227th Regular Session
Thursday, February 4, 2021 9:00 AM Alaskan

BSSD-Unalakleet
PO Box 225
Unalakleet, Alaska 99684

1. Call To Order
2. Roll Call
3. Introductions
4. Invocation/ Moment of Silence
5. Reading of the District Mission Statement
6. Approval of Agenda
7. Consent Action-Minutes
8. Public Comments (Action Item Input Only)
9. ACTION ITEMS
    - 9.A. Personnel
    - 9.B. FY22 Bilingual/ Bicultural Staffing Proposals
    - 9.C. FY22 Classified Staffing Proposals
    - 9.D. FY22 AP Proposal in KTS
    - 9.E. FY22 Special Education Teacher Proposal
    - 9.F. FY22 Certified Staffing Proposal
    - 9.G. Classified Step Adjustment Proposal
    - 9.H. FY22 District Calendar
    - 9.I. Basketball Season Proposal
    - 9.J. FY22 CIP 6-Year Plan
    - 9.K. FY21 Fuel Bid
    - 9.L. FY22 AHFC Priorities
    - 9.M. Day Tank/ Bulk Fuel Tanik Painting
    - 9.N. AHFC Grant
    - 9.O. KKA Housing Renovations and Repairs
    - 9.P. Policy Adoption Section 4000
    - 9.Q. Policy Adoption Section 5000
    - 9.R. ANEED Grant
    - 9.S. Executive Session-Superintendent Evaluation
10. REPORTS
    - 10.A. NACTEC
    - 10.B. 2nd Quarter Financial
    - 10.C. Curriculum and Instruction
    - 10.D. Cultural
    - 10.E. Classified Manual
    - 10.F. Superintendent's
11. Correspondence
12. AEC MiNUTES
13. Public Comments
14. Date, Time, & Location of the next Meeting
15. Adjourment

The Mission of the Bering Strait School District is to educate our children to become self-sufficient and responsible citizens through quality programs that express high expectations for all in a safe and supportive learning environment, which respects our children's heritage.

TENTATIVE AGENDA
Bering Strait School District Board of Education
227th Regular Session
Thursday, February 4, 2021 at 9:00 AM – Zoom

FY21 BOARD MEMBERS:

Annabelle Cunningham, Chair	Irene Navarro
Silas Paniptchuk, 1st Vice-Chair	Jeanette (Muffy) Iya
Aaron Iworrigan, 2nd Vice-Chair	Annie Weyiouanna
Anthony (Tony) Haugen Sr., Treasurer	Robert (Bob) Dickens
Charlotte (Jane) Kava, Secretary	Winfred Olanna, Jr.
Elmer Seetot III, Parliamentarian	

I.	Call to Order	Annabelle Cunningham
II.	Roll Call	Annabelle Cunningham
III.	Introductions:	Dr. Bolen
	District School Board Members/ Superintendent & District Staff	
IV.	Invocation/Moment of Silence	Annabelle Cunningham
V.	Reading of the District Mission Statement	Lisa Haugen
VI.	Approval of Agenda	Annabelle Cunningham
VII.	Consent Action – Minutes	Annabelle Cunningham
	226th Regular Session on November 4, 2020	
VIII.	Public Comments (Action Item input only)	Annabelle Cunningham
IX.	**ACTION ITEMS:**	
	A. Personnel	Kris Buck
	B. FY22 Bilingual/ Bicultural Staffing Proposals	Kris Busk
	C. FY22 Classified Staffing Proposals	Kris Busk
	D. FY22 AP Proposal in KTS	Kris Busk
	E. FY22 Special Education Teacher Proposal	Kris Busk
	F. FY22 Certified Staffing Proposals	Kris Busk
	G. Classified Step Adjustment Proposal	Kris Busk
	H. FY22 District Calendar	Carolyn Heflin
	I. Basketball Season Proposal	Brendan Ellis
	J. FY22 CIP 6-Year Plan	Gary Eckenweiler
	K. FY21 Fuel Bid	Gary Eckenweiler
	L. FY22 AHFC Priorities	Gary Eckenweiler
	M. Day Tank/ Bulk Fuel Tank Painting	Gary Eckenweiler
	N. AHFC Grant	Gary Eckenweiler
	O. Koyuk Housing Renovations and Repairs	Gary Eckenweiler
	P. Policy Adoption Section 4000	Dr. Bolen
	Q. Policy Adoption Section 5000	Dr. Bolen
	R. ANEED Grant	Dr. Walrath
	S. Executive Session-Superintendent Evaluation	Annabelle Cunningham
X.	**REPORTS:**	
	A. NACTEC	Dr. Walrath
	B. 2nd Quarter Financial	Mark Vink
	C. Curriculum & Instruction	Carolyn Heflin
	D. Cultural	Suzzuk
	E. Classified Handbook Review	Kris Busk
	F. Superintendent's	Dr. Bolen
XI.	Correspondence	Annabelle Cunningham
XI.	AEC Minutes	Annabelle Cunningham
XII.	Public Comments	Annabelle Cunningham
XIII.	Date, Time, & Location of Next Meeting	Annabelle Cunningham
XIV.	Adjournment	Annabelle Cunningham

UNADOPTED MINUTES
Bering Strait School District Board Of Education
226th Regular Session
Wednesday, November 4, 2020 – Anchorage, Alaska

FY21 BOARD MEMBERS:

Annie Weyiouanna, Chair	*Jane Kava*
Annabelle Cunningham, 1st Vice-Chair	*Jenette Iya*
Silas Paniptchuk, 2nd Vice-Chair	*Aaron Iworrigan*
Anthony Haugen Sr., Treasurer	*Robert Dickens*
Irene Navarro, Secretary	*Winfred Olanna, Jr.*
Robert Tokienna, Jr., Parliamentarian	

I. CALL TO ORDER:

Madam Chair Annie Weyiouanna called the 226th Regular Meeting of the Bering Strait School District Board of Education to order at 9:08 AM on Wednesday, November 4, 2020.

II. ROLL CALL AND ESTABLISHMENT OF A QUORUM:

Present were: Chair Annie Weyiouanna, Annabelle Cunningham, Silas Paniptchuk, Anthony Haugen Sr., Irene Navarro, Robert Tokienna, Jr., Jane Kava, Jeanette Iya, Aaron Iworrigan, Robert Dickens, and Winfred Olanna, Jr. A quorum was established.

III. OATH OF OFFICE TO NEWLY ELECTED MEMBERS:

Annabelle Cunningham, Robert Dickens, Jeanette Iya, Elmer Seetot III, and Aaron Iworrigan were sworn in as School Board Members.

A. Election of Officers

Chair: Annabelle Cunningham
1st Vice-Chair: Silas Paniptchuk
2nd Vice-Chair: Aaron Iworrigan
Secretary: Jane Kava
Treasurer: Anthony Haugen Sr.
Parliamentarian: Elmer Seetot III

B. Appointment of Standing Committees

Appointment of committees will be arranged by the Board Chair.

C. Introductions

District School Board Members

Each Board Member introduced themselves and stated which communities they represent.

Superintendent and District Staff

Madam Chair Cunningham introduced Superintendent Dr. Robert Bolen who introduced D.O. staff present: Kris Busk, Carolyn Heflin, Mark Vink, Tammy Dodd, Dr. Walrath, John Weemes, Sony Mashiana, Gary Eckenweiler, Mary Huntington, Brenden Ellis, and Lisa Haugen.

IV. Innvocation

Annabelle Cunningham led the Moment of Silence.

V. Mission Statement

The District Mission Statement was read aloud.

VI. Adoption of Agenda

MOTION:

Robert Dickens made a motion to approve the "open" agenda. Anthony Haugen, Sr. seconded. Motion carried. Roll call vote 11 yes.

VII. Consent Action-Minutes of 225th

MOTION:

Silas Paniptchuk made a motion to approve the 225th Regular Session Minutes with corrections. Winfred Olanna, Jr. seconded. Motion carried. Roll call vote 11 yes.

VIII. Public Comment-Input to Agenda Only

None

IX. ACTION ITEMS

A. FY20 Audit Report & Approval

Mark Vink presented.

See Attachment A

MOTION:

Anthony Haugen Sr. made a motion to table FY20 Audit Report & Approval until one board member receive the document. Robert Dickens seconded. Motion carried. Roll call vote 11 yes.

BREAK: 9:54am
RECONVENE: 10:10am

B. Personnel

Kris Busk presented.

Classified Employees for Permanent Status
Superintendent Bolen recommends the following Classified employees for permanent status:

SITE:	*NAME:*	*POSITION:*
Brevig Mission	Greg Mendez	Custodian
Brevig Mission	Johnalee Rock	Cook
Shaktoolik	Charmaine Takak	Cook

MOTION:

Silas Paniptchuk made a motion to appoint aforementioned staff to permanent status as Classified Employees for the Bering Strait School District. Elmer Seetot III seconded. Motion carried. Roll Call vote 11 Yes.

Classified Employees for Probationary Status
Superintendent Bolen recommends the following Classified employees for probationary status:

SITE:	*NAME:*	*POSITION:*
Brevig Mission	Darlene Olanna	Special Education Aide
Brevig Mission	Ida Rock	Cook
Elim	May Aukon	CTE Educational Aide
Stebbins	Grace Atchak	Educational Aide
Stebbins	Louis Dan	Educational Aide
Stebbins	John Evan	Maintenance/Custodian
Stebbins	Bridgette Wongittilin	Special Education Aide 1:1
Teller	Raymond Kunnuk	Custodian
Unalakleet	Elizabeth Ivanoff	Special Education Aid
Wales	Sean Komonaseak	Cook
Wales	Summer Myomick	Educational Aide
Wales	Colleen Olanna	Secretary
District Office	Jason Driskill	Itinerant Skilled Trades Mechanic
District Office	Geraldine Erickson	Accounts Payable Clerk

MOTION:
Jeanette Iya made a motion to appoint aforementioned staff to probationary status as Classified Employees for the Bering Strait School District. Anthony Haugen, Sr. seconded. Roll call vote 11 yes.

Certificated Employees Recommended for Personnel Action
Superintendent Bolen recommends employment for the following individuals as professional staff members in the Bering Strait School District for the 2020-2021 school year.

SITE:	*NAME:*	*POSITION:*
Savoonga	Jennifer Rochlitz	Teacher
Stebbins	Sisa Paje	Teacher
Stebbins	Cherry Malaque	Teacher
Stebbins	Liezel Curiba	Teacher
St. Michael	Hazel Tagaan-Zambas	Teacher
Gambell	Francis Uy	Teacher
Koyuk	Ghela Simon	Teacher
Wales	Maria Mariaca	Teacher

MOTION:
Jeanette Iya made a motion to hire aforementioned staff for the 2020-2021 school year in the Bering Strait School District. Annie Weyiouanna and Robert Dickens seconded. Motion carried. Roll call vote 11 yes.

Certified Long-term Substitutes Recommended for Hire

Superintendent Bolen recommends employment for the following individuals as professional staff members in the Bering Strait School District for the 2020-2021 school year.

SITE:	*NAME:*	*POSITION:*
Wales	Larry Brazill	Teacher
Unalakleet	Nancy Persons	Teacher

MOTION:

Jeanette Iya made a motion to hire aforementioned staff for the 2020-2021 school year in the Bering Strait School District. Annie Weyiouanna and Robert Dickens seconded. Motion carried. Roll call vote 11 yes.

C. AWARE Grant

Kris Busk presented.

The Substance Abuse and Mental Health Services Administration (SAMHSA) Center for Mental Health Services (CMHS) oversees Project AWARE (Advancing Wellness and Resilience in Education?)- State Education Agency (SEA) grants (Short Title: AWARE-SEA).

The purpose of this program is to build or expand the capacity of State Educational Agencies, in partnership with State Mental Health Agencies (SMHAs) overseeing school-aged youth and with three local education agencies (LEAS), to(1) increase awareness of mental health issues among school-aged youth, (2) provide training for school personnel and other adults who interact with school aged youth to detect and respond to mental health issues: and (3) connect school-aged youth, who may have behavioral health issues (including serious emotional disturbance (SED)or serious mental illness (SMI), and their families to needed services. SAMHSA expects that this program will focus on partnerships and collaboration between state and local systems to promote the healthy development of school-aged youth and prevent youth violence.

The duration of this grant is for five years beginning this year in FY21. Each year the allocation is $155,487.

MOTION:

Anthony Haugen, Sr. moved to approve the Project AWARE Grant in the amount of $777,435. Silas Paniptchuk seconded. Motion carried. Roll call vote 11 yes.

D. Indian Ed

Tammy Dodd presented.

Indian Education Policies and Procedures: Policy 2
Grant Objectives: Year 4 of 4
1.Increase school readiness
2. Increase knowledge of cultural identity and awareness
3. Culturally-responsive academic enrichment
4. Cultural enrichment

Indian Education Grant supports all 15 sites with the following:
*15 paraprofessionals in the classroom

*Contract with ANSEP
*Travel and activities for Cultural Gatherings
*1 ECE teacher
*Supplemental cultural materials for classrooms

Budget for FY21:
The federal government has indicated that our funding level will be slightly lower than the FY20 allocation of $662,042. We have submitted a proposal in the amount of $627,711.

MOTION:
Silas Paniptchuk made a motion to approve the FY21 Indian Education Grant Application for the Bering Strait School District in the amount of $627,711. Jane Kava seconded. Motion carried. Roll call vote 11 yes.

A. FY20 Audit Report & Approval
Mark Vink presented.

See Attachment A.
MOTION:
Anthony Haugen, Sr. made a motion to approve the FY20 Audit and Approval as presented. Silas Paniptchuk seconded. Motion carried. Roll call vote 11 yes.

E. Executive Session
Dr. Bolen presented.

MOTION:
Jeanette Iya moved to go into Executive Session at 11:50am. Anthony Haugen, Sr. seconded. Motion carried. Roll call vote 11 yes.

MOTION:
Anthony Haugen, Sr. moved to come out of Executive Session at 12:34pm. Robert Dickens seconded. Motion carried. Roll call vote 11 yes.

MOTION:
Anthony Haugen, Sr. made a motion to give all BSSD Employees $1000.00 on December 15, 2020 for Hazardous pay benefit. Robert Dickens seconded. Motion carried. Roll call vote 11 yes.

X. REPORT ITEMS

A. NACTEC Report
Doug Walrath presented.

NACTEC programming – Due to COVID-19 NACTEC programming has opened the year in a non-residential delivery capacity. Full-time residential programming staff have been retained and temporarily assigned in alternate capacities until it is deemed safe to return to residential training. Our counselor has been reassigned as a BSSD itinerant for Gambell and Savoonga. The dormitory manager's duties have been reassigned with a

primary focus with the Nome-Beltz student population. CTE teachers are delivering semester-based instruction for NBHS, while concurrently planning for distance delivery options for BSSD students in the second semester. Aviation-related instructional efforts have occurred with Koyuk, Savoonga, and Teller.

Course development – In the event of 2nd semester COVID-19 impacts to residential programming, we are planning for a limited menu of CTE distance delivered offerings for BSSD students to include: *Small Engine Repair, Aviation Ground School* and an *Introduction to Health Field* courses. Delivery format remains to be determined. Junior High *Career Exploration* lessons, with anticipated site-specific programming is also anticipated. Contingency planning, in the event limited Spring village-based travel returns, is to have recently retired, veteran NACTEC teacher Brian Marvin travel in a contractual capacity to bring week-long intensive CTE programming to villages.

Grants:

Native American Career and Technical Education Program (NACTEP) Kawerak Aviation Pathways – beginning year #3 of a three-year award:

1. Supplemental funding request – applied for and received a $24,300 supplemental funding request on the Kawerak pass through grant to purchase small engines and Snap Circuit kits to support BSSD distance delivery CTE instruction during the 2nd semester.
2. Year #2 AATD purchase/installation – Redbird Xwind and ELITE Helicopter Advanced Aviation Training Devices (AATD) simulators were purchased by Kawerak and are scheduled for November and December installation in the NACTEC/NBHS auto shop.
3. Year #3 BATD purchasing – will be purchasing an instructor station and five networked student Basic Aviation Training Device simulators for installation at NACTEC to support *Aviation Ground School* training and eventually to log a student's initial flight training hours.
4. Basic Ground Instructor (BGI) - NACTEC's Program Coordinator is working toward his BGI certification, along with seeking proctor status approval for the FAA Practical Knowledge exam, which would create an alternate local option, to Anchorage or Fairbanks travel, for the BGI exam.

Alaska Native Engineering Education Development (ANEED) project, a Kawerak partnership grant –

4-year, $4M award notification, was made on October 1st, to develop PreK-12 grade engineering education services. This U.S. Department of Education *Accessing Choices in Education* grant would support hiring four new itinerant teaching positions with week-long service to village schools during six months of the school year to deliver Science, Technology, Engineering, and Math (STEM) infused engineering education programming for grades PreK-7. A sampling of program services include:

- PreK *Wee Engineer* – 3-step Engineering Design Process (Investigate, Create, and Improve)
- *Engineering is Elementary* for Kindergarten and grades 1 & 2
- STEM Family Night programs - in village schools six months of school year
- *Engineering Adventures* for grades 3 & 4 – a 5-step Engineering Design Process
- *Engineering Everywhere* for grades 5 – 7
- 5th grade ANSEP STEM Ready residential programs at NACTEC

- ANSEP Middle School Academy programming
- UAF-Northwest Campus *Field Biology Camp* at Salmon Lake
- NACTEC programming infused with STEM content

ANEED program services with BSSD would begin in the Fall semester of 2021, preceded by an *Engineering is Elementary* professional development training at NACTEC in August, 2021, continuing each August through 2024, for PreK teachers and one elementary teacher per school, along with the four new elementary teachers hired by this grant. Math PEAKS assessment data and State Science exams will provide quantitative evidence to measure anticipated proficiency gains in Math and Science.

The next NACTEC Governing Board meeting is scheduled for November 16, 2020.

E. AASB Climate Survey

Tammy Dodd and Kris Busk presented.

Tammy and Kris talked about the AASB Climate survey to the Board members. No written report was provided.

C Lobbyist

John Walsh presented.

Bering Strait School District Legislative Report
Prepared October 19, 2020

2020 Election

- The August primary election resulted in six members of the legislature losing their bids for re-election, including current President of the Senate Cathy Giessel and longtime Interior Senator John Coghill. The rejection of these incumbents reflects the voters frustration with state budgeting, namely the reduction to their Permanent Fund dividends over the past four year and suspicion that participation in a bipartisan caucus was a violation of party allegiance. Given Alaska's closed primary system, challengers focused on these issues and effectively wedged an insurgence campaign. The question now becomes how the general election voters will consider the available candidate choices given the trade-offs between higher dividends and budget deficits.

- This report is being prepared in advance of the 2020 general election. I will provide an oral report to the board on November 4, the day following the general election. Given the considerable number of absentee ballots that have been requested, it is likely that a number of races will be undecided until absentee ballots are counted. The final count of absentee and questioned ballots is scheduled for November 18. November 25 is the target date to certify the 2020 general election.

- Bering Strait resident voters will cast votes for the Office of the President of the United States, the office of US Senator for Alaska, the office of US House of Representatives, the office of Alaska State Senator (District T), Alaska State Representative (House District 39), Proposition One – a referendum on oil taxes and Proposition Two - a referendum on elections. Voters will also vote on retention of various judges; one Supreme Court, one Court of Appeals and two Superior Court judges.

Budget Issues:

- Alaska is facing serious budget concerns as oil production remains flat, oil prices decreased, the oil tax structure yielding considerably less than previous years, the lingering economic impacts of the coronavirus pandemic and the depletion of available savings. The largest segment of our state's revenue stream is the Percentage of Market Value (POMV) provided through earnings on the Alaska Permanent Fund.

- Without knowing exactly what Governor Dunleavy will propose in his December 15 proposed Fiscal Year 2022 budget, it is projected that the state deficit will range between $900 million and $2.4 billion, depending upon how large a dividend is included. Over the past four years, the legislature has appropriated a flat dividend which is less than the statutory dividend. Governor Dunleavy's call for full dividends and/or retroactive dividends has been elevated during the 2020 election cycle with a number of candidates centering their campaigns on that very issue. Given the state's limited revenue stream, the legislature would have to withdraw amounts considerably greater than the POMV annual draw, make drastic budget cuts or blend the two approaches – withdrawals + budget cuts. How this unfolds is directly related to who wins the election and how the legislature (Senate and House) organize their majorities.

- Should the legislature begin to consider steep budget cuts, it's important to remember that K-12 Foundation Formula funding and the Power Cost Equalization (PCE) programs are each visible targets. K-12 formula funding totals greater than $1.2 billion annually and the PCE Endowment fund has a balance of roughly $1 billion.

2020 Legislative Recap:

- The Second Session of the 31st Alaska State Legislature recessed March 19 until May 17 and then adjourned on May 19 which makes it one of the shortest legislative sessions (69-days) in recent history. Clearly this was due to the coronavirus pandemic. As such, the legislature essentially abandoned any legislation that was not deemed essential; i.e., budget and Covid-19 related statutory provisions.

- Despite significant progress on comprehensive early childhood education and reading legislation encapsulated in Senate Bill 6, the bill was left to die in the Senate Finance Committee.

- Governor Dunleavy made a number of budget vetoes to the FY2021 operating budget and the legislature failed to attempt a veto override. Of particular interest was the reduction of $30 million in additional foundation formula funding, this translates to a loss of $815,000 to BSSD. The governor also vetoed the state's reimbursement for municipal school debt ($82 million), which while not directly impacting BSSD; it did result in a negative impact to the REAA School Fund deposit of $36.7 million. The REAA School Fund is the account from which REAA new construction and major maintenance are funded so, in essence, not depositing into the fund will result in the outstanding deferred maintenance list being delayed further. Again not directly impacting BSSD but noteworthy nonetheless, the governor also vetoed $2.75 million for the Alaska Housing Finance Corporation (AHFC) Teacher, Health and Public Safety Professional Housing grant program. The district has successfully accessed funding through this program in the past. The governor also vetoed $4.3 million for Temporary Pre-Kindergarten grants and eliminated funding for the Consortium Library Support and Online Libraries Video Conference System. And finally, not directly affecting BSSD, the governor's vetoes also eliminated $30 million in funding for the Community Assistance Fund which would be felt by each of the communities in the district.

