BP 5141.4 Child Abuse and Neglect, BP 5145.7 Sexual Harassment, BP 6142.1. Family Life/Sex Education, BP 6142.2 AIDS Instruction, and BP 6146.1 High School Graduation Requirements.

The motion carried by a roll call vote with the following results:

Sandy Martinson: yes	Barb Amarok: (excused)	Darlene Trigg: yes
Nancy Mendenhall: yes	Bob Metcalf: (excused)	

Member Trigg approve the updated FY24-FY29 Six Year Capital Improvement Plan as presented.

The motion carried by a roll call vote with the following results:

Sandy Martinson: yes	Barb Amarok: (excused)	Darlene Trigg: yes
Nancy Mendenhall: yes	Bob Metcalf: (excused)	

BOARD AND SUPERINTENDENT’S COMMENT & COMMITTEE REPORTS

Member Mendenhall commended Jill Peters for going above and beyond helping students with the work experience activities.



**Personnel-School Board Report
September 13, 2022
Cynthia Gray, NPS HR Manager**

PERSONNEL ACTIONS: Staff changes/updates:

Classified Employees: New Hires/Change of Assignment/End of employment:

1. Bailey Immingan-Carpenter-Secretary III/NBMHS/New Hire
2. Joleen Medlin-Attendance Secretary/NBMHS/New Hire
3. Victor Sanders-Physical Education/NBMHS/New Hire

Current Classified vacancies for the 2022-2023 school year:

1. Secretary I-NES
2. Behavior Specialist-NES
3. Special Education Paraprofessional-multiple positions/NES/NBMHS
4. Substitute Teacher-all schools

Certified vacancies for the 2022-2023 school year:

1. Special Education Teacher-District Wide
2. Assistant Principal-Nome Beltz Middle/High School

PERSONNEL/HR PROJECTS

HR will be busy with multiple State Department of Education required reporting preparations, for multiple reports due in September and October. As well as VOS requests that are ongoing at this time of year. HR has scheduled multiple "mini job fair" events throughout the month of September to recruit for classified vacancies and substitute teachers. Which continue to be a struggle/challenge to fill.

EMPLOYEE BENEFITS

No update.

STAFF RECOGNITION/EMPLOYEE ACTIVITIES/FUNCTIONS:

No update.

I am happy to answer any questions you may have regarding Personnel activity.

Respectfully submitted by

Cynthia Gray

Cynthia Gray-NPS Human Resources Manager

Public Comment Statement

The Board of Education welcomes community member input during meetings about issues on or not on the agenda. The Board is not able to respond directly to you during Public Comment; the Board may decide at the end of the meeting during Board Member Comment to discuss your topic at a work session, regular meeting, or direct the Superintendent to look into a situation further.

The Board may not speak about subjects that are protected by legal confidentiality such as specific student discipline issues or personnel issues that could disparage or slander district employees.

The general guideline is approximately three minutes per speaker; however, additional time is allowable if needed. When you speak to the Board, please state your first and last name for the record.



Nome Public Schools
Superintendent Report
Jamie Burgess
September 8, 2022

1. COVID Update: While the Nome Census Area continues to be labeled as “High Community Level”, the number of cases in Nome proper remain in the “Low” level. Please see the attached memo from Chief Medical Officer Dr. Anne Zink and Acting DEED Commissioner Heidi Teshner regarding the state’s approach to COVID mitigation for the coming school year. The CDC is no longer recommending the “Test to Stay” protocol, quarantine for most close contacts, or cohorting of students in their most recently released update to the Guidelines for K-12 Education. The District will continue to have home tests available for families to pick up, or to use for children in schools with COVID symptoms with family permission.

2. Funding/Capital Projects Update: We are pleased to share that DEED has funded two of our reimbursement projects: the ACSA Restroom Remodel, and the boiler rebuild. The District is awaiting the Project Agreements, and will then begin submitting the requested documentation in order to receive funds from DEED. These funds will go into our CIP fund for future projects. A copy of the Funding Allocation listing for School Construction and Major Maintenance is attached to this report.

The DDC Control System project is progressing rapidly, with a projected commissioning date in late October/early November. As originally anticipated, as the project has unfolded, we have identified additional work that will need to be done to bring Phase I to completion, and we will need to draw down additional ARP (ESSER III) funds. Phase II will be a CIP submission to the State next fall.

3. Alaska Reads Act – As the president of the Coalition for Education Equity, I have been asked to be part of the working groups reviewing the various sections of the new administrative regulations for implementation of the Act in FY24. This is an excellent opportunity for Nome to be aware of upcoming changes and new requirements and be prepared for these to take effect.

4. Hiring/Staffing Update – we have successfully filled some of our clerical positions, but are in serious need of special education paraprofessionals at both schools. We are continuing to search for an additional Special Education teacher at the elementary school, and are also working with Ms. Smith to come up with a short-term solution to provide her support at Beltz. This is a statewide issue, with many districts struggling to fill both certified and classified positions at a rate never before seen. However, we are pleased that NMS has found a rotational custodial manager who is training our staff at Beltz, and we currently have four out of the custodial five positions at Beltz staffed.

In addition, Mr. Mark Casey has left NMS and Mr. Jonathan Duarte is the acting Maintenance Director until a permanent replacement has been found. Our maintenance department will be a little short-handed until this occurs; a current open technician position has a candidate identified, but that individual will not be available until December.



Nome Public Schools
Superintendent Report
Jamie Burgess
September 8, 2022

5. NES Playground – the District hopes to have a resolution to the situation with the contractor within a few days and is in the process of working on ordering replacement materials as needed, to be air freighted up. The City and NMS Maintenance personnel will work together to do the installation.

6. Administrative Regulations – Several ARs are attached for Board review and comment. AR 3100 Budget has minor revisions regarding local control, AR3450 Petty Cash Funds is updated to reflect current practice, AR 3514.1 Pesticide Application has minor changes per AASB legal recommendations, AR 3515 School Safety and Security includes an update to the definition of key due to changes in technology, and AR 6145.5 Student Organizations and Equal Access removes mention of No Child Left Behind and replaces it with the Every Student Succeeds Act.



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Education & Early Development

OFFICE OF THE COMMISSIONER

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MEMORANDUM

TO: Superintendents

FROM: Dr. Anne Zink, Chief Medical Officer, DOH 
Heidi Teshner, Acting Commissioner, DEED

DATE: August 2022 

SUBJECT: Healthy Schools

We wanted to take this opportunity to welcome you back to the school year and thank you for your continued commitment to excellence in educating the children of Alaska. Your dedication and leadership have been critical in helping students, families, and educators navigate these challenging pandemic times.

We are proud to support the common goal of fostering the health and well-being of Alaska's children while providing an excellent education for every student. In-person learning and school-supported activities and programs are critical for a child's learning, growth and development. As we continue to learn more about COVID-19 and other infectious diseases, new tools and strategies continue to be developed that support putting kids first and keeping them healthy, safe, in-school and ready to learn.

We recognize the landscape in Alaska and the U.S. has changed over the past two to three years. The following points outline our status as the school year begins:

- SARS-CoV-2, the virus that causes COVID-19, will continue to circulate globally
- High levels of vaccine- and infection-induced immunity now exist in Alaska and the U.S.
- Effective treatments and prevention tools are available
- Hospitalization and deaths from COVID-19 still regrettably occur, but at lower rates now compared to earlier in the pandemic
- Public health is focusing on sustainable efforts to minimize the impact of COVID-19 on health and society

On August 11, 2022, the Centers for Disease Control and Prevention (CDC) released new guidance to help K-12 and Early Care and Education Programs support safe in-person learning. This updated guidance provides a layered approach to prevention and mitigation that can be used as districts develop and refine their COVID-19 mitigation plans. As we now have safe and effective tools such as primary series COVID-19 vaccines available for children aged 6 months and over, boosters available for children aged 5 years and over, and anti-viral medications for those at higher risk, the CDC has shifted some of the previous pandemic recommendations for schools. Some of the recent changes to [CDC's Operational Guidance for Schools](#) include the following:

- Removed the recommendation to cohort
- Removed the recommendation for general screening testing except for during times when COVID-19 levels are high, with a focus on high-risk activities
- Removed the recommendation for quarantine except in high-risk congregate settings
- Removed information on Test to Stay
- Added detailed information on when to wear a mask, managing cases/exposures, and outbreak response

In addition, CDC supports these steps to keep students and staff safe from COVID-19 this school year:

- Provide information about COVID-19 vaccines and boosters, which continue to be our first line of defense to protect in-person learning
- Provide robust access to COVID-19 testing at school to help detect infection early
- Improve indoor air quality across America's school buildings

Districts will benefit from considering the local context and equity implications when selecting strategies to prioritize for implementation. As mitigation steps are considered, working to balance the concerns of COVID-19 and other infectious diseases with the emotional, social, and educational needs of our students will continue to be a challenge. Additional resources and information can be found here: [Frequently Asked Questions for K-12 and Early Care and Education \(ECE\) Settings: Information for School and ECE Administrators, Teachers, Staff, and Parents](#)

Schools will continue to benefit from carefully and thoughtfully adjusting their response efforts as the pandemic continues to evolve. As layered mitigation has shown to be a strong tool against COVID-19, flexibility for easing mitigations slowly will be safer than eliminating all strategies at once.

School districts will soon have access to funding from the Department of Education and Early Development with technical assistance from the Department of Health to support COVID-19 School Testing and select mitigation measures. In addition, over the next semester, the CDC will be offering monthly disbursements of testing supplies to states for over the counter and point of care testing that can then be distributed to districts.

As we start the new school year, we have been pleased to inform districts that the Office of School Health and Safety has been established within the Department of Health in collaboration with the

Department of Education and Early Development. The vision of this office is to help keep students healthy, safe, and ready to learn. The creation of this office provides greater opportunity to partner and support schools in other aspects of physical and mental health which can impact a child's ability to learn. The office will strive to provide a central access point for school administrators and educators to access health-specific training, technical assistance, resources and subject matter experts. If there are questions you have regarding aspects of school health and safety, the Office of School Health and Safety can help answer your question or find the best resource to help.

As this year unfolds, please know that this office is here to help you with anything health and safety related. If your district would like a presentation on a health-related topic (from infectious diseases to fentanyl) for staff or parents, please give us a call. We are strongly committed to being here for you as a partner in ensuring our Alaskan children get the quality education they deserve as future Alaska leaders, and that schools are a healthy and safe place to learn, work and collaborate.

We are eternally grateful for your time, work, energy and commitment to our children and our communities. Alaska's schools and educators continue to rise to the challenge again and again, and we are humbled by your partnership and commitment.

If you have any questions, feedback, or would like assistance, please email healthyschools@alaska.gov or call the Office of School Health and Safety at (907) 269-3433.

Department of Education & Early Development

FY2023 Funding Allocations to School Construction & Major Maintenance Projects

Prepared 8/15/2022

Funding for three FY2023 grants from the Regional Educational Attendance Area and Small Municipal School District School Fund (REAA Fund) to the following School Construction projects:		
District	Project	State Share
Lower Kuskokwim	William N. Miller Memorial K-12 School Replacement, Napakiak	\$54,895,500
Lower Kuskokwim	Newtok K-12 School Relocation/Replacement, Mertarvik*	\$25,000,000
Yukon Koyukuk	Minto K-12 School Renovation/Addition	\$11,849,624
Total		\$91,745,124
*Approximately 40% of the full FY2023 state share amount.		

Funding for six FY2023 grants from the REAA Fund to the following Major Maintenance projects:		
District	Project	State Share
Kake	Kake Schools Heating Upgrades	\$191,618
Chugach	Chenga Bay K-12 School Renovation	\$5,759,942
Copper River	Copper River District Office Roof Replacement	\$581,556
Lower Yukon	Sheldon Point K-12 School Foundation Cooling & Repairs, Nunam Iqua	\$3,157,373
Iditarod	David-Louis Memorial K-12 School HVAC Control Upgrades, Grayling	\$113,750
Iditarod	Blackwell K-12 School Fire Alarm Upgrades, Anvik	\$79,975
Total		\$9,884,214

Funding for 15 FY2023 grants from the Major Maintenance Grant Fund to the following Major Maintenance projects:		
District	Project	State Share
Galena	Galena Interior Learning Academy Composite Building Renovation	\$5,904,081
Craig	Craig Middle School Rehabilitation	\$5,668,124
Anchorage	Eagle River Elementary School Improvements	\$3,937,972
Denali	Anderson K-12 School Partial Roof Replacement	\$1,015,574
Craig	Craig Elementary School Rehabilitation	\$1,905,489
Chugach	Tatitlek K-12 School Renovation	\$6,972,263
Anchorage	West High School Partial Roof Replacement	\$4,322,259
Valdez	Valdez HS, Hermon Hutchens ES Domestic Water Piping Replacement	\$830,671
Anchorage	Taku Elementary School Roof Replacement	\$2,315,754
Juneau	Sayéik: Gastineau Community School Partial Roof Replacement	\$1,039,438
Aleutians East	Sand Point K-12 School Major Maintenance	\$1,929,575
Bristol Bay	Bristol Bay School Elementary and Gym Roof Replacement	\$1,679,510
Yukon Koyukuk	YKSD District Office Roof Replacement	\$157,119
Nome	Nome-Beltz Jr/Sr High School Boiler Replacement	\$71,999
Nome	Anvil City Charter School Restroom Renovation	\$258,551
Total		\$38,008,379

AR 3100 BUDGET

Public Hearing and Availability of Proposed Budget

The proposed budget, showing expenditures, cash balances and all revenues, shall be made available for public inspection before the public hearing date.

The School Board shall hold a public hearing on the proposed budget for the purpose of permitting any district resident to appear and speak to the budget or any item on the budget.

Adoption of the Budget

The adoption of the budget shall not take place until the public hearing is concluded. The district budget shall conform to state regulations regarding form and content.

By May 1, or at an earlier date if required by local ordinance, the School Board shall adopt and submit an annual budget to the borough assembly/city council for approval of the local contribution of revenue to the school district. If budget revisions are necessary based on the amount of local contribution to the schools approved by the borough assembly/city council, enrollment changes, or other budget change, the School Board shall conduct a public hearing prior to adopting a revised budget. (A.S. 14.14.060/14.14.065)

By July 15, the adopted budget shall be submitted to the state department of education for approval. The state commissioner may reject the district budget if it is not in the form required by the state, is not balanced, does not meet local effort requirements of law, or does not otherwise meet the requirements of AS 14.17.910. If rejected by the state, the district is not eligible for state aid under AS 14.09 or AS 14.17 until the district has submitted a revised budget that has been approved by the department. If the budget contains a prior year fund balance as revenue, the budget shall be revised and resubmitted if the annual audit shows the fund balance to be less than projected. (4 AAC 09.110/09.120/09.130)

Revised (approval date)

Revised 05/2017

Adopted: June 10, 2003

Nome Public Schools

AR 3450 PETTY CASH FUNDS

The purpose of a petty cash fund is to have cash available in the office of the principal or other administrative officer for express charges, postage due and other unforeseen small expenses which cannot conveniently be charged and handled in the usual manner.

1. The amount of petty cash funds at any school site shall not exceed \$500.
2. The principal or administrative official in whose name the fund is created will be responsible for all expenditures made from it.
3. Each disbursement will be supported by a cash register tape, a sales slip or other evidence of the expenditure. Such evidence will be summarized monthly, or earlier if the fund needs replenishment.
4. The documents and the summary will be forwarded to the business office where a check will be issued to replenish the fund.
5. The amount on deposit plus receipts of disbursement must always equal the original amount of the fund.
6. Funds will be regularly audited by the business office.
7. Funds are subject to audit by the district's auditor.
8. Money left overnight in schools shall be kept in a safe or secured place.

(cf. [3400](#) - Management of District Assets/Accounts)

Revised (approval date)

Adopted: June 10, 2003

Nome Public Schools

AR 3514.1 PESTICIDE APPLICATION

The Superintendent or designee shall be responsible for ensuring that the following procedures are followed before application of a pesticide to an area of District property that is used by or is accessible to children.

Note: *Districts and schools are permitted to develop a registration system to provide notification of pesticide application only to those parents who wish to receive the notification. If a registration system is not used, all parents of students at the applicable school site must receive notice prior to each pesticide application. 18 AAC 90.625.*

Annual Registration for Notice of Pesticide Application

The Superintendent or designee shall provide written notice to parents/guardians at the beginning of each school year, or upon a child's enrollment, that pesticides may be used in or around district property. The notice shall explain how a parent may register to receive notification at least 24 hours prior to a pesticide treatment.

Notice

Note: *If the notice is given in writing, it may not be included with any other notice being provided to parents or guardians on another matter. 18 AAC 90.625(d).*

At least 24 hours prior to application of a pesticide, parents/guardians who have registered, as specified above, shall be provided individual notice delivered by phone, in person, electronic mail, U.S. mail, or facsimile. The notice must contain the following information:

1. a description of the area where the pesticide will be applied;
2. the date and approximate time of application; if the application will be outdoors, the notification must include three dates in chronological order in case the preceding date is canceled due to weather;
3. the common or brand name of each pesticide to be used;
4. the targeted pests to be controlled by the pesticide;
5. each active ingredient in the pesticide;
6. the EPA registration number;
7. the telephone contact number, if any, on the label of the pesticide for additional information about each pesticide; and
8. a contact name and telephone number at the school.

Revised (approval date)

Adopted: June 10, 2003

Nome Public Schools

AR 3515 SCHOOL SAFETY AND SECURITY

The Superintendent or designee shall establish procedures to:

1. minimize fire hazards
2. reduce the probability of faulty equipment
3. guard against the chance of electrical shock
4. maintain physical records and funds in a safe place
5. protect against vandalism and burglary
6. assign responsibility for use of school building keys
7. maintain locked buildings during non-business hours
8. provide routine patrolling of the schools and school grounds
9. secure outdoor areas and reduce the number of entrances which give access to the schools, by means such as fencing or landscaping

Incidents of illegal entry, theft of school property, vandalism, and damage to school property from other causes shall be reported by phone to the Superintendent or designee as soon after discovery as possible. A written report of the incident shall be made within 24 hours.

Keys

Key refers to any object or process that allows access to a locked room or building. Keys may include a physical key, an electronic badge, electronic passcode, electronic key card, or other technology not yet developed.

All keys used in district buildings shall be the responsibility of the principal or building administrator. Keys shall be issued only to those employees who regularly need a key in order to carry out normal activities of their position.

Each principal shall set up a record keeping system so as to know at all times the location of all keys. The master key shall not be loaned.

Employees who have keys shall be responsible for the security of the room, gate or building involved. They shall lock all doors and windows and turn off all lights, air conditioning, heat, appliances etc., when leaving the room or building.

The duplication of keys is prohibited. The person issued a key shall be responsible for its safekeeping. If a key is lost, the person responsible shall report the loss to the principal or building administrator immediately and shall pay for a duplicate key. Duplicate keys may be obtained only through the district office.

Keys shall be used only by authorized employees and shall never be loaned to students.

Posting

Immediately before starting the application of a pesticide, the certified applicator shall post an 8 1/2 x 11-inch sign in the area of the school where the pesticide is to be applied. The Superintendent or designee shall ensure the sign remains posted and children are kept out of the treated area until the reentry interval on the label, if any, has expired; or, if the label does not specify a reentry interval, for at least 24 hours. The sign must be in the form specified by the Department of Environmental Conservation.

If pesticides are used outside the school term and the school is open to or accessible by the public, the notification required under this section must be prominently posted in a conspicuous location on the school premises at least 24 hours before the pesticide treatment is scheduled to begin and for at least 24 hours after application.

Emergency Application

The Superintendent or designee may authorize an immediate pesticide treatment without prior notification to registered parents if the Superintendent or designee determines an emergency exists. An emergency includes an immediate and unanticipated threat to the health and safety of individuals on District property. An emergency does not exempt the District from the posting requirements, to the extent possible.

Applications Not Requiring Notice or Posting

The SDS and/or DEC regulations should be consulted before determining that a pesticide does not require notification or posting. The following pesticide applications are not subject to the notification or posting requirements of this regulation:

1. applications of antimicrobial pesticides;
2. an application where the school remains unoccupied for a continuous 72 hour period following the application of the pesticide;
3. applications of rodenticides in tamper resistant bait stations or in areas inaccessible to children;
4. applications of silica gels and other ready-to-use pastes, foams, or gels that will be used in areas inaccessible to children.

Required Record Keeping

The Superintendent or designee shall keep records of pesticide applications subject to the notification and posting requirements of this regulation. Records must include:

1. a copy of each notice issued, or, if no notice is issued for an emergency application, all the information required in a notice had one been issued;
2. the date of application;

3. the name and employer of the individual who applied the pesticide, including the individual's certification number;
4. the rate of application;
5. the concentration of the pesticide applied; and
6. the total amount of pesticide used.

Records of pesticide application must be made available to the Department of Environmental Conservation and to the public for review.

Revised (approval date)

Adopted: June 10, 2003

Nome Public Schools

AR 6145.5 STUDENT ORGANIZATIONS AND EQUAL ACCESS

School-sponsored Organizations

School-sponsored student organizations must be organized at the school, have a certificated advisor, be composed completely of current student body members and be approved by the Superintendent or designee in accordance with School Board policy. They shall hold the majority of their meetings at school and have a democratic plan for the selection of members. Organization activities shall not conflict with the authority and responsibilities of school officials.

Limited Open Forum

Note: *The Equal Access Act prohibits the district from discriminating on the basis of meeting content. By ruling that this law does not violate the first amendment's ban on state establishment of religion, the Supreme Court has clearly protected students' right to hold religious club meetings. The School Board still has authority, however, to maintain order and protect students and staff; it may deny the use of facilities to any groups that threaten to disrupt the school program or threaten the health and safety of students and staff. As amended by the No Child Left Behind Act of 2001 and [the Every Student Succeeds Act](#), after adopting a facility use policy, districts must inform school officials that they are required to apply the policy equitably to all groups, including the Boy Scouts or other affiliated groups.*

The Superintendent or designee shall not deny any student-initiated group access to school facilities during noninstructional time on the basis of religious, political, philosophical or any other content to be addressed at such meetings. The Superintendent or designee shall provide for a limited open forum during noninstructional time so that any such meetings do not interfere with regular school activities.

Note: *In Student Coalition for Peace v. Lower Merion School, 776 F.2d 431 (3rd Cir. 1985), the court has clarified that a school is not required to permit any and all outsiders to use its facilities or even to permit student groups indiscriminately to invite outsiders to its activities. To enable all students to use school facilities on the same terms as all other students, however, the Equal Access Act does allow student groups to invite nonstudents onto school property if the school's limited open forum encompasses nonstudent participation in student events. Persons so invited must not direct, conduct, control or regularly attend such activities.*

The Superintendent or designee shall insure that student meetings are voluntary, with no direction, control or regular attendance by nonschool persons, and that students leave the meeting place in a clean, orderly and secure condition after their meetings.