- Legislation advancing through the process and becoming law included:

    - HB106 – School Debt Reimbursement. HB106 extends the moratorium on organized municipalities and boroughs from accessing the state school bond reimbursement program, in essence suspending the program for the foreseeable future. If municipalities deem it necessary to make school improvements or build new facilities, they would do so with the understanding the state will not participate in debt repayment.
    - HB235 – AK Workforce Investment Board: Allocations. HB235 represents a one-year extension to the Technical Vocational Education Program (TVEP). The bill originally intended to extend the program for five-years but due to infighting, a one-year compromise was agreed to forcing the issue to come before the legislature in 2021. The TVEP program provides considerable funding for NACTEC operations.

    - SB74 – Internet for Schools. SB74 increases the megabit threshold for school districts from the previous 10 megabits to 25 megabits per second (mbps). All BSSD schools reported lower than 25 mbps in 2018-2019.

2021 Legislative Session Forecast:

- The 2021 legislature will see a considerable number of newly elected legislators which translates to a slower start as the newly elected come up to speed on the complexity of the state budget and competing legislative interests, not to mention the inner workings of the legislative process and meeting their colleagues and establishing relationships from which to build trust and advance issues through the process. Without question, the center issue this session will be the state's budget matters. Without question, the state is facing one of its most challenging budget outlooks and resolving those challenges will not come easy. Superfluous legislation will receive little consideration given the magnitude of the budget crisis. Additionally, the coronavirus pandemic, by all accounts, will continue throughout the winter/spring months which will have a direct impact on how the legislature conducts operations, including whether the public will be allowed into the Capitol Building.

- Depending upon the make up the legislative Senate and House majorities, the matter of K-12 Foundation Formula funding likely to be on the table during the upcoming session. Should the legislative majorities be more conservative, then it would not be out of the question to see a concerted push, similar to Governor Dunleavy's proposal in February 2019 to slash the foundation formula funding by 23%. Absent legislation to make statutory changes to the formula, the legislature could simply short-fund the annual appropriation. Undertaking a major formula rewrite is complicated, requires a well-orchestrated and legally defensible approach which I do not see *at this time.* If the Senate – House majorities are not overly conservative or if the two bodies have divergent majorities, perhaps the push to make dramatic cuts to the foundation formula could be stalled or a compromise could be reached for *tweaking* the spending plan without causing great upheaval. We will learn more on this issue following legislative organization and release of the governor's proposed FY2022 budget on December 15. BSSD receives over $31 million in FY2021 through the foundation formula.

- The Technical Vocational Education Program (TVEP) funding authority will expire June 30, 2021 unless extended. NACTEC received approximately $375,000 in FY2020.

B. Program Support

John Weemes presented.

Mr. Weemes gave a brief report. No written report was submitted.

D BSSD Attorney

Jeannie Sleeper presented.

Ms. Sleeper addressed the board, one of the topics that came up was Open Meeting Act. No written report was provided.

F. ECE Update

Tammy Dodd presented.

BSSD has several types of ECE classrooms and partnerships. The classes are either run solely by BSSD teachers (UNK, WAA, DIO) or in partnership with RurAL CAP (SVA,

WBB) or in partnership with Kawerak (SMK, SKK, ELI, KKA, GLV, WMO, GAM, SHH, TLA, KTS). Although it can be difficult to keep up with all the different requirements, we have all worked together this year to ensure a safe learning environment for our youngest students.

For this report, I will mostly discuss the openings of the ECE classrooms in the partnership schools.

RurAL CAP had worked within their own organization to create their SMART START plan for this year. As you can see from the attachment, it involves all of the sites they work with, not just BSSD.

Kawerak and BSSD worked together throughout the summer and beginning of August to work out the SMART START plan for those sites. We started off with the 4-year-olds beginning on Sept. 28. Kawerak wanted to ensure the "big school" was able to effectively start off the school year before bringing in the ECE students.

September 28 was the first day of instruction for the 4-year-olds at Kawerak sites. They were capped at 6 students. If they had more than 6, they would go to an A/B schedule.

Sites started bringing in their 3-year-olds after the 'big school' had been successful in the low risk for 2 weeks. This would bring the ECE classroom into the low risk as well and classrooms would be capped at 10 total students. Shaktoolik and Golovin were the first to do so. Most sites would follow with 3-year-olds the following week.

Although Unalakleet is not part of a partnership, we found it necessary for that site to follow all the procedures that the partnership sites were following as well.

G. Maintenance

Sony Mashiana presented.

Covid–19: The BSSD maintenance response to the pandemic is ongoing. I have been looking at sustainable ideas and ways to tackle the need for disinfectant. At the current need and use we will be running short within the very near future. The demand worldwide is greatly hampering the supply, and we have to depend on the vendors' current inventory and future arrivals. Most Alaska school district and other school districts in the country are impacted by this phenomenon. The logistical challenges are a bit different for us than the folks on the road system or other big cities. The cost of shipping is quite challenging for us. Through networking in the state with partner school district, I have discovered that many school districts are trying to find ways to lower their dependency on the supply chains. I have also been looking at self-sustaining ways and means for less dependency on the supply chain. I have come across new disinfectant generating equipment which uses rock salt, 30% white vinegar and water to create disinfectant in-house. This process has been in use for several decades in the swimming pool industry. Using the two above mentioned ingredients and water we can create a lot more disinfectant to meet and exceed our demand for disinfectant. The bi-product is called HYPOCHLOROUS ACID (the chemical name HOCI). It is more potent than chlorine bleach and the current disinfectant we use at the schools. It is not hazardous as chlorine bleach and many other disinfectants

on the market, including many household disinfectants. One gallon of 30% vinegar and rock salt can produce up to 200 gallons of HOCI at 1000 PPM. Then each gallon will be mixed with three additional gallons of fresh water on site at the time of use to lower the potency level from 1000 PPM to 200PPM. It is deemed very effective at killing viruses and bacterial infections found in the schools or large assembly areas at 200ppm. It is a cost effective way create a disinfectant inhouse along with lowering the dependency on outside vendors.

HOCI can be used to clean and disinfect any and all surfaces, it can be used to clean floors and carpets. It can be used through foggers and misters to clean the room air.

Although the cleaning supply warehouses and vendors were depleted due to the high demand of all cleaning and disinfectant solutions, rock salt and vinegar are still abundantly available in the market.

We have purchased this generator and it is currently on the way from Seattle. It will be housed in the basement at the Unalakleet Schools. It will have the production capacity of 350 gallons or HOCI per day. This will be shipped out to sites in 5-gallon canisters which will in turn give sites 18 gallons of end product.

This system is in use in the Anchorage and Kenai School Districts as well as the Anchorage Fire Department.

PA System Upgrade: Visiplex PA systems has been installed in the Gambell school, it is operational.

GYM Floors: Due to travel restrictions because of COVID-19 , we have cancelled the GYM floor finish project until such time in the future when restrictions start to ease up.

Annual Fire Inspections: Fire inspections are also on hold due to COVID-19 restrictions. I am in communication with Yukon Fire Inspection to resume the inspections as soon as their schedules allows and restrictions have eased.

Diomede: Yukon Fire engineer and techs visited the site, charged the system, inspected and got it operational.

Personnel: We currently have position openings for a plumber, a carpenter and an electrician. The BSSD Itinerant Mechanic's position was filled recently, along with the administrative assistant's position. Mr. Gary Eckenweiler had recently conducted a nationwide survey and found that the need for plumbers in other states and cities is so high and employers are offering extremely competitive wages (higher than BSSD) as well as bonuses. According BSSD's wage scale, we are much too low in comparison, on the hourly rates. Add to that the fact that BSSD is far removed from any big city locations. All of this considered, the possibility of getting a licensed plumber is not very promising. We feel that the same may also be true for the electrician's position.

Training: We have completing the Safe School Trainings for all maintenance employees. I have also conducted training sessions with a majority of the schools with the exceptions

of few sites remaining. These trainings include: Fuel Spill Response plans, Cleaning Protocols, Equipment Use/Upkeep.

State Fire Inspections: Virtual State Fire inspections are being conducted by the AK State Fire Marshall's office via the ZOOM platform.

H. Facilities

Gary Eckenweiler presented.

This report will highlight the BSSD's Facilities Department's projects from May 2020 through October 2020.

Shishmaref School Renovation/Addition

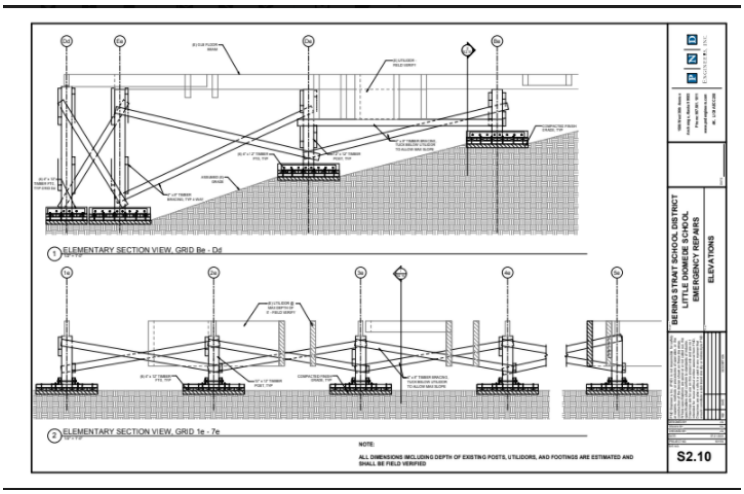
Last January the staff and students moved all the Shishmaref School's operations into the newly expanded and renovated school building. The level of construction completion allowed for the school to be occupied but was far from being complete. Some rooms were unfinished and not ready for occupancy. Much of the building's exterior work hadn't begun. Basically the staff and students endured a second semester of working in an unfinished building. The contractors returned last May and worked though this October. As far as school operations and delivering education, the school building is now complete and fully operational. There are some items that have been deferred to next spring, mainly due to the restrictions COVID-19 created. These items that will be finished later will have no negative effect on the students and staff this year. I'm sure the staff was relieved as the contractors recently pulled out for winter. A fun piece of this project has begun: soliciting artwork for the new school. One half a percent of the project's budget ($69,215) will be spent on permanent art for the school. As we come closer to the end of this project, we can see that we will finish very close to its $17,014,294 budget.

Finishing stages of construction work on the Shishmaref School this fall

Little Diomede's Elementary School Building's Foundation

It was determined that major work needed to be done on Diomede Elementary School building's foundation to ensure the safety of its occupants. We chose not to spend the estimated $2.7 million on a non-guaranteed permanent fix but rather focus efforts on a major safety upgrade to the foundation. Planning for this project began last April and a team developed that includes a geotechnical engineer, a structural engineer, a building leveler and BSSD. All persons in this group have been to Diomede and under the buildings. Engineered plans were developed, materials were purchased and barged to site. The contractor, Level Best, is currently under the elementary building performing the safety upgrade on the foundation. The greatest hurdle was moving some of the foundation

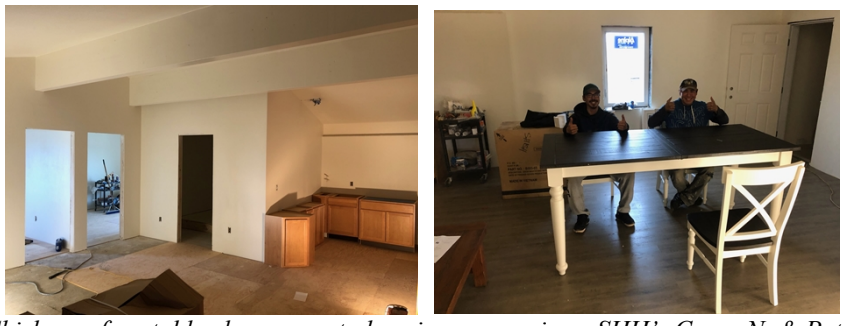
materials, large wood timbers, and other freight to Diomede. We had a large load scheduled to be shipped on an Alaska Logistics barge. This barge did not make the trip and dropped our materials off in Nome in late September, which was too late to find another barge. This put us in a scramble, we were able to find a Nome fishing vessel, the Serpentine Sue, to move our freight, which was 7000 pounds. To date we have spent $16,000 on this project, we have not been invoiced for the fishing vessel freight or the contractors work yet. When finished, the cost will run $70,000 to $80,000. This engineered foundation design is old-school and robust, it is a major safety and durability improvement.



The old-school, robust engineered foundation design

Shishmaref Teacher-Housing Projects

Shishmaref has been very busy for BSSD these past couple of years. Not only has the school renovation/addition project been ongoing but we have also been working through the summer and fall turning three portable classrooms into four teacher housing units. For this project BSSD had two (and at times three) Shishmaref carpenters. We also utilized Melin Mechanical for the plumbing and electrical. Melin Mechanical also assisted in the carpentry work. This project has had its ups and downs and the construction took longer than we anticipated. Although once finished we ended up with four nice housing units that will serve BSSD teachers for decades. Converting portable classrooms into housing has always been very cost-effective. These Shishmaref units are no exception, four housing units for close to $300,000.



The Shishmaref portable classrooms to housing conversions. SHH's Corey N. & Patrick I.

St. Michael Teacher-Housing Repairs and Renovations

This summer, repairs and renovations were made to teacher-housing units in St. Michael. BSSD invested $105,000 into nine housing units. The work included leak repairs, water damage repairs, new flooring, new ceilings, painting, new lighting, building leveling and more. All of these housing units look really good and are in much better condition. Some of this work was long overdue, like replacing 30+ year old carpets. This carpentry work was performed by outside contracted carpenters and a professional building leveler.

Before and after photos

Shaktoolik and Brevig Mission Triplexes

Construction on a teacher-housing triplex in Shaktoolik and a teacher-housing triplex in Brevig Mission began mid-summer. To date both triplexes are completed on their exterior, also the plumbing and electrical is complete with sheet rock currently being installed in the Brevig triplex. The tentative completion date for both these projects is late December of this year. These triplexes are being constructed by Congdon Construction, who was selected through BSSD's procurement process. The funding for these projects is from Alaska Housing Finance Corporation, Denali Commission and BSSD's capitol projects fund. The total budgets are: Shaktoolik $731,888 and Brevig Mission $741,888. BSSD's shares are: Shaktoolik $234,086 and Brevig Mission $346,800.

Shaktoolik triplex

Brevig Mission triplex

I. 1st Quarter Financial

Mark Vink presented.

See Attachment B.

J. Curriculum & Instruction

Carolyn Heflin presented.

Since the September 24, 2020 BSSD Board of Education meeting, the Curriculum and Instruction Department has been working on the following:

-School staff have completed their SafeSchools courses. BSSD uses SafeSchools for state compliance in areas such as child mandated reporting and youth suicide. In addition, BSSD uses SafeSchools for district compliance in areas such as boundary invasion.
-Low risk school designation instructional guidance has been released in core content areas for those schools moving towards "green" with follow-up professional development on Saturdays.
-Saturday PD sessions are being offered on a monthly basis. Staff have the opportunity to attend and receive a $200 stipend and count hours towards a continuing education credit (CEU) that can help with teacher recertification.
-Two virtual English Language Arts and Math national conferences are also being offered to high school teacher in the month of November.
-Grant budgets have been revised and activities modified for the 2020-2021 school year. One exciting resource that will be sent home in November for students in ECE-grade 3 will be the onetab.
-From our SILKAT program, we have one paraprofessional completing her student teaching for the fall semester and one paraprofessional completing her student teaching in the spring semester.

As quarter one comes to a close on October 30, we look forward to continuing our support of student instruction into quarter two.

K. Cultural

Suzzuk presented.

Bilingual/Bicultural Teachers

- Set up in AkPLN through the Teaching Channel
  - sent SWIVLs to record teaching, sharing videos of instruction with peer group
  - Teachers managing to "stay in the language" while instructing
- Voice Thread Trainings
  - Basics – Friday, October 23rd
  - Teaching a second language – Friday, November 6th
- Next class this or next semester – writing (and reading) Inupiaq/Yup'ik

Back to School Readiness Challenge – Hoodies

- 699 students turned in the challenges – Hoodies will read "I came back to school ready"
  - Uteghniimaanga yataaghqengwaaghlunga igaghvigmun. SLI Yupik (142)
  - Utiqtuŋa ilisaaviŋmun paqnaumavluŋa. SP Inupiaq (93)
  - Paqnaumiłuŋa utiqtuŋa ilisaumiktuamun. Qawiaraq (199)
  - Utiqtuŋa naaqqiviŋmun itqanaiyaqłuŋa. Malimiut (88)
  - Upingalua utertua elicarvigmun. Bering Strait Yup'ik (174)
  - English only (4)

- 651 hoodies ordered for family members – "I am my child's first teacher."
  - Taghnughhaghma apeghtughisteksuwhaaqaanga.-SLI Yupik (140)
  - Waŋŋa wiiviilama siuliupłuŋa ilisausrigaaŋa. -SP (118)
  - Uaŋa siuliuŋa ilisautipłuu uiviilaa. – Qawiaraq (171)
  - Uvaŋa sivuliukluŋa ilisautigiga ililġaaġikaga. Malimiut (58)
  - Ciumek eliicaristenguunga mikelnguma tungiinun. Yup'ik (162)
  - English only (3)

BSSD Cultural Integration google site

- Indigenous Peoples Day – October 14th – resources added, highlighted
- Dictionaries, word lists, videos added in Language
- Digital Archives added in Heritage

New and Recurring Initiatives

- SILKAT Art Unit kits prepared for site delivery: beading, drum making art, animal skin drawings, crankies, murals, bird drawings, soap carving, doll making, embellishing clothing, community videos, Elder books, mask making)
- CRESEL Champion Gathering, October 22 (6 planning to attend)
- Data gathering to look at time scheduled (by site and by grade level) for cultural instruction

Shishmaref School Signage (include Inupiaq – here are some examples)

Igamsiqanaghhalek! Quyana cakneq! Quyanaqpak! Taikuu tani! Iliġanamiik! Thank you very much!

L. Student Activities

Brendan Ellis presented.

Cross Country-virtual season, state qualifiers, state meet
Cheerleading—virtual competition, mitigation practice plans
Academic Activities—Academic Decathlon
Schedule Changes—Mis-Six Volleyball, HS Wrestling, HS Basketball
Postponed—Elementary and Middle School Wrestling Tournament
Dates to be Determined—Native Youth Olympics

M. Superintendent's

Dr. Bolen presented.

Program Support

-Fabrication Laboratories

-Majority of sites have some FabLab capabilities.
-New sites will be added this year to include all sites
-Fresh or emerging equipment replenishing existing sites
-Design and Engineering solutions for community problems

-Unmanned Aerial Systems

-Sites continue to explore Drone operation and construction
-Partnerships emerging with local and state entities
-District wide events such as problem-solving in development
-Part 107 FAA Commercial Licensure for students

-Computer Science

-Kano and Piper Computer kits to all sites

-Student Broadcasting

-FaceBook Live streaming from all sites
-Quarterly Broadcast Media Video Newsletter

-Aluminum Boat Fabrication

-Two sites continue with progress toward a completed hull.
-Seeking additional sites to participate

Ed Technology

Ed Tech has continued to move forward with refreshing all certified staff computers, including DO staff. The first batch of configured machines have gone out to the sites and we are waiting for an additional 100 to be delivered to us. Almost all certified computers in the district were 2015 and later. Once staff transition to the new computer, Tech Liaisons will work with the staff member to transfer data to the new computer. Once that has been completed, Tech Liaisons will keep some as spares and send the 2012 and older to the DO.

We are still working on getting all computers joined to the device management system, jamf. There are 8 sites that have not completed this process. The transition will go more quickly once the computer refresh is complete as we are joining the machines before we send them out. This management system will allow us to push software remotely and use local servers to store software downloads to alleviate the strain on the network bandwidth.

We continue to evaluate network hardware (switches, access points, etc.) to develop an upgrade plan using erate funds that have been allocated to BSSD this year.

Plans are to complete all Allworx IP phone implementations. Starting with Wales as their analog phone system stopped working and it is not repairable.

Monthly virtual meetings will be held with Tech Liaisons and the Ed Tech staff to collaborate and discuss issues each site is facing in a more intentional space. Ed Tech and Tech Liaisons will be working on providing Saturday PDs based on site specific feedback.

School Pictures

Postponed due to COVID-19 travel restrictions in villages.

AEC Elections

AEC elections were held on Tuesday, October 6, in ten of our BSSD communities. Two communities didn't hold elections due to COVID-19 precautions.

A virtual AEC training has been scheduled for January 20, 2021 for all interested AEC members. Regional School Board members are welcome to attend as well. Please inform Lisa Haugen or Dr. Bolen if interested to attend. More information regarding logistics and materials will be forthcoming soon.

Transfers

All the vacancies in Gambell were filled recently, and due to the need for a teacher in Koyuk, the long-term substitute stationed in Gambell was relocated to serve the rest of the contract term in the Koyuk Malimiut School.

CHAMPS

Our CHAMPS work continues to show improvements in student engagement since 2015. The percentage of observations in classrooms meeting or exceeding 90% of student Time on Task has risen from 35% to 83% in the first quarter of FY21. The percentage of observations below 80% of student Time on Task has decreased from 38% to 12%. We are showing much higher engaged classrooms.

Special Education:

It has been a different year this year while supporting Special Education programs, teachers and students in a different manner. Our office has been hard at work providing Professional Development in both group and one-on-one settings. We look forward to a number of growth opportunities for our students and staff this year.

Currently, there are approximately 211 students receiving Special Education services. We have 21 Special Education teachers and 1 itinerant Special Educator located throughout our 15 school sites.

We have contracted through SERRC-Alaska's Educational Resource Center in order to provide contracted Occupational Therapy services and School Psychologist services. We also have an Itinerant School Psychologist (Terese Kashi), Itinerant Occupational Therapist (Charity Visser), Itinerant Physical Therapist (Monica Roe), Itinerant Speech Therapist (Sherri Maxwell). This year, we are working with E-Therapy to provide Speech and Language and Occupational Therapy services for Wales, Diomede, and Golovin. Presence Learning is helping to provide Mental Health Counseling services for students who receive those services as part of their IEP or 504 plans.

Our District has been awarded the iHear grant from Norton Sound Economic Development Corporation. The goal of this grant is to improve hearing quality for academic readiness for our BSSD students. We are working closely with Norton Sound Health Corporation Audiology Department on rolling this program out.

We are working closely with Norton Sound Health Corporation to roll out our Child Find vision and hearing screenings in the next few months.

504:

There are 29 students under Section 504 anj)d have a site liaison at each of our 15 sites to help facilitate this process. Continued Professional Development is continuously being provided through online support this year.

EdRising

This year, the focus of Educators Rising efforts will be centered on participation in the State Leadership Conference and Competitions, which is held annually in the beginning of March. Thirteen sites have Educators Rising sponsors. Six signed up for the course offered by the University of Alaska Fairbanks to dig deep into the components of Educators Rising and collaborate with Ed Rising sponsors across the state.

Media

Battle of the Books season has officially begun. We have coaches in fourteen schools. New this year: there will be a coordinator for each grade band (K-2, 3rd/4th, 5th/6th/Middle School/High School) to organize resources and battles. Books have been distributed to sites.

Professional Development

Starting in FY21, certified staff will be able to obtain CEU credits. These credits will help certified staff in renewing their 5 year certification with the state. When staff attend one of the BSSD PD training, they will use the hours of the training to attain a total of 15 hours. Once they have completed 15 hours of training, Tammy Dodd will send out a certificate that shows that you have earned the credit. This is extremely helpful to our staff not only to show how much PD they are receiving each year, but also to assist with getting the required amount of credits needed for certificate renewal.

Below are the PD dates for virtual training through the first semester.

August 10-13	New Teachers Inservice and Leadership (ANC)
August 28	Alaska's Smart Start 2020 Inservice-Electronic
August 31-Sept. 4	All Staff Inservice-Electronic
September 14	First Day of School
October 9	Mid-Quarter 1
October 9-10	Alaska ACTE Virtual Conference
October 10	Saturday PD for Special Educators-Electronic (optional for sped. teachers)
October 11-14	2020 First Alaskans Institute Elders & Youth Conference- Virtual
October 15-16	AFN Annual Convention-Virtual
October 12	Indigenous Peoples Day
October 17	Saturday PD ELA-Rescheduled
October 17	Saturday PD Math - Electronic (optional for 6-12 Math teachers)
October 22-23	EL Education 2020 Virtual Summit (SILKAT LEAD Teachers)
October 23	2:15 pm VOICETHREAD BSSD Webinar (optional all staff)
October 24	Saturday PD Art-Electronic (optional for staff)
October 24	Saturday PD ELA-Electronic (optional for ELA teachers)
October 30	End of Quarter 1
November TBD	Saturday PD Math - Electronic (optional for Math teachers)

November 9-10	NCTM 2020 Virtual Pre-Conference Workshop (middle school math teachers)
November 11-14	NCTM 2020 Virtual Conference (high school math teachers)
November 19-22	2020 NCTE Virtual Annual Convention (high school ELA teachers)
November 21	Saturday PD ELA-Electronic (optional for ELA teachers)
November 21	Saturday PD: SS Case Method Institute (option 6-12 SS)
November 21-22	Electronic Leadership (administrators)
November 25	Mid-Quarter 2
December 4-6	2020 NCSS Virtual Conference (social studies teachers)
December 18	End of Quarter 2

XI. Correspondence

Correspondence was reviewed.

XII. AEC Minutes

The AEC minutes were read.

XIII. Public Comments

Were heard from Carlos Navarro, Annabelle Cunningham, Irene Navarro, and Winfred Olanna, Jr.

XIII. Date, Time, and Location of next Meeting

The next meeting to be held will be on February 4, 2021 Virtual VIA Zoom.

XIV. Adjournment

MOTION:

Winfred Olanna, Jr. made a motion to adjourn at 5:32pm. Jane Kava seconded. Motion carried. Roll Call vote 11 yes.

BERING STRAIT SCHOOL DISTRICT

ANNUAL REPORT

FOR THE YEAR ENDED
JUNE 30, 2020

FY 2020 AUDIT SUMMARY

- LAYOUT OF THE AUDIT
- GOVERNMENT WIDE FINANCIAL STATEMENTS

ACTION RECOMMENDED:

A MOTION TO APPROVE THE FY 2020 AUDIT REPORT AS PRESENTED.

LAYOUT OF THE FINANCIAL STATEMENT

- INTRODUCTORY SECTION
- FINANCIAL SECTION
  - Independent Auditor's Report
  - Basic Financial Statements
  - Additional Supplementary Information
  - Compliance Section

Bering Strait School District
Management Discussion and Analysis
Year Ended June 30, 2019

This section of Bering Strait School District's annual financial report presents its discussion and analysis of the District's financial performance during the fiscal year ended June 30, 2019. Please read it in conjunction with the District's financial statements, which immediately follow this section.

Financial Highlights

- The assets and deferred outflows of resources of the Bering Strait School District exceeded its liabilities and deferred inflows of resources at the end of the fiscal year by $190,496,841 in FY20 compared to $173,228,362 in FY19 (net position). This increase of $17,268,479 is a result of a decrease in unfunded net pension liability along with an increase in Long-term assets..
- In total, net position increased by $ 17,268,479 compared to a prior year increase of $5,718,542. This increase is the result of the decrease in unfunded net pension liability and an increase in Long-term assets. All activities in this district are governmental activities. There were no business activities in 2020 or 2019.
- Total general revenues accounted for $63,032,655(73 percent) of all revenues in FY18, compared to $68,350,308 (80 percent) in FY19. This decrease is primarily due to decreases in unrestricted grants. Charges for services accounted for $ 1,478,250 in FY20 and $1,588,187 in FY19, which is approximately 2 percent of total revenues. Program specific revenues in the form of grants and contributions accounted for $9,727,576, or 11 percent of total revenues of $86,138,267 in FY20. Program specific revenues in the form of grants and contributions accounted for $9,195,639, or 12 percent of total revenues of $75,601,286 in FY19.

BERING STRAIT SCHOOL DISTRICT

Statement of Net Position

June 30, 2020

		Governmental Activities
Assets and Deferred Outflows of Resources		
Current assets:		
Cash and cash equivalents	$	12,868,677
Investments		33,665,033
Receivables		7,569,932
Inventory		1,865,002
Prepaid items		1,412,577
Total current assets		57,571,221
Non-current assets:		
Capital assets:		
Nondepreciable		22,640,138
Depreciable		268,521,668
Accumulated depreciation		(120,048,222)
Other post employment benefit assets		1,548,292
Total non-current assets		170,661,776
Deferred outflows of resources:		
Pension and OPEB deferrals		4,395,172
Total assets and deferred outflows of resources	$	232,628,169
Liabilities, Deferred Inflows of Resources, and Net Position		
Current:		
Accounts payable		1,347,630
Accrued payroll liabilities		3,852,368
Unearned revenue		1,037,249
Total current liabilities		6,237,137
Long-term:		
Future service contribution		1,332,500
Net pension and OPEB liabilities		30,518,757
Total long-term liabilities		31,851,257
Deferred inflows of resources:		
Pension and OPEB deferrals		4,042,934
Total liabilities and deferred inflows of resources		42,131,328
Net Position		
Net investment in capital assets		169,113,484
Unrestricted		21,383,357
Total net position	$	190,496,841

Condensed Statement of Net Position		
Governmental Activities		
	2020	2019
Assets and deferred outflows of resources		
Current assets	$ 57,571,221	55,777,341
Long-term assets	170,661,776	162,276,312
Deferred outflows of resources	4,395,172	6,949,112
Total assets and deferred outflows of resources	$ 232,628,169	225,002,765
Liabilities and deferred inflows of resources		
Current liabilities	6,237,137	8,554,556
Long-term liabilities	31,851,257	39,950,114
Deferred inflows of resources	4,042,934	3,269,733
Total liabilities and deferred inflows of resources	$ 42,131,328	51,774,403
Net Position		
Investment in capital assets	169,113,484	162,276,312
Restricted	0	388,143
Unrestricted	21,383,357	10,563,907
Total net position	$ 190,496,841	173,228,362

	Change in Net Position	
	2020	2019
Revenues:		
Program revenues:		
Charges for services	$ 1,478,250	1,588,187
Operating grants and contributions	9,727,576	9,195,639
Capital grants and contributions	12,046,814	2,045,431
General revenues:		
Investment earnings	2,354,888	1,888,431
E-rate revenue	6,057,934	5,407,056
Unrestricted grants	59,963,833	55,086,844
Miscellaneous	566,896	389,698
Total revenues	$ 86,138,267	75,601,286

	Change in Net Position	
	2020	2019
Expenses:		
Governmental activities:		
Instruction	$ 31,480,115	38,255,665
Special education instruction	2,852,806	4,129,283
Special education support services – students	529,595	508,442
Support services – students	627,194	593,571
Support services – instruction	7,337,103	6,654,337
School administration	1,114,367	1,742,337
School administration support services	281,505	345,676
District administration	776,991	933,058
District administration support services	1,382,117	1,694,629
Operation and maintenance of plant	10,244,125	9,954,037
Pupil transportation	0	3,517
Food service	3,255,767	2,941,280
Student activities	1,958,105	2,136,812
Total expenses	$ 70,205,298	69,892,644
Increase (decrease) in net position	17,268,479	5,708,642
Net position – beginning of year	173,228,362	167,519,720
Net position – end of year	$ 190,496,841	173,228,362

BERING STRAIT SCHOOL DISTRICT

Statement of Revenues, Expenditures, and Changes in Fund Balances (Deficit) - Governmental Funds

Year Ended June 30, 2020

	General (School Operating) Fund	District Projects Capital Project Fund	New Facilities Construction Capital Project Fund	Other Governmental Funds	Total Governmental Funds
Revenues:					
Local sources:					
Charges for services	$ 1,413,697	-	-	64,563	1,478,260
Earnings on investments	2,354,668	-	-	-	2,354,668
E-rate	6,057,934	-	-	-	6,057,934
Donations	-	-	-	482,704	482,704
Other	113,978	3,600	-	449,118	566,696
Intergovernmental:					
State of Alaska	36,679,930	470,416	12,048,814	1,683,679	49,780,738
Federal sources	17,512,338	343,326	-	7,581,193	25,436,857
Total revenues	63,032,655	817,541	12,048,814	10,241,257	86,138,267
Expenditures:					
Current:					
Instruction	25,868,685	-	-	7,310,378	33,179,343
Special education instruction	3,543,047	-	-	604,875	4,147,922
Special education - services - students	603,669	-	-	-	603,669
Support services - students	669,371	-	-	-	669,371
Support services - instruction	7,609,020	-	-	-	7,609,020
School administration	1,763,920	-	-	-	1,763,920
School administration support services	380,480	-	-	-	380,480
District administration	660,485	-	-	-	660,485
District administration support services	1,516,200	-	-	276,317	1,793,517
Operation and maintenance of plant	11,294,457	-	-	-	11,294,457
Student activities	2,149,692	-	-	-	2,149,692
Food services	-	-	-	3,248,002	3,248,002
Construction and Facilities Acquisition	-	1,740,654	12,292,667	-	14,033,321
Debt service:					
Principal	-	-	-	387,000	387,000
Total expenditures	56,281,256	1,740,654	12,292,667	11,823,572	82,138,129
Excess (deficiency) of revenues over expenditures	6,751,419	(923,113)	(245,853)	(1,582,315)	4,000,138
Other financing sources (uses):					
Transfers in	-	3,306,326	245,853	1,192,213	4,744,392
Transfers out	(4,744,392)	-	-	-	(4,744,392)
Net other financing sources (uses)	(4,744,392)	3,306,326	245,853	1,192,213	-
Net change in fund balances	2,007,027	2,383,213	-	(390,102)	4,000,138
Fund balances (deficit), beginning of year	21,325,302	21,182,093	(326,929)	3,940,407	46,121,873
Fund balances (deficit), end of year	$ 23,332,329	23,565,306	(326,929)	3,550,305	50,122,011

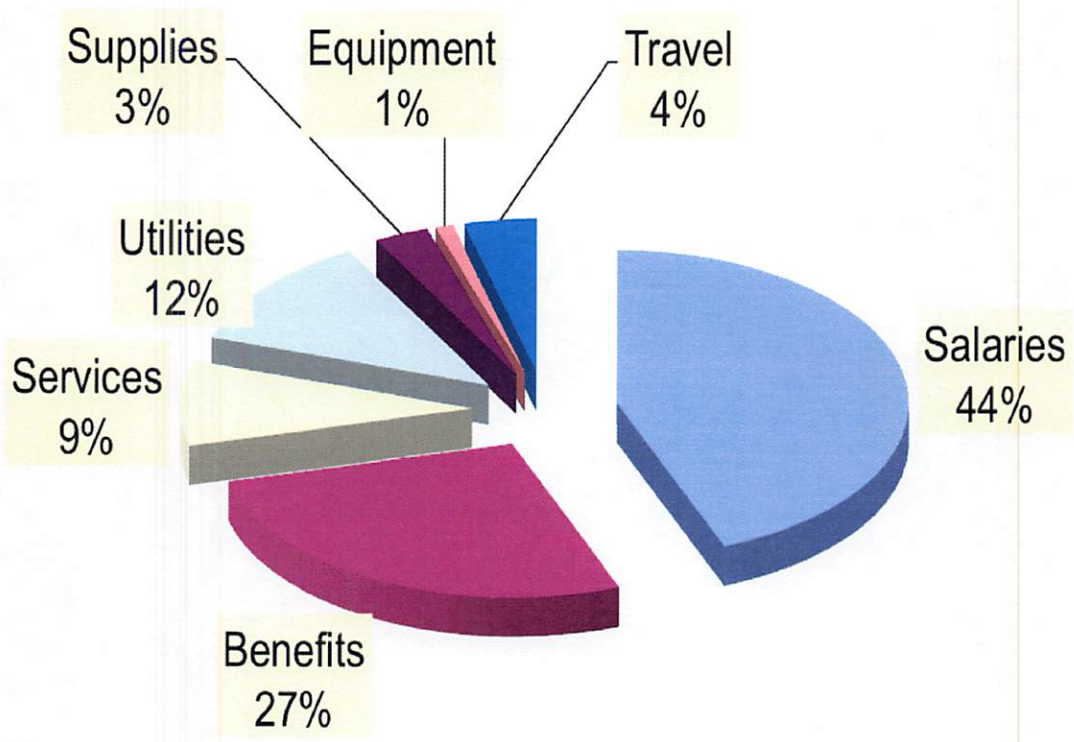
BERING STRAIT SCHOOL DISTRICT

Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual - General (School Operating) Fund

Year Ended June 30, 2020

	General (School Operating) Fund			
	Budgeted Amounts		Actual Amounts	Variance with Final Budget- Positive (Negative)
	Original	Final		
Revenues:				
Local sources:				
Charges for services	$ 1,700,000	1,550,000	1,413,687	(136,313)
Earnings on investments	650,000	650,000	2,354,888	1,704,888
E-rate	5,720,000	5,720,000	6,057,934	337,934
Other	-	-	113,978	113,978
Intergovernmental:				
State of Alaska	31,016,583	31,250,235	35,579,630	4,329,595
Federal sources	19,383,672	19,000,000	17,512,338	(1,487,662)
Total revenues	58,470,235	58,170,235	63,032,655	4,862,420
Expenditures:				
Current:				
Instruction	25,158,824	24,205,857	25,688,965	(1,683,108)
Special education instruction	3,695,241	3,695,555	3,843,047	152,508
Special education support services - students	1,010,181	585,600	603,669	(18,069)
Support services - students	1,009,814	914,040	689,371	224,669
Support services - instruction	7,409,473	7,510,260	7,609,020	(98,760)
School administration	1,934,245	1,955,700	1,753,920	201,780
School administration support services	375,575	409,715	390,490	19,225
District administration	930,431	955,760	860,465	95,295
District administration support services	1,520,577	1,832,200	1,518,200	314,000
Operation and maintenance of plant	11,727,144	12,268,700	11,294,457	974,243
Student activities	1,931,674	1,831,750	2,149,632	(317,882)
Total expenditures	56,601,149	56,166,127	56,281,236	(116,109)
Excess of revenues over expenditures	1,869,086	2,005,108	6,751,419	4,746,311
Other financing (uses):				
Transfers (out)	(1,850,000)	(4,744,392)	(4,744,392)	-
Net change in fund balance	$ 19,086	(2,739,284)	2,007,027	4,746,311
Fund balance, beginning of year			21,325,302	
Fund balance, end of year			$ 23,332,329	

GENERAL FUND EXPENDITURES BY OBJECT



Action Recommended:

A motion to approve the FY 2020 Audit Report as presented.

BERING STRAIT SCHOOL DISTRICT

General (School Operating) Fund Budget
For the Three Months ended September 30, 2020

	FY2021 BUDGET	FY2021 ACTUAL	PERCENT of TOTAL
REVENUES			
Foundation revenue	27,296,817	7,707,834	28%
Federal Impact Aid	19,000,000	0	0%
TRS/PERS on behalf	2,955,000	738,750	25%
Rental Income	1,550,000	269,577	17%
Investment earnings	550,000	152,337	28%
Federal SLC (Internet subsidy)	5,720,000	1,430,000	25%
Other state and local revenue	300,000	0	0%
Medicaid and other	300,000	0	0%
Total revenues	57,671,817	10,298,498	18%
EXPENDITURES			
Teachers salaries	13,145,402	2,241,237	17%
Classified salaries	7,525,823	912,157	12%
Principal & managerial salaries	3,853,910	664,215	17%
Substitute salaries	474,810	19,380	4%
Employee benefits	13,402,567	2,027,095	15%
Sub-total personnel	38,402,512	5,864,084	15%
Audit services	70,000	0	0%
Communications	6,256,952	1,512,924	24%
Equipment	300,000	1,198	0%
Equipment- maintenance	275,000	10,992	4%
Insurance	900,000	1,098,042	122%
Legal services	80,000	14,132	18%
Other professional services	361,000	34,900	10%
Other purchased services	680,000	58,401	9%
Rentals	28,000	9,975	36%
Stipends	132,000	19,000	14%
Supplies - instruction	975,000	297,321	30%
Supplies - maintenance	750,000	64,027	9%
Travel	2,000,500	123,711	6%
Utilities - electricity	2,300,000	242,655	11%
Utilities - heating fuel	1,500,000	349,956	23%
Water/sewer/other utilities	900,000	82,370	9%
Other expenses	300,000	42,464	14%
Subtotal non-personnel	17,808,452	3,962,068	22%
Transfer to other funds	1,450,000	0	0%
Total transfers	1,450,000	0	0%
Total expenditures	57,660,964	9,826,152	17%
Excess/(deficiency) of revenues over expenditures	10,853	472,346	

BERING STRAIT SCHOOL DISTRICT
QUARTERLY FINANCIAL STATEMENTS
FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2020

REVENUES AND EXPENDITURES - ALL FUNDS

REVENUES		
STATE FOUNDATION	$	7,707,834
FEDERAL IMPACT AID		0
TRS/PERS ON BEHALF		738,750
CAPITAL PROJECTS		0
SPECIAL REVENUE FUNDS		159,197
RENTAL INCOME		269,577
INTEREST INCOME		152,337
FEDERAL SLC SUBSIDY		1,430,000
TRAVEL DEPARTMENT REVENUE		98,423
LOCAL and OTHER REVENUES		0
TOTAL REVENUES		10,556,118
EXPENDITURES		
SALARIES		4,418,051
FRINGE BENEFITS		1,181,707
PROFESSIONAL SERVICES		87,337
COMMUNICATIONS		93,956
INSURANCE		1,098,042
TRAVEL & STIPENDS		300,618
UTILITIES		677,160
RENTALS & OTHER SERVICES		103,099
TEACHING SUPPLIES		439,183
MAINTENANCE SUPPLIES		264,964
FOOD SERVICE SUPPLIES		748,090
EQUIPMENT		57,689
BUILDINGS & IMPROVEMENTS		2,021,056
OTHER EXPENSES		60,662
TOTAL EXPENDITURES		11,551,614
EXCESS OF REVENUES OVER EXPENDITURES	$	(995,496)

BERING STRAIT SCHOOL DISTRICT
QUARTERLY FINANCIAL STATEMENTS
September 30, 2020

BALANCE SHEET - ALL FUNDS

ASSETS		
CASH & INVESTMENTS	$	46,456,464
ACCOUNTS RECEIVABLE		283,484
INVENTORY		1,855,002
OTHER ASSETS		3,929,807
TOTAL ASSETS	$	52,524,757

LIABILITIES AND FUND BALANCE		
ACCOUNTS PAYABLE	$	80,327
ACCRUED PAYROLL AND LIABILITIES		2,637,851
FUND BALANCE		49,806,579
TOTAL LIABILITIES AND FUND BALA	$	52,524,757