School staff shall not promote or participate in these meetings, but may be assigned voluntarily to observe them for purposes of maintaining order and protecting student safety.

Meetings held within the limited open forum shall entail no expenditure of public funds beyond the incidental cost of providing the meeting space. Any announcement of meetings shall clearly state that the group is not sponsored by the school or school staff. Such announcements may be posted in accordance with School Board policy and state law applicable to all students, but students shall not use the school's equipment or public address system to publicize the meetings of groups not sponsored by the school.

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

Revised (approval date)

Adopted: June 10, 2003

Nome Public Schools

Nome Elementary School

Box 131 • Nome, Alaska 99762

Phone: 443-5299 Fax: 443-2850

Elizabeth Korenek-Johnson
Principal



Elizabeth Dillman
Assistant Principal

September 8, 2022 (August Report)

Dear Board Members,

We are excited to be back at school and started down the path of a great year! We are back to lunch and recess routines from pre-COVID, for which the students and staff are thankful. We are also very grateful to our community for the support to provide outdoor recess supervision despite the challenges of having no fence around our playground. We all want to be outside while the weather is pleasant!

Our staff and students have taken on the challenge of our new ELA Curriculum, Bookworms. We were appreciative to receive three days of in-person training from the author herself, Dr. Sharon Walpole. It was an engaging and productive training, and now the author is our very own coach from afar. She continues to support us with questions and materials, providing needed resources. This is a very different approach than our teachers are used to, so we will continue to learn together with the goal of improved reading ability and achievement for all our students.

Our fifth grade classes welcomed families for a potluck luncheon on Friday, August 19th. It was well-attended and good food was enjoyed by all! We also recognized “Cap Day” on Friday, August 26th, celebrating Kindergarten’s first week and their first story, Caps for Sale. We also had the Immersion classes and Second Grade classes take berry-picking field trips in the month of August.

As you know, we have a new cohort of students enrolled in our Inupiaq Immersion Program. Ms. Kiminaq has returned to teach kindergarten with our third group of Inupiaq Immersion students - 23 this year! Mrs. Conger continued to first grade with her cohort of 21 students. Our first cohort of 21 students from Ms. Kiminaq’s first two years are now second grade students in Mrs. Bourdon’s class, and are receiving accelerated English Language Arts instruction. We expect they will do well and are excited to see this program continue.

We want to welcome several new members to the NES Staff Family:
Susan Dyer, Second Grade Teacher
Marta Pardee, Second Grade Teacher
Don Donaldson, Fifth Grade Teacher
Peggy Simpson, Special Education Teacher
Tricia Shambach, Special Education Teacher

Doris Amaktoolik, Kindergarten Instructional Aide – shared between two classes

We are still looking for a Behavior Specialist and Special Education Paraprofessionals.

Coming Events:

- Sept. 12-14: Vision and Hearing Screenings
- Sept. 14, 6:00-7:30: Nome Elementary School Open House. Please join us!
- Sept. 28-30: DEED School Improvement Fall Convening
- Sept. 27-29: DEED Virtual SWIS Training

Statistics:

School was in session for twelve days in August.

- We had an attendance rate of 86% (We currently have 333 students registered at NES.)
- We served 2095 breakfasts, and 1743 lunches.
- 49 individuals from the community volunteered a total of 105.25 hours in the school.

Nome Elementary School provides a positive and welcoming environment where our culturally-diverse students, staff, and community members are valued through mutual respect, collaboration, safe interactions, and enriching experiences. Clear and high expectations serve as guidelines to reach success and wellness for all students in this rapidly-changing world.



ACSA School Board Report September 13, 2022

Lisa Leeper, Principal

Enrollment / Attendance Update

- There were two changes to enrollment that occurred over summer. When an opening occurs, grade level balance is our first lottery priority. With no names currently in the 8th grade pool (our lowest grade level enrollment), we held a 6th grade lottery. After the first opening was accounted for, we achieved grade level balance. We then used the next priority, the oldest waiting pool, to hold a lottery for the second placement, which also turned out to be a 6th grader. We currently have 13 8th graders, 16 7th and 6th graders, and 15 5th graders.
- To encourage good attendance and full participation in school, we have established new policy around this issue. The notable changes include:
 - . We discourage families from taking vacation (especially regularly) during the school year.
 - . Planned absence for more than 15 consecutive school days may result in the student being unenrolled from ACSA.
 - . Cumulative absences will result in family/principal meetings to ensure there is understanding around the number of absences that have occurred and what can be done to ensure the student can receive support in improving attendance.
 - . We have new forms designed to structure communication between families and school and for students to track classwork obligations during the periods of absence.

Classes and Activities

- This year we will continue to use the Big Ideas math textbooks as the basis of our math curriculum. Math classes will also include a weeklong hands-on math project each quarter. To supplement, review, and extend the skills students learn in math, we will also use the IXL personalized learning platform.

- We will continue to use the MAWI Turbo Leader courses designed for middle school students which include lessons covering student self-efficacy and agency, positive peer and adult relationships and conflict strategies, and growth mindset skills and tools. The curriculum and assessments are aligned to the CASEL Competencies and the course was given the CASEL SElect designation. Affirming and drawing upon cultural backgrounds is a central theme throughout the program.
- Inservice included time for teachers to collaborate around planning for this year's theme, Foundational Changes. This collaboration is a pursuit that begins at the end of each school year, as teachers work an extra duty contract to create interdisciplinary plans for the upcoming school year's curriculum. We will continue to refine plans as the year goes on.
- We took our annual Anvil Mountain Hike on the first Thursday of the school year. This hike allows everyone to accomplish a challenging endeavor, reacquaint or meet new students, and to take a group photo at the top of the mountain. Parents were invited to join us, and two did.
- After teachers covered sections of the student handbook during some of the first classes of the year, students were grouped in multi-grade level groups to complete an escape room using questions around procedures and policies. Older and younger students alike enjoyed the friendly competition to unlock the codes and win "house points."
- Also in the first week of school, students participated in a "Technology Boot Camp" which teachers coordinated in order to help everyone learn the basics of using a computer to accomplish school work. Specifically, it covered Google apps including Drive, Classroom, Docs, and Sheets.
- Instead of honoring a Student of the Month, ACSA will shift to weekly "Shout Outs." We will recognize a variety of student accomplishments, dispositions, and worthy behaviors. We aim to make sure everyone is being recognized for something positive at some point and to find unique qualities that can be celebrated. Students will also be encouraged to submit shout outs regarding their peers.
- ACSA revived the annual campout, but this year we held it at Camp Nuuk, a recently upgraded facility owned by Norton Sound Health Corporation. Many parents and community members helped to make the campout a successful event. They hauled gear, chaperoned, donated wood and fuel, cooked,

cleaned, and helped set up or take down equipment. Guest presenters and parents taught a variety of classes or activities, and students spent time outdoors in mixed age level groups making new bonds and surviving without electronic devices :)

- Classes at the ACSA Campout:

Waterfowl Identification - Kevin Blanchette and Charlie Peterson

Tobacco Prevention - CAMP Department (Tracy and Jessica)

Stop the Bleed - Norton Sound Education Department (Amy and Hunter)

Eskimo Dancing - Crystal Toolie and Jaylen

NYO Games - Boogles and Alanna Johnson

Nature Mandalas - Colleen Johnson

Duct Tape Wallets - Kegoayah Kozga Library (Janet and Marguerite)

CPR - Norton Sound Education Department (Amy and Hunter)

Cherokee Stickball - Fawn White



Nome-Beltz Middle High School

PO Box 131, Nome Alaska 99762

Phone: 907-443-5201 Fax: 907-443-3626

Date: 9 September 2022

To: NPS Board

From: Teriscovkya Smith

Subject: September Board Report

NBMHS Current Enrollment: 305

- Due to limited instructional days prior to this report, NBMHS will continue our tradition of recognizing student, support staff and teacher excellence in October. We are re-structuring our processes to improve celebrations and look forward to sharing this with you next month!

New additions and changing roles in NBMHS staffing:

- Our main office team is in place and the Den is rocking! Working in tandem with the Leadership team, we have no doubt about positive growth and improvements in serving our Nanook families.
 - **Bailey Immingen-Carpenter:** An NBMHS alumna and current High School Cheer Coach, Bailey has quickly become versed in her new role as Registrar; her skills grow each day and she is an asset to our team. Our students are so happy to see her in the office!
 - **Joleen Medlin:** Joleen brings a great verve to the main office and will use her extensive experience to grow her position as Attendance Secretary. She is excited to grow our office's capacity to serve families and students.
- Aaron Brown is transitioning (again!) from College and Career Guide to his new position as Counselor. Aaron has worked in numerous capacities at Beltz throughout the years and he brings a deep knowledge into the position which will benefit our staff, families, and most importantly - our Nanooks!
- New teachers:
 - **Emily Annas,** MS Science: Emily comes from St. Mary's School District and she brings a plethora of great experience with a hands-on approach to learning that has already captivated students.
 - **Cassie Laurence,** MS Generalist: Cassie joins us from Kivalina and teaches 6th and 7th-grade Math, Reading, and Writing. Students are already singing her praises.

- *Erika Rhodes*, MS Language Arts: Erika returns to Nome-Beltz to teach 8th-grade Reading and Writing; she is also bringing a Robotics elective to the high school. We are lucky to have her back in the Den!
- *Sarah Davies*, MS Language Arts: Sarah is beginning her first formal year teaching 6-8th-grade Reading and Writing and we are excited to see her continued growth.
- *Aidan Kobeck*, HS English: Aidan also comes from Kivalina and brings a variety of talents with her. In addition to 11th and 12th-grade English and Yearbook, Aidan also teaches a Mixed Media Art elective.
- *Ryan Wharry*, HS Social Studies: Alaskan made, Ryan chose Nome to begin his teaching career and we are excited to have his energy and enthusiasm as part of our team. He teaches US and World History as well as Human Geography and Strength Training electives.
- *Kosten Woodard*, Special Education: Kosten joins us from Georgia and will work with students from Beltz and ACSA and we are lucky to have her passion and experience.
- *Victor Sanders*, HS Physical Education and Health: Vic literally wins the hoop-jumping award as he finally made his way to the Nanook Den from North Carolina and we couldn't be happier!

The following is a list of happenings that currently impact NBMHS:

- NBMHS is experiencing high enrollment and larger class sizes with staffing shortages and limited desks, chairs, and classroom space.
- The 6th and 9th-grade Orientation proves to be a successful means of assimilating new students into school processes and culture.
- An early start to the school year resulted in increased staff and student absences due to subsistence activities and families wrapping up their time at camp.
- A very limited pool of substitutes poses continued challenges.
- An Assistant Principal vacancy has compromised numerous campus structures and student support.
- Staff and students are raving about meals and we are so grateful to Chef Celeste Mandley and her team for bringing imagination, quality, and nutrition to our Nanooks! Everyone is thrilled to see fresh vegetables, salad bar offerings, and entrees such as tacos, chicken caesar wraps, and seafood.



- With a growing number of teachers receiving Kagan training, our classrooms are more interactive, more cooperative, and address learning with movement and engagement.
- Our rotating Wednesday Professional Development has begun with great success; topics include: collaborative programmatic improvements, unit plan design, cultural proficiency, MAP data integration, Problem Solving Summits, and improving student outcomes through targeted goal setting. Teachers are taking lead roles in presenting content and we are excited to make progress by incorporating the talents and expertise they bring to our campus.

Activities Wrap-up:

- The XC Country season is in full swing and continues their season with successful runs to Soldotna, Teller, and Unalakleet;
- The Lady Nanook Volleyball team hosted North Pole for their first series of home games to an enthusiastic crowd fueled by our Manleaders with their awesome Nanook spirit!

Nome Public Schools Director of Technology Report

Jim Shreve
13 September 2022

Completed Projects

Increase of Internet bandwidth from 75 Megabits/sec (Mbps) to 150 Mbps for the whole district.

Completed installation of approximately 1,500 feet of fiber optic cable to provide drops to NBMHS Gymnasium and Kitchen network equipment.

Configuration and replacement of 12 network switches at Nome-Beltz Server room and Intermediate Distribution Frame (remote switch cabinets). We also installed fiber optic modules that allow internetwork connectivity of 10 Gigabits/second.

Lifecycle replacement of 120+ student devices for NBMHS and ACSA (90 additional are on order).

Installation of SPED and additional classroom interactive displays (4 total) at NBMHS.

Completed the conversion to PowerSchool hosted Server solution. Consists of automatic updates to our PowerSchool server software as well as State Report changes.

Received and installed the mass Network Attached Storage (NAS) solution. The NAS will provide encrypted / redundant backup capabilities and storage for servers, admin / secretarial staff, and remote access to specified accounts.

Installation of AC cooling units in main server / network rooms at NBMHS and NES.

Current projects

Identifying and erasing approximately 150 of our 2012 model MacBook Pros to ship to SecondLife Mac as part of their device buy back program. Any funds received through this program will be used to offset the cost of purchasing new technology devices and repair parts.

Installation of SPED and additional classroom interactive displays (4 total) at NES.

Configuration and replacement of 10 network switches at DO/ACSA, MAINT Shop, and NES.

Lifecycle replacement of 90 student devices for NBMHS.

Cyber Security compliance and training.

Installation of two new network cabinet enclosures at NBMHS Gymnasium and Kitchen areas.

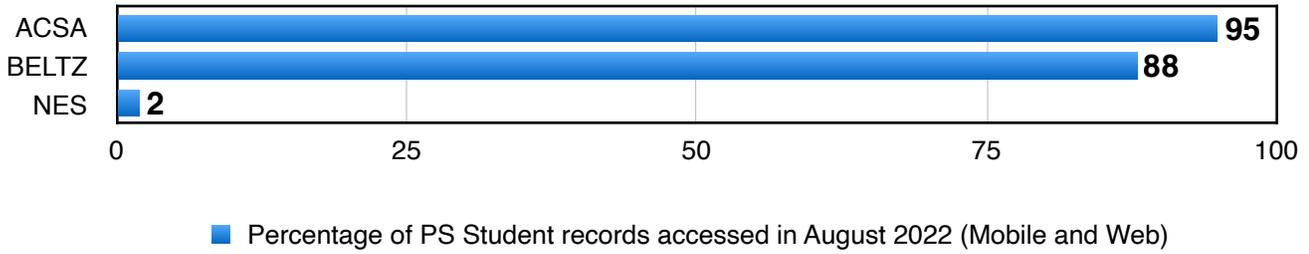
Future Projects

Network diagramming for our entire network infrastructure.

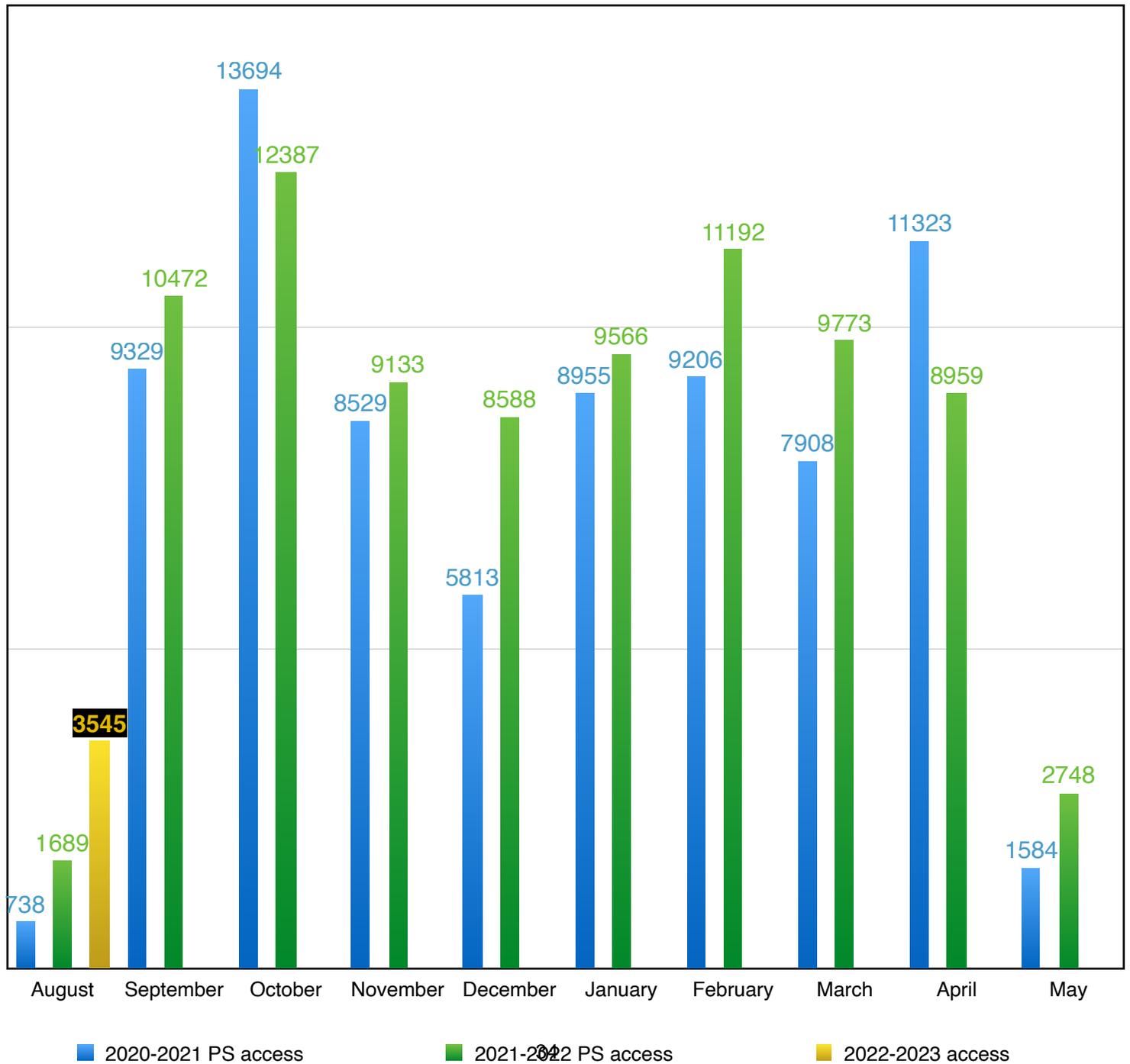
PowerSchool Online Enrollment

The full PowerSchool Online Enrollment system went live July 31st, 2022. 48 records were submitted within 24 hours of snap codes being sent out via email. As of 05SEP21 there are 112 New Student Enrollments and 401 Returning Student Enrollments for a total of 513 records. This equates to **72%** of our current student count as having online enrollments completed for SY22-23 and is 3% higher than this same timeframe last year.

PowerSchool Student Information System Access data
PowerSchool use, by students and parents.