BERING STRAIT SCHOOL DISTRICT
INVESTMENT ANALYSIS REPORT
30-Sep-20

INTEREST INCOME EARNED AS OF 9/30/20		$ 152,337.42
DAILY AVERAGE FOR 91 DAYS		$ 1,674.04

CURRENT INVESTMENTS

MATURITY DATE	DOCUMENT	INTEREST RATE	PRINCIPAL
OPEN	Wells Money Market	Variable	574,315.00
8/15/21	US Treasury Bill	Variable	915,678.00
8/31/21	US Treasury Bill	Variable	86,451.00
11/15/21	US Treasury Bill	Variable	412,280.00
12/31/21	US Treasury Bill	Variable	102,477.00
1/31/22	US Treasury Bill	Variable	1,018,200.00
1/31/22	US Treasury Bill	Variable	511,640.00
3/31/22	US Treasury Bill	Variable	1,280,375.00
7/15/22	US Treasury Bill	Variable	1,029,060.00
9/30/22	US Treasury Bill	Variable	2,198,971.00
11/15/22	US Treasury Bill	Variable	515,780.00
2/28/23	US Treasury Bill	Variable	741,944.00
8/15/23	US Treasury Bill	Variable	69,373.00
8/15/24	US Treasury Bill	Variable	69,373.00
3/31/24	US Treasury Bill	Variable	533,865.00
8/15/24	US Treasury Bill	Variable	623,179.00
8/31/24	US Treasury Bill	Variable	2,210,124.00
2/15/25	US Treasury Bill	Variable	1,076,600.00
12/31/25	US Treasury Bill	Variable	448,392.00
1/31/26	US Treasury Bill	Variable	280,625.00
2/28/26	US Treasury Bill	Variable	1,396,537.00
11/15/26	US Treasury Bill	Variable	576,371.00
2/15/27	US Treasury Bill	Variable	837,480.00
5/31/27	US Treasury Bill	Variable	301,290.00
8/15/27	US Treasury Bill	Variable	392,644.00
11/15/27	US Treasury Bill	Variable	635,450.00
8/15/28	US Treasury Bill	Variable	472,392.00
11/15/28	US Treasury Bill	Variable	301,290.00
2/15/29	US Treasury Bill	Variable	1,460,650.00
5/15/29	US Treasury Bill	Variable	402,895.00
8/15/29	US Treasury Bill	Variable	326,718.00
5/15/30	US Treasury Bill	Variable	897,327.00
12/24/24	FHLMC Bond	Variable	524,559.00
4/14/25	FHLMC Bond	Variable	503,790.00
8/27/25	FHLMC Bond	Variable	324,759.00
9/12/25	FHLMC Bond	Variable	1,414,462.00
4/1/26	FHLMC Bond	Variable	26,746.00
3/12/27	FHLMC Bond	Variable	346,560.00
11/1/28	FHLMC Bond	Variable	285,906.00
12/1/30	FNIC Bond	Variable	200,533.00
5/1/31	FNIC Bond	Variable	278,875.00
5/1/38	FNMA Bond	Variable	4,533.00
2/1/39	FHLMC Bond	Variable	298,292.00
Various	Corporate obligations	Variable	7,412,047.00
	TOTAL INVESTMENTS		34,320,808.00
	CASH BALANCE		12,135,655.87
	TOTAL CASH AND INVESTMENTS		$ 46,456,463.87

CORPORATE OBLIGATION DETAIL

30-Sep-20

CURRENT INVESTMENTS

MATURITY DATE	DOCUMENT	INTEREST RATE	PRINCIPAL
6/15/23	AFLAC	Variable	325,419.00
5/5/21	American Express Credit	Variable	429,237.00
4/13/28	Anheuser-Busch	Variable	289,682.00
10/1/25	Applied Materials	Variable	286,722.00
3/15/23	Avalonbay comm	Variable	314,022.00
1/11/23	Bank of America	Variable	451,133.00
8/16/23	Bank of NY	Variable	393,311.00
1/12/26	Citigroup	Variable	336,180.00
12/15/21	General Mills	Variable	513,220.00
3/1/22	Gilead Sciences	Variable	305,895.00
11/15/29	Intel	Variable	272,185.00
2/1/24	JP Morgan	Variable	413,704.00
2/1/25	Kimco Realty	Variable	377,982.00
5/3/27	Lowes	Variable	278,767.00
4/10/24	Metlife	Variable	276,100.00
7/28/21	Morgan Stanley	Variable	312,555.00
5/25/24	Prudential	Variable	387,502.00
6/12/25	Reynolds American	Variable	281,335.00
3/1/23	Starbucks Corp	Variable	317,769.00
3/15/22	Unitedhealth Group	Variable	386,370.00
9/9/24	Wells Fargo	Variable	462,957.00
	TOTAL CORPORATE OBLIGATIONS		$ 7,412,047.00

BERING STRAIT SCHOOL DISTRICT
Personnel Action Items
February 4, 2020

Classified Employees for Permanent Status

Superintendent Bolen recommends the following Classified employees for permanent status:

SITE:	*NAME:*	*POSITION:*
Brevig Mission	Daniel Humphrey	CTE Educational Aide
Brevig Mission	Ida Rock	Cook
Elim	May Aukon	CTE Educational Aide
Savoonga	Jacob Olanna	Custodian
Shaktoolik	Clarice Hardy	Educational Aide
Shaktoolik	Desiree Rock	Special Education Aide 1:1
Shishmaref	Sharla Iyatunguk	Special Education Aide 1:1
St. Michael	Jerrine Ambrose	Educational Aide
St. Michael	Dara Lockwood	Special Education Aide
Stebbins	Grace Atchak	Educational Aide
Stebbins	Louis Dan	Educational Aide
Stebbins	John Evan	Educational Aide
Stebbins	Shea Matthias	Special Education Aide
Stebbins	Bridgette Wongittilin	Special Education Aide 1:1
Teller	Raymond Kunnuk	Custodian
Unalakleet	Elizabeth Ivanoff	Special Education Aide
Wales	Colleen Olanna	Secretary
Wales	Sean Komonaseak, Sr.	Cook

MOTION REQUESTED: Motion to appoint aforementioned staff to permanent status as Classified Employees for the Bering Strait School District.

Classified Employees for Probationary Status

Superintendent Bolen recommends the following Classified employees for probationary status:

SITE:	*NAME:*	*POSITION:*
Gambell	Sandy Apassingok	Special Education Aide
Gambell	Orlin Booshu, Sr.	Special Education Aide
Koyuk	Luann Charles	Educational Aide
Koyuk	Jacob Hannon	Maintenance/Custodian
Teller	Jeri Okbaok	Educational Aide
Unalakleet	Kailyn Haugen	Educational Aide

MOTION REQUESTED: Motion to appoint aforementioned staff to probationary status as Classified Employees for the Bering Strait School District.

Certificated Employees Recommended for Personnel Action

Superintendent Bolen recommends employment for the following individuals as professional staff members in the Bering Strait School District for the 2020-2021 school year.

SITE:	*NAME:*	*POSITION:*
Diomede	Mabel Pilapel	Teacher
Teller	Glory Ann Gregorio	Teacher

MOTION REQUESTED: Motion to hire aforementioned staff for the 2020-2021 school year in the Bering Strait School District.

Certified Long-term Substitutes Recommended for Hire

Superintendent Bolen recommends employment for the following individuals as professional staff members in the Bering Strait School District for the 2020-2021 school year.

SITE:	*NAME:*	*POSITION:*
Gambell	Dolly Adams	Special Education Training
Teller	Scott Wingfield	Teacher

MOTION REQUESTED: Motion to hire aforementioned staff for the 2020-2021 school year in the Bering Strait School District.

DISTRICT OFFICE
BERING STRAIT SCHOOL DISTRICT
P.O. BOX 225
UNALAKLEET, AK 99684
(907) 624-3611

Memorandum

To:	Bering Strait School Board	**From:**	Kristoffer Busk
Re:	Bilingual/Bicultural Proposal	**Date:**	February 4, 2021

Teaching local culture, heritage, and traditional values is the primary responsibility of positions coded to Bilingual/Bicultural. Involving students in documenting, publishing, and archiving local culture and history (past and present) would fit best with the Bilingual/Bicultural programs. *(Goal 2 of the 2016-2021 Strategic Plan relating to promoting and supporting cultural heritage.)*

Of the 15 schools in the district, 9 sites have at least one full-time position dedicated to teaching the local heritage language and/or culture. Diomede, Wales and White Mountain each do not have a position. Golovin has a 5-hour position which, if increased to 6.5 hours, will allow all students to receive cultural instruction and will provide benefits to the employee.

Even when creating a district framework curriculum and materials development, each village has its own unique history, culture, and language with large variance between the 15 schools in the district. Time and resources need to be created or adapted for local relevance.

Diomede, Wales and White Mountain each are the primary site of a unique dialect of Inupiaq: Iŋaliq, Kiŋikmiut, and Iġałuik, respectively. Each language is classified as an endangered language, with diminishing numbers of fluent speakers and no children currently speaking any of the languages. Without intense and urgent efforts to revitalize the languages of each dialect, they will be extinct within the next 20 years.

Comprehensive plans relating to instructional support training have already begun, particularly in overall instructional delivery and in increasing the Inupiaq and Yup'ik language instruction. Curriculum support will soon be incorporated.

In order to serve all students in the district, we need at least one staff member dedicated to Bilingual/Bicultural at every site.

Each Bilingual/Bicultural employee will be required to create all of their instructional materials, as we cannot simply search for an Iŋaliq Inupiaq curriculum, for example. Therefore, a full-time position is necessary even in sites with a small student population.

ACTION NEEDED:

A recommendation from the School Board to approve the addition of two full-time Bilingual/Bicultural positions in Wales and White Mountain, reclassify the Indian Ed Aide position to Bilingual/Bicultural in Diomede, and add 1.5 hours to the Bilingual/Bicultural position in Golovin in the total amount of $110,000 per calendar year.

DISTRICT OFFICE
BERING STRAIT SCHOOL DISTRICT
P.O. BOX 225
UNALAKLEET, AK 99684
(907) 624-3611

To: Bering Strait School Board **From:** Kris Busk, Director of HR

Re: FY22 Classified Staffing Proposal **Date:** February 4, 2021

The process for developing a staffing proposal for classified employees includes several activities. Principals and AEC's complete site surveys and offer staffing suggestions. District Office staff members are consulted about program needs and availability. State and Federal funds and strategic plan directives are considered.

Please see the attached sheets.

ACTION NEEDED:

A recommendation from the School Board to approve the FY22 Classified Staffing proposal as presented.

District Office

FY21 Current			FY22 Proposed		
Title	**Hrs**	**Days**	**Title**	**Hrs**	**Days**
Accountant	7.5	245	Accountant	7.5	245
Accts Pay Clerk	7.5	245	Accts Pay Clerk	7.5	245
Boiler Operator Apprentice	7.5	260	Boiler Operator Apprentice	7.5	260
Custodian	7.5	225	Custodian	7.5	225
Ed Tech Specialist	7.5	200	Ed Tech Specialist	7.5	200
Electrician Apprentice	7.5	260	Electrician Apprentice	7.5	260
Invent/Prev/Maint	7.5	225	Invent/Prev/Maint	7.5	225
Itin Lic Journeyman - Boiler Operator	7.5	260	Itin Lic Journeyman - Boiler Operator	7.5	260
Itin Lic Journeyman - Electrician	7.5	260	Itin Lic Journeyman - Electrician	7.5	260
Itin Lic Journeyman - Plumber	7.5	260	Itin Lic Journeyman - Plumber	7.5	260
Itin Skilled Trades	7.5	250	Itin Skilled Trades	7.5	250
Itin Skilled Trades	7.5	260	Itin Skilled Trades	7.5	260
Itin Skilled Trades - Carpenter	7.5	260	Itin Skilled Trades - Carpenter	7.5	260
Itin Skilled Trades - Carpenter	7.5	260	Itin Skilled Trades - Carpenter	7.5	260
Itin Skilled Trades - Mechanic	7.5	260	Itin Skilled Trades - Mechanic	7.5	260
Itin Trade Helper	7.5	225	Itin Trade Helper	7.5	225
Itin Trade Helper	7.5	260	Itin Trade Helper	7.5	260
Itin Trade Helper	7.5	260	Itin Trade Helper	7.5	260
Payroll Clerk	7.5	250	Payroll Clerk	7.5	250
Purchasing Agent	7.5	215	Purchasing Agent	7.5	215
Secretary - Activities	7.0	215	Secretary - Activities	7.0	215
Secretary - Maintenance	7.5	245	Secretary - Maintenance	7.5	245
Secretary - Migrant	7.0	215	Secretary - Migrant	7.0	215
Secretary - Media	7.0	180	Secretary - Media	7.0	180
Secretary - Special Education	7.5	215	Secretary - Special Education	7.5	215
Secretary - Executive	7.5	215	Secretary - Executive	7.5	215
Secretary - Ed Tech	7.0	215	Secretary - Ed Tech	7.0	215

Request(s):
No change

Brevig Mission

FY21 Current

Title	Hrs	Days
Comm Rec Supervisor	4.0	165
Cook I	5.5	181
Cook I	2.0	180
Custodian	7.5	230
Custodian	4.0	220
Ed Aide	5.5	180
Ed Aide	6.5	180
Ed Aide	6.0	180
Ed Aide B/B	6.5	180
Ed Aide CTE	6.5	180
Ed Aide Ind. Ed	6.5	180
Ed Aide Media	6.0	180
Ed Aide Migrant/Title 1	6.5	180
Ed Aide Spec Ed	6.5	180
Ed Aide Spec Ed	6.5	180
Ed Aide Spec Ed	6.5	180
Ed Aide Spec Ed	5.75	180
Ed Aide Spec Ed	6.5	180
Head Cook	6.5	181
Maint/Cust	7.5	230
Secretary	7.25	180

FY22 Proposed

Title	Hrs	Days
Comm Rec Supervisor	4.0	165
Cook I	5.5	181
Cook I	4.0	180
Custodian	7.5	230
Custodian	4.0	220
Ed Aide	5.5	180
Ed Aide	6.5	180
Ed Aide	6.0	180
Ed Aide B/B	6.5	180
Ed Aide CTE	6.5	180
Ed Aide Ind. Ed	6.5	180
Ed Aide Media	6.0	180
Ed Aide Migrant/Title 1	6.5	180
Ed Aide Spec Ed	6.5	180
Ed Aide Spec Ed	6.5	180
Ed Aide Spec Ed	6.5	180
Ed Aide Spec Ed	5.75	180
Ed Aide Spec Ed	6.5	180
Head Cook	6.5	181
Maint/Cust	7.5	230
Secretary	7.25	180

Request(s):
Dishwasher from 2 to 4 hrs

Diomede

FY21 Current

Title	Hrs	Days
Comm Rec Supervisor	4.0	165
Custodian	6.5	180
Ed Aide	6.5	180
Ed Aide Ind. Ed	6.5	180
Ed Aide Spec Ed	4.0	180
Head Cook	8.0	181
Maint/Cust	7.5	230
Secretary/Ed Aide	6.5	180

FY22 Proposed

Title	Hrs	Days
Comm Rec Supervisor	4.0	165
Custodian	6.5	180
Ed Aide	6.5	180
Ed Aide B/B	6.5	180
Ed Aide Spec Ed	4.0	180
Head Cook	8.0	181
Maint/Cust	7.5	230
Secretary/Ed Aide	6.5	180

Request(s):

Re-classify Indian Ed to Biligual/Bicultural

Elim

FY21 Current

Title	Hrs	Days
Comm Rec Supervisor	4.0	165
Cook I	6.0	181
Custodian	4.0	180
Custodian	7.5	230
Ed Aide	6.5	180
Ed Aide B/B	6.5	180
Ed Aide CTE	4.0	180
Ed Aide Ind. Ed	6.5	180
Ed Aide Migrant/Title 1	6.5	180
Ed Aide Spec Ed	6.5	180
Head Cook	6.0	181
Maint/Cust	7.5	230
Secretary	7.0	180
Secretary/Media	2.0	180

FY22 Proposed

Title	Hrs	Days
Comm Rec Supervisor	4.0	165
Cook I	6.0	181
Custodian	4.0	180
Custodian	7.5	230
Ed Aide	6.5	180
Ed Aide B/B	6.5	180
Ed Aide CTE	4.0	180
Ed Aide Ind. Ed	6.5	180
Ed Aide Migrant/Title 1	6.5	180
Ed Aide Spec Ed	6.5	180
Head Cook	6.0	181
Maint/Cust	7.5	230
Secretary	7.0	180
Secretary/Media	2.0	180

Request(s):

No change

Gambell

FY21 Current			FY22 Proposed		
Title	**Hrs**	**Days**	**Title**	**Hrs**	**Days**
Comm Rec Supervisor	4.0	165	Comm Rec Supervisor	4.0	165
Cook I	6.5	181	Cook I	6.5	181
Cook I	6.5	181	Cook I	6.5	181
Custodian	7.5	220	Custodian	7.5	220
Custodian	7.5	220	Custodian	7.5	220
Ed Aide	6.5	180	Ed Aide	6.5	180
Ed Aide	6.5	180	Ed Aide	6.5	180
Ed Aide	6.5	180	Ed Aide	6.5	180
Ed Aide B/B	7.5	180	Ed Aide B/B	7.5	180
Ed Aide B/B	6.5	180	Ed Aide B/B	6.5	180
Ed Aide B/B	6.5	182	Ed Aide B/B	6.5	182
Ed Aide B/B	6.5	180	Ed Aide B/B	6.5	180
Ed Aide Ind. Ed	6.5	180	Ed Aide Ind. Ed	6.5	180
Ed Aide Migrant/Title 1	5.0	180	Ed Aide Migrant/Title 1	5.0	180
Ed Aide Spec Ed	6.5	180	Ed Aide Spec Ed	6.5	180
Ed Aide Spec Ed	4.0	180	Ed Aide Spec Ed	4.0	180
Ed Aide Spec Ed	6.5	180	Ed Aide Spec Ed	6.5	180
Ed Aide Spec Ed	6.5	180	Ed Aide Spec Ed	6.5	180
Ed Aide Spec Ed	6.5	180	Ed Aide Spec Ed	6.5	180
Head Cook	7.0	181	Head Cook	7.0	181
LRE	6.5	182	LRE	6.5	182
Maint/Cust	7.5	230	Maint/Cust	7.5	230
Secretary	7.5	180	Secretary	7.5	180
Secretary/B/B	6.5	180	Secretary/B/B	6.5	180
Secretary/Media	6.75	180	Secretary/Media	6.75	180

Request(s):

No change

Golovin

FY21 Current

Title	Hrs	Days
Comm Rec Supervisor	4.0	165
Cook I	3.5	181
Custodian	7.5	230
Ed Aide	6.5	180
Ed Aide CTE	5.0	180
Ed Aide Ind. Ed	6.5	180
Ed Aide Migrant/Title 1	6.5	180
Ed Aide Spec Ed	6.5	180
Head Cook	6.0	181
LRE	5.0	182
Maint/Cust	7.5	230
Secretary	6.0	180

FY22 Proposed

Title	Hrs	Days
Comm Rec Supervisor	4.0	165
Cook I	3.5	181
Custodian	7.5	230
Ed Aide	6.5	180
Ed Aide CTE	5.0	180
Ed Aide Ind. Ed	6.5	180
Ed Aide Migrant/Title 1	6.5	180
Ed Aide Spec Ed	6.5	180
Head Cook	6.0	181
LRE	6.5	182
Maint/Cust	7.5	230
Secretary	6.0	180

Request(s):

Bilingual/Bicultural + 1.5

Koyuk

FY21 Current

Title	Hrs	Days
Comm Rec Supervisor	4.0	165
Cook I	6.5	181
Custodian	4.0	180
Custodian	7.5	180
Ed Aide B/B	6.0	180
Ed Aide Ind. Ed	7.0	180
Ed Aide Migrant/Title 1	6.0	180
Ed Aide Spec Ed	6.5	180
Ed Aide Spec Ed	6.5	180
Ed Aide Spec Ed	7.0	180
Ed Aide Spec Ed	7.5	180
Head Cook	7.0	181
Maint/Cust	7.5	230
Media Clerk	7.5	180
Secretary	6.5	180

FY22 Proposed

Title	Hrs	Days
Comm Rec Supervisor	4.0	165
Cook I	6.5	181
Custodian	4.0	180
Custodian	7.5	180
Ed Aide B/B	6.0	180
Ed Aide Ind. Ed	7.0	180
Ed Aide Migrant/Title 1	6.0	180
Ed Aide Spec Ed	6.5	180
Ed Aide Spec Ed	6.5	180
Ed Aide Spec Ed	7.0	180
Ed Aide Spec Ed	7.5	180
Head Cook	7.0	181
Maint/Cust	7.5	230
Media Clerk	7.5	180
Secretary	6.5	180

Request(s):

No change

Savoonga

FY21 Current			FY22 Proposed		
Title	**Hrs**	**Days**	**Title**	**Hrs**	**Days**
Comm Rec Supervisor	4.0	165	Comm Rec Supervisor	4.0	165
Cook I	6.5	181	Cook I	6.5	181
Cook I	5.5	181	Cook I	5.5	181
Cook I	6.0	181	Cook I	6.0	181
Custodian	5.0	230	Custodian	5.0	230
Custodian	7.5	230	Custodian	7.5	230
Custodian	5.0	230	Custodian	5.0	230
Ed Aide	6.0	180	Ed Aide	6.0	180
Ed Aide	5.5	180	Ed Aide	5.5	180
Ed Aide	6.5	180	Ed Aide	6.5	180
Ed Aide	5.5	180	Ed Aide	5.5	180
Ed Aide	6.5	180	Ed Aide	6.5	180
Ed Aide	6.0	180	Ed Aide	6.0	180
Ed Aide B/B	6.0	180	Ed Aide B/B	6.0	180
Ed Aide B/B	6.0	182	Ed Aide B/B	6.0	182
Ed Aide B/B	6.0	180	Ed Aide B/B	6.0	180
Ed Aide CTE	7.0	180	Ed Aide CTE	7.0	180
Ed Aide Ind. Ed	6.0	180	Ed Aide Ind. Ed	6.0	180
Ed Aide Media	6.0	180	Ed Aide Media	6.0	180
Ed Aide Migrant/Title 1	6.5	180	Ed Aide Migrant/Title 1	6.5	180
Ed Aide Spec Ed	6.0	180	Ed Aide Spec Ed	6.0	180
Ed Aide Spec Ed	6.5	180	Ed Aide Spec Ed	6.5	180
Ed Aide Spec Ed	6.0	180	Ed Aide Spec Ed	6.0	180
Head Cook	6.5	181	Head Cook	6.5	181
Maint/Cust	7.5	230	Maint/Cust	7.5	230
Secretary	6.5	180	Secretary	6.5	180

Request(s):

No change

Shaktoolik

FY21 Current			FY22 Proposed		
Title	**Hrs**	**Days**	**Title**	**Hrs**	**Days**
Comm Rec Superviso	4.0	165	Comm Rec Superviso	4.0	165
Cook I	5.0	180	Cook I	5.0	180
Custodian	7.5	230	Custodian	7.5	230
Ed Aide	6.5	180	Ed Aide	6.5	180
Ed Aide	5.0	180	Ed Aide	5.0	180
Ed Aide	5.0	180	Ed Aide	5.0	180
Ed Aide B/B	6.25	180	Ed Aide B/B	6.25	180
Ed Aide CTE	7.0	180	Ed Aide CTE	7.0	180
Ed Aide Ind. Ed	6.0	180	Ed Aide Ind. Ed	6.0	180
Ed Aide Migrant	6.5	180	Ed Aide Migrant	6.5	180
Ed Aide Spec Ed	6.0	180	Ed Aide Spec Ed	6.0	180
Ed Aide Spec Ed	6.25	180	Ed Aide Spec Ed	6.25	180
Head Cook	6.5	181	Head Cook	6.5	181
Maint/Cust	7.5	230	Maint/Cust	7.5	230
Secretary	6.0	180	Secretary	6.0	180
Secretary/Media	6.0	180	Secretary/Media	6.0	180

Request(s):

No change

Shishmaref

FY21 Current			FY22 Proposed		
Title	**Hrs**	**Days**	**Title**	**Hrs**	**Days**
Comm Rec Supervisor	4.0	165	Comm Rec Supervisor	4.0	165
Cook I	6.5	181	Cook I	6.5	181
Cook I	4.5	181	Cook I	4.5	181
Custodian	7.5	180	Custodian	7.5	180
Custodian	3.5	180	Custodian	3.5	180
Custodian	7.5	220	Custodian	7.5	220
Ed Aide	5.0	180	Ed Aide	5.0	180
Ed Aide	6.5	180	Ed Aide	6.5	180
Ed Aide	6.5	180	Ed Aide	6.5	180
Ed Aide	5.5	180	Ed Aide	5.5	180
Ed Aide B/B	6.5	180	Ed Aide B/B	6.5	180
Ed Aide B/B	7.0	182	Ed Aide B/B	7.0	182
Ed Aide CTE	5.0	180	Ed Aide CTE	5.0	180
Ed Aide Ind. Ed	6.5	180	Ed Aide Ind. Ed	6.5	180
Ed Aide Migrant/Title 1	6.5	180	Ed Aide Migrant/Title 1	6.5	180
Ed Aide Spec Ed	6.0	180	Ed Aide Spec Ed	6.0	180
Ed Aide Spec Ed	6.5	180	Ed Aide Spec Ed	6.5	180
Ed Aide Spec Ed	5.0	180	Ed Aide Spec Ed	5.0	180
Ed Aide Spec Ed	2.0	180	Ed Aide Spec Ed	2.0	180
Ed Aide Spec Ed	5.5	180	Ed Aide Spec Ed	5.5	180
Ed Aide Spec Ed	6.0	180	Ed Aide Spec Ed	6.0	180
Ed Aide Spec Ed	6.5	180	Ed Aide Spec Ed	6.5	180
Head Cook	6.5	181	Head Cook	6.5	181
Maint/Cust	7.5	230	Maint/Cust	7.5	230
Secretary	7.0	180	Secretary	7.0	180
Secretary/Media	6.5	180	Secretary/Media	6.5	180

Request(s):

No change

St. Michael

FY21 Current			FY22 Proposed		
Title	**Hrs**	**Days**	**Title**	**Hrs**	**Days**
Comm Rec Supervisc	4.0	165	Comm Rec Supervisc	4.0	165
Cook I	4.0	180	Cook I	4.0	180
Cook I	6.5	180	Cook I	6.5	180
Custodian	7.5	220	Custodian	7.5	220
Custodian	7.5	230	Custodian	7.5	230
Ed Aide	6.5	180	Ed Aide	6.5	180
Ed Aide	7.0	180	Ed Aide	7.0	180
Ed Aide	6.5	180	Ed Aide	6.5	180
Ed Aide Ind. Ed	5.0	180	Ed Aide Ind. Ed	5.0	180
Ed Aide Media	6.5	180	Ed Aide Media	6.5	180
Ed Aide Spec Ed	6.5	180	Ed Aide Spec Ed	6.5	180
Ed Aide Spec Ed	6.5	180	Ed Aide Spec Ed	6.5	180
Ed Aide Spec Ed	6.5	180	Ed Aide Spec Ed	6.5	180
Ed Aide Spec Ed	6.5	180	Ed Aide Spec Ed	6.5	180
Head Cook	6.5	182	Head Cook	6.5	182
LRE	6.5	182	LRE	6.5	182
Maint/Cust	7.5	230	Maint/Cust	7.5	230
Secretary	7.0	180	Secretary	7.0	180
Title 1 Aide	6.5	180	Title 1 Aide	6.5	180

Request(s):

No change

Stebbins

FY21 Current			FY22 Proposed		
Title	**Hrs**	**Days**	**Title**	**Hrs**	**Days**
Comm Rec Supervisor	4.0	165	Comm Rec Supervisor	4.0	165
Cook I	6.0	181	Cook I	6.0	181
Cook I	4.0	181	Cook I	4.0	181
Cook I	4.0	181	Cook I	4.0	181
Custodian	6.5	220	Custodian	6.5	220
Custodian	6.5	230	Custodian	6.5	230
Ed Aide	6.5	180	Ed Aide	6.5	180
Ed Aide	4.0	180	Ed Aide	4.0	180
Ed Aide	6.5	180	Ed Aide	6.5	180
Ed Aide	4.0	180	Ed Aide	4.0	180
Ed Aide	6.5	180	Ed Aide	6.5	180
Ed Aide	6.5	180	Ed Aide	6.5	180
Ed Aide B/B	6.5	180	Ed Aide B/B	6.5	180
Ed Aide B/B	6.5	180	Ed Aide B/B	6.5	180
Ed Aide Ind. Ed	6.5	180	Ed Aide Ind. Ed	6.5	180
Ed Aide Migrant/Title 1	6.5	180	Ed Aide Migrant/Title 1	6.5	180
Ed Aide Spec Ed	6.5	180	Ed Aide Spec Ed	6.5	180
Ed Aide Spec Ed	6.5	180	Ed Aide Spec Ed	6.5	180
Ed Aide Spec Ed	6.5	180	Ed Aide Spec Ed	6.5	180
Head Cook	6.0	181	Head Cook	6.0	181
Maint/Cust	7.5	230	Maint/Cust	7.5	230
Secretary	7.5	180	Secretary	7.5	180
Secretary/Media	4.0	180	Secretary/Media	4.0	180

Request(s):

No change

Teller

FY21 Current

Title	Hrs	Days
Comm Rec Supervisor	4.0	165
Cook I	5.0	181
Custodian	6.5	230
Ed Aide	6.5	180
Ed Aide B/B	6.5	180
Ed Aide Ind. Ed	6.5	180
Ed Aide Migrant/Title 1	6.5	180
Ed Aide Spec Ed	6.5	180
Head Cook	6.0	181
Maint/Cust	7.5	230
Maint/Cust	6.0	180
Secretary	7.5	180

FY22 Proposed

Title	Hrs	Days
Comm Rec Supervisor	4.0	165
Cook I	5.0	181
Custodian	6.5	230
Ed Aide	6.5	180
Ed Aide B/B	6.5	180
Ed Aide Ind. Ed	6.5	180
Ed Aide Migrant/Title 1	6.5	180
Ed Aide Spec Ed	6.5	180
Head Cook	6.0	181
Maint/Cust	7.5	230
Maint/Cust	6.0	180
Secretary	7.5	180

Request(s):

No change

Unalakleet

FY21 Current			FY22 Proposed		
Title	**Hrs**	**Days**	**Title**	**Hrs**	**Days**
Comm Rec Supervisor	4.0	165	Comm Rec Supervisor	4.0	165
Cook I	6.5	181	Cook I	6.5	181
Cook I	6.5	181	Cook I	6.5	181
Custodian	7.5	230	Custodian	7.5	230
Custodian	7.5	230	Custodian	7.5	230
Ed Aide	6.5	180	Ed Aide	6.5	180
Ed Aide	6.5	180	Ed Aide	6.5	180
Ed Aide	6.5	180	Ed Aide	6.5	180
Ed Aide	6.5	180	Ed Aide	6.5	180
Ed Aide B/B	6.5	180	Ed Aide B/B	6.5	180
Ed Aide Ind. Ed	6.5	180	Ed Aide Ind. Ed	6.5	180
Ed Aide Migrant/Title 1	3.25	180	Ed Aide Migrant/Title 1	3.25	180
Ed Aide Spec Ed	6.5	180	Ed Aide Spec Ed	6.5	180
Ed Aide Spec Ed	6.5	180	Ed Aide Spec Ed	6.5	180
Ed Aide Spec Ed	6.5	180	Ed Aide Spec Ed	6.5	180
Head Cook	7.0	181	Head Cook	7.0	181
LRE	6.5	182	LRE	6.5	182
Maint/Cust	7.5	230	Maint/Cust	7.5	230
Secretary	7.5	185	Secretary	7.5	185

Request(s):

No change

Wales

FY21 Current

Title	Hrs	Days
Comm Rec Supervisc	4.0	165
Cook I	2.0	180
Custodian	6.0	220
Ed Aide Ind. Ed	5.5	180
Ed Aide Spec Ed	6.5	180
Head Cook	7.0	181
Maint/Cust	7.5	230
Secretary/Media	7.0	180
Title 1 Aide	6.5	180

FY22 Proposed

Title	Hrs	Days
Comm Rec Supervisc	4.0	165
Cook I	3.0	180
Custodian	6.0	220
Ed Aide Ind. Ed	5.5	180
Ed Aide Spec Ed	6.5	180
Head Cook	7.0	181
Maint/Cust	7.5	230
Secretary/Media	7.0	180
Title 1 Aide	6.5	180
Ed Aide B/B	6.5	180

Request(s):

Cook 1 from 2 to 3 hrs

Biligual/Bicultural

White Mountain

FY21 Current

Title	Hrs	Days
Comm Rec Supervisor	4.0	165
Cook I	5.5	181
Custodian	7.5	230
Ed Aide Ind. Ed	5.5	180
Ed Aide Spec Ed	4.25	180
Head Cook	6.0	181
Maint/Cust	7.5	230
Secretary/Ed Aide	8.0	180

FY22 Proposed

Title	Hrs	Days
Comm Rec Supervisor	4.0	165
Cook I	5.5	181
Custodian	7.5	230
Ed Aide Ind. Ed	5.5	180
Ed Aide Spec Ed	4.25	180
Head Cook	6.0	181
Maint/Cust	7.5	230
Secretary/Ed Aide	8.0	180
Ed Aide B/B	6.5	180

Request(s):

Bilingual/Bicultural

DISTRICT OFFICE
BERING STRAIT SCHOOL DISTRICT
P.O. BOX 225
UNALAKLEET, AK 99684
(907) 624-3611

To: Bering Strait School Board

From: Kris Busk, Director of HR

Re: FY22 Brevig Mission Assistant Principal Proposal

Date: February 4, 2021

The student population in Brevig Mission School has grown significantly in the last several years. The student population in Brevig Mission during the 2016-2017 year was reported at 149 students while the projected student enrollment for 2021-2022 school year is 170 students. Brevig Mission is comparable in size to Gambell with 163 projected students for FY22. It is significantly larger than Anthony Andrews School with an FY22 projected enrollment of 143. Both of these schools have a designated position for an assistant principal.

An increase in student population presents a need for an increased capacity for supervision to assist the school in responding to emergency situations, providing instructional leadership, resolving conflicts, organizing activities, improving communications, and promoting a healthy school climate.

ACTION NEEDED:

A recommendation from the School Board to approve the FY22 Brevig Mission Assistant Principal Proposal.

DISTRICT OFFICE
BERING STRAIT SCHOOL DISTRICT
P.O. BOX 225
UNALAKLEET, AK 99684
(907) 624-3611

To: Bering Strait School Board

From: Kris Busk, Director of HR

Re: FY22 Special Education Proposal

Date: February 4, 2021

The current special education caseload in Wales Kingikmiut School requires 520 minutes per week of IEP-related special education services. There is currently a full-time certified special education position allocated for the Wales School. This position was added in FY19 based on the need to serve a student with intensive needs. This student is no longer enrolled in the school. There is also one full-time classified special education aid on staff in Wales.

The current special education caseload in Martin L. Olson School in Golovin requires 185 minutes per week of required IEP-related services. There is not currently a certified special education teacher position allocated to Golovin School. There is, however, a full-time classified special education aide on staff. It is anticipated that there will be a student transitioning into Martin L. Olson for FY22 with the potential of needing full-day service, including direct daily instruction by a special education teacher.

Based on the aforementioned information, the school district would like to add a full-time special education position to Golovin School.

ACTION NEEDED:

A recommendation from the Personnel Committee to the School Board to approve the FY22 Special Education Proposal.

DISTRICT OFFICE
BERING STRAIT SCHOOL DISTRICT
P.O. BOX 225
UNALAKLEET, AK 99684
(907) 624-3611

To: Bering Strait School Board

From: Kris Busk, Director of HR

Re: FY22 Certified Staffing Proposal

Date: February 4, 2021

The following certified staffing proposals for FY22 have been recommended by Dr. Bolen:

With the exception of the additional certified staffing proposals regarding Brevig Mission School and Martin L. Olson School, no additional changes in staffing are being proposed at this time. (Please see the attached sheets.)

ACTION NEEDED:

A recommendation from the School Board to approve the FY22 Certified Staffing proposal as presented.

FY21

BREVIG MISSION

ECE-14 Actual Enrollment: 161

1.0	ECE
7.0	K/Elementary
1.0	MS
4.0	MS-HS
2.0	Special Education
1.0	Site Administrator
16.0	**Total Staff**

DIOMEDE

K-12 Actual Enrollment: 18

1.0	K-Elementary
1.0	Secondary
1.0	Principal-Teacher
3.0	**Total Staff**

ELIM

ECE-10 Actual Enrollment: 126

1.0	ECE
4.0	K/Elementary
4.0	MS-HS
1.0	Special Education
1.0	Site Administration
11.0	**Total Staff**

GOLOVIN

ECE-4 Actual Enrollment: 48

1.0	ECE
2.5	Elementary
3.0	MS-HS
0.5	Special Education
1.0	Site Administration
8.0	**Total Staff**

KOYUK

ECE-12 Actual Enrollment: 93

1.0	ECE
5.0	K/Elementary
4.0	Secondary
1.0	Special Education
1.0	Site Administrator
12.0	**Total Staff**

FY22

BREVIG MISSION

ECE-12 Projected Enrollment: 170

1.0	ECE
7.0	K/Elementary
1.0	MS
4.0	MS-HS
2.0	Special Education
2.0	Site Administrator
17.0	**Total Staff**

DIOMEDE

K-12 Projected Enrollment: 22

1.0	K-Elementary
1.0	Secondary
1.0	Principal-Teacher
3.0	**Total Staff** (No Change)

ELIM

ECE-4 Projected Enrollment: 124

1.0	ECE
4.0	K/Elementary
4.0	MS-HS
1.0	Special Education
1.0	Site Administration
11.0	**Total Staff** (No Change)

GOLOVIN

ECE-7 Projected Enrollment: 49

1.0	ECE
3.0	Elementary
3.0	MS-HS
1.0	Special Education
1.0	Site Administration
9.0	**Total Staff**

KOYUK

ECE-12 Projected Enrollment: 100

1.0	ECE
5.0	K/Elementary
4.0	Secondary
1.0	Special Education
1.0	Site Administrator
12.0	**Total Staff** (No Change)

FY 21

GAMBELL

ECE-4 Actual Enrollment: 161

1.0 ECE
8.0 K/Elementary
6.0 MS-HS
2.0 Special Education
1.0 Reading Facilitator
2.0 Site Administrators
20.0 Total Staff

SAVOONGA

ECE-20 Actual Enrollment: 247

1.0 ECE
7.0 K/Elementary
8.0 MS/HS
2.0 Special Education
2.0 Instructional Coach
2.0 Site Administrators
22.0 Total Staff

SHAKTOOLIK

ECE-7 Actual Enrollment: 84

1.0 ECE
4.0 K/Elementary
3.0 Secondary
1.0 Special Education
1.0 Site Administrator
10.0 Total Staff

TELLER

ECE-2 Actual Enrollment: 78

1.0 ECE
4.0 K/Elementary
3.0 Secondary
1.0 Special Education
1.0 Site Administrator
10.0 Total Staff

FY22

GAMBELL

ECE-5 Projected Enrollment: 163

1.0 ECE
6.0 K/Elementary
6.0 MS-HS
1.0 Art
1.0 CTE
2.0 Special Education
1.0 Reading Facilitator
2.0 Site Administrators
20.0 Total Staff (No Change)

SAVOONGA

ECE-20 Projected Enrollment: 242

1.0 ECE
7.0 K/Elementary
7.0 MS/HS
1.0 Art
2.0 Special Education
2.0 Instructional Coach
2.0 Site Administrators
22.0 Total Staff (No Change)

SHAKTOOLIK

ECE-5 Projected Enrollment: 81

1.0 ECE
4.0 K/Elementary
3.0 Secondary
1.0 Special Education
1.0 Site Administrator
10.0 Total Staff (No Change)

TELLER

ECE-4 Projected Enrollment: 74

1.0 ECE
4.0 K/Elementary
3.0 Secondary
1.0 Special Education
1.0 Site Administrator
10.0 Total Staff (No Change)

FY 21

SHISHMAREF

ECE-13 Actual Enrollment: 198

1.0 ECE
7.0 K/Elementary
7.0 MS-HS
2.0 Special Education
2.0 Site Administrators
19.0 Total Staff

ST. MICHAEL

ECE-20 Actual Enrollment: 148

1.0 ECE
7.0 K/Elementary
6.0 MS-HS
1.0 Instructional Coach
2.0 Special Education
2.0 Site Administrators
19.0 Total Staff

STEBBINS

ECE-20 Actual Enrollment: 195

1.0 ECE
8.0 K/Elementary
5.0 MS-HS
1.0 Counselor
1.0 Instructional Coach
2.0 Special Education
2.0 Site Administrators
20.0 Total Staff

UNALAKLEET

ECE-27 Actual Enrollment: 195

1.0 ECE
8.0 K/Elementary
7.0 MS-HS
1.0 Counselor
2.0 Special Education
2.0 Site Administrators
21.0 Total Staff

FY22

SHISHMAREF

ECE-12 Projected Enrollment: 204

1.0 ECE
6.0 K/Elementary
7.0 MS-HS
1.0 Art
2.0 Special Education
2.0 Site Administrators
19.0 Total Staff (No Change)

ST. MICHAEL

ECE-7 Projected Enrollment: 143

1.0 ECE
7.0 K/Elementary
5.0 MS-HS
1.0 CTE
1.0 Instructional Coach
2.0 Special Education
2.0 Site Administrators
19.0 Total Staff (No Change)

STEBBINS

ECE-20 Projected Enrollment: 224

1.0 ECE
8.0 K/Elementary
4.0 MS-HS
1.0 CTE
1.0 Counselor
1.0 Instructional Coach
2.0 Special Education
2.0 Site Administrators
20.0 Total Staff (No Change)

UNALAKLEET

ECE-23 Projected Enrollment: 215

1.0 ECE
6.0 K/Elementary
7.0 MS-HS
1.0 Music
1.0 CTE
1.0 Counselor
2.0 Special Education
2.0 Site Administrators
21.0 Total Staff (No Change)

FY 21

WALES

ECE-3 Actual Enrollment: 45

3.0	K/Elementary
2.0	MS/Secondary
1.0	Special Education
1.0	Site Administrator
7.0	**Total Staff**

WHITE MOUNTAIN

ECE-6 Actual Enrollment: 58

4.0	ECE-Elementary
3.0	Secondary
1.0	Special Education
1.0	Site Administrator
9.0	**Total Staff**

FY 22

WALES

ECE- Projected Enrollment: 43

3.0	K/Elementary
2.0	MS/Secondary
1.0	Special Education
1.0	Site Administrator
7.0	**Total Staff** (No Change)

WHITE MOUNTAIN

ECE-5 Projected Enrollment: 60

4.0	ECE-Elementary
3.0	Secondary
1.0	Special Education
1.0	Site Administrator
9.0	**Total Staff** (No Change)

FY 21

ITINERANT TEACHERS/SPECIALISTS

4 Educational Technology
5 Itinerant Counselors
1 Itinerant SPED Specialist
1 Itinerant School Psychologist
1 Itinerant Teacher (Art)
1 Itinerant Teacher (Math)
1 Itinerant Teacher (ELA)
1 Itinerant Teacher (Sci/SS)
1 Itinerant Teacher (ECE)
16 Total Staff

ADMIN/DO

1 Superintendent
1 Director of Curriculum and Instruction
1 Director of Maintenance
1 Director of Human Resources
1 Business Manager
1 Coordinator of Fed. Programs
1 Coordinator Instructional Support
1 Coordinator CTE
1 Coordinator of Maintenance
1 Coordinator of Assessment
1 Coordinator of Special Education
1 Coordinator of Technology
1 Coordinator of Cultural Programs
1 Student Activities Specialist
1 Registrar
15 Total Staff

PROFESSIONAL STAFF

1 Pilot
1 Quality Control
1 HR Specialist
1 Payroll Manager
1 Travel Manager
1 Food Service Manager
6 Total Staff

FY 22

ITINERANT TEACHERS/SPECIALISTS

4 Educational Technology
5 Itinerant Counselors
1 Itinerant SPED Specialist
1 Itinerant School Psychologist
1 Itinerant Teacher (Art)
1 Itinerant Teacher (Math)
1 Itinerant Teacher (ELA)
1 Itinerant Teacher (Sci/SS)
1 Itinerant Teacher (ECE)
16 Total Staff (No Change)

ADMIN/DO

1 Superintendent
1 Director of Curriculum and Instruction
1 Director of Maintenance
1 Director of Human Resources
1 Business Manager
1 Coordinator of Fed. Programs
1 Coordinator Instructional Support
1 Coordinator CTE
1 Coordinator of Maintenance
1 Coordinator of Assessment
1 Coordinator of Special Education
1 Coordinator of Technology
1 Coordinator of Cultural Programs
1 Student Activities Specialist
1 Registrar
15 Total Staff (No Change)

PROFESSIONAL STAFF

1 Pilot
1 Quality Control
1 HR Specialist
1 Payroll Manager
1 Travel Manager
1 Food Service Manager
6 Total Staff (No Change)

DISTRICT OFFICE
BERING STRAIT SCHOOL DISTRICT
P.O. BOX 225
UNALAKLEET, AK 99684
(907) 624-3611

To: Bering Strait School Board

From: Kris Busk, Director of HR

Re: FY22 Classified Step Adjustment Proposal

Date: February 4, 2021

The pay scales for Classified positions tops out at Step 8. The District grants a bonus of $500 in lieu of a step increase to Classified employees who have reached the top step of the salary scale. This bonus is paid annually and is currently granted to 77 Classified employees across the District. The proposal before the School Board is to increase the amount of the bonus from $500 to $1,000.