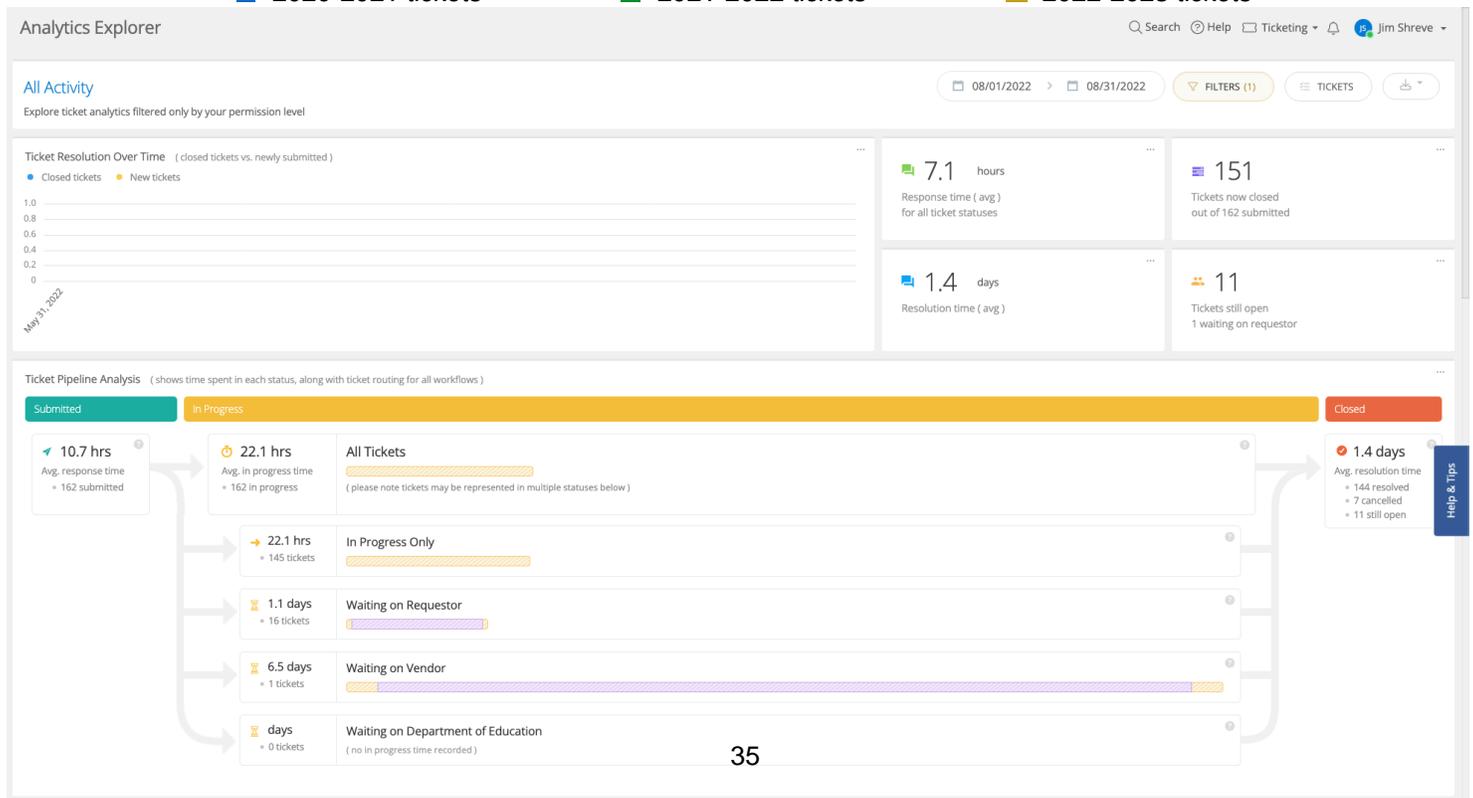
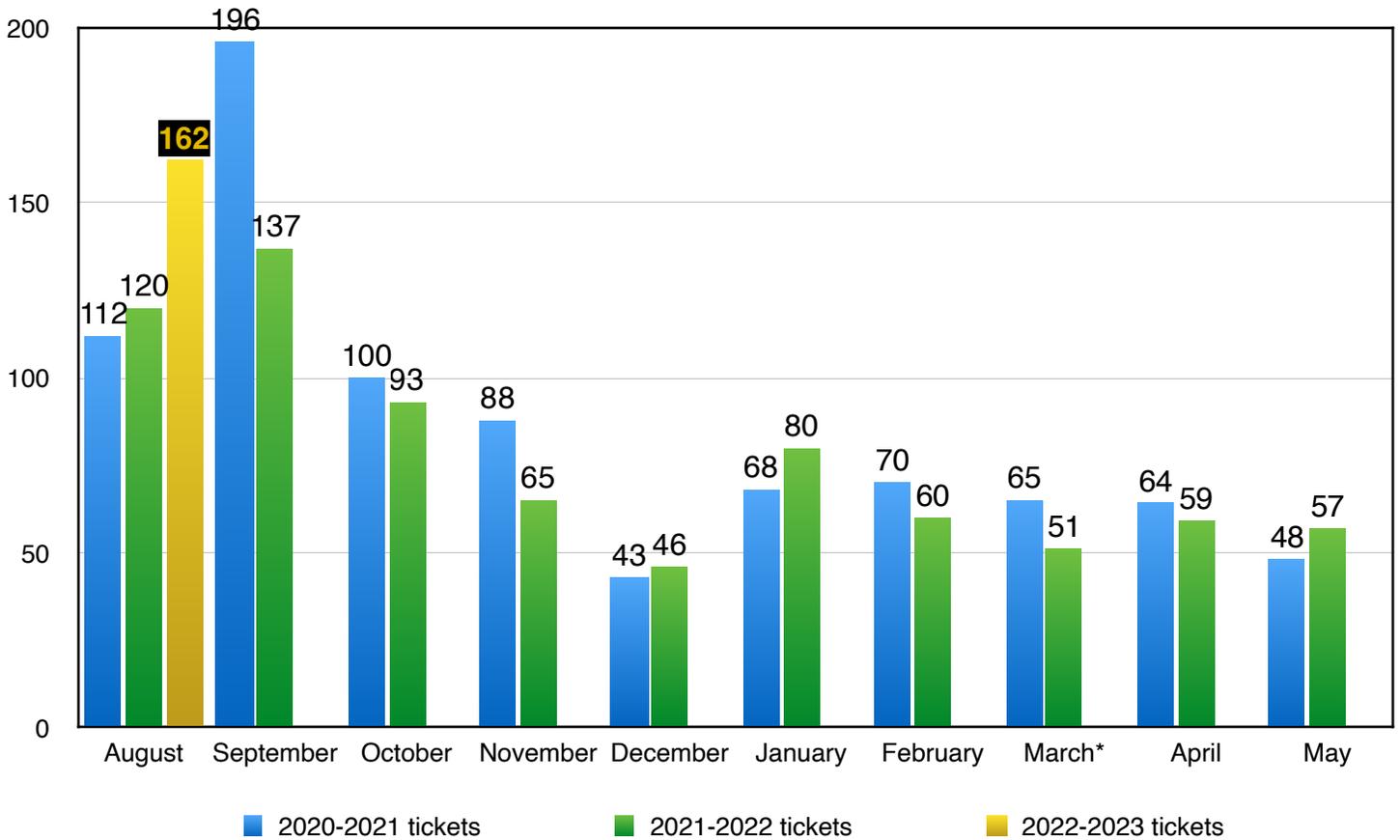


Total Parent and Student PS Web and Mobile Access Sessions:



Technology Web HelpDesk

Part of the Technology Department's duty is to maintain the Technology Web Help Desk for staff to request repairs, training and troubleshooting. In August we closed / resolved 151 out of 162 (93.2%) of the tech requests submitted through the system. Our average response time was 7.1 hours and average resolution time was 1.4 days. We encourage staff to make use of this resource but many immediate needs are still handled outside of it.



Celebrations

Nome School District has **outstanding teachers, support staff and principals.** I am appreciative of the welcome and the opportunity to partner with talented educators in serving the children of Nome.

Becky Miller is extremely talented and gifted in her position as support staff to the special education program. She has gone above and beyond to make my transition smooth and to be there for the teachers and the families. I truly am appreciative of her dedication to the Nome School District and for all her hard work!

District

- We are currently serving 98 children in special education programs, with several new students and currently 9 referrals - we are updating the caseloads on a daily basis and finalizing the numbers before the October 1 count which includes review of all paperwork.
- We are in need of six paraprofessional positions, including a van driver and one special education teacher. Part time and full time positions are available.
- Our School Psychologist made a visit in August and will return in September. The Speech Therapist, Autism, Multiple Disabilities, and Emotional Disability clinicians will all be here in September.
- Meetings were held with Head Start to begin serving our early childhood children - 4 children had IEPs and several referrals.
- Meetings with parents to address concerns and gaining feedback.
- Meetings at QCC to develop plans to service our special needs children.
- Introduced new technology -the "reading pen" where a device scans the written word and then reads it to the child.

Nome Elementary

- Tricia Shambach and Peggy Simpson are serving the children at Nome Elementary - with the need for one more staff now covered by the sped director
- Kate Osborn and Sharon Ellanna are remarkable paraprofessionals -we are in need of four more positions to meet the needs of our children.
- High School students are serving one to two hours a day assisting the elementary special education teachers.

ACSA

- Koston Woodard is serving part time at ACSA
- Debbie Ellis is the remarkable paraprofessional serving children at ACSA

Nome/Beltz Junior/Senior High

- Joy Foretl and Jill Peters are the returning dream team at these schools - going above and beyond for their students. They are also joined by Koston Woodard.
- Stan Burgess and Yevheniaa McDowell are incredible paraprofessionals - doing the work of four - as we are in need of two more positions.

Grants- Consolidated ESEA: Title I-A/Title I-C/Title II-A/Title IV; EASIE; JOM; School Improvement; and RLIS

Consolidated ESEA-Currently working on submission of grant for FY23 (will be submitted prior to 9/13/22)

•Title I-A- Improving the Academic Achievement of the Disadvantaged- funds for NES Only-FY23

Allocation- \$224,412 with a 15% carry forward from FY22 for a total of \$291,000. Funds cover the Reading Specialist and reading aide's salaries, and reading supplies. In addition, this year's funding will cover an additional kindergarten aide. \$1000 is set aside for assisting homeless students' needs.

•Title I-C, Migratory Education- Unlike the past several years, FY23 I-C year migratory funds are not eligible to be consolidated with Title I-A funds at Nome Elementary. This means that migratory funds can only be spent on programing that targets migrant eligible families. FY23 Allocation is \$544,022 with a FY22 carry forward of \$229,205 for a total of \$773,227. Nome Public Schools received our carry forward earlier this school year than in the past. I-C funds pay for a ½ time migrant program recruiter, 1/3 time records manager and a portion of the director of federal programs salaries, afterschool tutoring at all sites, swimming lessons, preschool tuition at Nome Preschool, school supplies, boots and raingear, and tuition assistance for migratory students taking enrichment or dual credit courses. We will announce additional programming upon State approval. Fall recruiting of migrant families is underway and will run through the last day of October.

•Title II-A-Supporting Effective Instruction-Districtwide-FY23 Allocation is \$60,983 with a FY22 carry forward of \$45,869 for a total of \$106,852. NPS uses these district-wide funds primarily for professional development. District wide PD includes Kagan Training (on and off site), Cultural Awareness Trainings, principals' attendance at the Annual Principals Conference, and course fees for teachers working on their campus credential.

•Title IV-Student Support and Academic Enrichment-Districtwide-FY23 Allocation \$34,466 with a carry-over of \$18,873 from FY22 for a total of \$53,339. The funds are divided into three categories: 1) Activities to support well-rounded educational opportunities 2) Activities to support safe and healthy schools 3) Activities to support the effective use of technology. Title IV Funds will support NES calm/mindfulness room, the recreational ski program, Nome Multicultural Arts Institute, after school Native Dance at NES, and other programming as determined by the fall needs assessment.

•Migratory Education Literacy Grant- FY23 allocation is \$11,400. We will be partnering with Barnes and Noble again this year to bring high interest reading materials delivered directly to students via USPS.

•Title VI-EASIE-(aka Indian Education)- Districtwide- FY23 Allocation \$229,211. This funding covers 72% of the salaries for the cultural teachers at NES and NBMHS. The funding also covers 100% of the Inupiaq Immersion classroom aide.

•JOM-Districtwide- FY 22 Allocation- \$10,530 with an additional \$17 548 in carry forward from last year for a total of \$28,078. These funds are generally used to cover the cost of supplies and material for the cultural education classes and field trip expenses for spring ice fishing.

•Quality Schools- Approximately- \$28,000 of funding that is "rolled" into the general fund.

•School Improvement Grant- NES- FY22 Allocation- \$50,000-

•RLIS (Rural and Low Income Schools-FY 2023 allocation is \$14,993. RLIS funding is used to support literacy initiatives at NES.

Assessments, Curriculum and Data-

•Attended Monthly District Test Coordinator Webinar -9/8/2022

•AK STAR & Alaska Science Assessments-

Scores will be released to school districts on October 24th and to the public on November 10th

Testing Schedule (Fall and Winter MAP Testing dates are subject to change)

MAP Growth Windows Grades K-10

Fall	September 20- October 15, 2022
Winter	January 9- January 27, 2023
Spring	March 27-April 28, 2023 (AK STAR)

MAP Reading Fluency (NES Only) Grades K-5

Fall	August- September 17
Winter	January 9- February 3
Spring	April 10- May 10

Alaska Developmental Profile

Grade	School	Subject	Dates
Kindergarten	Nome Elementary School	Readiness	9/15/22-11/1/22

ACCESS for ELLs (aka WIDA)

Grade	School	Subject	Dates
k-12	All EL Students	Reading, Listening, Speaking, Writing	2/1/23-3/31/23

Enrollment by school-

Enrollment	9/9/21	10/7/21	11/5/21	12/9/21	1/4/22	2/4/22	3/3/22	4/4/22	5/5/22	9/8/22
Nome Elementary School	317	309	308	311	311	312	315	315	315	333
Anvil City Science Academy	60	60	60	58	60	60	60	60	60	60
Nome-Beltz Middle Senior High	319	298	291	299	298	286	288	282	285	300
NPS Extensions Correspondence	16	18	24	27	28	31	27	26	26	22
Total Enrollment K-12	712	685	683	695	697	689	690	683	686	715



Nome Public Schools

TO: Nome Public Schools Board of Education
THRU: Jamie Burgess, Superintendent
FROM: Genevieve Hollins, Alaska Education & Business Services, Inc.
SUBJECT: FY2023 Expenditures: 7/01/2022 through 8/31/2022
 - All Except Special Revenue Programs -
DATE: September 8, 2022

REVENUES:

	<u>Received</u>	<u>Current Budget</u>	<u>Amount Remaining</u>	<u>% Received</u>
State of Alaska - Foundation	\$ 1,475,860	\$ 8,519,566	\$ 7,043,706	17.32%
State of Alaska - TRS On Behalf	92,965	547,292	454,327	16.99%
State of Alaska - PERS On Behalf	6,030	35,501	29,471	16.99%
City of Nome	208,311	3,150,000	2,941,689	6.61%
Impact Aid - U.S. Government PL-874	-	35,200	35,200	0.00%
E-Rate	111,538	1,338,461	1,226,923	8.33%
Other (Fees/Gate/Rentals/Donations)	41,563	385,000	343,437	10.80%
Transfers In	240,489	240,489	-	100.00%
Decrease (Increase) of Fund Balance	-	995,112	995,112	0.00%
Pupil Transportation (Fund 205)	152,063	530,000	377,937	28.69%
Food Service (Fund 255)	5,929	775,000	769,071	0.77%
TOTAL REVENUES	\$ 2,334,749	\$ 16,551,621	\$ 14,216,872	14.11%

(Excluding Federal Special Revenue Programs)

EXPENDITURES:

	<u>Expended & Encumbered</u>	<u>Current Budget</u>	<u>Amount Remaining</u>	<u>% Expended</u>
General Fund (100)	\$ 1,192,473	\$ 15,246,621	\$ 14,054,148	7.82%
Pupil Transportation (205) ¹	4,955	530,000	525,045	0.93%
Food Service Fund (255)	5,420	775,000	769,580	0.70%
TOTAL EXPENDITURES AND ENCUMBRANCES	\$ 1,202,848	\$ 16,551,621	\$ 15,348,773	7.27%

Percentage of Revenue Budget Recvd: 14.11%
 Percentage of Budget Expended: 7.27%
 Percentage of Year Passed: 16.99%

Days of Expenditures for this Fiscal Year: 62 Days

Remaining in Fiscal Year for Expenditures: 303 Days

Checking Account Bank Balance as of August 31, 2022 - \$9,183,081



MEMORANDUM

To: Board of Education
Thru: Jamie Burgess, Superintendent
From: Genevieve Hollins, Contracted CFO
Alaska Education & Business Services, Inc.
Date: September 8, 2022
Subject: **Financial Narrative**



As August ends, September falls into place! Below is a summary of some of the occurrences in the Business Office.

FY2022 Audit

The FY2022 financial audit will be occurring the week of September 19th. We are busy readying leadsheets, grant analysis worksheets, PERS/TRS data, samples, and reports for the audit.

KPMG E-Reporting Audit

KPMG, the auditors for the State, are auditing the e-reporting information which pertains to the payroll liability submissions for PERS and TRS. All information has been submitted to them.

Worker's Compensation Annual Audit

The worker's compensation annual audit of payroll is complete and we were nearly exact in our estimations. Worker's compensation is paid through our insurance company and billed initially based on estimates of payroll for the upcoming year. After year-end we are audited and submit the actuals and will either owe money or receive a refund. This occurs every year.

Food Service

The District and NMS extended their contract into FY2023, per original RFP and contract. The FY2023 rates are based on a sliding per meal fee scale. The more reimbursable meals served to students the lower the per meal cost.

Grants

All DEED FY22 Final Expenditure Reports (FERs) have been submitted.

Standard Operating Procedure (SOP) #8

Attached you will find SOP Number 8 – Student Travel, for your information, comments, and any questions.

Thank you!

NOME PUBLIC SCHOOLS
Nome, Alaska

SOP No. 8

STUDENT TRAVEL

1. **PURPOSE:** To establish uniform guidelines for approval of and fiscal accountability for student travel and travel study programs.
2. **AUTHORITY:** Superintendent or designee
3. **RESPONSIBILITY:** Principals are responsible for ensuring compliance with these procedures. Sponsors of the students involved shall ensure compliance as trips are in progress. (See School Board Policy BP 3541.1)
4. **PRE-TRAVEL PROCEDURE:** The Principal is responsible for following all steps in the authorization for student travel. All District purchasing and travel procedures must be followed. See SOP No. 5 – Purchasing and No. 7 – Travel.
 - a. Fundraising for student trips must comply with District policy including pre-approval by Superintendent or designee prior to fundraising activities commencing. See SOP No. 16 – Fundraising Activities and also SOP No. 28 - Gaming Fund Raising Activities.
 - b. Obtain and complete the *Student Activity Travel Requisition* form (see EXHIBITS below). Complete all travel related information (airfare, hotel, car rental), if hotel, car rental and per diem is not applicable, please note same.
 - c. Submit the *Student Activity Travel Requisition* form to the Principal and Superintendent for approval. This form shall be submitted a minimum of three (3) weeks in advance to the Business Office.
 - d. The Principal must sign the *Student Activity Travel Requisition* form, ensure appropriate account codes are listed which will cover travel expenses, and forward to the Business Office. (The Business Office will obtain CFO and Superintendent approval, and will obtain Board of Education approval when applicable.)
 - e. All travel must receive *advance* approval from the immediate budget supervisor and Superintendent.
 - f. Obtain sixty (60) day advance approval by the Superintendent and Board of Education for any out-of-state student travel.

- g. No person may authorize funds for his/her own travel.
- h. No person may authorize funds that are not under his/her supervision.
- i. The Purchasing Clerk will disburse all PO's (airfare, lodging, registration, per diem) and provide a copy to the traveling supervisor via email. Per diem for chaperones/students will be provided to chaperones one week before scheduled travel.
 - i. The District's credit card information will be used to hold and pay for lodging when possible, or will hold lodging on the District's account.
- j. A Leave Request form for all District employee chaperones must be submitted per SOP No. 25 – Leave Request Approval.
- k. Unapproved travel costs will not be reimbursed.
- l. Budgeted funds must be available in the appropriate account.
- m. Approved travel is required for the travelers to be covered by the District's travel insurance and worker's compensation.
- n. Travel will not be reimbursed for personal award miles used.
- o. District travel on personal aircraft is strictly prohibited. Private automobiles shall not be used to transport student on any school-related trips, per BP 3541.1.
- p. Upon return submit all receipts (if applicable) and any remaining cash to the Business office within 30 days of the return travel date.
- q. The District will not be responsible for payment of penalties for guarantees of reservations not canceled due to the traveler's negligence. If a traveler determines he or she will not use accommodations that were reserved, the traveler is responsible for release of such reservations within the time limits specified by the carrier, hotel, or other vendor.
- r. Voluntary travel delay incentives belong to the District. If an employee accepts a voluntary delay, they are responsible for all costs associated with the delay.
- s. Consent and emergency medical information forms must be completed before travel.
- t. When students aren't staying in a hotel or at a school, signed parent consent forms are required acknowledging students will be staying in a personal residence.

- u. For any student related travel, and/all chaperones (non-district employees) are required to go through the District volunteer approval process in advance.
 - v. Administrative leave or personal leave may be used for employees serving as chaperones participating in student travel activities.
 - w. Please ensure all students traveling are eligible as stated under BP 6145; AR 6145 – Extracurricular and Cocurricular Activities and AR 6145.2 Interscholastic Competition.
5. **DURING TRAVEL PROCEDURE**: Students must be escorted and appropriately supervised during their travel.
- a. In some rare cases and with prior Superintendent approval, it is acceptable for a chaperone to place students on an airplane and to arrange for them to be met at their arrival by another chaperone.
 - b. Cold weather clothing is required when temperature fall below 40 degrees.
 - c. Individuals who have agreed to be chaperones must follow District policy or procedures governing student activities and chaperones.
 - d. If a student violates school policy they may be returned home early at parent or guardian’s expense.
6. **POST-TRAVEL PROCEDURE**: The building principal shall ensure that all receipts are submitted to the Business Office within thirty (30) days of the last day of travel.

REFERENCES:

BP 3540 – Transportation
BP 3541.1 – School-Related Trips
BP 6145 – Extracurricular and Cocurricular Activities
BP 6153 – School-Sponsored Trips

REVISION DATE: 06/13/2019

EXHIBITS:

Student Activity Travel Requisition

Public Comment Statement

The Board of Education welcomes community member input during meetings about issues on or not on the agenda. The Board is not able to respond directly to you during Public Comment; the Board may decide at the end of the meeting during Board Member Comment to discuss your topic at a work session, regular meeting, or direct the Superintendent to look into a situation further.

The Board may not speak about subjects that are protected by legal confidentiality such as specific student discipline issues or personnel issues that could disparage or slander district employees.

The general guideline is approximately three minutes per speaker; however, additional time is allowable if needed. When you speak to the Board, please state your first and last name for the record.

SCHOOL BOARD COMMUNICATION

Title: Board Policy 1st Reading

Date: September 13, 2022

Administrator: Jamie Burgess, Superintendent

Attachments: Board Policies for Adoption

Action Needed **For Discussion** **Information** **Other**

BACKGROUND INFORMATION

The Board of Education Policy Review Committee met on August 29, 2022 to review several policies for possible revision. The majority of the updates are to align policies with fiscal management best practices, make revisions per legal recommendations from AASB, or remove references to No Child Left Behind and replace with the Every School Succeeds Act. BP3511 is a new policy which the Committee felt appropriate given the current high cost of energy for the District. BP3290 will require the Board to approve receipt of gifts, grant and donations are part of the Consent Agenda when appropriate. BP3522 is a new policy regarding security of district data – an AR will be forthcoming for this policy. BP3590 is a new policy to allow acceptance of electronic signatures. BP5127 allows students to wear cultural regalia during graduation ceremonies. BP5131.6 includes wording that understanding the relationship between historical trauma and alcoholism in Alaska Native students is crucial. BB9200 clarifies Board member abstention from a vote. BB9270 clarifies Board member recusing themselves due to a conflict of interest.

The following policies are now presented to the Board for a first reading approval.

BP3511 Energy Conservation
BP3290 Gifts, Grants and Bequests
BP3515.6 Use of School Safety Video Surveillance Monitoring Systems
BP3550 Food Service
BP3554 Other Food Sales
BP1330 Use of School Facilities
BP3513.3 Tobacco-Free Schools/Smoking
BP3522 District Data Protection Program
BP3590 Electronic Signatures
BP4113 Assignment

BP4158/4258/4358 Employee Security
BP5125.1 Release of Directory Information
BP5127 Graduation Ceremonies and Activities
BP5131.6 Alcohol and Other Drugs
BP5145.2 Freedom of Speech/Expression
BP6161.4 Internet
BP6161.8 Research
BP6164.2 Guidance and Counseling Services
BP6174.1 Education of Native/Indian Children
BP6175 Migrant Children Program
BB9200 School Board Members
BB9260 Legal Protection
BB9270 Conflict of Interest

ADMINISTRATIVE RECOMMENDATION

The administration recommends approval of the first reading of board policies BP3511 Energy Conservation, BP3290 Gifts, Grants and Bequests, BP3515.6 Use of School Safety Video Surveillance Monitoring Systems, BP3550 Food Service, BP3554 Other Food Sales, BP1330 Use of School Facilities, BP3513.3 Tobacco-Free Schools/Smoking, BP3522 District Data Protection Program, BP3590 Electronic Signatures, BP4113 Assignment, BP4158/4258/4358 Employee Security, BP5125.1 Release of Directory Information, BP5127 Graduation Ceremonies and Activities, BP5131.6 Alcohol and Other Drugs, BP5145.2 Freedom of Speech/Expression, BP6161.4 Internet, BP6161.8 Research, BP6164.2 Guidance and Counseling Services, BP6174.1 Education of Native/Indian Children, BP6175 Migrant Children Program, BB9200 School Board Members, BB9260 Legal Protection, and BB9270 Conflict of Interest.