ACTION NEEDED:

A recommendation from the School Board to approve the FY22 Classified Step Adjustment Proposal.

DISTRICT OFFICE
BERING STRAIT SCHOOL DISTRICT
P.O. BOX 225
UNALAKLEET, AK 99684
(907) 624-3611

Memorandum

To: Bering Strait School Board **From:** Carolyn Heflin

Re: FY22 District Calendar Proposal **Date:** February 4, 2021

For convenience, below is a bulleted summary of the FY22 District Calendar Proposal:

- August 9, 2021: School Administration Report to Site
- August 11, 2021: New Teachers Report to Site
- August 16, 2021: Returning Teachers Report to Site
- August 25, 2021: First Day of School
- September 6, 2021: Labor Day Holiday
- November 25-25, 2021: Thanksgiving Break
- December 20-January 3, 2022: Christmas Break
- March 14-16, 2022: Spring Break
- May 19, 2022: Last Day of School

- New Feature: Teacher work day and in-service day at the end of quarters 1-3.

ACTION NEEDED:

Administration recommends that the Governing Board approve the acceptance of the FY22 District Calendar Proposal.

Bering Strait School District
2021-2022 DISTRICT School Calendar

LEGEND	
C	School Closes
E	End of Quarter
H	Legal Holiday
I	District Inservice Day
IS	Site Inservice Day
O	School Opens
S	Saturday Culture Day (flexible)
V	Vacation Day
W	Teacher Work Day
X	Emergency Closure Day

A	All Administrators Report to Sites
NT	New Teachers Report to Sites
RT	Returning Teachers Report to Sites

August

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9 A	10	11 NT	12	13	14
15	16 RT/IS	17 W	18 I	19 I	20 I	21 W
22	23 IS	24 W	25 O	26	27	28
29	30	31				

# of Student Days 10
# of Teacher Days: 13
# of Admin Days: 18

September

S	M	T	W	T	F	S
			1	2	3 IS	4
5	6 H	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

# of Student Days 21
# of Teacher Days: 22
# of Admin Days: 22

October

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28 E/W	29 IS	30
31						

# of Student Days 20
# of Teacher Days: 21
# of Admin Days: 21

November

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25 H	26 H	27
28	29	30				

# of Student Days 20
# of Teacher Days: 22
# of Admin Days: 22

December

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20 V	21 V	22 V	23 V	24 H	25
26	27 V	28 V	29 V	30 V	31 V	

# of Student Days 13
# of Teacher Days: 14
# of Admin Days: 14

January

S	M	T	W	T	F	S
						1
2	3 H	4	5	6	7	8
9	10	11	12	13 E/W	14 IS	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

# of Student Days 19
# of Teacher Days: 21
# of Admin Days: 21

February

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

# of Student Days 20
# of Teacher Days: 20
# of Admin Days: 20

March

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14 V	15 V	16 V	17 E/W	18 IS	19
20	21	22	23	24	25	26
27	28	29	30	31		

# of Student Days 19
# of Teacher Days: 20
# of Admin Days: 20

April

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

# of Student Days 21
# of Teacher Days: 21
# of Admin Days: 21

May

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19 C	20 E/W	21
22 A	23	24	25	26	27	28
29	30 H	31				

# of Student Days 14
# of Teacher Days: 15
# of Admin Days: 16

June

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

# of Student Days
# of Teacher Days:
# of Admin Days:

177
TOTAL STUDENT DAYS

189
TOTAL TEACHER DAYS

195
TOTAL ADMIN DAYS

5 Administrative Days for training.

2021 BASKETBALL SEASON
PROPOSAL & FORMAT FOR COMPETITION

Note: The following is for the current high school basketball season, which is in effect from January 11, 2021 through April 3, 2021.

Introduction
As a result of the 2020 COVID-19 pandemic, travel has not been allowed for student travel within the school district. With the following information we are proposing a shortened competitive season with a mitigation plan and protocols in place for high school basketball. The plan must be followed to ensure safe and successful opportunities for some of our student-athletes that do participate in high school basketball.

Action
A School Board decision on a mitigation plan that allows student-athletes to travel and compete in a shortened, competitive basketball season to take place between regional schools.

Background

I. Feedback from School Administration and AECs

1. Approved hosting and teams traveling: Brevig Mission, Golovin, Savoonga, Shaktoolik, Shishmaref, and Teller
    a. Brevig Mission and Teller would like to only host one team at a time
    b. Shaktoolik, Shishmaref, and Golovin are open to hosting multiple teams at a time
2. DO NOT approve hosting or teams traveling: Elim, Gambell, Koyuk, St. Michael, Stebbins, and White Mountain,
3. Input not submitted at this time: Unalakleet
4. Schools that do not have high school basketball teams: Diomede and Wales

AEC and Administration Input
- Strict quarantine requirements would be too excessive for teams participating.
- Travel restrictions would have to be lifted for quarantining.
- Majority of community members would need to be vaccinated.
- Teams can only travel from a GREEN school to a GREEN school
- Negative tests before teams travel
- Strict Travel Protocols in place.
- No Out-of-District Competition
- No Spectators at Games
- Too risky under current conditions
- Wait it out and keep everyone safe
- No positive cases in either village competing
- Visiting team(s) should remain in the school
- No wondering around the community (includes going to the store)
- No travel for schools that have positive cases in their village

II. Mitigation Plan

For competition to be considered

1. The School must have AEC approval.
2. Both the host school and traveling school must be in green status.
3. Site must have no known cases.
4. Village governments approve no quarantine for student athletes that follow this mitigation plan.
5. Charters between regional schools only.

Before Travel

- All participants (Coaches and student-athletes) must be registered on PlanetHS (ASAA eligibility system) and have required paperwork submitted to be eligible to compete.
- All travelers will be required to test for COVID-19 on Thursday before the day of departure. Results must be sent to Student Activities and the host site. If a member of the team is to test positive, all team members will follow guidelines from Norton Sound Health Corporation. The team's season will be suspended until further notice.
- All travelers will be required to have their temperature checked and be symptom free on the day of travel. (Checked at school and before boarding the plane.)
- All travelers must wear a mask at all times on all flights.

Parental Permission

- All travelers must complete a permission slip for travel for each opportunity.
- Permission slips must be completed, scanned, and submitted to Student Activities the day before departure.
- Parent permission must include so that the parents understand that all students will be tested for COVID-19 prior to being allowed to travel and also on the Monday after returning from travel.
- Students will be responsible for any assignments or instruction that they miss.

During the Trip

- Administrators and coaches are 100% responsible and accountable for their teams.
- Students will not be permitted to be checked out.
- Students must bring their own water bottle. (No sharing)
- Students will not be allowed to go to the store.
- Students will only be allowed to be around those of the opposing team and essential workers of the school and competition.
- No preliminary games before games with a visiting team.

Hosting/Lodging

- Visiting teams must stay in a pre-sanitized location away from other staff, students, and community members.
- Food service should follow district guidelines already in place.

- Contact should be limited to only the necessary staff for the competition and opposing teams.
- Locker Room and shower protocols will need to be addressed.

Game

- Each team should have a set of sanitized basketballs for warm-ups.
- The game ball should be sanitized after each quarter or 14 minutes whichever happens first.
- Masks must be worn on the bench and during anytime not participating in play.
- Players on the court have the option to play without a mask.
- Hand sanitizer should be used when entering and exiting from play.
- Officials have the option to officiate with a mask and use an electronic whistle.
- Benches are marked so social distancing can still take place.

Spectators

- District minimum 50% capacity
    - Site 50% capacity - (Players + Coaches + Essential Workers) = Amount of Spectators
    - Site may decide to have no spectators.

BSSD Schools - Gym Capacity

Site	FULL CAPACITY	25% CAPACITY	50% CAPACITY	75% CAPACITY
KTS	85	21	43	64
DIO	0	0	0	0
ELI	248	62	124	186
GAM	432	108	216	324
GLV	298	75	149	224
KKA	176	44	88	132
SVA	525	131	263	394
SMK	295	74	148	221
SKK	233	58	117	175
SHH	384	96	192	288
WBB	280	70	140	210
TLA	140	35	70	105

UNK	432		108		216	324
WAA	120		30		60	90
WMO	156		39		78	117

After Travel

- All travelers will be required to test for COVID-19 on the Monday after.

III. Format

3 Team Round Robin

- Two visiting teams and host
- Travel Friday morning and return Sunday
- Early out for host school to eliminate contact with the visiting teams.
- Play every other weekend.
- Rotate Host site if feasible.
- Girls at one site and Boys at another site.
- Friday - Travel in before 2
    - 4:00 PM: HOST vs. Team 3
    - 7:30 PM: HOST vs. Team 2
- Saturday
    - 9:00 AM: Team 2 vs. Team 3
    - 12:30 PM: HOST vs. Team 2
    - 4:00 PM: Team 2 vs. Team 3
    - 7:30 PM: HOST vs. Team 3
- Weekends remaining (Every other highlighted)
    - Feb. 12-13
    - Feb. 19-20
    - Feb. 26-27
    - Mar. 5-6
    - Mar. 12-13 - Start of Spring Break
    - Mar. 19-20 - End of Spring Break
    - Mar. 26-27
    - Apr. 2-3 - 1A/2A State Tournament (TBA Feb. 26)

IV. Regionals and State

- There will be no regional tournament for Bering Sea Conference
- Qualifiers will be determined by regular season record vs. Bering Sea opponents.
- Tie breakers used to seed teams will be used for rankings.
- 1A State (From ASAAs Board minutes on January 11)
    i. Conferences must declare by March 4, if they will fill their berths for the state tournament.
    ii. The tournament will be held if four of the conferences send teams.
    iii. If any conference drops out the number of teams attending may be adjusted. This could result in a reduction of a conference's second place berth, not filling the at-large berths or filling the at-large berths. o
        1. Unfilled berths will be considered as "at-large".
        2. The formats of tournaments may be adjusted based on the number of teams attending.
        3. At large berths will only be utilized to balance a bracket.
    iv. If a team qualifies as a conference berth (not at-large), but cannot attend, the conference may fill that berth, provided the tournament has not started. Notification to ASAA must have occurred by 10 a.m. the day prior to the event. The existing seeds will be moved up and the new team will come in as the last seed.
    v. Tournament formats may be changed to decrease the number of participants and days.
    vi. ASAA will attempt to ensure every team plays two games but there is no guarantee.
- 2A Great Alaska Conference (UNK) Regionals TBD
- 2A State
    i. Conferences must declare if they will fill their berths by March 4.
    ii. For 2A at least 2 conferences must attend for there to be a state tournament. For 1A at least 4 conferences must attend for there to be a state tournament

DISTRICT OFFICE
BERING STRAIT SCHOOL DISTRICT
P.O. BOX 225
UNALAKLEET, AK 99684
(907) 624-3611

Action Item
FY22 Capital Improvement Projects Priorities

To: BSSD Board of Directors and Superintendent Bolen

From: Gary Eckenweiler, BSSD Facilities Director

Re: FY22 6-year Capitol Improvement Project (CIP) Priority List

Date: February 4, 2021

[DESCRIPTION OF ACTION ITEM]
Each year the Bering Strait School District (BSSD) must submit its CIP Grant Applications to the State of Alaska Department of Education and Early Development (DEED) by Sept 1'st. Documentation of BSSD's School Boards CIP's priority ranking is a component of this application. This district facilities/ maintenance priority list is also used to produce BSSD's 2022 6-Year Capital Improvement Plan, which is required by DEED.

The BSSD's FY22 CIP Projects priority ranking will be shown as follows: (IP) In Progress

1. **Brevig Mission K-12 School addition (IP)**
2. **Stebbins, Elim, school PA system upgrade (IP)**
3. **Stebbins Fire alarm system upgrade**
4. **Unalakleet Elementary Fire alarm system upgrade**
5. **Stebbins School energy efficiency upgrades (IP)**
6. **White Mountain school sewer main relocation (IP)**
7. **Elim gym exit relocation and added foyer**
8. **District wide LED lighting upgrades (IP)**
9. **Golovin School vehicle garage**
10. **Gambell School commons flooring replacement**
11. **Gambell School energy efficiency upgrades**
12. **St Michael School Voc-Ed building floor repair**
13. **Unalakleet Elementary energy efficiency upgrades**
14. **Unalakleet K-MS windows replacement**
15. **Gambell school windows replacement**

16. **Teller food storage building**
17. **District office ramp replacement**
18. **Stebbins K-12 Addition**

ACTION NEEDED:

A motion to approve the Districts Priority Ranking for BSSD's 2022 6-Year Capital Improvement Plan as presented.

DISTRICT OFFICE
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Action Item
FY21 Fuel Bids

To: BSSD Board of Directors and Superintendent Bolen

From: Gary Eckenweiler, BSSD Facilities Director

Re: Participation in NSEDC's Bulk Fuel Purchase Program

Date: February 4, 2021

[DESCRIPTION OF ACTION ITEM]

For the past 6-years The Bering Strait School District (BSSD) partnered with other regional entities and participated in the Norton Sound Economic Development Corporation's (NSEDC) consolidated Bulk Fuel Bid Program. In doing this the district purchased its bulk fuel oil at the lowest cost possible. This past year Crowely was NSEDC's lowest bidder and provided heating fuel to the district and the other participating entities at $1.90/gal. Because of the extensive volume of fuel oil associated with this program and competitive bidding our district received a significant cost savings by participating. BSSD would like to participate in NSEDC's Bulk Fuel Bid Program for the FY21 fuel-oil purchase.

ACTION NEEDED:

A motion to accept NSEDC's invitation to participate in their FY21 Consolidated Bulk Fuel Purchase Program for $2,300,000

DISTRICT OFFICE
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Action Item
FY22 AHFC Teacher-Housing Grants

To: BSSD Board of Directors and Superintendent Bolen

From: Gary Eckenweiler, BSSD Facilities Director

Re: FY22 Teacher-Housing Priorities for AHFC grant applications

Date: February 4, 2021

[DESCRIPTION OF ACTION ITEM]
Alaska Housing Finance Corporation (AHFC) has funded many teacher housing projects in BSSD over the past 12 years, 76 units. These new teacher-housing units play a large role in attracting and retaining quality teachers. BSSD is recently completing 2 AHFC/ Rassmuson teacher-housing triplex projects 1 in Shaktoolik and 1 in Brevig Mission.

We see Stebbins teacher-housing as our #1 teacher-housing needs due to the high reliance on rentals in those communities.

Depending on the School Boards decision, BSSD's teacher-housing priority list would show:

1. **Stebbins**
2. **Shishmaref**

If the priorities of the School Board are different, appropriate changes will be made.

ACTION REQUESTED:

A motion to approve the Districts Priority Ranking for the FY22 AHFC's Teacher Housing Grant applications, as presented.

DISTRICT OFFICE
BERING STRAIT SCHOOL DISTRICT
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Action Item
Day-Tank and Bulk-Tank Painting

To: BSSD Board of Directors and Superintendent Bolen

From: Gary Eckenweiler, BSSD Facilities Director

Re: Begin the process of painting BSSD's Fuel Tanks

Date: February 4, 2021

[DESCRIPTION OF ACTION ITEM]
BSSD owns close to 50 of Bulk-Fuel storage tanks, not including housing. At each site we have 1-4 large bulk tanks with sizes ranging from 6000, gal to 30,000 gal. The age of these tanks range from new to 40+ years old. Also each school has a smaller secondary tank. All but a few of these tanks need to be painted. The process labor intensive, most of these tanks will need to have the old paint and rust sandblasted off before being repainted. We would prioritize which sites have tanks in the worst condition and hit those sites first. For this job BSSD would contract a professional painting contractor, who would be selected through BSSD's procurement process. We anticipate covering 3-4 sites per summer. The expected cost for this project is $100,000 to $300,000 per site.

ACTION NEEDED:
A motion to approve the process of painting BSSD's bulk-Fuel Storage Tanks. With a cost not to exceed $700,000 per year for 5-years.

DISTRICT OFFICE
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Action Item
AHFC Teacher-Housing Grant Acceptance

To: BSSD Board of Directors and Superintendent Bolen

From: Gary Eckenweiler, BSSD Facilities Director

Re: AHFC/ Denali Commission Teacher-Housing, Savoonga Grant acceptance

Date: February 4, 2021

[DESCRIPTION OF ACTION ITEM]
The Bering Strait School District has been awarded a $500,000 Teacher, Health Profession Housing Grant (THHP) from Alaska Housing Finance Corporation (AHFC) and the Denali Commission to construct 2-teacher-housing triplexes in Savoonga. Of the projects $1,700,000 budget BSSD has a $1,200,000 participating share.

ACTION NEEDED:
A motion to accept this $500,000 THHP from AHFC and the Denali Commission and approve the expenditure of BSSD's $1,200,000 participating share.

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Action Item
KOYUK HOUSING REPAIRS AND RENOVATIONS

To: BSSD Board of Directors and Superintendent Bolen

From: Gary Eckenweiler, BSSD Facilities Director

Re: Major repairs and renovations Koyuk old-school 6-plex

Date: February 4, 2021

[DESCRIPTION OF ACTION ITEM]
The Koyuk old-school 6-plex teacher-housing has reached a point of requiring major repairs and renovations. This 6-plex was originally Koyuk's elementary school. This building was built in 1965 and was converted into teacher-housing in 2003 when the K-12 school was built. Much of this building is showing its age from the original 1965 construction. The large scale of this job will require this work to be contracted out similar to how we approached our St Michael housing renovations and repairs last summer.
Work needed:

- New windows and interior and exterior trim
- New flooring in the apartments and commons
- Wall repair and interior painting
- New LED lighting throughout
- Installation of exterior steel siding
- Skirting around the foundation
- New exterior doors
- Repair exterior stairs, decks and railing

ACTION NEEDED:
A motion to approve performing needed repairs and renovations on the Koyuk's old-school 6-plex at an estimated cost of $300,000.

Bering Strait School District

P.O. Box 225 • Unalakleet, Alaska • 99684 • (907) 624-3611 • Fax 624-3099

Dr. Bobby Bolen, Superintendent

907-624-4261 • **bbolen@bssd.org**

TO: Bering Strait School Board

FROM: Dr. Bobby Bolen, Superintendent

RE: Policy Adoption – 4000's

DATE: February 4, 2021

Per Administrative Regulation 9311, Administration has reviewed Board Policy Sections 4000 – 5000. The Bering Strait School District subscribes to the AASB Policy Update Subscription. The FY20 recommended policy changes from AASB have also been reviewed and prepared for Board approval.

Board Policy			
	4020	4021	4030
	4040	4111	4111.1
	4111.2	4112.1	4112.4
	4112.5	4112.6	4112.61
	4112.8	4112.10	4113
	4115	4116	4117.2
	4117.3	4117.31	4117.5
	4117.6	4118	4119.11
	4119.12	4119.21	4119.22
	4119.23	4119.25	4119.3
	4119.41	4119.42	4119.43
	4122	4131	4132
	4133	4135	4136
	4141	4141.6	4143
	4144	4151	4154
	4156.2	4156.3	4157
	4158	4159	4161
	4161.1	4161.2	4161.3
	4161.4	4161.7	4170
	4211	4212	4213
	4215	4216	4217.2
	4218	4222	4231

	4253	4300	4313.1
	4313.2	4314	4315
	4315.1	4361	
Administrative Regulation	4021	4111.2	4117.3
	4117.4	4117.6	4119.25
	4119.42	4119.43	4144
	4154	4161	4161.4
	4222		
Form (E)	4020	4030	4119.21
	4119.42	4154	4161.4
	4222		

RECOMMENDED ACTION: A motion to approve the above listed Board Policy Section 4000 from the Policy Committee with no changes from current policy.

AR 4021 DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS - ALL PERSONNEL

School bus drivers employed by the district are subject to drug and alcohol testing pursuant to a program that complies with state and federal law. These district regulations reflect several requirements of the federal drug testing regulations, but are not intended to modify or limit the procedures for drug and alcohol testing specifically addressed in state or federal law. District personnel will adhere to the detailed provisions of these laws in administering the district's testing program.

Definitions

For purposes of these regulations, the term "*tests*" includes both drug and alcohol tests, unless specifically stated otherwise, in context.

The terms " *drugs* " and "*controlled substances*" have the same meaning and are interchangeable in these regulations.

"*Safety-sensitive functions*" include all on-duty functions performed from the time a driver begins work or is required to be ready to work until the driver is relieved from work and all responsibility for performing work as a driver. These functions include by way of example, driving, waiting to be dispatched, inspecting and servicing equipment, supervising, performing or assisting in loading and unloading, repairing or obtaining and waiting for help with a disabled vehicle, performing driver requirements related to accidents, and performing any other work for the district.