Sample Motion: I move to approve the first reading of board policies BP3511 Energy Conservation, BP3290 Gifts, Grants and Bequests, BP3515.6 Use of School Safety Video Surveillance Monitoring Systems, BP3550 Food Service, BP3554 Other Food Sales, BP1330 Use of School Facilities, BP3513.3 Tobacco-Free Schools/Smoking, BP3522 District Data Protection Program, BP3590 Electronic Signatures, BP4113 Assignment, BP4158/4258/4358 Employee Security, BP5125.1 Release of Directory Information, BP5127 Graduation Ceremonies and Activities, BP5131.6 Alcohol and Other Drugs, BP5145.2 Freedom of Speech/Expression, BP6161.4 Internet, BP6161.8 Research, BP6164.2 Guidance and Counseling Services, BP6174.1 Education of Native/Indian Children, BP6175 Migrant Children Program, BB9200 School Board Members, BB9260 Legal Protection, and BB9270 Conflict of Interest.

BP 1330 USE OF SCHOOL FACILITIES

Note: Pursuant to the Boy Scouts of America Equal Access Act, 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 Board 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](#) – Student Organizations and Equal Access)

Legal Reference:

ALASKA STATUTES

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

[14.03.100](#) – Use of school facilities

UNITED STATES CODE

[Boy Scouts of America Equal Access Act, 20 U.S.C. 7905.](#)

Revised (approval date)

Revised 04/2019

Revised 03/2015

BP 3290 GIFTS, GRANTS AND BEQUESTS

The School Board greatly appreciates the support of community members and may accept suitable donations on behalf of the district. All donations greater than \$1,000 shall be brought before the School Board. The Superintendent or designee may apply for special revenue grants.

To be acceptable, a gift, grant, or bequest must satisfy the following criteria:

1. not begin a program which the School Board would be unable to continue when the donated funds are exhausted.
2. not entail undesirable or hidden costs, such as additional staff workload.
3. place no restrictions on the school program.
4. not be inappropriate or harmful to the best education of students.
5. not imply endorsement of any business or product.
6. not conflict with any provision of the School Board policy or public law.
7. have a purpose consistent with those of the district.

The School Board discourages any gifts which may directly or indirectly impair its commitment to providing equal educational opportunities for all district students. Use of a gift shall not be impaired by restrictions or conditions imposed by the donor. The School Board will try to follow the donor's wishes insofar as they do not conflict with district philosophy or operations.

Upon acceptance by the School Board, all gifts, grants and bequests shall become school district property. At the Superintendent or designee's discretion, a gift may be used at a particular school.

(cf. [3440](#) - Inventories)

Revised (approval date)

Adopted: June 10, 2003

Nome Public Schools

BP 3511 ENERGY CONSERVATION

The School Board desires to reduce energy use in the district in order to help conserve natural resources and save money to support other district needs.

The Superintendent or designee shall establish energy use reduction goals, monitor energy consumption and encourage employees and students to conserve resources. The Superintendent or designee shall regularly inspect district facilities and operations and make recommendations for maintenance and capital expenditures which may help the district reach its energy consumption goals.

(cf. [3510 Maintenance](#))

Adopted: (approval date)

Nome Public Schools

BP 3513.3 TOBACCO-FREE SCHOOLS/SMOKING

The School Board recognizes its responsibility to promote the health, welfare and safety of students, staff and others on district property and at school-sponsored activities. Ample research has demonstrated the health hazards associated with the use of tobacco products, including smoking and the breathing of second-hand smoke.

As role models, district employees should demonstrate conduct that is consistent with school programs to discourage students from using tobacco products.

In accordance with law and to promote the health and safety of all students and staff, it is the intent of the School Board to establish a tobacco-free environment. Consequently, it is a violation for students, staff, visitors, contractors and all others to use, distribute or sell tobacco, including any smoking device, on district premises, at school-sponsored activities on or off district premises and in district-owned, rented or leased vehicles.

Staff and/or all others authorized to use district vehicles to transport district students to school-sponsored activities are prohibited from using tobacco in those vehicles while students are under their care.

For the purposes of this policy, “tobacco” is defined to include tobacco in any form and/or any nicotine delivering devices. This does not include FDA approved nicotine replacement therapy products used for the purpose of cessation.

This policy shall be in effect and enforceable at all times regardless of whether or not school is in session. The Superintendent or designee shall post appropriate signs prohibiting tobacco use in accordance with law.

The Superintendent may develop administrative regulations as necessary to implement this policy, including provisions for notification of the district’s policy, through such means as student/parent and staff handbooks, newsletters, inclusion on school event programs; disciplinary consequences; and procedures for filing and handling complaints about violations of the district’s policy.

The Superintendent may consult with local officials to promote enforcement of law that prohibits the possession of tobacco by minors on or off district grounds.

This prohibition does apply to any private residence owned or leased by the district for housing purposes.

Legal Reference:

ALASKA STATUTES

[18.35.300-18.35.330](#) Prohibition of Smoking

UNITED STATES CODE

51

[20 U.S.C. 7973](#), Nonsmoking Policy for Children’s Services

Revised (approval date)

Adopted: August 11, 2020

Nome Public Schools

BP 3515.6 USE OF SCHOOL SAFETY VIDEO SURVEILLANCE MONITORING SYSTEMS

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

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

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

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

Use

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

Camera Placement

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

Security

Only a designated employee or agent of the school district will install surveillance cameras. Only designated school officials shall have access to the camera equipment and operations system. For the purposes of this policy, school officials are the Superintendent or his/her expressly authorized designees. Only these school officials shall handle the camera or copies of the video segments. Video copies shall be stored in a secure area. Video copies may never be sold, publicly viewed or distributed in any other fashion except as approved for by this⁵³ policy and/or relevant to legislation. Law enforcement personnel may review camera recordings, when available, to investigate criminal conduct.

Viewing of Video Recordings

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

Use of Video Recordings for Disciplinary Action

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

Retention of Video Recordings

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

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

Review

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

(cf. [1340](#) – Access to District Records)

(cf. [3515](#) – School Safety and Security)

(cf. [3580](#) – District Records)

(cf. [5125](#) – Student Records)

Legal References:

UNITED STATES CODE

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

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

ALASKA STATUTES

[40.21.070](#) – Records management for local records [40.25.110-250](#) Public

[Records Act](#)

ALASKA ADMINISTRATIVE CODE

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

Revised (approval date)

Adopted: August 11, 2020

Nome Public Schools

BP 3522 DISTRICT DATA PROTECTION PROGRAM

The protection of sensitive data and technology, including, but not limited to Internet access, privacy, electronic mail, hardware, software, and cloud resources, is vital in supporting teaching and learning through access to resources, information, learning activities, interpersonal communications, research, training, collaboration, curriculum, and materials.

The School Board recognizes data/information as a resource that must be protected from unauthorized access or use and as such supports a balance of security and access. The School Board expects District staff, student, and parent data to be protected by adequate controls commensurate with the sensitivity of the data.

The School Board directs the Superintendent to develop and maintain an effective District Data Protection Program and associated regulations and protocols for the protection of sensitive District information. Such regulations shall include developing appropriate controls to protect the confidentiality, availability, and integrity of District information.

(cf. [1340](#) and [AR 1340](#) - Access to District Records)

(cf. [3523](#) - Electronic Mail (E-Mail))

(cf. [3580](#) - District Records)

(cf. [4112.6/4212.6/4312.6](#) - Personnel Records)

(cf. [4119.23/4219.23/4319.23](#) - Unauthorized Release of Confidential Records)

(cf. [4119.25/4219.25/4319](#) and [AR 4119.25/4219.25/4319](#) – Political Activities of Employees)

(cf. [5125](#) - Student Records)

(cf. [6161.4](#) - Internet)

Legal Reference:

UNITED STATES CODE

[47 U.S.C. 201 et seq.](#), Communications Decency Act of 1995, as amended
[20 U.S.C. 1232g.](#), Federal Family Educational Rights and Privacy Act of 1974,
as amended

[47 U.S.C. 231 et seq.](#), Children’s Online Privacy Protection Act of 2000, as amended

Adopted: (approval date)

BP 3550 FOOD SERVICE

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

The School Board believes that:

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

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

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

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

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

(cf. [4131](#) – *Certificated Staff Development*)

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

(cf. [3554](#) – *Other Food Sales*)

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

Legal Reference:

UNITED STATES CODE

Richard B. Russell National School Lunch Act, [42 U.S.C. 1751-1769j](#)

Child Nutrition Act of 1996, [42 U.S.C. 1771-1793](#)

CODE OF FEDERAL REGULATIONS

[7 C.F.R. Parts 210, 220, and 235](#)⁵⁸ National School Lunch Program and Breakfast Program

FEDERAL REGISTER

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

Revised (approval date)

Revised 04/2019

Revised 03/2016

None Public Schools

BP 3554 OTHER FOOD SALES

The School Board believes that all food available at school should contribute to the development of sound nutritional habits and should reflect concern for the health and well-being of our students.

During School Day

Between the hours of 12:00 AM and 30 minutes after the conclusion of the instructional day, the Superintendent or designee may permit food and beverage sales by student or adult entities or organizations provided that these sales meet the requirements of the National School Lunch Act, Nutrition Standards for All Foods Sold in Schools, also known as Smart Snacks in School, or other District programs, do not impair the food service's ability to be financially sound, and observe appropriate sanitation and safety procedures.

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

Outside of School Day

From 30 minutes after the conclusion of the instructional day until 12:00 AM, the Superintendent or designee may permit food and beverage sales by student or adult entities or organizations provided that these sales comply with state and federal regulations and observe appropriate sanitation and safety procedures.

(cf. [1321](#) - *Solicitations of Funds from and by Students*)

Legal Reference:

UNITED STATES CODE

Richard B. Russell National School Lunch Act, [42 U.S.C. 1751-1769j](#)

Child Nutrition Act of 1996, [42 U.S.C. 1771-1793](#)

CODE OF FEDERAL REGULATIONS

[7 C.F.R. Parts 210](#) and 220, *National School Lunch Program and Breakfast Program*

FEDERAL REGISTER

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

Revised (approval date)

Revised 11/2014

Revised 04/2014

Adopted: June 10, 2003

Nome Public Schools

BP 3590 ELECTRONIC SIGNATURES

District Use of Electronic Signatures

When not practical or possible to have an approved individual physically sign a document, and not otherwise prohibited by applicable law, the School Board authorizes the use of electronic signatures. Electronic signatures may satisfy the requirement of a written signature when transacting business with and/or for the District and/or with parents/guardians when the authenticity and reliability of such electronic signature(s) meets the provisions of this policy. In such instances, the electronic signature shall have the full force and effect of a manual signature.

The Superintendent or designee will identify methods that are secure and practical, and in compliance with State and Federal law and the District's procedures. An "electronic signature" is defined as an electronic sound, symbol, or process attached to or logically associated with a record, and executed or adopted by a person with the intent to sign the record.

In order to qualify for acceptance of an electronic signature the following additional requirements are applicable:

1. The electronic signature identifies the individual signing the document by his or her name and title;
2. The identity of the individual signing the document with an electronic signature is capable of being validated through the use of an audit trail;
3. The electronic signature, as well as the documents to which it is affixed, cannot be altered once the electronic signature is affixed. If the document needs to be altered, a new electronic signature must be obtained; and,
4. The electronic signature conforms to all other provisions of this policy.

The District shall maintain District electronically signed records in a manner consistent with the District's document retention policies yet also capable of accurate and complete reproduction of the electronic records and signatures in their original form. Such retention should include a process whereby the District can verify the attribution of a signature to a specific individual, detect changes or errors in the information contained in the record submitted electronically and protect and prevent access and/or manipulation or access/use by an unauthorized person.

The District shall maintain a hardcopy of the actual signature of any District employee authorized to provide an electronic signature in connection with School Board business.

Abuse of the electronic signature protocols by any District employee serves as grounds for disciplinary action up to and including termination.

Parent/Student Use of Electronic Signatures

With regard to documentation received by the District with an electronic signature from a parent/legal guardian, so long as the following provisions are met, the District may receive and accept such electronic signature as an original document:

1. Such communication with signature, on its face, appears to be authentic and unique to the person using such signature;
2. The District is unaware of any specific reason to believe that the signature has been forged;
3. The District is unaware of any specific reason to believe the document has been altered subsequent to the electronic signature; and
4. The signature is capable of verification.

The District's Superintendent or designee may, at their discretion, request that an original of the electronic communication, signed manually by hand, be forwarded to the District in a timely manner.

District personnel may periodically audit the authenticity of such signature via a security procedure including such acts as making follow-up inquiry to the individual/entity who has submitted an electronic signature.

Should it be discovered that a student has falsified a parent's electronic signature on an official District document, the student may be subjected to discipline and the District Administration is authorized, at their discretion, to thereafter only accept manual signatures associated with any submitted school document.

(cf. [3523 Electronic Mail \(E-Mail\)](#))

(cf. [3580 – District Records](#))

(cf. [6161.4 – Internet](#))

Legal Reference:

ALASKA STATUTES

[09.80.010 - .195 Uniform Electronic Transactions Act](#)

Adopted: (approval date)

Nome Public Schools

BP 4113 ASSIGNMENT

The School Board respects the importance of assigning teachers in accordance with law, so as to serve the best interests of our students and the educational program. The Superintendent or designee may assign certificated personnel to any position for which their preparation, certification, experience and aptitude qualify them. Teachers may be assigned to any school within the district. Teachers shall not be assigned outside the scope of their teaching certificates or their fields of study except as allowed by law.

(cf. [4112.8/4212.8/4312.8](#) - *Employment of Relatives*)

The assignment of certificated personnel shall comply with applicable collective bargaining provisions.

Legal Reference:

ALASKA STATUTES

[14.20.147](#) *Transfer or absorption of attendance area or federal agency school*

[14.20.148](#) *Intradistrict teacher assignment*

[14.20.158](#) *Continued contract provisions*

[23.40.070](#) *Declaration of policy (PERA)*

UNITED STATES CODE, TITLE 20

~~*Every Student Succeeds Act, P.L. 114-95 (deleted)*~~

Revised (approval date)

Adopted: June 10, 2003

Nome Public Schools

BP 4158/4258/4358 EMPLOYEE SECURITY

Note: Alaska school districts are required to adopt standards relating to when a teacher, teacher's assistant, or other person responsible for students is authorized to use reasonable and appropriate force to maintain classroom safety and discipline. Effective October 2014, the use of restraint and seclusion of students is strictly limited and in some situations prohibited by law. [AS 14.33.125](#). Any use of restraint or seclusion by a district employee of a student must comply with all legal requirements. A teacher, teacher's assistant, principal, or another person responsible for students may not be terminated or otherwise subjected to formal disciplinary action for lawful enforcement of a school disciplinary and safety program, including behavior standards. [AS 14.33.130](#). This group is protected from civil liability for acts or omissions arising out of enforcement of the disciplinary and safety program while in the course of employment, unless the act constitutes gross negligence or reckless or intentional misconduct. [AS 14.33.140](#), and the [Every Student Succeeds Act](#).

An employee may use approved methods of physical restraint if a student's behavior poses an imminent danger of physical injury to the student or others and less restrictive interventions would be ineffective at stopping the imminent danger. Restraint must be limited to that necessary to address the emergency and must be immediately discontinued when the student no longer poses an imminent danger or when a less restrictive intervention is effective to stop the danger.

(cf. [5144](#) - Discipline)

(cf. [5142.3](#) – Restraint and Seclusion)

Note: 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](#).

Employees shall promptly report any student attack, assault or threat against them to the Superintendent or designee. The employee and the principal or other immediate supervisor both shall promptly report such instances to the appropriate local law enforcement agency.

(cf. [1410](#) – Interagency Cooperation for Student and Staff Safety)

Legal Reference:

ALASKA STATUTES

[11.81.430](#) Justification: Use of force, special relationships

[11.81.900](#) Definitions

65

[14.33.120-.140](#) School disciplinary and safety program

ALASKA ADMINISTRATIVE CODE

[4 AAC 07.010-4 AAC 07.900](#) Student Rights and Responsibilities

~~UNITED STATES CODE, TITLE 20~~

Every Student Succeeds Act, P.L. 114-95

Revised (approval date)

Revised 03/2015

Adopted: June 10, 2003

Nome Public Schools

BP 5125.1 RELEASE OF DIRECTORY INFORMATION

Note: *Directory information is information that is contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. [34 C.F.R. § 99.3](#). School officials may release directory information about a student without first obtaining parental consent, unless the parent objects. Districts may disclose this type of information only after giving notice to parents of the items of personal information the school has designated as directory. This notice must also inform parents of their right to refuse disclosure of directory information about their child. A school district is authorized to define the categories of directory information that it desires, if any, and the list found in the Family Educational Rights and Privacy Act is for illustration only. Accordingly, the District is not required to include all, or any, of these items as directory information, but may do so if desired. Effective January 2009, federal law amendments clarify that directory information may not include student social security numbers and may not normally include student identification numbers. Effective January 2012, school districts may implement a limited directory information policy in which they specify the parties or purposes for which the information is disclosed.*

Directory information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed.

Note: *If boards eliminate name, address or telephone listing from their categories of directory information, military recruiters and postsecondary institutions still have the right, under federal law, to access these three items. Those boards that eliminate name, address or telephone listing need to give parents a second notice allowing them to withhold this information from military recruiters or postsecondary institutions.*

The Superintendent or designee may use student directory information in school publications and may authorize the release of directory information to representatives of the news media, prospective employers, post-secondary institutions, military recruiters or nonprofit or other organizations. Directory information consists of the following: student's name, address, telephone number, electronic mail address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, grade level, enrollment status, degrees, honors and awards received, scholarship eligibility, and most recent previous school attended.

(cf. [5128](#) – Alaska Performance Scholarship Program)

Directory information may not include a student's social security number or student identification number, unless the student identification number qualifies as an electronic identifier. An electronic personal identifier is an ID used by a student to gain access to student electronic services such as on-line registration, on-line grade reporting, or on-line courses. These electronic personal identifiers may be disclosed as directory information so long as the identifier cannot be used by itself to gain access to educational records but must be combined with a PIN or other access device.

Note: *Certain disclosures are required of school districts by state or federal law. Release of some of this information should not be made if the parent or student objects to the disclosure. The District should include in its annual notice information regarding the following programs, including notice that student information may be submitted pursuant to the program, unless the parent objects in those cases where opt out is permitted. These programs include:*

- *By September 15 of each year, high schools must provide to the Board of Regents of the University of Alaska a list of names and addresses of students in the graduating class who meet scholarship eligibility requirements for each scholarship program. Opt out is allowed. [AS 14.43.930](#).*
- *By July 15 of each year, school districts must determine scholarship eligibility for each graduating senior for the Alaska Performance Scholarship. Districts must record the eligibility level on the student's permanent record and forward it to the Department of Education and Early Development. Opt out is not permitted. [AS 14.03.110](#) and [AS 14.43.810-849](#).*
- *By January 15 and July 15 of each year, school districts must provide student information to the director of the Alaska Military Youth Academy, a program operated by the Department of Military and Veterans' Affairs for the purpose of educating and training youth. Districts must provide the name, last known address, and dates of attendance of students between the ages of 15 and 18 who were enrolled but are no longer enrolled in the district, who have not obtained a diploma or GED, and for whom the district has no school transfer or graduation information. Opt out is permitted. [AS 14.30.745](#).*

The District, before making directory information available, shall give public notice at the beginning of each school year of the information which it has designated as directory information. This notice shall also identify all disclosures required by state and federal law, unless parents opt out of such disclosure. The District shall allow a reasonable period of time after such notice has been given for parents/guardians to inform the District that any or all of the information designated should not be released. The District may provide parents with the ability to limit disclosure to specific parties or for specific purposes, as determined by the District.

Directory information shall not be released regarding any student whose parent/guardian notifies the District in writing that such information may not be disclosed. Parents may not, by opting out of director information, prevent a school from requiring a student to identify him or herself, or to wear or carry a student ID or badge.

The District may disclose directory information about former students without meeting the requirements of this section.

Legal Reference:

ALASKA STATUTES

[14.30.745](#) Provision of student information to academy

[14.43.930](#) Scholarship program information

[14.43.810-.849](#) Alaska performance scholarship program

UNITED STATES CODE

~~*Every Student Succeeds Act, P.L. 114-95 (deleted)*~~

USA Patriot Act, § 507, [P.L. 107-56](#) (2001)

ALASKA MUNICIPAL CODE

[4 AAC 43.010-.900](#) Alaska Performance Scholarship Program

CODE OF FEDERAL REGULATIONS

[34 C.F.R. Pt. 99](#) as amended December 2011

Revised (**approval date**)

Revised 02/2013

Adopted: June 10, 2003

Nome Public Schools

BP 5127 GRADUATION CEREMONIES AND ACTIVITIES

High school graduation ceremonies shall be held to recognize those students who have successfully completed the district graduation requirements and earned the right to receive a diploma or a certificate of completion. Students earning a certificate of attendance may also participate in graduation ceremonies.

(cf. [6146.1](#) - High School Graduation Requirements)

(cf. [6146.5](#) – Differential Requirements for Individuals with Exceptional Needs)

At the discretion of the Superintendent or designee, a student who is no more than 1 credits short of fulfilling district credit requirements may participate in graduation exercises without receiving his/her diploma. When the required credits have been earned, a diploma shall be sent to the student by mail.

In accordance with school-site rules, the principal may deny a student the privilege of participating in graduation or promotion activities because of misconduct.

(cf. [5144](#) - Discipline)

School-sponsored invocations and/or benedictions shall not be included in graduation ceremonies.

Legal Reference:

ALASKA STATUTES

[14.03.075](#) College and Career readiness assessment; retroactive issuance of diploma

[14.03.090](#) Sectarian or denominational doctrines prohibited

UNITED STATES CODE

[Elementary and Secondary Education Act](#), 20 U.S.C. § 9524, as amended by the [Every Student Succeeds Act, P.L. 114-95](#)

[Santa Fe Indep. Sch. Dist. v. Doe](#), 530 U.S. 290 (2000)

[Lee v. Weisman](#), 505 U.S. 577 (1992)

Revised (approval date)

Revised 03/2016

Adopted: June 10, 2003

BP 5131.6 ALCOHOL AND OTHER DRUGS

Note: *Districts must have in place written standards to address the needs of students for whom mental health or substance abuse may be a contributing factor to noncompliance with the school disciplinary and safety program. [AS 14.33.120\(a\)\(6\)](#). In addition, districts receiving funds for prevention programs pursuant to the Drug-Free Schools and Community Act of 1986, as amended by the Every Student Succeeds Act are required to have a policy on drug abuse prevention instruction and procedures for eliminating the sale or use of alcohol and other drugs. ESSA also requires that those districts inform and involve parents in violence and drug prevention efforts. Districts must make reasonable efforts to inform parents of the content of safe and drug-free school programs and activities other than classroom instruction. If a parent objects in writing, the district must withdraw the student from the program or activity. [AS 14.30.360](#) encourages districts to provide K-12 health education, including alcohol and drug abuse education. The following sample policy may be revised as appropriate.*

Note: *Despite the passage of [AS 17.38](#), effective February of 2015, which authorizes the use of marijuana under certain conditions, all use, possession and distribution of marijuana by those under 21 is illegal. In addition, as a recipient of federal funds, the district is obligated to maintain a drug-free workplace consistent with federal law, which prohibits the manufacture, distribution, possession and sale of marijuana for all individuals, regardless of age. For purposes of the district's policy and legal obligation, marijuana is prohibited.*

(cf. [E 4020](#) Drug and Alcohol-Free Workplace Notice to Employees)

Because the use of alcohol and other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences, the School Board intends to keep district schools free of alcohol and prohibited drugs.

Alcohol, marijuana, and other controlled substances are prohibited for use or possession by students. The School Board desires that every effort be made to reduce the chances that our students will begin or continue the use of alcohol and other drugs. The Superintendent or designee shall develop a comprehensive prevention program that includes instruction, intervention, recovering student support, and enforcement/discipline. The Superintendent or designee shall clearly communicate to students, staff and parents/guardians all School Board policies, regulations, procedures and school rules related to this prevention program. Special efforts shall be made to ensure that these materials are understood by parents/guardians and students of limited literacy or limited English proficiency.

Note: *Drug use by students is not limited to illegal drugs and can also include abuse of prescription drugs and over-the-counter medications. There is also a growing problem of youth using what are commonly referred to as designer or synthetic drugs. Designer or synthetic drugs come in various forms and may be a chemical compound, a plant-based substance, or a combination. Common names for these drugs include bath salts, K2, spice, salvia, and synthetic marijuana.*

These drugs have serious and dangerous effects. Synthetic marijuana is an illegal substance in Alaska. [AS 11.71.040-.050](#), [11.71.160](#).

The following optional language prohibits the possession, use, or distribution of “prohibited drugs,” which includes all dangerous substances that pose a risk to district students.

Specifically, the School Board prohibits the actual or attempted sale, distribution, use, or possession by a student of alcohol, prohibited drugs or inhalants, drug paraphernalia, substances that are designed to look or act like prohibited drugs or alcohol, or substances purported to be prohibited drugs or alcohol. Prohibited drugs are defined as:

1. Drugs that are illegal if possessed by those under 21, under any local, state, or federal law; or any drug that can be legally obtained but which has been obtained through illegal means.
2. Alternatives to illegal drugs such as designer or synthetic drugs, whether or not prohibited by law, which are purported to, designed to, or which do impair, restrict, or alter normal cognitive function when absorbed, ingested, injected, or inhaled.
3. Prescription drugs that are not legally obtained or prescribed, are not being used for the prescribed purpose, are being used in excess of the prescribed amount, are being used by other than the person to whom prescribed, or are being sold, traded or distributed.

Recognizing that keeping schools free of alcohol and other drugs is a concern common to the district and community, the School Board supports cooperation among schools, parents/guardians, law enforcement and other appropriate community organizations involved in preventing alcohol and drug abuse.

(cf. [1410](#) Interagency Cooperation for Student and Staff Safety)

Note: *Districts are required to establish a citizen advisory committee in order to receive [Public Law 99-570](#) funds. Additionally, [AS 14.33.110](#) requires that the school disciplinary and safety program maintain community standards of school behavior that are developed by members of each school, including students, parents, teachers, school administrators, and other responsible persons.*

To obtain the widest possible input and support for district policies and programs, the School Board shall appoint a districtwide school-community advisory committee to make recommendations related to the prevention of alcohol and other drug abuse. The committee should make its recommendations based on input from students, parents, teachers, school administrators, and community members. The School Board also encourages the use of site-level advisory groups in this area.

(cf. [1220](#) - Advisory Questions)

Instruction

The district shall provide preventative instruction which helps students avoid the use of alcohol, marijuana, or other drugs and teaches students how to influence their peers to avoid and/or

discontinue the use of alcohol or drugs. Instruction shall be designed to answer students' questions related to alcohol and drugs.

The instructional programs will help students obtain and use current and accurate information, including impacts of historical trauma in order to develop and maintain a positive self-concept, take positive actions to cope with stress, and use appropriate social and personal skills to resist involvement with alcohol and drugs.

The curriculum will be K-12, comprehensive and sequential in nature and suited to meet the needs of students at their respective grade levels. All instruction and related materials shall stress the concept that alcohol and prohibited drugs can be dangerous and should never be used when such use is illegal.

The School Board encourages staff to display attitudes and behaviors which make them positive role models for students with regard to alcohol, marijuana and other drugs. Staff should help students see themselves as responsible partners in efforts to maintain a safe, constructive school climate.

The School Board recognizes that children exposed to alcohol or other drugs prior to birth may have disabilities requiring special attention and modifications in the regular education program. The Superintendent or designee shall provide appropriate staff training in the needs of such students as required by law.

Note: [AS 14.20.680](#) requires training for teachers, administrators, counselors and specialists on the needs of students with alcohol or drug-related disabilities, including medical and psychological characteristics, family issues, and specific educational needs.

(cf. [6142.2](#) - AIDS Instruction)

(cf. [6143](#) - Courses of Study)

(cf. [6159](#) - Individualized Education Program)

Intervention

The community has been impacted by historical trauma and the effects of colonization that still last today. The District acknowledges that alcohol and drug abuse are symptoms of this trauma in Alaska Native youth and adults and building a strong cultural identity is crucial to reducing the levels of substance abuse. Staff should be educated in the long-term effects of historical trauma in order to understand why the high rates of substance abuse in Alaska Native youth occur.

The School Board recognizes that there are students on our campuses who use alcohol and other drugs and can benefit from intervention. The School Board supports intervention programs that include the involvement of students, parents/guardians and community agencies/organizations.

School personnel should be trained to identify symptoms which may indicate use of alcohol and other drugs. The Superintendent or designee shall identify responsibilities of staff in working with, intervening, and reporting students suspected of alcohol and other drug use.

Students and parents/guardians shall be informed about the signs of alcohol and other drug use and about appropriate agencies offering counseling.

Nonpunitive Self-Referral

The School Board strongly encourages any student who is using alcohol or drugs to discuss the matter with his/her parent/guardian or with any staff member. Students who self-disclose past use of alcohol or other drugs in order to seek help to quit using shall not be punished or disciplined for such past use. State and local extra-curricular activities eligibility rules may apply further conditions related to the admission of drug or alcohol use.

Enforcement/Discipline

The Superintendent or designee shall take appropriate action to eliminate possession, use or sale of alcohol and prohibited drugs and related paraphernalia on school grounds, at school events, or in any situation in which the school is responsible for the conduct and well-being of students. Students possessing, selling and/or using alcohol, marijuana or other drugs or related paraphernalia shall be subject to disciplinary procedures which may result in suspension or expulsion.

(cf. [5144.1](#) - Suspension and Expulsion)

School authorities may search students and school properties for the possession of alcohol, marijuana and other drugs as long as such searches are conducted in accordance with law.

(cf. [5145.12](#) - Search and Seizure)

Legal Reference:

ALASKA STATUTES

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

[14.20.680](#) Required alcohol and drug related disabilities training

[14.30.360](#) Health education curriculum; physical activity guidelines

[14.33.110-.140](#) Required School Disciplinary and Safety Program

[17.38.010-900](#) The Regulation of Marijuana

[47.37.045](#) Community action against substance abuse grant fund

UNITED STATES CODE

[Elementary and Secondary Education Act](#), 20 U.S.C. §§ 7116, 7163 as amended by the [Every Student Succeeds Act, P.L. 114-95](#)

Revised (approval date)

Revised 03/2015

Nome Public Schools

BP 5145.2 FREEDOM OF SPEECH/EXPRESSION

Note: [4 AAC 07.010](#) mandates districts to adopt policies regarding student rights and responsibilities. Limiting a student's constitutional right to freedom of speech involves balancing the right to free expression against the school's right to maintain discipline or order in the school. When a student speaks as an individual, school officials cannot censor that expression unless it creates a substantial disruption to the school. For student speech connected to the curriculum or school activities, school officials have discretion to regulate the speech.

Free inquiry and exchange of ideas are essential parts of a democratic education. The School Board respects students' rights to express ideas and opinions, take stands, and support causes, whether controversial or not, through their speech, their writing, and the printed materials they choose to post or distribute.

Student liberties of expression shall be limited only as allowed by law in order to maintain an orderly school environment and to protect the rights, health and safety of members of the school community.

(cf. [1325](#) - Advertising and Promotion)

(cf. [6145.5](#) – Student Organizations and Equal Access)

Note: Under the [Every Student Succeeds Act](#), each school district receiving federal funds must certify in writing to the Alaska Department of Education and Early Development that it has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools.

Student free speech extends to religious expression. Students may pray or practice other religious expression when not engaged in school activities or instruction, subject to the same rules of order and decorum that apply to other private expressive activity.

The Superintendent or designee shall develop due process procedures for resolving disputes regarding student freedom of expression.

(cf. [6145.3](#) - Publications)

Legal Reference:

ALASKA ADMINISTRATIVE CODE

[4 AAC 07.10 - 4 AAC 07.900](#) Student rights and responsibilities

COURT DECISIONS

[Breese v. Smith](#), 501 P.2d 159 (Alaska 1972)

[Hazelwood School District v. Kuhlmer](#), 484 U.S. 260 (1988)

[Tinker v. Des Moines](#), 393 U.S. 503 (1969)

[Bethel School District v. Fraser](#), 478 U.S. 675 (1986)

UNITED STATES CODE

[Elementary and Secondary Education Act](#), 20 U.S.C. § 9524, as amended by
the [Every Student Succeeds Act, P.L. 114-95](#)

Revised (approval date)

Adopted: June 10, 2003

Nome Public Schools

BP 6145.5 STUDENT ORGANIZATIONS AND EQUAL ACCESS

Note: If a public secondary school allows one or more noncurriculum-related groups to meet on school premises during noninstructional time, the federal [Equal Access Act](#) (Title VII, Public Law 98-377) states that any other student-initiated group also must be allowed to meet in a "limited open forum" without regard to its religious, political or philosophical views. As amended by the No Child Left Behind Act of 2001 [and the Every Student Succeeds Act](#), after adopting a facility use policy, districts must ensure that the policy is applied equitably to all groups, including the Boy Scouts and other affiliated groups.

Limited Open Forum

The School Board believes that curriculum and noncurriculum-related student organizations have an important place in students' lives. Besides extending and reinforcing the instructional program, such groups can give students practice in democratic self-government and provide wholesome social and recreational activities. Student organizations also serve to honor outstanding student achievement and to enhance school spirit and students' sense of belonging. Since the district allows schools to sponsor student groups not directly tied to the curriculum, student-initiated groups not sponsored by the school district have the right to meet on school premises during times established for a limited open forum in accordance with provisions of the federal Equal Access Act.

Legal Reference:

ALASKA STATUTES

[14.03.060](#) Elementary, junior high, and secondary schools

UNITED STATES CODE

[TITLE VII - THE EQUAL ACCESS ACT](#), 20 U.S.C.A. Section 4071 et seq., as amended by the [Every Student Succeeds Act, P.L. 114-95](#)

COURT DECISIONS

[Prince v. Jacoby](#), 303 F.3d 1074 (9th Cir. 2002)

[Board of Education of Westside Community Schools v. Mergens](#), 110 S.Ct. 2356 (1990)

[Student Coalition for Peace v Lower Merion School](#), (1985) 776 F.2d 431 (3rd Cir. 1985)

Revised (approval date)

ADOPTED: JUNE 10, 2003

BP 6161.4 INTERNET

Note: *The Children’s Internet Protection Act requires school districts to adopt Internet safety policies as a condition of receiving technology funds under the Every Student Succeeds Act for the purpose of purchasing computers with Internet access or paying the direct costs associated with accessing the Internet. Additionally, districts must adopt an Internet safety policy to qualify for most federal universal service discounts (47 U.S.C. § 254). A district in which one or more schools qualify for a discounted rate for Internet services under the federal universal services program may apply to the Department of Education and Early Development to receive funds for each school sufficient to bring the applicant’s share to 10 megabits of download per second, in accord with AS 14.03.127 and 4AAC 33.600-.690.*

The district’s internet safety policy must include a “technology protection measure” that blocks or filters Internet access by both adults and minors to visual depictions that are obscene, child pornography, or with respect to use by minors, harmful to minors. As part of the funding application process, the district must certify that the required policy is in place and that the district is enforcing the use of these technology protection measures. The filter may be disabled by an administrator, supervisor, or other authorized person for “bona fide research or other lawful purpose.”

Effective July 1, 2012, the Internet safety policy must also include monitoring the online activities of minors when using district computers or networks. Further, the policy must provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and cyberbullying awareness and response.

As a condition of receiving universal service discounts, schools must also adopt and implement an Internet safety policy that addresses (1) access by minors to inappropriate matter on the Internet and World Wide Web; (2) safety and security of minors when using electronic mail, chat rooms, and other forms of electronic communication; (3) unauthorized access (“hacking”) and other unlawful activities by minors online; (4) unauthorized disclosure, use, and dissemination of personal identification information regarding minors; and (5) measures designed to restrict minors’ access to harmful materials. Schools must hold at least one public hearing before adopting the policy. The types of materials considered inappropriate for minors will be determined by the local school board. Schools must make this policy available to the FCC upon request.

The School Board recognizes the educational and communication opportunities that exposure to the Internet and other computer networks can provide students and staff. The School Board intends that these technological resources provided by the district be used in a safe, responsible, and proper manner in support of the instructional program and for the advancement of student learning. The School Board has established the Internet acceptable use policy to ensure appropriate use of this resource.

The Superintendent or designee shall notify students and parents/guardians about authorized uses of district technology and the Internet, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities. This includes the following:

1. The electronic information available to students and staff does not imply endorsement of the content by the district, nor does the district guarantee the accuracy of the information received on the Internet. The district shall not be responsible for any information that may be lost, damaged, or unavailable when using the network or for any information that is retrieved via the Internet.
2. The school district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.
3. The use of the Internet and similar communication networks by students and staff is a privilege -- not a right. Failure to follow established rules can lead to appropriate disciplinary action as well as the loss of access to the Internet or other networks through school accounts. Legal action may be taken where/when appropriate.
4. School computers are the property of the School District. At no time does the district relinquish its exclusive control of computers provided for the convenience of the students and staff. Computers shall not be used to disseminate sexually explicit, vulgar, indecent, offensive, or lewd communications. Nor may computers be used for harassment or bullying.

(cf. 5131.43 Harassment, Intimidation and Bullying)

5. The School District reserves the right to inspect and review files and data on district computers, and to monitor the online behavior of minors when using district computers or networks. Such inspection and monitoring is for the purpose of ensuring compliance with laws and appropriate use of technology as specified in this and other policies. Monitoring may be conducted by school authorities when they deem it necessary, without notice, without student consent, and without a search warrant.

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that blocks or filters Internet access to visual depictions that are (1) obscene, (2) child pornography, or (3) harmful or inappropriate to minors as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for adults only for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator.

Internet Safety

To reinforce these measures, the Superintendent or designee shall implement measures to address the following:

1. Restricting student access to harmful or inappropriate matter on the Internet and World Wide Web;
2. Ensuring student safety and security of students and student information when using electronic communications;
3. Ensuring that students do not engage in unauthorized access, including “hacking,” and other unlawful activities; and
4. Limiting unauthorized disclosure, use, and dissemination of personal identification information.

Note: *The Children’s Internet Protection Act, defines “harmful to minors” as: ...any picture, image, graphic image file, or other visual depiction that – (A) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (B) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (C) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.*

Use Guidelines

Internet access is limited to only those acceptable uses as detailed in this policy. Internet users may not engage in unacceptable uses.

1. School officials will develop a written permission slip for Internet use. This signed form must be on file prior to allowing students direct access to the Internet.
2. School officials must apply the same criterion of educational suitability used for other educational resources when providing access to Internet informational resources. The district will not allow school access for on-line games or any other areas determined to be non-education related.
3. Students and staff have the right to examine a broad range of opinions and ideas in the educational process, including the right to locate, use, and exchange information and ideas via all information formats including interactive electronic media and the Internet.
4. Users are responsible for the ethical and educational use of their own Internet accounts. These accounts are to be used only by the authorized owner of the account for the authorized purpose. Users shall not intentionally seek information on, obtain copies of, or modify files, other data or passwords belonging to other users on the network. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
5. Users have the responsibility to respect the privacy of other Internet users. The illegal installation of copyrighted software for use on district computers is prohibited.
6. Users are expected to display proper “netiquette” (network etiquette) at all times.
7. Staff members shall supervise students while students are using district Internet

access to ensure that the students abide by these procedures. Users must follow all rules and regulations posted in the computer lab or other room where computers are in use. Users must follow the directions of the adult in charge of the computer lab or other room where computers are in use.

8. Students and staff are expected to act in a responsible, ethical, and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:
 - a. Use of the network to facilitate illegal activity.
 - b. Use of the network for commercial or for-profit purposes.
 - c. Use of the network for non-work or non-school related work.
 - d. Use of the network for product advertisement or political lobbying.
 - e. Use of the network for hate mail, discriminatory remarks, offensive or inflammatory communication, harassment, or bullying.
 - f. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
 - g. Use of the network to access obscene or pornographic material.
 - h. Use of inappropriate language or profanity on the network.
 - i. Use of the network to transmit material likely to be offensive or objectionable to recipients.
 - j. Use of the network for hacking or intentionally obtaining, accessing, or modifying files, passwords, and data belonging to other users.
 - k. Impersonation of another user, anonymity, and pseudonyms.
 - l. Use of network facilities for fraudulent copying, communications, or modification of materials in violation of copyright laws.
 - m. Loading or use of unauthorized games, programs, files, or other electronic media.
 - n. Use of the network to disrupt the work of other users.
 - o. Destruction, modification, or abuse of network hardware and software.
 - p. Quoting personal communications in a public forum without the original author's prior consent.
 - q. Invading the privacy of individuals, this includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature.
 - r. Using or accessing any free Internet-based email service, such as Yahoo or Hotmail, when using the district computer network, unless authorized for a specific activity.

9. Loss of access and other disciplinary actions shall be consequences for inappropriate use. When appropriate, law enforcement agencies may be involved.

(cf. 6161.5 - Web Sites/Pages)

(cf. 6184 - Virtual/Online Courses)

Education

Note: *Effective July 1, 2012, the Children’s Internet Protection Act requires that a school district’s Internet safety policy provide for educating students about appropriate online behavior, including interacting with other individuals on social networking web sites and in chat rooms, as well as cyberbullying awareness and response. Under Alaska law, it is a crime (harassment in the second degree) to repeatedly send or publish an electronic communication that insults, taunts, challenges or intimidates a person under 18 years of age in a manner that places the person in reasonable fear of physical injury, if done with intent to harass or annoy another person. AS 11.61.120(a).*

The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, at a minimum, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

(cf. 5131.43 Harassment, Intimidation and Bullying)

Note: *The following optional paragraph addresses access to social networking sites such as MySpace, Facebook, Xanga, Friendster, and others, and may be revised by districts that choose to allow limited access for educational purposes.*

Student use of district computers to access social networking sites is prohibited. To the extent possible, the Superintendent or designee shall block access to such sites on district computers with Internet access.

Policy Review

The district, with input from students and appropriate staff, shall regularly review and update this policy, the accompanying administrative regulation, and other relevant procedures to enhance the safety and security of students using the district’s technological resources and to help ensure that the district adapts to changing technologies and circumstances.

Legal Reference:

ALASKA STATUTES

[11.61.120](#) Harassment in the second degree

ALASKA ADMINISTRATIVE CODE

[4 AAC 33.600-690](#) Funding for the Improvement of Internet Speed at Public Schools

UNITED STATES CODE

[15 U.S.C. 6501-6505](#) Children's Online Privacy Protection Act

[20 U.S.C. 6751-6777](#), Enhancing Education through Technology Act, Title II, Part D

[47 U.S.C. § 254](#), Children's Internet Protection Act, as amended by the Broadband Data Improvement Act (P.L. 110-385)

[Every Student Succeeds Act, P.L. 114-95](#)

CODE OF FEDERAL REGULATIONS

[47 C.F.R. § 54.520](#), as updated by the Federal Communications Commission Order and Report 11-125 (2011)

Revised (approval date)

Revised 03/2015

Nome Public Schools

BP 6162.8 RESEARCH

The Superintendent or designee may authorize requests to conduct educational research or student surveys if the request proposal:

- Shows potential for improving instructional programs and strategies.
- Addresses a relevant educational problem.
- Avoids duplication of existing data or literature.
- Is designed so as to minimize interruptions and demands upon the time of students and staff.

The Superintendent or designee shall not permit the administration of any questionnaires or surveys regarding a student's private family affairs without first obtaining written parental permission. ([AS 14.03.110](#))

(cf. [5145.15](#) – *Student and Family Privacy Rights*)

All instructional materials, including teacher's manuals, films, tapes, or other supplementary materials which will be used in connection with any survey, analysis, or evaluation of any applicable program shall be available for inspection by parents/guardians.

(cf. [5125](#) – *Student Records*)

Legal Reference:

ALASKA STATUTES

[14.03.110](#) *Questionnaires and surveys administered in public schools*

UNITED STATES CODE

[20 U.S.C. 1232\(h\)](#) (*Hatch Amendments*)

[Every Student Succeeds Act, P.L. 114-95](#)

[Goals 2000: Educate America Act](#), Pub. L. No. 103-227, 108 Stat. 125 (1994)

Revised (approval date)

Adopted: June 10, 2003

Nome Public Schools

BP 6164.2 GUIDANCE AND COUNSELING SERVICES

Note: *The following sample policy may be revised as appropriate to reflect district philosophy and needs. [4 AAC 51.330](#) requires districts to establish procedures for career and vocational guidance services, including dissemination of information about vocational programs and access to information regarding advanced training, employment or placement.*

The School Board shall provide a counseling program to enhance academic achievement and emotional security. The School Board recognizes that some students are in greater need of guidance than others. The counseling program shall serve students' diverse needs and shall encourage productive learning experiences.