Prohibited conduct

Drivers shall be prohibited from any drug or alcohol use that could affect performance on the job, including use during the four hours before driving, during any period of time the employee is driving, and during the eight hours following an accident, should one occur.

***Note**: Pursuant to 49 CFR 382.213, the school district may require a driver to inform the district when using a controlled substance prescribed by a physician who had advised that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle.*

Any driver required to use a controlled substance during any of these periods shall obtain in advance a written statement from a qualified physician instructing the employee to use the controlled substance and advising the employee that the substance does not adversely affect the employee's ability to safely operate a school bus or other motor vehicle. It is the employee's responsibility to submit this document to the employee's supervisor prior to using the controlled substance during any of the prohibited periods described above, and to use the substance in accordance with the physician's instructions.

REQUIRED TESTING

Pre-employment tests

Drug and alcohol tests will be required of an applicant for a position as a bus driver only after the individual has been offered the position. Pre-employment tests shall be conducted before the first time a driver performs any safety-sensitive function for the district. Employment with the district is conditional upon the applicant successfully passing these tests.

Unless otherwise prohibited by law, exceptions may be made for drivers who have had the alcohol test required by law within the previous six months and participated in the drug testing program required by law within the previous 30 days, provided that the district has been able to make all verifications required by law.

Post-accident tests

Before any employee may operate a school bus, the district will provide the employee with information concerning post- accident testing procedures. Alcohol and drug tests will be conducted as soon after an accident as is practicable on any driver who:

1. was performing a safety-sensitive function with respect to the vehicle and the accident involved serious injury or the loss of human life.

2. received a citation under any state or local law for a moving traffic violation arising out of the accident.

Drivers shall make themselves readily available for drug and alcohol testing after an accident, absent the need for immediate medical attention. No driver involved in any accident, whether or not there was serious injury or death, may use alcohol or a controlled substance for eight hours after the accident, or until the employee has undergone a drug and alcohol test, whichever is first.

If an alcohol test is not administered within two hours after the accident, or a drug test is not administered within 32 hours after the accident, the district will prepare and maintain records explaining why the test was delayed or not conducted.

Reasonable suspicion tests

***Note**: Pursuant to 49 CFR 382.603, persons designated to determine whether reasonable suspicion exists must receive at least 60 minutes of training that covers the physical, behavioral, speech and performance indicators of alcohol misuse and an additional 60 minutes of training that covers these indicators of controlled substance use.*

Whenever a supervisor or district official has a reasonable suspicion that a bus driver has violated the district's prohibitions against the improper use of alcohol or drugs, the district may conduct a test of that driver. This reasonable suspicion must be based on specific, contemporaneous, articulated observations concerning the driver's appearance, behavior, speech or body odors. These observations also may include indications of chronic use or the withdrawal effects of controlled substances.

Alcohol tests will be authorized for reasonable suspicion only if the required observations are made during, just before, or just after, the period of the work day when the driver must comply with these prohibitions. If an alcohol test is not administered within two hours of a determination of reasonable suspicion, the district will prepare and maintain a record explaining why a test was not conducted within that time. Attempts to conduct an alcohol test will terminate after eight hours.

A supervisor or district official who makes a finding of reasonable suspicion also must make a written record of the observations made that lead to a reasonable suspicion. This written record must be made within 24 hours of the time the test is given, or before the test results are released, whichever is first.

The individual making the reasonable suspicion shall not be the individual conducting the test, unless other persons qualified to administer the test are not reasonably available and there is danger that a proper test will not be conducted.

Random tests

Note: The random tests described below must be conducted throughout the calendar year, not just at one time. Further, they should not be conducted at the same time each calendar year, and employees should be tested the same day as the tests are announced. The Omnibus Transportation Employee Testing Act of 1991 regulations were revised in 2001 to reduce from 25% to 10% the minimum percentage of employees required to be randomly tested for alcohol.

Drug and Alcohol tests of bus drivers shall be conducted on a random basis at unannounced times throughout the year. Tests for alcohol or drugs shall be conducted just before, during or just after the performance of safety-sensitive functions. The number of random alcohol tests annually must equal 10% of the average number of driver positions. The number of random drug tests annually must equal 50% of the average number of driver positions. Drivers shall be selected by a scientifically valid random process, and each driver shall have an equal chance of being tested each time selections are made.

Return to duty tests

Prior to being permitted to return to performing safety-sensitive functions for the school district, a driver shall be administered a drug or alcohol test, as appropriate. Employees whose conduct involved misuse of drugs or alcohol may not return to duty in a safety-sensitive function until the return-to-duty drug test produces a verified negative result or the return-to-duty alcohol test produces a verified result that meets federal and district standards.

***Note**: Pursuant to 49 CFR 382.605, an employee whose conduct involved alcohol cannot return to duty in a safety-sensitive function until the employee undergoes a return-to-duty alcohol test with an alcohol concentration of less than 0.02. However, more restrictive statutory and regulatory provisions also may apply in addition to the DOT regulations. Under the Drug-Free Workplace Act, for example, a school district employee cannot be under the influence of alcohol on school grounds.*

***Note**: Pursuant to 49 CFR 40.67(b), direct observation of follow-up and return-to-duty drug tests are now mandatory rather than discretionary to minimize cheating in drug tests. However, where additional testing methodologies are approved by DHHS and adopted by DOT, DOT intends to make these methods available as an alternative to direct observation urine testing.*

Follow-up tests

A driver who violates the district's drug or alcohol prohibition and is subsequently identified by a substance abuse professional as requiring assistance in resolving a drug or alcohol problem will be subject to unannounced follow-up testing as directed by the professional, in accordance with law. Follow-up alcohol testing will be conducted just before, during or just after the time when the driver is performing safety sensitive functions.

***Note**: Pursuant to 49 CFR 40.67(b), direct observation of follow-up and return-to-duty drug tests are now mandatory rather than discretionary to minimize cheating in drug tests. However, where additional testing methodologies are approved by DHHS and adopted by DOT, DOT intends to make these methods available as an alternative to direct observation urine testing.*

Enforcement

***Note**: 49 CFR Section 382 provides that a driver who is tested and found to have an alcohol concentration of 0.02 or greater, but less than 0.04, may not perform or continue to perform safety-sensitive functions including driving a commercial motor*

vehicle until the start of the driver's next regularly scheduled duty period, but not less than 24 hours after the test was administered. Under 49 CFR 382, this is the only action the employer can take based solely on an alcohol concentration of 0.02 or greater, but not less than 0.04. However, pursuant to 49 CFR Section 382.505, this does not prohibit an employer with authority independent of Part 382 from taking any action otherwise consistent with law.

Any driver who refuses to submit to a post-accident, random, reasonable suspicion or follow-up test shall not perform or continue to perform safety-sensitive functions. Drivers who test positive for alcohol or drugs in violation of this policy or law shall be subject to disciplinary action up to, and including, dismissal.

Records

Employee drug and alcohol test results and records shall be maintained under strict confidentiality and released only in accordance with law. Upon written request, a driver shall receive copies of any records pertaining to the employee's use of drugs or alcohol, including any records pertaining to the employee's drug or alcohol tests.

Records shall be made available to a subsequent employer or other identified persons only as permitted by law and expressly requested, in writing, by the driver.

***Note**: Where state lawrequires, employers and third party administrators may disclose drug and alcohol violations of employees holding commercial drivers licenses (CDL) to state CDL authorities. Such disclosure is not permitted in Alaska. Under Alaska Statute 23.10.660, drug testing results may not be disclosed except 1) to the tested employee, 2) individuals designated by an employer to evaluate test results or hear the explanation of the employee, or 3) as ordered by court or governmental agency.*

Notifications

***Note**: Pursuant to 49 CFR 382.601, the school district must provide the following information to all drivers. Materials supplied to drivers may also include information about other policies and disciplinary consequences based on the district's authority under state and other law, and described as such. The school district must ensure that each driver signs a statement certifying that the employee has received a copy of these materials.*

Each driver shall receive copies of educational materials that explain the requirements of the Code of Federal Regulations (CFR), Title 49, Part 382, together with copies of any other required materials and a copy of the district's policy and regulations for meeting these requirements. Representatives of employee organizations shall be notified of the availability of this information. The information shall identify:

1. the person designated by the district to answer driver questions about the materials;

2. the categories of drivers who are subject to the Code of Federal Regulations, Title 49, Part 382;

3. sufficient information about the safety-sensitive functions performed by drivers to make clear what period of the work day the driver is required to comply with Part 382;

4. specific information concerning driver conduct that is prohibited by Part 382;

5. the circumstances under which a driver will be tested for drugs and alcohol under Part 382;

6. the procedures that will be used to test for the presence of drugs and alcohol, protect the driver and the integrity of the testing processes, safeguard the validity of test results and ensure that test results are attributed to the correct driver;

7. the requirement that a driver submit to drug and alcohol tests administered in accordance with Part 382;

8. an explanation of what constitutes a refusal to submit to a drug or alcohol test and the attendant consequences;

9. the consequences for drivers found to have violated the drug and alcohol prohibitions of Part 382, including the requirement that the driver be removed immediately from safety-sensitive functions and the procedures for referral, evaluation and treatment;

10. the consequences for drivers found to have an alcohol concentration of 0.02 or greater but less than 0.04; and

11. information concerning the effect of drugs and alcohol on an individual's health, work and personal life; sign and symptoms of a drug or alcohol problem (the driver's or a coworker's), and available methods of intervening when a drug or alcohol problem is suspected, including confrontation, referral to an employee assistance program or referral to management.

Each driver shall sign a statement certifying that the employee has received a copy of the above materials.

***Note**: 49 CFR 382.113 requires the school district the inform the employee, before tests are performed, that the tests are*

required by 49 CFR 382. 49 CFR 382.113 also states that employers shall not falsely represent that a test administered under their own or other authority is being administered under the authority of the Federal Highway Administration. If the school district establishes a testing program before the compliance date required by federal regulations, the following paragraph should be deleted until after the compliance date.

Before any employee operates a commercial motor vehicle for the school district, the district shall provide the employee with post-accident procedures that will make it possible for the employee to comply with post-accident testing requirements.

Prior to performing drug and alcohol tests, the district shall inform drivers that the tests are given pursuant to the Code of Federal Regulation, Title 49, Part 382. This notice shall be provided only after the compliance date specified in law.

The district shall notify a driver of the results of a pre-employment drug test if the driver requests such results within 60 calendar days of being notified of the disposition of the employee's employment application.The district shall notify a driver of the results of random, reasonable suspicion and post-accident drug tests if the test results are verified positive. The district shall tell the driver which controlled substances were verified as positive.

Revised 1/09

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

AR 4111.2/4211.2/4311.2 LEGAL STATUS REQUIREMENT - ALL PERSONNEL

***Note**: Throughout the following regulation, substitute for "personnel officer" the title of the employee who is assigned by your district to verify work eligibility documentation.*

When being hired by the district for any kind of work, prospective employees shall be informed that they will be asked, within three days of employment, to show documents which certify their work eligibility and identity. Persons employed for three days or less must provide such documentation on their first day. This documentation may consist of one item in group A below, or two items, one from group B and one from group C below.

***Note**: Pursuant to the Immigration Act of 1990, an employer cannot require an employee to present more or different documents than those required by law, nor can an employer refuse to honor documents which on their face reasonably appear to be genuine and related to the person presenting them. Employees can choose whichever documents they want to present from the lists of acceptable documents.*

Group A - Documents Establishing Both Work Authorization and Identity

1. A United States passport, unexpired or expired.

2. A Certificate of U.S. Citizenship (INS Form N-560 or N-561).

3. A Certificate of Naturalization (INS Form N-550 or N-570).

4. An unexpired foreign passport with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization.

5. An Alien Registration Receipt Card with photograph (INS Form I-151 or I-551).

6. An unexpired Temporary Resident Card (INS Form I-688).

7. An unexpired Employment Authorization Card (INS Form I-688A).

8. An unexpired Reentry Permit (INS Form I-327).

9. An unexpired Refugee Travel Document (INS Form I-571).

10. An unexpired Employment Authorization Document issued by the INS which contains a photograph (INS Form I-688B).

Group B - Documents Establishing Identity

1. A driver's license or ID card issued by a state or outlying possession of the United States, provided it contains a photograph or information such as name, date of birth, sex, height, eye color and address.

2. An ID card issued by federal, state or local government agencies or entities. provided it contains a photograph or information such as name, date of birth, sex, height, eye color and address.

3. A school ID card with a photograph.

4. A voter's registration card.

5. A U.S. military card or draft record.

6. A military dependent's ID card.

7. A U.S. Coast Guard Merchant Mariner Card.

8. Native American tribal documents.

***Note**: Should an individual present a native American tribal document which establishes both work eligibility and identity, only that one document would be needed.*

9. A driver's license issued by a Canadian government authority.

Group C - Documents Establishing Work Eligibility

1. A U.S. Social Security card issued by the Social Security Administration, other than one stating it is not valid for employment.

2. Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350).

3. An original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States, bearing an official seal.

4. A Native American tribal document.

5. A U.S. Citizen ID Card (INS Form I-197).

6. An ID Card for use of Resident Citizen in the United States (INS Form I-179).

7. An unexpired employment authorization document issued by the INS, other than those listed in Group A

If a minor has a work authorization document but does not have any of the identity documents in Group B, he/she may establish identity by means of a school record or report card; clinic, doctor or hospital record; or a daycare or nursery school record. Lacking any of these, he/she still may work, provided that a parent/guardian completes Section 1 of Form I-9 for the minor. In the space for the minor's signature, the parent/ guardian must write "minor under age 18." The parent/guardian also must complete the "Preparer/Translator Certification" section. In Section 2 under List B after the words "Document #," the personnel officer should write "minor under age 18."

If unable to provide satisfactory documentation, the employee shall furnish a receipt indicating that the needed document has been requested. This receipt must be presented within three days of the hire, and the document itself must be provided within 90 days of the hire.

***Note**: To continue employing an alien authorized by a work permit or other document which establishes only temporary work authorization, the employer is responsible for verifying renewal of eligibility when the document expires. Temporary work authorizations therefore should be flagged as indicated below.*

The personnel officer shall examine the documents presented and record the expiration date as it appears on all work authorization permits. This expiration information shall be subsequently flagged so as to remind the personnel officer to verify that the permit has been renewed and that the employee is still eligible to work.

Should an employee present two documents on which the individual's name is not the same, the personnel officer shall ask to see documentation of name change, such as would be provided by a marriage license, divorce papers, court order or other legal document verifying the name change.

***Note**: When inspecting documents which establish employment eligibility, the employer is only required to be satisfied that the documents reasonably appear on their face to be genuine. If the School Board decides to make copies of the documents presented, we recommend that the district specify a procedure for protecting the confidentiality of the information they contain.*

After examining the documents presented, the personnel officer shall copy them. Such copies shall be kept confidential and used only as needed to help justify the district's past decision to accept the documents as valid.

To protect full confidentiality, the personnel officer shall seal these copies in an envelope on which the following message has been printed:

> The enclosed documents, provided only to verify work eligibility for (name of employee), were examined on (date) by (signature) . This sealed envelope may be opened only by the Superintendent or designee.

Refer to BP/AR 4111.2/4211.2/4311.2 for current regulations.

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

The personnel officer shall ask the employee to complete and sign INS Form I-9.

***Note**: Employers should help employees in completing INS form I-9 only in the case of individuals who cannot read, who cannot write, or who need the form translated. If such help is necessary, the reader, assister or translator also must sign the form and should be careful to give only procedural assistance and offer no counsel with regard to the individual's status.*

***Note**: The I-9 form must be completed within three business days of the hire. If the term of employment is three days or less, the form must be completed before the end of the first working day. I-9 forms are not needed for persons who are independent contractors or who are employed by a contractor providing contract services.*

The personnel officer shall complete and sign the I-9 form and shall assure that it is kept until a full year after the employee leaves the job.

***Note**: We suggest that I-9 forms be kept together in a separate file so that they may be more easily located and handled if the INS comes to check them.*

All I-9 forms shall be kept together in a separate file for at least three years from the hiring date. Where the employment extends longer, the I-9 shall be kept for the life of employment and for one year following termination of employment. I-9 forms shall be kept for all employees hired after November 6, 1986.

***Note**: Without a warrant or subpoena, INS officers may not inspect any personnel documents other than the I-9 form and documents maintained by the employer to substantiate the I-9 form. The ins is required to provide at least three days' notice prior to inspecting I-9 forms.*

I-9 forms shall be available for inspection upon request by officers of the Immigration and Naturalization Service or the Department of Labor. Other personnel documents shall not be made available to government agents unless they present a warrant or subpoena.

The Superintendent or designee shall open the sealed envelope containing copies of an employee's work authorization documents only in connection with inquiries by the INS.

In order to avoid the loss of any employer rights, all communications received from the Immigration and Naturalization Service shall be answered within 30 days.

***Note**: Employers who receive "Notice of Intent to Fine" may request a hearing, but this request must be made within 30 days.*

Revised 2/2010

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

AR 4117.3 PERSONNEL REDUCTION/LAY OFF PLAN - CERTIFICATED PERSONNEL

***Note**: Before a school district lays off any tenured teacher, the school board must adopt a layoff plan. The plan must identify academic and other programs that the district intends to maintain in implementing the layoff plan. The plan must also include procedures for layoff and recall of tenured teachers. The following plan contains those provisions required by Alaska's reduction in force statute, AS 14.20.177. This statute also prohibits a district and its teachers' association from entering into collective bargaining agreement terms which conflict with AS 14.20.177.*

Any reduction in staff which is required should be undertaken so as to minimize disruption to the education program and to the provision of instructional services to students, and should cause the least deviation from the present assignment of personnel. The terms "reduction in certificated staff" or "layoff" refer to action the district takes to reduce the number of certificated staff due to decreased enrollment and/or due to a reduction in the district's basic need in an amount established by law.

Position Categories

The following categories and specialties are established to ensure the qualifications of personnel assigned to retained positions:

- Elementary teachers will be considered for retention in one category.
- Secondary teachers (7-12) will be considered for retention by teaching specialties, such as Math, Science, Language Arts, Social Studies, Vocational Education (Industrial Arts, Home Economic, Vocational Business, Vocational Agriculture), or combination thereof.
- Other certificated staff members will be considered for retention according to their specialties, which will include:

    1) Music

    2) Technology

    3) Special Education

    4) Librarian

    5) Physical Education

    6) Speech Pathology

    7) Art

Qualifications

Each teacher, in accordance with criteria set forth in Section 3 below, will be considered for retention in the category of specialty appropriate to the position he or she holds at the time of the implementation of these procedures; and, in addition, in such other categories or specialties as any teacher may designate in writing to the Superintendent or designee, provided that in order to qualify for consideration in any such category, the employee must have:

1. For positions in grades K-8, an elementary endorsement.

2. For positions in middle school:

    a. an elementary endorsement;

    b. a secondary certificate with a subject area endorsement in the area of assignment constituting at least 40% of the teacher's time; or

    c. within the five years preceding the last date of teaching in the district, the teacher has received an evaluation indicating that the teacher's performance in the relevant subject area(s) meets the district's performance standards.

3. For positions in grades 9-12.

    a. endorsement for each subject area in which the teacher will spend at least 40% of teaching time; or

    b. within five years preceding the last date of teaching in the district, the teacher has received an evaluation indicating that the teacher's performance in the relevant subject area(s) meets the district's performance standards.

Implementation

Teachers shall be considered for retention in available positions within the categories or specialties for which they qualify under Section 2. In the event that there are more qualified employees than available positions in a given category or specialty, the

following criteria shall be used to determine which employees shall be recommended for retention. No tenured teacher will be placed on layoff status until the district has given notice of nonretention to all nontenured teachers. However, the district may retain a nontenured teacher and place on layoff status a tenured teacher if there is no tenured teacher in the district who is qualified to replace the nontenured teacher under the criteria in Section 2 above.

Hiring Preference

All teachers who are not retained in accordance with these procedures shall be laid off and placed in an employment pool for possible re-employment for a period up to three (3) years. Teachers placed in the employment pool under this layoff plan are entitled to a hiring preference. Teachers in the pool will be given the opportunity to fill open positions within the categories or specialties identified in Section 1, for which they are qualified under Section 2. If more than one teacher is qualified for an open position, the most senior teacher shall be offered the position.

When a vacancy occurs for which a teacher entitled to a hiring preference is qualified, notification from the district to the teacher will be by certified, return receipt mail. The teacher will have thirty (30) days from the receipt of the certified letter to accept the position. If the teacher fails to accept the position offered, the teacher is no longer considered to be on layoff status and will be dropped from the reemployment pool, unless the teacher is contractually obligated to provide professional services to another district or educational program.

No new teacher shall be hired in a category or specialty identified in Section 1 until all qualified teachers in the reemployment pool category have been recalled, or have declined an offer of recall.

Revised 1/04

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

AR 4117.4 DISMISSAL - CERTIFICATED PERSONNEL

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

Employees shall not be deprived of their position during the school year except when cause for the dismissal can be shown. Employees shall be accorded their due process rights provided by law.

(cf. 4116 - Probationary/Permanent Status)

(cf. 4117.6 - Nonretention)

Legal References:

ALASKA STATUTES

14.20.140 Notification of nonretention

14.20.145 Automatic re-employment

14.20.170 Dismissal

14.20.175 Nonretention

14.20.180 Procedure and hearing upon notice of dismissal or nonretention

14.20.205 Judicial review

14.20.215 Definitions

ALASKA ADMINISTRATIVE CODE

4 AAC 18.010 Teachers' and administrators' contracts

COURT DECISIONS

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

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

Revised 9/97

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

AR 4117.6 INFORMAL HEARING FOR NONRETENTION OF NONTENURED STAFF - CERTIFICATED PERSONNEL

***Note**: This regulation provides informal hearing procedures for nontenured staff who are non-retained. Pursuant to AS 14.20.175, a non-retained non-tenured teacher may request an informal hearing by the School Board. That statute also provides that the School Board, by bylawor regulation, define the procedure under which the informal hearing can be requested and obtained.*

A nontenured teacher may be non-retained for any cause that the employer determines to be adequate. The following procedures shall apply to the non-retention of nontenured teachers. Unless otherwise noted, all days refer to calendar days.