Counselors shall make every effort to respect student confidentiality as appropriate and shall consult with the Superintendent or designee or with the district's legal counsel whenever unsure of how to respond to a student's personal problem. Parental consultation and consent for counseling shall be obtained as appropriate.

(cf. [5141](#) – Health Care and Emergencies)

(cf. [6164.3](#) – Student Mental Health – Medication and Services)

Academic counseling shall help students establish immediate and long-range educational plans consistent with their individual needs, abilities, interests and aptitudes without regard to sex. Insofar as possible, parents/guardians shall be included when making these plans, and student placement shall not be limited by past grades and test scores. Minority, disadvantaged, low-income and other students shall not be automatically or systematically channeled into vocational or special education.

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

Note: *Under the Every Student Succeeds, districts receiving federal funds must provide military recruiters the same access to students as is provided generally to post-secondary educational institutions and prospective employers.*

Counseling staff shall help secondary students to plan for the future, become aware of their career potential, understand the business world and develop realistic perceptions of work. Academic planning for higher education shall include information about courses needed for admission to colleges and universities, standardized admission tests, financial aid, and scholarships. Post-secondary institutions, prospective employers, and military recruiters may be granted access to students as deemed appropriate by counseling staff and the building administrator.

Note: *[4 AAC 06.530](#) requires districts to establish written procedures for the biennial training of guidance and counseling personnel in the recognition of sex bias in counseling materials in techniques for overcoming the effects of sex bias.*

As required by law, the Superintendent or designee shall provide biennial training for guidance and counseling staff in recognizing and overcoming sex bias.

(cf. [5125](#) - *Student Records*)

(cf. [5141.4](#) - *Child Abuse and Neglect*)

(cf. [5141.52](#) - *Suicide Prevention*)

Legal Reference:

UNITED STATES CODE

[Elementary and Secondary Education Act](#), 20 U.S.C. §9528, as amended by the [Every Student Succeeds Act, P.L. 114-95](#)

ALASKA STATUTES

[14.18.030](#) Discrimination in counseling and guidance services prohibited

[14.18.050](#) Discrimination in course offerings prohibited

[14.30.171](#) Prohibited actions

[14.30.172](#) Communications not prohibited

[14.30.176](#) List of community resources

ALASKA ADMINISTRATIVE CODE

[4 AAC 06.530](#) Guidance and counseling services

[4 AAC 51.330](#) Vocational guidance and placement

Revised ([approval date](#))

Revised 08/2007

Adopted: June 10, 2003

Nome Public Schools

BP 6174.1 EDUCATION OF NATIVE/INDIAN CHILDREN

Note: Title 20 of the United States code mandates that school districts receiving Impact Aid funds have a policy ensuring all parents and community members, including IRA and traditional councils, have the opportunity to submit their views and active consultation relating to the district's education and cocurricular programs. It is the law's intent to encourage the maximum participation by Alaska Natives in the planning and management of Alaska Native education programs.

Note: Under the Every Student Succeeds Act, "affected" school districts are required to consult with local tribes or tribal organizations prior to submitting a plan or application for federally covered education programs. Affected districts are those that either: 1) have 50% or more of its student enrollment made up of Alaska Native students; or 2) received an Indian education formula grant under Title VI in the previous year that exceeds \$40,000. Consultation must be done "in a manner and in such time that provides the opportunity for such appropriate officials from Indian tribes or tribal organizations to meaningfully and substantively contribute to plans under covered programs." Federal programs requiring consultation between tribes and affected school districts include:

- Title I, Part A (Improving Basic Programs Operated by State and Local Educational Agencies)
- Title I, Part C (Education of Migratory Children)
- Title I, Part D (Prevention and Intervention Programs for Children and Youth who are Neglected, Delinquent, or At-Risk)
- Title II, Part A (Supporting Effective Instruction)
- Title III, Part A (English Language Acquisition, Language Enhancement, and Academic Achievement Act)
- Title IV, Part A (Student Support and Academic Enrichment Grants)
- Title IV, Part B (21st Century Community Learning Centers)
- Title V, Part B, subpart 2 (Rural and Low-Income School Program)
- Title VI, Part A, subpart 1 (Indian Education Formula Grants to Local Educational Agencies)

The School Board recognizes that all parents and community members, including IRA and Traditional Councils, have a special interest in the education programs and cocurricular programs provided their children. To provide an opportunity for them to be meaningfully involved in the development, implementation, and evaluation of each school's educational and cocurricular program, all interested parties will mutually enter into Indian Policies and Procedures (IPP's), which are incorporated into and adopted as the policy of the School Board. The policies must be drafted in accord with 20 USC 7704 and 34 CFR 222.94. In addition, the following procedures will be used:

1. At a meeting of a School Board Advisory Committee called for that specific purpose, the principal will present a detailed description of that school's education program including curriculum (course description, scope and sequence) and program evaluation procedures as well as the co-curricular program provided. At least two weeks prior to that meeting public notice will be given through newspapers, public posting, and radio announcements, where appropriate, stating the agenda and purpose of the meeting. To further insure community involvement a written invitation will be sent to the IRA and/or Traditional Council.
2. During the planning and development of local education programs all parents and community members including IRA and Traditional Councils, will be actively consulted in the following manner:
 - a. At each Advisory Committee meeting where program applications for financial assistance are reviewed all members of the public will be given an opportunity to present their views.
 - b. All members of the public will have an opportunity to present their overall views on the educational program and its operation.
 - c. All members of the public will have an opportunity to make recommendations concerning the needs of their children.
 - d. All members of the public will be given the opportunity to comment on the way in which they can assist their children in realizing the benefits to be derived from the educational program.

(cf. [6020](#) - *Parent Involvement*)

Nondiscrimination

The School District certifies that all children participate in the school program on an equal basis regardless of age, sex, race, age, creed, color, national origin, or ethnic background and shall not be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any education program or activity of the district consistent with Title IX of the Education amendments of 1972 and Title VI of the Civil Rights Act of 1964.

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

Educational Program

Note: [Under the Every Student Succeeds Act](#), the government is dedicated to the development of curriculum materials that reflect the cultural diversity of Alaska Natives, instructional programs that make use of Native Alaskan languages, and programs and materials designed to address the needs of rural Alaska schools. This includes supporting the unique educational needs of rural school children by incorporating qualified Alaska Native elders and seniors.

The primary purpose of the educational program is to provide experiences by which individuals will learn within the context of their needs as well as the broader needs for which the district shares a responsibility. Under this assumption, the school is viewed as a link between the individual and learning resources and experiences available to meet both short and long range needs. To encourage the strongest and most viable linkage, the School Board recommends:

1. A program which is individualized to the maximum extent and which provides as many options as possible within educational goals statement previously made.
2. An organization plan by grade level or function which considers local expectations and efficiency of operation rather than an arbitrary pattern of organization. Individualization of program for students and optimum staff utilization demands an organizational plan based upon statement performance, skill grouping, and activity grouping rather than a rigid grouping by age, sex, or other non-educational basis.
3. A staff utilization procedure which establishes specific personnel needs based upon the programs requirements. All persons, directly or indirectly effect the school operation. Certificated, classified and resource personnel, as well as students in certain circumstances, are considered in developing procedures for staff utilization.
4. A guidance and individual program planning effort which assures the widest choice of alternatives to individual students over their period of formal education. Emphasis will be upon bringing the student in direct contact with those educational experiences and resources which best meet short or long range needs.
5. An assessment program which uses both subjective and objective measures in determining student performance and the effectiveness of the school program in achieving learning objectives. This program is an integral part of the guidance function and requires both the involvement and understanding of students and parents in its development.
6. A wide range of learning materials and techniques which will meet the needs of students and of those responsible for instructional or learning activities. Special consideration must be given to unique cultural and language requirements. Audio and video materials, as well as print materials, are particularly important to the concepts- of individualization and maximum learning options.
7. A program for bringing students, schools and communities together in various educational, cultural, and recreational activities. The Alaska High School Activities Association (AHSAA) is recognized as the authority for all high school interscholastic activities. The district accepts as binding all AHSAA rules and regulations for membership and competition. All activities will be made available to students on a nondiscriminatory basis.

8. Maximum use of community resources as an integral part of the curriculum. Budgetary and administrative procedures should promote this utilization with standards established at the district and community level.
9. A continuous program of curriculum development at the community and district level. In this way the program will remain dynamic from both a content and organizational standpoint. Innovative or pilot efforts should be encouraged within whatever constraints must be applied to afford protection of students from potentially harmful experimentation.
10. That in those areas which may be viewed as controversial, instructional procedures will be confined to a body of factual information with acceptance or interpretation left to the student. Religion is recognized as an important historic element but specific religion responsibility rests with the home and church. The Advisory Committee and parents should play a major role in determining how controversial issues will be handled BEFORE SPECIFIC CONTROVERSIES OR ISSUES ARISE. Areas often found as the source of controversy are sex education, alcohol, and drug education.
11. Special programs, such as Title 1, Migrant Education, and Indian Education be designed, implemented and evaluated with input from parents and teachers of involved students. Specific activities may include but are not limited to:
 - a. Notifying each child's parents and teachers in a timely manner that the child has been selected to participate in the program.
 - b. Informing parents and teachers of specific objective of the program.
 - c. Establishment of parent-teacher conferences.
 - e. Providing materials, suggestions and training to enable parents to promote education at home.
 - f. Providing timely information concerning the program's plans and evaluations.
 - g. Soliciting parents and teacher suggestions in planning and operating the program.
 - h. Facilitating volunteer or paid participation by parents in school activities.
 - i. Establishing parent advisory committees.

Legal Reference:

UNITED STATES CODE

[20 USC §§ 7541-7546](#), *Alaska Native Educational Equity, Support, and Assistance Act*

[20 USC § 7704](#) *Policies and procedures relating to children residing on Indian Lands*

CODE OF FEDERAL REGULATIONS

[34 CFR 222.94](#) *What provisions must be included in a local educational agency's Indian policies and procedures?*

Revised (approval date)

Revised 03/2016

Nome Public Schools

BP 6175 MIGRANT CHILDREN PROGRAM

Note: *This policy is mandatory for districts that receive Title I funds.*

The Superintendent will develop and implement a program to address the needs of migrant children in the District.

This program will include a means to:

1. Identify migrant students and assess their educational and related health and social needs.
2. Provide a full range of services to migrant students including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs and elective classes.
3. Provide migrant children with the opportunity to meet the same statewide assessment standards that all children are expected to meet.
4. Provide advocacy and outreach programs to migrant children and their families and professional development for District staff.
5. Provide parents/guardians an opportunity for meaningful participation in the program.

Parent/Guardian Involvement in the Migrant Education Program

Parent(s)/guardian(s) of migrant students will be involved in and regularly consulted about the development, implementation, operation, and evaluation of the migrant program.

Parent(s)/guardian(s) of migrant students will receive instruction regarding their role in improving the academic achievement of their children.

Note: *Final regulations, effective August 28, 2008 (1) adjust the base amounts of the grant allocations for fiscal year 2006 and subsequent years; (2) establish requirements to strengthen the process used by school districts to determine and document the eligibility of migratory children; and (3) clarify procedures school districts use to develop a comprehensive statewide needs assessment and service delivery plan.*

Legal Reference:

Elementary and Secondary Education Act, 20 U.S.C. § 6391, et seq., as amended by the Every Student Succeeds Act, P.L. 114-9534 C.F.R. §200.40 - 200.45.

Revised (approval date)

Revised 03/2016

BB 9200 SCHOOL BOARD MEMBERS

Limits of School Board Members Authority

The School Board has broad but clearly limited powers. The exercise of its authority is restricted to the functions required or permitted by law, and then only when it acts in a legally constituted meeting.

School Board members have authority only in regularly called meetings of the School Board, or when delegated specific tasks by School Board action.

The School Board is the unit of authority. The School Board member is a part of the governing body which represents and acts for the community as a whole. Apart from the normal function as part of the unit, the School Board member has no individual authority. No individual member of the School Board, by virtue of holding office, shall exercise any administrative responsibility with respect to the schools; nor, as an individual, command the services of any school employee. Individually, the School Board member may not commit the district to any policy, act or expenditure.

School visits by School Board members are encouraged. Principals should receive a courtesy call in advance of a visit. School Board members, as with all visitors, must check in with the school office. School Board members who visit schools of their own volition have no more authority than any other citizen.

(cf. 1260 - Visits to the Schools)

School Board Member Requests for Information

School Board members should make informed decisions on matters before them for a vote. The Superintendent or designee is responsible for providing the School Board with relevant materials to inform the School Board on those matters on which it is to act. If School Board members desire further information, a request for information shall be directed to the Superintendent, pursuant to the following guidelines:

1. Requests for simple facts. Any School Board member may make a request for simple facts to the Superintendent who will forward the request to the appropriate staff member. All responses to requests for simple facts will be provided to the requesting School Board member, and copied to the School Board President.
2. Requests for reports, research, administrative studies, detailed information, or for information relating to a problem or a potential problem in the District. Some information requests require significant administrative time and explanation to provide the requested response. Individual School Board members shall submit such requests to the full School Board for consideration. Upon majority request of the School Board, the request shall then be forwarded to the Superintendent for response.

3. Complaints regarding personnel. School Board members may have their own complaints regarding District personnel or may hear such complaints from the

community. These concerns should be privately communicated to the Superintendent.

(cf. 6162.8 - Research)

(cf. 9322 - Agenda/Meeting Materials)

Obligations of Members

Members of the School Board must endeavor to attend all meetings, study all materials presented with the agenda prior to attending the meeting, participate in the discussion of any items which come before the School Board, and vote on all motions and resolutions, abstaining only for compelling reasons. If no compelling reason requires abstention, members of the School Board shall not abstain.

The School Board member should not subordinate the education of children and youth to any partisan principle, group interest, or the member's own personal interest.

The School Board member should be prepared and willing to devote a sufficient amount of time to the study of the problems of education in the district, the state, and the nation in order to interpret them to the people of the district.

(cf. [9320](#) - Meetings)

Legal Reference:

ALASKA STATUTES

[14.14.140](#) *Restrictions on employment; compensation of board members*

Revised (approval date)

Revised 06/2020

Adopted: June 10, 2020

Nome Public Schools

BB 9260 LEGAL PROTECTION

Note: For all districts, Sections [8551-8558](#) of [the Every Student Succeeds Act](#) are designed to provide teachers, principals and other school professionals, including school board members, the tools they need to undertake reasonable actions to maintain order, discipline and an appropriate educational environment. Section [8556](#) limits the liability of a school employee or official for acts or omissions when he/she is acting within the scope of employment or district responsibilities and his/her actions were in conformity with federal, state and local laws in an effort to control, discipline, expel or suspend, or maintain order or control in the classroom or school.

Limitations on liability do not apply when the officer or employee: (1) acted with willful or criminal misconduct, gross negligence, recklessness or a conscious or flagrant indifference to the harmed student's right to safety; (2) caused harm by operating a motor vehicle; (3) violated a federal or state civil right law (e.g., sexual harassment, discrimination, IDEA claims); (4) was convicted of a sexual offense, crime of violence or act of terrorism; or (5) was under the influence of alcohol or drugs.

If a civil action is brought against the employee or officer, and the laws' conditions are satisfied, Sections [8556](#) and [8557](#) limit the amount of the employee's/officer's liability to a formula based on the percentage of responsibility for the harm, and also limits punitive damages.

The School Board shall provide insurance necessary to protect School Board members, officers, and employees from any judgment resulting from suits brought against them alleging their liability while acting within the scope of their employment and/or under the direction of the School Board. The insurance shall cover claims in such matters as civil rights actions, negligence, or other act resulting in accidental injury to any person or property damage in or out of the school buildings.

(cf. [3530](#) - Risk Management)

Legal Reference:

ALASKA STATUTES

[14.12.115](#) Indemnification

UNITED STATES CODE, TITLE 20

[Every Student Succeeds Act, §§ 8551-8558 \(P.L. 114-95\)](#)

Revised (approval date)

Revised 03/2021

Adopted: June 10, 2020

BB 9270 CONFLICT OF INTEREST

Note: [Alaska Statute 29.20.010](#) requires each municipality to adopt a conflict of interest code. [Alaska Statute 39.50.145](#) authorizes a municipality to exempt municipal officers from state conflict of interest financial reporting requirements. Accordingly, districts should consult local law to determine if additional conflict of interest requirements must be addressed. The following sample bylaw should be revised as appropriate to reflect district philosophy and needs.

In order to instill public confidence in public office and provide public accountability, School Board members shall disclose and avoid conflicts of interest involving any matter pending before the School Board. A conflict of interest exists when a member has a personal or financial interest on a matter coming before the School Board that could render the member unable to devote complete loyalty and singleness of purpose to the public interest. School Board members owe the public a duty to act in the best interests of the district.

Decision making. The School Board recognizes that when no conflict of interest requires abstention and/or recusal, its members must vote on issues before the School Board. If a School Board member or their family member may benefit personally or financially from a School Board decision, that School Board member must provide full disclosure of the conflict or potential conflict of interest to the School Board. The School Board, without that member's participation, will then approve or disapprove of the member's deliberations and voting on the issue. If the School Board determines a conflict of interest prohibits participation, the member shall recuse themselves and abstain from deliberations and voting.

Appearance of impropriety. When a situation may create the appearance of impropriety, even where state and federal laws do not require any action, the School Board member shall fully disclose the circumstances. The School Board, without that member's participation, will then approve or disapprove of the member's deliberations and voting.

School Board members who have an actual or potential conflict of interest requiring disclosure shall not seek to influence the decisions of staff or other School Board members on the underlying matter, or on the member's participation in the matter.

Other duties. School Board members are expected to avoid conflicts of interest in their other duties. This includes:

- a. **Confidential information.** School Board members shall not disclose or use confidential information acquired during the performance of official duties as a means to further their own personal or financial interests or the interests of a family member.
- b. **Gifts.** School Board members shall not accept a gift or economic benefit that would tend to improperly influence a reasonable person or where School Board members know or should know the gift is offered for the purpose of influencing or rewarding official action.

- c. **Business dealings with staff.** School Board members shall not engage in financial transactions for private business purposes with district staff whom School Board members directly or indirectly supervise.
- d. **Compensation for services.** School Board members shall not receive any compensation for services rendered to the district from any source, except compensation for serving on the School Board and reimbursement of expenses incurred as a School Board member, as allowed by policy and law.

Other legal obligations. School Board members shall comply with state and federal laws pertaining to conflicts of interest. Nothing in this policy restricts or affects School Board members' duties to comply with those laws.

(cf. [3315](#) - Relations with Vendors)

(cf. [4112.8/4212.8/4312.8](#) - Employment of Relatives)

(cf. [2300](#) - Conflict of Interest)

Legal Reference:

ALASKA STATUTES

[14.08.131](#) Disqualification from voting for conflict of interest

[14.14.140](#) Restriction on employment; compensation of board members

[11.56.100 - 11.56.130](#) Bribery and Related Offenses

[29.20.010](#) Conflict of interest

ADMINISTRATIVE CODE

[4 AAC 18.031](#) Employment of members of immediate families of school board members

[4 AAC 18.900](#) Definitions

Revised (**approval date**)

Revised 06/2020

Adopted: June 10, 2020

Nome Public Schools

SCHOOL BOARD COMMUNICATION

Title: Board Policy 2nd Reading

Date: September 13, 2022

Administrator: Jamie Burgess, Superintendent

Attachments: Board Policies for Adoption

Action Needed **For Discussion** **Information** **Other**

BACKGROUND INFORMATION

The Board of Education reviewed and approved the first reading of the policies listed below at the August 9, 2022 Regular Board meeting. The policies are now presented to the Board for a second reading and adoption.

The following policies are now presented to the Board for a first reading approval.

BP3000 Concepts and Roles
BP3100 Budget
BP3200 Revenue
BP3260 Material Fees
BP3270 Sale and Disposal of Books, Equipment and Supplies
BP3280 Sale or Lease of School Facilities or Real Property
BP3300 Expenditures/Expending Authority
BP3315 Relations with Vendors
BP3400 Management of District Assets/Accounts
BP3440 Inventories
BP3450 Money in School Buildings
BP3470 Fund Balance Classification
BP3510 Maintenance
BP3514.1 Hazardous Substances and Pesticides
BP3515 School Safety and Security
BP3530 Risk Management
BP3540 Transportation
BP3541.1 School-Related Trips
BP3541.5 Alternative Transportation Arrangements
BP3542 Roles and Duties of Bus Drivers

ADMINISTRATIVE RECOMMENDATION

The administration recommends approval of the second and final reading of board policies BP3000 Concepts and Roles, BP3100 Budget, BP3200 Revenue , BP3260 Material Fees, BP3270 Sale and Disposal of Books, Equipment and Supplies, BP3280 Sale or Lease of School Facilities or Real Property, BP3300 Expenditures/Expending Authority, BP3315 Relations with Vendors, BP3400 Management of District Assets/Accounts, BP3440 Inventories, BP3450 Money in School Buildings, BP3470 Fund Balance Classification, BP3510 Maintenance, BP3514.1 Hazardous Substances and Pesticides, BP3515 School Safety and Security, BP3530 Risk Management, BP3540 Transportation, BP3541.1 School-Related Trips, BP3541.5 Alternative Transportation Arrangements, and BP3542 Roles and Duties of Bus Drivers.

Sample Motion: I move to approve the second and final reading of board policies BP3000 Concepts and Roles, BP3100 Budget, BP3200 Revenue , BP3260 Material Fees, BP3270 Sale and Disposal of Books, Equipment and Supplies, BP3280 Sale or Lease of School Facilities or Real Property, BP3300 Expenditures/Expending Authority, BP3315 Relations with Vendors, BP3400 Management of District Assets/Accounts, BP3440 Inventories, BP3450 Money in School Buildings, BP3470 Fund Balance Classification, BP3510 Maintenance, BP3514.1 Hazardous Substances and Pesticides, BP3515 School Safety and Security, BP3530 Risk Management, BP3540 Transportation, BP3541.1 School-Related Trips, BP3541.5 Alternative Transportation Arrangements, and BP3542 Roles and Duties of Bus Drivers.

BP 3000 CONCEPTS AND ROLES

The School Board recognizes that fiscal resources and fiscal management comprise the foundational support of the entire school program. To make that support as effective as possible, the School Board intends to:

1. encourage advance planning through the best possible budget procedures
2. explore practical sources of revenue
3. guide the expenditure of funds so as to derive the greatest possible educational returns.
4. expect sound fiscal management from the administration
5. advocate a level of per student funding sufficient to provide quality education

The School Board desires to support the educational program with high standards of safety in the operation and maintenance of school facilities, equipment and services.

Role of The School Board

The School Board:

1. solicits public input on educational needs and utilizes that information in making budget decisions.
2. approves and adopts the annual budget and approves budget transfers.
3. is accountable for all district funds.
4. adopts written policies governing the purchase of supplies and equipment.
5. monitors all expenditures by receiving statements and approving payments.
6. Receives and reviews the annual audit of district accounts and business procedures.
7. Provides for an insurance program which complies with law and reflects prudent financial management.
8. provides for long-range plans to acquire or dispose of sites and to add, maintain and staff new facilities.
9. advocates and secures community support for additional financing when necessary.

Role of Superintendent or Designee

The Superintendent or designee:

1. prepares the detailed annual budget and presents it to the School Board for adoption.
2. administers the budget and keeps expenditures within approved limits.
3. enforces requisition and purchase order policies and regulations.
4. establishes control/inventory systems to account for district funds, supplies and equipment in accordance with law and School Board policy.
5. makes all financial reports required by law or School Board policy and prepares reports for public release.
6. analyzes the district's financial condition and presents the School Board with proposals for meeting financial needs including budget revisions.
7. provides for the annual audit of district accounts and business procedures.
8. helps the School Board to establish an adequate insurance program.
9. maintains the district's non-instructional and business operations.

Working Relationships of the School Board and Superintendent or Designee

The Superintendent or designee shall recommend financial plans to the School Board in accordance with the district's mission, vision, strategic goals and objectives. The Superintendent shall recommend financial plans and options whenever district programs may be endangered by a lack of funds or when the continuation of district programs may result in an over expenditure of district funds.

The School Board desires complete information from the Superintendent or designee on all matters relating to the district's financial operations. The School Board shall closely monitor all district financial operations so that it may fully discharge its legal responsibilities with regard to school finance. The School Board will work with the Superintendent to determine the timing and format of certain financial reports, so information is useful in decision making.

Revised (approval date)

Adopted: June 10, 2003

BP 3100 BUDGET

Note: Pursuant to [A.S. 14.12.020](#), Regional Educational Attendance Areas are maintained by the state. Borough and city school districts are funded through local contributions authorized by the borough assembly or city council and state apportionments based on the amount of local contributions as defined in [A.S. 14.17.410](#). [A.S. 14.17.900](#) requires districts to operate under a balanced budget and provides that the state is not responsible for the debts of school districts.

The School Board shall establish and maintain a balanced budget. The School Board shall adopt an annual budget which is compatible with the district's mission, vision, strategic plan, and School Board goals and objectives.

(cf. [0200](#) - Goals for the School District)

(cf. [3460](#) - Periodic Financial Report)

The district budget shall be prepared annually from the best possible estimates of revenues and expenditures. The Superintendent or designee shall determine the manner in which the budget shall be prepared and shall schedule the budget adoption process in accordance with legal time requirements. The Board shall take public input prior to the adoption of the budget or a revised budget. A public hearing shall be held prior to the adoption of the budget or a revised budget.

Legal Reference:

ALASKA STATUTES

[14.07.030](#) Powers of the department

[14.07.170](#) Additional powers and duties of board

[14.12.020](#) Support, management, and control in general; military reservation schools

[14.14.060](#) Relationship between borough school district and borough; finances and buildings

[14.14.065](#) Relationship between city school district and city

[14.17.300](#) - [14.17.990](#) Financing of public schools

ALASKA ADMINISTRATIVE CODE

[4 AAC 09.006](#) - [4 AAC 09.050](#) State Aid

[4 AAC 09.110](#) - [4 AAC 09.990](#) School Operating Fund

Revised (approval date)

Adopted: June 10, 2003

Nome Public Schools

BP 3200 REVENUE

Effective district planning depends upon accurate projection and calculation of anticipated district revenue. The Superintendent or designee shall ensure that all revenue sources are identified and received as early as possible each year.

Note: A.S. 14.07.070 provides that state funds may not be paid to a district or teacher who fails to comply with state school laws and regulations.

Legal Reference:

ALASKA STATUTES

[14.07.070](#) *Withholding state funds*

[14.17.080](#) *Student count estimates*

[14.17.082](#) *Fund balance in school operating fund*

Revised (**approval date**)

Adopted: June 10, 2003

Nome Public Schools

BP 3260 MATERIAL FEES

The School Board will make every effort to provide the resources needed to maintain the desired instructional program so that teachers, students, and parents/guardians do not feel compelled to provide such items and additional fundraising activities for instructional program resources are minimized. The sale of any school supplies or materials must be authorized by the Superintendent or designee.

(cf. [1321](#) – *Solicitation of Funds from and by Students*)

Revised (approval date)

Adopted: June 10, 2003

Nome Public Schools

BP 3270 SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES

The School Board recognizes that the district may own personal property which is unusable, obsolete, or no longer needed by the district and that the disposal of such property may be in the best interests of the district.

The Superintendent or designee shall identify to the School Board all inventoried personal property not needed by the district, together with the estimated value and recommended disposition. With School Board approval, the Superintendent or designee shall arrange for the sale or disposal of district personal property in accordance with state and federal law.

Disposal of items with an estimated value of less than \$5,000 will be left to the discretion of the Superintendent or designee.

(cf. [3440](#) - Inventories)

Revised (approval date)

Adopted: June 10, 2003

Nome Public Schools

BP 3280 SALE OR LEASE OF SCHOOL FACILITIES OR REAL PROPERTY

The School Board shall dispose of, or recommend to the municipality, borough, or state the disposal of, school facilities or real property whenever it is apparent the district will have no future use for it. If unused property will be needed at some future time, the School Board may lease, or recommend to the municipality, borough, or state the lease of, such property. Any sale or lease of school facilities or real property will conform to the provisions of law.

(cf. [1330 - Use of School Facilities](#))

The School Board encourages public participation in the determination of school facility needs.

(cf. [1220 - Advisory Questions](#))

Legal Reference:

ALASKA STATUTES

[14.07.030 Powers of the department](#)

[14.08.101 Powers \(Regional school boards\)](#)

[14.08.151 Land and buildings](#)

ALASKA ADMINISTRATIVE CODE

[4 AAC 32.085 Disposal of abandoned or obsolete property](#)

Adopted: (approval date)

Nome Public Schools

BP 3300 EXPENDITURES/EXPENDING AUTHORITY

The Superintendent or designee may purchase supplies, materials and equipment in accordance with law. Prior School Board approval is required for purchases over \$50,000.

(cf. [3310](#) - *Purchasing Procedures*)

(cf. [3311](#) - *Bids*)

(cf. [3312](#) - *Contracts*)

(cf. [3460](#) - *Financial Reports and Accountability*)

Note: [A.S. 14.17.225](#) requires districts to operate under a balanced budget and provides that the state is not responsible for the debts of school districts.

The Superintendent or designee shall not authorize any proposed expenditure which exceeds the major budget classification allowance against which the expenditure is the proper charge unless an amount sufficient to cover the purchase is available in the budget for transfer.

(cf. [3100](#) - *Budget*)

(cf. [3110](#) - *Transfer of Funds*)

The School Board shall not recognize obligations incurred contrary to School Board policy and administrative regulations.

Legal Reference:

ALASKA STATUTES

[14.08.101](#) *Powers (Regional school boards)*

[14.08.111](#) *Duties (Regional school boards)*

[14.14.060](#) *Relationship between borough school district and borough; finances and buildings*

[14.14.065](#) *Relationship between city school district and city*

[14.17.190](#) *Restrictions governing receipt and expenditure of money from public school foundation account*

[36.30](#) *State Procurement Code*

[37.05](#) *Fiscal Procedures Act*

Adopted: June 10, 2003

Nome Public Schools

BP 3315 RELATIONS WITH VENDORS

Note: The following optional policy should be revised as needed to reflect district philosophy and needs and is intended to avoid situations wherein a conflict of interest exists or appears to exist. [A.S. 11.56.100-11.56.130](#) defines the felony offense of receiving a bribe and the misdemeanor offense of receiving unlawful gratuities. Receiving a bribe includes soliciting or receiving a benefit with the intention or understanding that a public servant's decisions or actions will be influenced. Receiving unlawful gratuities includes soliciting a benefit of any value or accepting any benefit having a value of \$50 or more for performing an official act not entitled to any special or additional compensation.

No district employee or School Board member shall accept personal gifts, commissions or expense-paid trips from individuals or companies selling equipment, materials or services required in the operation of district programs. Gifts include any gift purchased specifically for an employee which is not generally offered to other buyers.

This policy does not prohibit employees from accepting promotional or advertising items such as calendars, desk pads, notebooks and other office gadgets which are offered by business concerns free to all as part of their public relations programs.

District employees who work for or serve as consultants for potential vendors shall not participate in evaluating any equipment, materials or services of that vendor or its competitors.

(cf. [6161.1](#) - Selection and Evaluation of Instructional Materials)
(cf. [9270](#) - Conflict of Interest)

This policy does not prohibit the School Board from accepting materials and/or services which are of use and benefit to the district.

No employee, officer, or agent of the District may participate in the selection, award, or administration of a contract supported by federal funds if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm consideration for a contract. The employees, officers, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

Universal Service Program/E-Rate Vendors

Note: The following language should be adopted by those districts receiving E-rate discounts. Effective 2011, the FCC amended its E-rate program rules and adopted gift restrictions for schools and districts participating in E-rate. The receipt of gifts by applicants from service providers and potential providers is a competitive bidding violation.

The gift prohibitions are always applicable, not just during the bidding process. Relevant school district personnel may not solicit or receive any gift or other thing of value from a service provider participating in or seeking to participate in the E-rate program. There are limited exceptions, including when the value of the item is worth \$20 or less, so long as items do not exceed \$50 per year per employee from any one service provider.

The District takes advantage of federal technology funding through the universal service program known as E-rate. E-rate participants may not, at any time, solicit or accept gifts or other things of value from an existing or potential E-rate service provider. Nominal gifts and refreshments may be allowed as authorized by the Superintendent or designee.

E-rate gift prohibitions apply to the School Board and to employees, consultants or contractors involved in the District's E-rate Program who: prepare, approve, sign, or submit E-rate applications, technology plans or other E-rate forms; prepare bids, communicate, or work with E-rate service providers, E-rate consultants, or the Universal Service Administrative Company; and those responsible for monitoring compliance with the E-rate program.

Charitable donations by service providers in support of the schools are permitted. These contributions may not be directly or indirectly related to E-rate procurement activities or decisions.

The Superintendent or designee shall develop guidelines to implement this policy in compliance with E-rate program rules.

(cf. [3290](#) - Gifts, Grants and Bequests)

Legal Reference:

CODE OF FEDERAL REGULATIONS

[47 C.F.R. Part 54](#), subpart f, Universal Service Support for Schools and Libraries

ALASKA STATUTES

[11.56.100-56.130](#) Bribery and related offenses

Revised (approval date)

Revised 06/2012

Adopted: June 10, 2003

Nome Public Schools

BP 3400 MANAGEMENT OF DISTRICT ASSETS/ACCOUNTS

Note: 4 AAC 06.120 lists state adopted basic guides for public school accounting systems and the annual audit and requires that districts implement procedures consistent with these guides.

Accounting Systems

The Superintendent or designee shall provide ongoing internal accounting controls and a means for the accounting of revenue and expenditures as outlined in the adopted budget.

(cf. [3440](#) - Inventories)

Audits

Note: A.S. 14.14.050 requires an audit by October 1 of each year. The School Board is not required to provide for an audit if an audit is conducted pursuant to A.S. 29.35.110.

The School Board shall provide for an annual audit of all district accounts by an independent public accountant who has no personal interest in district fiscal affairs. The audit shall be conducted in accordance with the requirements of federal and state regulations.

Note: Pursuant to A.S. 14.17.505, if the state department's review of the district's audit finds that the district's unreserved portion of its school operating fund year-end balance exceeds 10% of its expenditures for that year, the amount greater than 10% is deducted from state foundation aid for the current year.

Legal Reference:

ALASKA STATUTES

[14.08.111](#) Duties (Regional school boards)

[14.14.050](#) Annual Audit

[14.14.060](#) Relationship between borough school district and borough

[14.14.065](#) Relationship between city school district and city

[14.17.505](#) Fund balance in school operating fund

ALASKA ADMINISTRATIVE CODE

[4 AAC 06.120](#) Accounting and audit manuals, charts of accounts, code descriptions

[4 AAC 06.121](#) Annual financial reporting requirements

[4 AAC 09.130](#) School district audit

[4 AAC 09.160](#) Fund balance

Revised (approval date)

Adopted: June 10, 2003

Nome Public Schools

BP 3440 INVENTORIES

Note: The State Department of Education and Early Development recommends inventories include items valued at \$300 or more. Identical items may be grouped together in assessing value for purposes of inventory. If desired, the School Board may specify a lower amount below.

The Superintendent or designee shall provide for the proper control and conservation of district property. He/she shall maintain an inventory for all items currently valued in excess of **\$1,000** or a lesser amount if required by state or federal grant requirements or regulations.

Note: Pursuant to A.S. 14.11.017 equipment purchased for school construction projects funded with state funds must be accounted for under a fixed asset inventory system approved by the State Department of Education and Early Development.

(cf. [3270](#) - Sale and Disposal of Books, Equipment and Supplies (Personal Property))

(cf. [3440.1](#) Fixed Assets Capitalization)

(cf. [3290](#) - Gifts, Grants and Bequests)

(cf. [3400](#) - Management of District Assets/Accounts)

Legal Reference:

ALASKA STATUTES

[14.11.011](#) Grant applications

[14.11.017](#) Grant conditions

[14.14.050](#) Annual audit

ALASKA ADMINISTRATIVE CODE

[4 AAC 06.120](#) Accounting and audit manuals, charts of accounts, code descriptions

[4 AAC 51.300](#) Vocational facilities and equipment

CARL D. PERKINS VOCATIONAL EDUCATION ACT, [Public Law 98-524](#), 99-159

CODE OF FEDERAL REGULATIONS,

[34 CFR 74.132-74.140](#) Office of Management and Budget, Circular A-102, Attachment N, Property Management Standards

Revised (approval date)

Adopted: June 10, 2003

BP 3450 MONEY IN SCHOOL BUILDINGS

Money collected by individuals and organizations on behalf of the District shall be handled according to prudent business procedures. Monies collected up to \$25,000 shall be recorded and deposited weekly. Over \$10,000 will be deposited daily. The individual recording the receipt of funds should not be the same individual who maintains custody of funds in the safe or other secured place. Whenever possible, two individuals should count funds and sign together. Any money left overnight in schools shall be kept in locked locations provided for safekeeping of valuables.

Revised (approval date)

Adopted: June 10, 2003

Nome Public Schools

BP 3470 FUND BALANCE CLASSIFICATION

Note: This policy is consistent with the requirements of the Government Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions. The policy allows a school board to have greater control over the district's fund balances by addressing the order of spending.

Neither this policy nor GASB Statement No. 54 preclude the calculation required to be made in the Auditor's Report on Fund Balance Compliance as required by [4 AAC 06.121\(5\)\(A\)](#).

The School Board desires to establish a fund balance classification policy tailored to the needs of the School District in a manner consistent with governmental accounting standards. As provided for in Governmental Accounting Standards Board (GASB) Statement No. 54, the School Board identifies the order of spending unrestricted resources applying the highest level of classification of fund balance, while honoring constraints on the specific purposes for which amounts in those fund balances can be spent.

It is the responsibility of the Superintendent or designee to make recommendations to the School Board regarding fund balance designations. Formal School Board action is required to establish, modify, and/or rescind a committed fund balance amount.

Fund Balance Classifications

Fund balances will be classified as follows:

- A. Nonspendable fund balance – The nonspendable fund balance classification includes amounts that cannot be spent because they are either: (a) not in spendable form; or, (b) legally or contractually required to be maintained intact. This includes items not expected to be converted to cash, including inventories, prepaid expenses, supplies, and long-term receivables, and the principal of a permanent fund.
- B. Restricted fund balance – The restricted fund balance classification is utilized when constraints (restrictions) placed on the use of resources are either: (a) externally imposed by creditors, grantors, contributors, or governmental laws or regulations; or, (b) imposed by law through constitutional provisions or enabling legislation. This includes “categorical balances.”
- C. Committed Fund Balance – The committed fund balance classification reflects amounts that can only be used for specific purposes determined by formal action of the School Board. Commitments may be removed or changed by formal School Board action. This classification also includes contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements.

Any remaining excess fund balance in a special revenue or capital projects fund at fiscal year end shall be a committed fund balance and designated for the intended purpose of that special revenue or capital project fund. Such fund balances shall be carried over to the ensuing fiscal year as Committed Fund Balance.

D. Assigned Fund Balance – The assigned fund balance classification reflects amounts intended to be used by the district for specific purposes. Intent can be expressed by the School Board or by the Superintendent, having been designated such authority. In governmental funds other than the general fund, assigned fund balance represents the amount that is not restricted or committed.

E. Unassigned Fund Balance – The unassigned fund balance classification is the residual classification for the general fund and includes all amounts not contained in the other classifications. Positive unassigned amounts will be reported only in the general fund. If another governmental fund, other than the general fund, has a fund balance deficit, then it will be reported as a negative amount in the unassigned classification of that fund.

Spending Prioritization

The order of spending regarding the restricted and unrestricted fund balances, when an expenditure is incurred for which both restricted and unrestricted fund balance is available, should first reduce restricted fund balance and then unrestricted fund balance. The order of spending regarding unrestricted fund balance is that committed amounts should be reduced first, followed by the assigned amounts, and then the unassigned amounts when expenditures are incurred for purposes for which amounts in any of those unrestricted fund balance classifications could be used.

The School Board authorizes the Superintendent to assign amounts to a specific purpose in compliance with GASB 54. An unassigned fund balance should also be reported in the order of spending unrestricted resources, but is not restricted or committed.

Legal Reference:

[DEED Uniform Chart of Accounts](#)

Revised (approval date)

Adopted: June 10, 2003

Nome Public Schools

BP 3510 MAINTENANCE

Note: *In order to qualify for a capital improvement project grant or debt reimbursement under [AS 14.11.011](#), a school district must have in effect a preventive maintenance plan. This plan: 1) must include a computerized maintenance management program, cardex system, or other formal systematic means of tracking the timing and costs associated with planned and completed maintenance activities, including scheduled preventive maintenance; 2) must address energy management for buildings owned or operated by the district; 3) must include a regular custodial care program for buildings owned and operated by the district; 4) must include preventive maintenance training for facility managers and maintenance employees; and 5) must include renewal and replacement schedules for electrical, mechanical, structural, and other components of facilities owned and operated by the district. Additionally, the district must be adequately adhering to the preventive maintenance plan.*

The School Board recognizes the importance of timely maintenance and repair of district facilities, property and equipment in ensuring the safety of students and employees, in protecting state and local investment, in providing necessary loss control, and in helping to ensure the availability of capital funding. A preventive maintenance plan shall be in effect which includes custodial care, scheduled preventive maintenance, and energy management for district buildings. The Superintendent or designee shall ensure a systematic means of tracking the timing and costs associated with maintenance activities; shall direct the preparation of renewal and replacement schedules for electrical, mechanical, structural, and other components of district facilities; and shall provide for preventive maintenance training for facility managers and maintenance employees.

(cf. [3514](#) - Environmental Safety)

(cf. [3515](#) - School Safety and Security)

(cf. [5142](#) - Safety)

The Superintendent or designee shall regularly inspect district facilities and operations and make recommendations for maintenance and capital expenditures which may help the district reduce energy consumption goals.

All school buildings and equipment shall be regularly inspected to assure that all are maintained at the highest level of safety. Employees are responsible for promptly reporting to their supervisor any damage to district property or equipment.

Legal Reference:

ALASKA STATUTES

[14.11.011](#) Grant applications

[14.11.100](#) State aid for costs of school construction debt

Revised (approval date)

Revised 08/2020

Adopted: June 10, 2003

Nome Public Schools

BP 3514.1 HAZARDOUS SUBSTANCES AND PESTICIDES

The School Board recognizes that the daily operations of our schools entail the use of potentially hazardous substances. The Superintendent or designee shall insure that hazardous substances are inventoried, used, stored and regularly disposed of in a safe and legal manner.

Teachers shall instruct students as to the importance of proper handling, storage, disposal and protection with regard to all potentially hazardous substances within the classroom and other instructional areas.

The Superintendent or designee shall develop, execute, and monitor a hazard communication plan as required by applicable law.

Insofar as possible, the Superintendent or designee shall minimize the quantities of hazardous substances stored on school property. The School Board encourages staff to substitute less dangerous materials for hazardous ones whenever feasible.

The Superintendent or designee shall ensure that the schools are regularly inspected to identify potential sources of risk and shall inform the School Board of any environmental risks in the schools.

Pesticides

The Superintendent or designee shall, when practical, ensure the use of nonchemical methods to control pests, including proper sanitation practices, structural repair, and window screens.

When application of pesticides is necessary, the Superintendent or designee shall ensure timely notice to parents and the public.

Legal Reference:

ALASKA ADMINISTRATIVE CODE

[18 AAC 90.625](#) *School use and notification*

Revised (**approval date**)

Adopted: June 10, 2003

Nome Public Schools

BP 3515 SCHOOL SAFETY AND SECURITY

The School Board is fully committed to preventing violence and crime on school grounds. The Superintendent or designee and staff shall strictly enforce district policies and regulations related to crime, campus disturbances, campus intruders, student safety, student conduct and student discipline.

(cf. [3440 – Inventories](#))

(cf. [3450 – Money in School Buildings](#))

(cf. [AR 3451 – Petty Cash](#))

(cf. [3514 - Environmental Safety](#))

(cf. [3515.2 - Intruders on Campus](#))

(cf. [4158/4258/4358 - Employee Security](#))

(cf. [5131 - Conduct](#))

(cf. [5131.5 – Vandalism, Theft and Graffiti\)](#))

(cf. [5131.6 - Alcohol and Other Drugs](#))

(cf. [5131.7 - Weapons and Dangerous Instruments](#))

(cf. [5136 - Gangs](#))

(cf. [5141.4 - Child Abuse and Neglect](#))

(cf. [5142 - Safety](#))

(cf. [5144 - Discipline](#))

(cf. [5144.1 - Suspension and Expulsion](#))

(cf. [6114 – Crisis Response Plan](#))

The Superintendent or designee shall establish procedures to secure physical records, district assets, and to protect against vandalism and burglary during non-business hours.

The School Board encourages staff, parents/guardians and students at each school to work with local law enforcement agencies and other interested parties in developing a comprehensive school safety plan which includes strategies for preventing crime and violence on school premises.

Revised (**approval date**)

Adopted: June 10, 2003

Nome Public Schools

BP 3530 RISK MANAGEMENT

Note: A.S. 14.03.150 requires districts to maintain adequate property insurance for replacement cost of district facilities and equipment. 4 AAC 31.200 requires that Regional Education Attendance Areas include the state as an additional insured on property loss insurance.

The School Board desires to maintain a program of risk management to protect district property and resources against harm or loss by identifying risks and administering a program designed to minimize and/or prevent losses. The risk management schedule shall include, but not be limited to:

1. Property Loss Insurance (buildings and equipment)
2. Workers Compensation Insurance
3. Liability Insurance

(cf. [4154/4254/4354](#) - Health and Welfare Benefits)

Note: *A.S. 14.08.091 requires that the officer of the regional school board responsible for custody of district funds file a bond for \$50,000 with the State Commissioner. A.S. 14.14.020 requires that districts or municipalities obtain a bond not to exceed \$50,000 before the officer responsible for district moneys begins his/her duties, unless the officer has already been bonded pursuant to A.S. 29.20.610, and that the bond be filed with the clerk of the school board.*

The district officer responsible for the custody of district moneys and property shall be bonded as required by law. The School Board may require the bonding of employees holding positions which have extensive access to property and money.

The Alaska Statutes and Administrative Codes listed herein outline the minimum requirements.

Legal Reference:

ALASKA STATUTES

[14.03.150](#) Property Insurance required

[14.08.091](#) Organization; oath and bond. (Regional Education Attendance Areas)

[14.11.011](#) Grant applications

[14.12.115](#) Indemnification

[14.14.020](#) Bond required

[21.76.010-21.76-900](#) Joint insurance arrangements

ALASKA ADMINISTRATIVE CODE

[4 AAC 31.200](#) Loss protection required¹²³

[4 AAC 31.205](#) Self-insurance programs

[4 AAC 31.210](#) *Deductible amounts*

[4 AAC 31.215](#) *Proceeds*

[4 AAC 31.220](#) *Proof of insurance*

[4 AAC 31.225](#) *Failure to procure insurance*

Revised (approval date)

Adopted: June 10, 2003

Nome Public Schools

BP 3540 TRANSPORTATION

The School Board desires to provide transportation for eligible students in accordance with state and federal law.

The goals of the transportation service are:

1. to provide maximum safety for students between home and school and on school-sponsored trips.
2. to promote desirable student behavior and respect for traffic safety.
3. to provide assistance and transportation for students with disabilities.
4. to provide transportation for field trips.

(cf. [3312](#) - Contracts)

(cf. [3541.5](#) - Alternative Transportation Arrangements)

Note: Secondary students who do not have daily access to school by being transported a reasonable distance must be offered a boarding program pursuant to [4 AAC 09.050](#).

When necessary, the School Board shall make available a boarding program for secondary students whose transportation needs make daily access to school impractical and who are not participating in an alternative educational program.

Note: Effective July 1, 2014, [AS 14.09.010](#) was amended to require that school districts adopt a policy addressing transportation services to students attending a charter school operated by the district. Department of Education and Early Development regulations require a charter school transportation policy if: 1) the district provides pupil transportation services under [AS 14.09.010](#); and 2) the district operates a charter school or an application for the establishment of a charter school in the district is pending. A district must submit its charter school transportation policy to the Department for approval by: 1) April 15, 2015 if a charter school is in operation in the district on July 1, 2014; or 2) no later than 30 days after approval of a new charter school if the district does not already have an approved charter school transportation policy in effect. See [4 AAC 27.057](#) for further guidance on the transportation policy approval process. The policy is to be developed with input solicited from individuals involved in the charter school, including staff, students, and parents. If a district fails to adopt a policy, the district is required to allocate the amount of state transportation funding received for each charter school student to the charter school. [AS 14.09.010\(f\)](#).

Charter School Transportation

The School Board recognizes that charter school students may benefit from transportation services.

On a space available basis, charter school students may access school bus transportation on those regular school bus routes that run within the attendance area where the charter school is located. Transportation access is subject to the following:

- a. There must be adequate space available (seating) on the bus to accommodate the attendance area school students and additional charter school students. There must be adequate space on the bus schedule so that transportation to charter schools does not interfere with transportation to attendance area schools.
- b. Charter school students may only access those school bus routes that are appropriate to their school level, i.e., elementary school, middle school or high school.
- c. Charter school students who reside within a mile and a half of the charter school are not eligible for transportation unless they must cross a designated hazardous road area. Special education routes are not subject to the mile and a half restriction.
- d. Charter school students must comply with all rules for safe and appropriate conduct while waiting for, boarding, riding, and exiting the bus, and while riding the bus. Charter school students are subject to the same sanctions as other students for bus violations.
- e. Annually, the charter school must provide information to charter school families who are accessing school bus transportation about the district's school bus rules.
- f. School bus transportation is not available to charter school students enrolled in charter schools identified as correspondence programs.

Annually, the Superintendent or designee shall communicate to the charter school the space availability on applicable transportation route(s) and determine the transportation needs of charter school students. If the number of charter school students desiring transportation exceeds available space, the charter school is responsible for developing a written process for addressing ridership on a fair and equitable basis. A copy of the written process shall be provided to the district.

Note: *The above language reflects the minimum transportation obligation for charter school students as required by AS 14.09.010(e)(2). A district is not obligated to provide greater service, to establish dedicated routes for exclusive use of the charter schools, or to permit charter schools to opt out of the policy and receive transportation funding. The following is optional language for those districts desiring a process to consider, and act upon, requests by charter schools for additional transportation services.*

The district is not required to establish dedicated transportation routes for the exclusive use of charter school students, but may choose to do so.

A charter school desiring additional or dedicated student transportation may submit a written proposal to the Superintendent or designee.

The proposal shall identify, at a minimum, student transportation needs, charter school funding available to support additional transportation, and the transportation routes and services being requested. The Superintendent will make a recommendation to the School Board to approve or deny the request. The Superintendent and the School Board will consider the funding, equipment and personnel necessary to accommodate the requested transportation; the impact on operations of the district; the needs of the charter school and its students; equity with other charter schools and district alternative and optional programs; and the best interests of the district. The School Board will approve or deny the transportation request at a regularly scheduled meeting.

(cf. [5112.6](#) – *Education for Homeless Children and Children in Foster Care*)

(cf. [6182](#) – *Correspondence Study Program*)

(cf. [6181](#) - *Charter School*)

Legal Reference:

ALASKA STATUTES

[14.09.010](#) *Transportation of students*

[14.09.030](#) *School buses*

[14.30.347](#) *Transportation of children with disabilities*

ALASKA ADMINISTRATIVE CODE

[4 AAC 09.050](#) *Secondary boarding programs*

[4 AAC 27.006-990](#) *Transportation of pupils*

[4 AAC 27.057](#) *Charter school transportation policy*

Revised (**approval date**)

Revised 05/2017

Revised 03/2015

Adopted: June 10, 2003

Nome Public Schools

BP 3541.1 SCHOOL-RELATED TRIPS

Trips by School Vehicles

Note: *Federal safety regulations enacted in 2000 govern the number of students that may be transported in vans. These regulations are applicable to the purchase or lease of new vans by Alaska school districts. After 1 September 2000, new vehicles designed by the manufacturer to carry 11 or more persons (rated capacity if equipped with full seating) that are used for transporting students to or from school or school-related activities are required to meet all Federal Motor Vehicle Safety Standards for school buses. As a result, passenger vans are limited to transporting a total of ten passengers, including the driver, unless the passenger van or suburban meets the Federal Motor Vehicle Safety Standards applicable to school buses. The large majority of passenger vans do not meet and comply with Federal school bus safety standards. Although used vans are not covered under the federal regulations, for risk management purposes, districts may want to require the new van standards for the purchase of used vans.*

Besides taking students to and from school, the School Board may approve transportation for field trips and school-sponsored activities. The Superintendent or designee shall regulate the use of the district transportation, including vans, for approved school-related activities. Student councils, parent-teacher associations, and any other organizations requesting transportation shall be fully responsible for the costs of the trip. To the extent that funding has been approved by the School Board, such costs may be charged to the district.

Transportation by Private Automobile

Private automobiles shall not be used to transport students on any school-related trips.

Transportation by other private means (boat, ATV, off-road vehicles, snow machines)

The Superintendent or designee may authorize the transportation of students by other private means for approved field trips and activities when an adult registered with the district for such purposes operates the vehicle. Operators shall be issued safety instructions and emergency information. Operators must abide by the specific vehicle safety ratings such as passenger capacity, maximum speed and required safety equipment (helmets, life jackets, etc.)

All student passengers shall provide permission slips signed by their parents/guardians. Operators shall be required to possess a valid driver's license and liability insurance of at least \$100,000 per occurrence.

(cf. [6153](#) - School-sponsored Trips)

Revised 04/2019

Adopted: June 10, 2003

Nome Public Schools

BP 3541.5 ALTERNATIVE TRANSPORTATION ARRANGEMENTS

The Superintendent or designee may create reimbursement agreements with parents/guardians in lieu of district transportation when it is more economical to do so.

Note: State regulation previously provided that if student travel time exceeds two hours per day, parent/guardian permission is required or the parent/guardian may select other reasonable and available educational or transportation alternatives. That regulation has been repealed. Districts may retain a two hour standard, select a different standard, or remove a maximum ride standard altogether. [4 AAC 27.032](#) provides the following limitations on in-lieu-of agreements: 1) unless the child is a special education student, the student's residence must be more than a mile and a half from both the nearest regular bus route and the student's attendance center; 2) the per-mile rate may not exceed the maximum reimbursement rate paid to district employees; and 3) reimbursement must be based on the actual miles traveled, not the number of students transported.

The Superintendent or designee will obtain the parent/guardian's acknowledgement to confirm alternative transportation/education arrangements when a student's designated travel time exceeds 2 hours per day.

(cf. [6181](#) – Charter School)

(cf. [6182](#) – Correspondence Study Program)

Legal Reference:

ALASKA STATUTES

[14.09.010](#) Transportation of students

[14.30.347](#) Transportation of children with disabilities

ALASKA ADMINISTRATIVE CODE

[4 AAC 09.050](#) Secondary boarding programs

[4 AAC 27.990](#) Definitions

[4 AAC 27.032](#) In-lieu-of agreements

Revised (approval date)

Revised 03/2015

Adopted: June 10, 2003

Nome Public Schools

BP 3542 ROLES AND DUTIES OF BUS DRIVERS

Authority of School Bus Drivers

Students transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus. The driver shall be held responsible for the orderly conduct of the students while they are on the bus or being escorted across a street, highway or road.

(cf. [5131.1](#) - *Bus Conduct*)

All bus drivers shall receive training as mandated by law. They also shall be familiar with and adhere to district policies and regulations relating to student transportation.

Bus drivers are prohibited from utilizing a cell phone or other portable electronic device to read or type text messages or other non-voice communications while driving.

Legal Reference:

ALASKA STATUTES

[28.15.046](#) *Licensing of school bus drivers*

[28.35.161](#) *Use of electronic devices while driving; unlawful installation of television, monitor, or similar device*

ALASKA ADMINISTRATIVE CODE

[4 AAC 27.200](#) *Approved school bus driver training courses*

[4 AAC 27.210](#) *Certification of instructors*

[4 AAC 27.220](#) *Minimum standards for school bus driver training courses*

[4 AAC 27.230](#) *Issuance of school bus driver certificates under 4 AAC 27.200 (c)*

[4 AAC 27.235](#) *Revocation of school bus driver training course approval*

[4 AAC 27.240](#) *Revocation of instructor certificate*

Revised (approval date)

Adopted: June 10, 2003

Nome Public Schools

SCHOOL BOARD COMMUNICATION

Title: Approval of Sex Education Presenter

Date: September 13, 2022

Administrator: Jamie Burgess, Superintendent

Attachments: Presenter Credentials

Action Needed **For Discussion** **Information** **Other**

BACKGROUND INFORMATION

Per Board Policy 6142.1 Family Life/Sex Education, the board is required to approve the designation of an individual to present a program in sex education to students, who will be overseen by a certificated staff member. Ms. Darcee Perkins, Public Health Nurse, will present the curriculum to students, along with previously approved presenter Deanna Stang, both with oversight by Misty Tweet, NPS Junior High Counselor. The presentations will be made to students in grades 7-12.

Parents will receive a letter two weeks prior to the first class informing them that they may review the presentation materials, review the credentials of the presenter, and opt out their child from the presentation. Parents may not opt their child out of presentations regarding sexual assault, sexual abuse and dating violence and abuse per state law.

ADMINISTRATIVE RECOMMENDATION

The administration recommends approval of Ms. Darcee Perkins as sex education presenter for the 2022-2023 school year.

Sample Motion: I move to approve Ms. Darcee Perkins as sex education presenter for the 2022-2023 school year.

License #: 118299
Effective: 11/17/2020
Expires: 11/30/2022

State of Alaska

Department of Commerce, Community, and Economic Development
Division of Corporations, Business, and Professional Licensing

Board of Nursing

Licensee: **Darcee Ann Perkins**

License Type: **Registered Nurse**

Status: **Active**

Commissioner: Julie Anderson

Relationships

No relationships found.

Designations

No designations found.

Darcee Ann Perkins
PO BOX 7
NOME, AK 99762

Wallet Card

State of Alaska Department of Commerce, Community, and Economic Development Division of Corporations, Business, and Professional Licensing Board of Nursing Darcee Ann Perkins As Registered Nurse		
License 118299	Effective 11/17/2020	Expires 11/30/2022

ID # 0683403-d219-49e0-a514-88eb0d1ae00



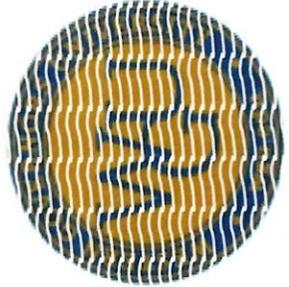
The Board of Trustees of Western Governors University, upon the recommendation of the faculty, has conferred upon

Barcee Ann Herkins
the degree of
Bachelor of Science
Nursing

With all the rights, honors, and privileges thereto appertaining. In witness whereof, the seal of the University and the signatures as authorized by the Board of Trustees, Western Governors University, are hereunto affixed, this twenty-third day of June, in the year two thousand and twenty.

Scott D. Pulsipher

Scott D. Pulsipher
PRESIDENT



Charles W. Sorenson

Charles W. Sorenson
CHAIRMAN, BOARD OF TRUSTEES

SCHOOL BOARD COMMUNICATION

Title: Approval of Increase to DDC System Upgrade Budget

Date: September 13, 2022

Administrator: Jamie Burgess, Superintendent

Attachments: DDC Project Budget

Action Needed **For Discussion** **Information** **Other**

BACKGROUND INFORMATION

The School Board previously approved a budget of \$800,000 for the District’s DDC System Upgrade funded with American Rescue Plan COVID funds in June of 2021. As the project has commenced, additional needed work to complete Phase I has arisen, and the contingency built into the original budget will not be sufficient to cover the needed change orders for the contractor.

Per the attached budget, an additional \$150,000 of ARP funds will be needed to complete the project through commissioning in October/November of 2022 and cover a maintenance contract for the first year to ensure technical support for the new system and adequate training for maintenance personnel on system operations.

ADMINISTRATIVE RECOMMENDATION

The administration recommends approval of an increase of \$150,000 to the DDC System Upgrade project.

Sample Motion: I move to approve an increase of \$150,000 to the DDC System Upgrade project.

NOME PUBLIC SCHOOLS DDC SYSTEM UPGRADE
BUDGET & EXPENDITURES AS OF 8/18/22

Item	Amount	Notes
Original Budget	\$800,000.00	
Siemens Contract as of 8/18/22	(\$624,842.00)	
Fremontii PM Contract as of 8/18/22	(\$48,693.00)	
Contingency Funds Used as of 8/18/22	(\$82,475.00)	
RSA Engineering Costs as of 8/18/22	(\$18,139.85)	Billed directly to district in FY21 and FY22
Get Busy Electrical	(\$3,900.00)	
Nome Nugget Advertisement for RFP	(\$448.80)	
Misc NMS Labor Costs on HVAC/DDC	(\$22,738.14)	Billed directly to district in FY22
NMS/Higginson VFD Install	(\$22,000.00)	
Future Costs		
RSA Commissioning	(\$10,000.00)	
Additional Fremontii Trips	(\$5,000.00)	
Siemens Maintenance Contract	(\$15,000.00)	
Potential Additional Change Orders	(\$100,000.00)	
TOTAL Funds Available	(\$153,236.79)	

SCHOOL BOARD COMMUNICATION

Title: Approval of Beltz Pool Upgrades

Date: September 13, 2022

Administrator: Jamie Burgess, Superintendent

Attachments: Polar Pools Quote

Action Needed **For Discussion** **Information** **Other**

BACKGROUND INFORMATION

The City of Nome Parks and Recreation Department has decided to switch the Beltz Swimming Pool sanitation system back to chlorination, as the salt water system has seriously degraded piping, pumps and other components of the pool heating and sanitation system. Polar Pools has provided a proposal to complete the sanitation change, replace piping, rebuild damaged pumps, and install an automation system. The City of Nome will cover all costs associated with the proposed work; the only cost to the District will be time for the maintenance department to collaborate with the vendor and City maintenance personnel.

ADMINISTRATIVE RECOMMENDATION

The administration recommends approval of the proposed Beltz Pool Upgrades to be completed by Polar Pools at a cost of \$503,450.

Sample Motion: I move to approve the proposed Beltz Pool Upgrades to be completed by Polar Pools at a cost of \$503,450.



Polar Pools

Alaska Pool and Spa Professionals

Nome Pool Pump Replacement, Piping Replacement, Sanitation Upgrade and Automation Upgrade

September 08, 2022

To: Jamie Burgess, Superintendent
Nome Public Schools

Re: Nome Pool Pump Rebuild, Piping Replacement, Sanitation Upgrade and Automation Upgrade

Polar Pools is pleased to provide this proposal for the following scope of work:

SCOPE OF WORK:

- Demo existing PVC piping.
- Demo existing electrical conduit and wiring.
- Isolate, disconnect and remove both Pool Pumps. Crate and freight to Roteq Mechanical in Wasilla for rebuild.
- Demo Electrolytic Salt conversion system.
- Demo UV Lamp System.
- Replace all pool mechanical room piping with HDPE fused pipe, hangers, and attachments.
- Install new Miox Sodium Hypochlorite generation system.
- Install new Telchine Commercial Ozone generation system.
- Install new ProMinent DCM-5 Pool Controller.
- Install new hypochlorite and muriatic acid feed pumps.
- Install new muriatic acid tank with proprietary acid vapor scrubber.
- Repair filter backwash 6" butterfly valves and realign backwash actuation linkage.
- Reinstall new rebuilt pool pumps.
- Install four (4), six-inch (6") motor control valves, two on each filter for automatic backwash.
- Install automation for remote execution of backwash cycle.
- Install PC interface to monitor filter pressure differential, flow, sanitized, pH and backwash automation.
- Install Pool and Filter full automation that includes offsite alarms and monitoring
- Relocate, allocate, and distribute power and wiring to accommodate installation of the new equipment.

Polar Pools

18601 Gibens Circle, Eagle River, Alaska. 99577-8571
Cell/Text: 907.3602.9643 Website: www.polarpoolsak.com
Email: bob@arcticeyeak.com

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- Function test and verify all equipment operating correctly. Onsite manufacturer representatives will ensure proper installation of their equipment and train Nome personnel in proper operation.
 - In depth operator training will be conducted for Nome Staff.
 - Comprehensive O&M manual will be provided with detailed operator instructions and equipment manuals.

We are estimating two (2) visits to Nome.

- The first visit will be to determine location of equipment placement, to include piping and power. This will take two (2) days once the proposal is approved and executed.
- Second visit will be to commence work for upgrading the piping, sanitation, and automation systems of the pool mechanical room. This work will require fourteen (14) to sixteen (16) days to complete, not including training.

All work performed by Polar Pools, and or our subcontractors will be supervised by Bob Walker, Owner of Polar Pools during the entirety of this project.

Our proposal for this project is: **\$503,450.00.**

Here are some other options and their pricing that are not added this proposal.

- Pool Heat Exchanger: **\$11,000.00**

The completion of this project in its entirety will put your pool mechanical systems in a like new condition that if properly operated should easily last 10-15 years. The savings on energy and safety of not handling hazardous materials will be a real benefit to your community.



The current manufacturing market, inflation and fuel costs have heavily influenced pricing on all goods and materials getting to Alaska. The volatility of these elements has created its own set of rules that need to be realized if a project of this magnitude is to be successful. A decision will need to be made within twenty-four hours to secure this amended contract amount. Our team will require a seventy (70%) percent materials deposit for this project once the proposal is signed and returned. This will ensure that each subcontractor will have the resources to purchase the required materials and equipment before pricing changes. This materials deposit will be executed via wire transfer to Polar Pools. This will allow getting resources to the subcontractors in an expeditious manner as soon as possible.

Once the materials deposit is in hand Polar Pools will execute a contract with the Nome School District and all subcontractors of this project. Those contracts will spell out in detail the work to be performed and by what subcontractor.

If you have any questions or concerns, please contact me at 907-360-9643.
This proposal is valid for 21 days.

Sincerely,

Bob Walker, Owner
Polar Pools
Cell/Text: 907.360.9643
Email: bob@arcticeyeak.com



Terms and Conditions

Arctic Eye Enterprises LLC, DBA Polar Pools agrees to provide to Purchaser the equipment, materials and/or services that are detailed and itemized on the attached schedule(s), solely upon the terms and conditions stated herein, which terms are stated on the face or reverse of any part hereof or incorporated by reference. By signing below or accepting goods or services pursuant to this proposal, Purchaser agrees to and accepts all such Terms and Conditions. Acceptance is limited to the terms herein; any terms contained in any other document different from, inconsistent with, or additional are void. No one is authorized to alter or amend these terms without the written approval of a duly authorized representative of Arctic Eye Enterprises LLC.

Any estimates for time, expenses, or material costs are subject to change unless previously agreed in writing and may still be revised when the scope, extent, and time requirements of the service, repair, and/or maintenance work. change. State and local taxes or fees, unless specifically noted, have not been included and are in addition to any prices in this proposal. All delivery, receiving, unloading and storage will be the responsibility of the Purchaser, unless specifically included herein.

Customer acknowledges that the schedule date(s) and costs herein are only an estimate and not a guaranty. Arctic Eye Enterprises LLC may, at its sole discretion, extend the schedule date(s) to accommodate supply and transportation demands.

Owner's Signature or Authorized Representative

Date