1. Notification . The district shall notify a non-tenured teacher of non-retention in accordance with AS 14.20.140(b) and any applicable provisions of the negotiated agreement with certificated staff. Unless an earlier date is set forth in the negotiated agreement, the teacher shall be notified in writing delivered or registered mail postmarked on or before the last day of the school term.

2. Statement of Cause . Within ten (10) days of receipt of the notification of non-retention, the teacher may submit a written request to the Superintendent or designee for a written statement of cause for the non-retention. Failure to submit a timely written request constitutes waiver of this right. On the teacher's timely written request, the Superintendent or designee shall deliver to the teacher a written statement of cause for the non-retention within ten (10) days.

3. Right to Informal Hearing . Within ten (10) days of receipt of the notice of non-retention, a non-tenured teacher may submit a written request to the Superintendent or designee for an informal hearing before the School Board. Failure to submit a timely written request constitutes waiver of the right to an informal hearing. The Superintendent or designee shall schedule an informal hearing and shall inform the teacher of the date, time and place of the hearing not less than ten (10) days prior to the informal hearing.

4. Representation . The teacher may appear individually or be represented by a person of the teacher's choosing.

5. Hearing Procedures .

a. The informal hearing shall be held in closed session, unless opened by mutual consent.

b. The district shall record the informal hearing. On the teacher's written request, a copy shall be provided at the teacher's expense.

c. The representatives may submit whatever written documents they feel are germane to the arguments they will present, including affidavits. No witnesses may testify, except that the teacher's representative and a representative of district administration shall have the right to make a statement or presentation to the School Board. Additionally, the teacher can speak on his or her own behalf, even if represented.

d. Any written argument or documents that the parties expect to present at the informal hearing shall be exchanged by the parties no later than three (3) days prior to the informal hearing.

e. The informal hearing shall be scheduled for one hour and shall proceed as follows:

i. district administration presentation (20 min.);

ii. teacher presentation (20 min.);

iii. rebuttal presentation by district (5 min.);

iv. rebuttal by teacher (5 min.);

v. district closing statement (5 min.);

vi. teacher closing statement (5 min.);

f. The School Board may, in its discretion, vary the proceedings.

6. Decision . Following deliberation in executive session, the School Board shall render an oral decision to affirm or revoke the notice of non-retention. The decision will be made by majority vote of the School Board members participating at the informal hearing. The School Board shall issue written notice of its decision within ten (10) days after the hearing.

Revised 2/06

Adopted: February 3, 2014

AR 4119.25/4219.25/4319 POLITICAL ACTIVITIES OF EMPLOYEES - ALL PERSONNEL

Under no circumstances shall district employees:

1. Conduct political activities on school property during duty hours.
2. Solicit campaign support or contributions on school property during duty hours.
3. Use school equipment for the reproduction of campaign materials.
4. Post or distribute campaign materials on school property.
5. Permit the use of students to write, address or distribute campaign materials.

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

AR 4119.42/4219.42/4319 EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS - ALL PERSONNEL

Definitions

Occupational Exposure means "reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties." (Title 8, Section 5193(b))

Exposure Incident means "a specific eye, mouth, other mucous membrane, nonintact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties." Parenteral contact means "piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts, and abrasions." (29 CFR 1910.1030 (b))

Exposure Control Plan

The district's Exposure Control Plan shall contain at least the following components: (29 CFR 1910.1030 (c))

1. A determination of which employees have occupational exposure to blood or other potentially infectious materials.

2. A description of the schedule and method for implementing exposure control requirements, including but not be limited to:

    a. Universal precautions

(cf. 4119.43 - Universal Precautions)

    b. Engineering and work practice controls

    c. Personal protective equipment

    d. Housekeeping schedules

    e. Hepatitis B vaccination

    f. Post-exposure evaluation and follow-up

    g. Informing employees about biohazards, including:

        (1) labels and signs, and

        (2) training

    h. Maintenance of training and medical records

3. The district's procedure for evaluating circumstances surrounding exposure incidents.

4. The Exposure Control Plan shall be reviewed and updated at least annually and whenever necessary to:

    (1) Reflect new or modified tasks and procedures affecting occupational exposure.

    (2) Reflect new or revised employee positions with occupational exposure.

The district's Exposure Control Plan shall be accessible to employees in accordance with law. It also shall be made available to the Chief or Director of the National Institute for Occupational Safety and Health, U.S. Department of Health and Human Services, or his/her designee, upon request for examination and copying.

Exposure Determination

The district's exposure determination shall be made without regard to the use of personal protective equipment and shall include:

1. All job classifications in which all employees have occupational exposure to bloodborne pathogens.

2. Job classifications in which some employees have occupational exposure.

3. All tasks and procedures or groups of closely related tasks and procedures in which occupational exposure occurs and which are performed by employees listed in item #2 above. (29 CFR 1910.1030(c)

Hepatitis B Vaccination

***Note**: The hepatitis B vaccination must be made available at no cost after an employee with occupational exposure has received the required training and within 10 days of initial assignment unless the employee has been previously vaccinated, is immune or vaccination is contraindicated by other factors. If the employee declines to accept hepatitis B vaccination offered by the district, the district must ensure that he/she signs the statement reproduced as an exhibit following this regulation.*

Hepatitis B vaccinations shall be provided at no cost to those employees determined to have occupational exposure to blood and other potentially infectious materials. Employees who decline to accept the vaccination shall sign the hepatitis B declination statement as required by law. (E 4119.42) (29 CFR 1910.1030 (f)(2))

Protective Equipment

The district shall provide appropriate personal protective equipment at no cost to the employee. Protective equipment will be chosen based on anticipated exposure to blood, or other potentially infectious materials. The district shall maintain, repair, make accessible and require employees to use and properly handle protective equipment. (29 CFR 1910.1030 (c)(2))

Information and Training

The district shall provide a training program as specified by law to all employees in job classifications which have been determined to have some degree of occupational exposure. This program shall be offered at the time of initial assignment, annually thereafter, and whenever a change of tasks or procedures affect the employee's exposure.

***Note**: Title 29 of the Code of Federal Regulations does not apply to employees who assist in nonemployment-related first-aide situations as "good Samaritans." While employees are not covered by the bloodborne standards if their exposure is unrelated to their job duties, OSHA encourages employers to offer post-evaluation and follow-up to all employees.*

Exposure Incidents: Post-evaluation and Follow-up

All exposure incidents must be reported as soon as possible to the Superintendent or designee. Following a report of an exposure incident, the district shall provide the exposed employee with a confidential medical evaluation and follow-up, as required by law. The district shall maintain the confidentiality of the affected employee and the exposure source during all phases of the post-exposure evaluation. (29 CFR 1910.1030(f))

***Note**: Districts should obtain permission from the source individual before disclosing confidential information about that source individual, in accordance with law. Legal counsel should be consulted regarding existing rules for the contents and format of consent forms.*

(cf. 9011 - Disclosure of Confidential/Privileged Information)

Records

Medical and training records shall be kept in accordance with law. Medical records shall be maintained for the duration of employment plus three years. Training records shall be maintained for three years from the date of training. (29 CFR 1910.1030(h))

An employee's records shall be made available to that employee and to the National Institute for Occupational Safety and Health in accordance with law. (29 CFR 1910.1030(h))

Medical records for each employee with occupational exposure will be kept confidential as appropriate and transferred or made available in accordance with law (29 CFR 1910.1030(h))

Added 9/93

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

AR 4119.43/4219.43/4319 UNIVERSAL PRECAUTIONS - ALL PERSONNEL

Note: The following regulation may be revised as desired. The Federal Code of Regulations, 29 CFR 1910.1030 states that all body fluids must be considered potentially infectious whenever it is difficult or impossible to differentiate between body fluid types. Infected individuals themselves do not always know they are infected; therefore, universal precautions offer the best protection for everyone.

"Universal Precautions" is an approach to infection control. According to the concept of universal precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV and other bloodborne pathogens. (29 CFR 1910.1030 (b))

Human immunodeficiency virus (HIV) and hepatitis B virus (HBV) can be found in blood, semen, vaginal secretions and breast milk. Other body fluids such as feces, urine, vomit, nasal secretions, sputum, and saliva may contain infectious germs that cause other diseases. It is not always possible to know when blood or body fluids are infectious; therefore, all body fluids shall be handled as if infectious.

All students and staff shall routinely observe the following universal precautions for the prevention of infectious disease:

1. Wear disposable waterproof gloves whenever you expect to come into direct hand contact with blood, other body fluids, or contaminated items or surfaces. This applies to incidents including, but not limited to, caring for nosebleeds or cuts, cleaning up spills, or handling clothes soiled by blood or body fluids. Do not reuse gloves. After each use, remove the gloves without touching them outside and dispose of them in a lined waste container. Gowns or smocks should also be worn if you anticipate soiling of clothes by body fluids or secretions.

2. Wash your hands and any other contacted skin surfaces thoroughly for 15 to 30 seconds with dispensable soap and warm running water, rinse under running water, and thoroughly dry with disposable paper towels:

   a. Immediately after any accidental contact with blood, body fluids, drainage from wounds, or with soiled garments, objects or surfaces.

   b. Immediately after removing gloves, gowns or smocks.

   c. Before eating, drinking or feeding.

   d. Before handling food, cleaning utensils or kitchen equipment.

   e. Before and after using the toilet or diapering.

   When running water is not available, use antiseptic hand cleanser and clean towels or antiseptic towelettes, and use soap and running water as soon as feasible.

3. Clean surfaces and equipment contaminated with blood with soap and water and disinfect them promptly with a fresh solution of bleach (ten parts water to one part bleach) or other disinfectant. While cleaning, wear disposable gloves and use disposable towels whenever possible. Rinse mops or other nondisposable items in the disinfectant.

4. Properly dispose of contaminated materials and label them as biohazardous.

   a. Place blood, body fluids, gloves, bloody dressings and other absorbent materials into appropriately labeled plastic bags or lined waste containers.

   b. Place needles, syringes and other sharp disposable objects in leak-proof, puncture proof containers.

   c. Bag soiled towels and other laundry. Presoak with disinfectant and launder with soap and water.

   d. Dispose of urine, vomitus or feces in the sanitary sewer system.

5. Do not care for others' injuries if you have any uncovered bleeding or oozing wounds or nonintact skin conditions.

6. Use a mouthpiece, resuscitation bag or other ventilation device when readily available in place of mouth-to-mouth resuscitation.

Staff shall immediately report any exposure incident or first-aid incident in accordance with the district's Exposure Control Plan or other procedures.

(cf. 4119.42 - Exposure Control Plan for Bloodborne Pathogens)

Added 9/93

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

AR 4144/4244/4344 COMPLAINTS

The following guidelines shall prescribe the manner in which complaints are handled:

1. A "*complaint*" shall be defined as an alleged misapplication of the district's policies, regulations, rules or procedures. Procedures for the resolution of employee complaints provide a route of appeal through administrative channels and to the School Board, if necessary. If the complaint is related to discrimination or harassment, the district's procedure for complaints concerning discrimination should be used.

(cf. 1312.3 - Complaints Concerning Discrimination)

2. So as not to interfere with school schedules, meetings related to a complaint shall be held before or after the complainant's regular working hours.

3. All matters related to a complaint shall be kept confidential. Only those individuals directly involved in resolving the complaint shall be informed of the complaint.

4. All documents, communications and records dealing with the complaint shall be placed in a district complaint file. No such material shall be placed in an employee's personnel file.

5. No reprisals shall be taken against any participant in a complaint procedure by reason of such participation.

6. Time limits specified in these procedures may be reduced or extended in any specific instance by written mutual agreement of the parties involved. If specified or adjusted time limits expire, the complaint may proceed to the next step.

7. Any complaint not taken to the next step within prescribed time limits shall be considered settled on the basis of the answer given at the preceding step.

Informal Complaints

Employees are encouraged to resolve complaints informally. Formal complaint procedures shall not be initiated unless informal efforts to resolve the complaint have been exhausted and the complainant has provided a written description of such efforts.

Formal Complaint Procedure

Step 1

If a complaint has not been satisfactorily resolved by informal procedures, the complainant may file a written complaint with the immediate supervisor or principal within 60 days of the act or event which is the subject of the complaint.

Within five working days of receiving the complaint, the immediate supervisor or principal shall conduct any necessary investigation and meet with the complainant in an effort to resolve the complaint.

The immediate supervisor or principal shall present all concerned parties with a written answer to the complaint within ten working days after the meeting.

Step 2

If a complaint has not been satisfactorily resolved at Step 1, the complainant may file the written complaint with the Superintendent or designee within five working days of receiving the answer at Step 1. All information presented at Step 1 shall be included with the complaint, and the immediate supervisor or principal shall submit to the Superintendent or designee a report describing attempts to resolve the complaint at Step 1.

Within five working days of receiving the complaint, the Superintendent or designee shall conduct any necessary investigation and meet with the complainant in an effort to resolve the complaint.

The Superintendent or designee shall present all concerned parties with a written answer to the complaint within ten working days after the meeting.

If a complaint has not been satisfactorily resolved at Step 2, the complainant may file a written appeal to the School Board within five working days of receiving the answer at Step 2. All information presented at Steps 1 and 2 shall be included with the appeal, and the Superintendent or designee shall submit to the School Board a report describing attempts to resolve the complaint at Step 2.

An appeal hearing shall be held at the next regularly scheduled School Board meeting which falls at least 12 days after the appeal is filed. This hearing shall be held in executive session if the complaint relates to matters properly addressed in executive session.

(cf. 9321 - Executive Sessions)

The School Board shall make its decision within 30 days of the hearing and shall mail its decision to all concerned parties. The School Board's decision shall be final.

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

AR 4154/4254/4354 HEALTH AND WELFARE BENEFITS

Federal Consolidated Omnibus Reconciliation Act (COBRA)

***Note**: COBRA (The Federal Consolidated Omnibus Reconciliation Act) mandates certain group health coverage requirements designed to alleviate lapses in coverage due to employee termination, death, separation or divorce, reduction in hours, or eligibility for Medicare. See Exhibit 4154/4254/4354 for a summary of COBRA imposed notice responsibilities.*

Under COBRA, district employees may retain health insurance coverage when they reduce their working hours and/or are separated from employment. Continued coverage through the district shall also be made available to an employee's spouse and dependents upon the employee's death, separation or divorce, eligibility for Medicare or upon termination of a child's dependent status under the district health insurance program. Employees who are fired for gross misconduct may not retain health insurance coverage.

***Note**: The cost of continuation coverage may be charged to the employee or beneficiary, but it may not exceed 102% of the cost charged to active employees and their beneficiaries under the district health plan.*

Persons who choose to retain health insurance coverage shall be charged the full costs of coverage within legal limits. Those who have reduced their working hours or who have been released from employment may retain the coverage for no more than 18 months. All other qualifying persons may retain the coverage for no more than 36 months. Coverage will end if the employee or beneficiary 1) fails to pay the insurance premium; 2) secures health insurance coverage through subsequent employment or remarriage; or 3) becomes eligible for Medicare benefits.

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

AR 4161.1 SICK LEAVE

After any absence due to illness or injury, the employee shall verify the absence by submitting a completed and signed district absence form to his/her immediate supervisor.

The district may additionally require written verification by the employee's doctor or practitioner. Such verification may be required whenever an employee's absence record shows chronic absenteeism or a pattern of absences immediately before or after weekends and/or holidays or whenever clear evidence indicates that an absence is not related to illness or injury. Chronic absenteeism may be indicated when an employee has exhausted his/her entire ten-day sick leave benefit during three or more of the past five years.

At its expense, the district may require an employee to visit a physician selected by the district in order to receive a report on the nature and severity of an illness or injury. If the report concludes that the employee's condition does not warrant continued absence, the Superintendent or designee, after giving notice to the employee, may deny further leave.

Before returning to work, an employee who has been absent for surgery, hospitalization or extended medical treatment may be asked to submit a letter from his/her doctor stating that he/she is able to return and stipulating any recommended restrictions or limitations. The district may, at district expense, require the opinion of a physician chosen by the district.

Employee Notifications of Absence

Employees shall notify the district of their need to be absent as soon as such need is known, so that substitute services may be secured. This notification shall include an estimate of the expected duration of absence. If the absence becomes longer than estimated, the employee shall again notify the district of the need for a substitute. If the duration of absence is unknown or becomes shorter than estimated, the employee shall notify the district of his/her intent to return by at least 3 p.m. of the working day preceding the day he/she returns. If failure to so notify the district results in a substitute being secured, the cost of the substitute shall be deducted from the employee's pay.

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

AR 4161.4/4261.4/4361.4 FAMILY AND MEDICAL LEAVE

***Note**: Unless the Board has decided to apply the protections of FMLA or AFLA to all school sites, regardless of the number of employees within a certain radius, the District should conduct a regular reviewof the eligibility of its sites.*

The Superintendent or designee shall determine which sites are covered by Alaska's Family Leave Act (AFLA), by the federal Family & Medical Leave Act of 1993 (FMLA), or by both laws. Employees at the site shall be notified of this coverage determination through reasonable means. The determination of site coverage will be reviewed on a periodic basis.

A. Eligibility for Leave

***Note**: Different rules apply under FMLA and AFLA. Accordingly, it is important to determine which of these laws apply to an individual employee. If both apply, the employee is entitled to the more generous protections.*

***Note**: If an employee is an active duty or reserve military member who has been absent from work due to service covered by USERRA (Uniformed Services Employment and Reemployment Rights Act), all periods of USERRA absence are counted towards the employee's eligibility for FMLA leave.*

Employees are eligible for FMLA leave if they:

1. Have been employed by the District for at least a year and have worked at least 1,250 hours in the preceding 12 calendar months immediately preceding the request for leave. Employers are required to count any service an employee had with an employer prior to a break in service of up to seven years toward his or her 12-month employment eligibility threshold. And

2. Are employed at a work site that has 50 or more employees within a 75-mile radius. This distance is measured by surface miles, using surface transportation over public streets or by waterways, using the shortest route.

Employees are eligible for AFLA leave if they:

1. Have worked for the District at least 35 hours per week for at least six consecutive months, or at least 17.5 hours per week for at least twelve consecutive months, preceding the request for leave. And

2. Are employed at a work site that has employed at least 21 employees within 50 road miles during any period of 20 consecutive workweeks in the preceding two calendar years. Employees with questions about their eligibility for FMLA or AFLA leave should contact [title of leave administrator] for more information.

B. Qualifying Reasons for Basic FMLA and AFLA Leave

***Note**: FMLA provides for "basic leave" as well as for military family leave.*

Employees who meet the eligibility requirements described above are eligible to take leave for the following reasons:

1. To care for the employee's infant during the first 12 months following birth;

2. To care for a child during the first 12 months following the employee's adoption of the child or foster care placement of the child with the employee;

3. To care for a spouse, child, or parent with a serious health condition;

4. For incapacity due to the employee's pregnancy, prenatal medical care, or childbirth; or

5. Because of the employee's own serious health condition that renders the employee unable to perform an essential function of his or her position.

Definitions

For purposes of the above:

" *Child* " means the employee's biological child, adopted child, stepchild, foster child, or legal ward, so long as the child is under 18 or, if 18 or older, is incapable of self-care because of mental or physical disability. However, under AFLA, "child" does not include stepchild for purposes of caring for the child following adoption.

" *Parent* " under AFLA means a biological or adoptive parent, parent-in-law, or stepparent. "Parent" under FMLA means biological, adoptive, step or foster parent, or any other individual who stood "in loco parentis" (in the role of a parent) to the employee when the employee was a child; it does not include parent-in-law.

"*Serious health condition*" means an illness, injury, impairment, or physical or mental condition that involves (1)

inpatient care in a hospital, hospice, or residential health care facility; or (2) continuing treatment or supervision by a health care provider.

C. Total Amount of Leave Availability

FMLA provides up to 12 weeks of unpaid leave during any 12-month period, as defined by the District.

AFLA provides a total of 18 weeks of unpaid leave during any 24-month period because of a serious health condition of the employee or qualifying family member.

AFLA provides a total of 18 weeks of unpaid leave during any 12-month period because of pregnancy and childbirth or adoption. The right to take leave for this reason expires one year after the birth or placement of the child. The District can require that an employee using leave for this reason take the leave in a single block of time.

The District defines its 12-month period for determining total leave availability by use of the rolling calendar. The 12-month period is measured backwards from the first date for which leave is requested, to avoid stacking of back-to-back leave entitlements.

Married Couples

Special rules apply to married couples who are employed by the District:

FMLA: Under FMLA, two spouses together may take a combined total of 12 weeks leave during any 12-month period for birth or adoption of a child, or to care for the same individual with a serious health condition.

AFLA: Under AFLA, the District is not required to grant simultaneous leave to both spouses to care for a parent or child with a serious health condition.

D. Military Family Leave FMLA provides for two types of Military Family Leave.

1. *Qualifying Exigency Leave*

Employees meeting FMLA eligibility requirements may be entitled to use up to 12 weeks of their basic FMLA leave entitlement to address certain qualifying exigencies. Leave may be used if the employee's spouse, son, daughter, or parent is a military member and is on covered active duty or called to covered active duty status in the National Guard or Reserves in support of a contingency operation.

" *Military member* " includes members of the National Guard and Reserves and the Regular Armed Forces.

" *Covered active duty* " means deployment to a foreign country.

Qualifying exigencies may include:

- Short-notice deployment (up to 7 days of leave)
- Attending certain military events
- Childcare and school activities
- Addressing certain financial and legal arrangements
- Periods of rest and recuperation for the servicemember (up to 15 days of leave)
- Attending certain counseling sessions
- Attending post-deployment activities (available for up to 90 days after the termination of the service-member's active duty status)
- Caring for the military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty.
- Other activities arising out of the service-member's active duty or call to active duty and agreed upon by the District and the employee.

2. Leave to Care for a Covered Servicemember

Employees meeting FMLA eligibility requirements may take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period.

A "*covered service-member*" is a current member of the Armed Forces - including a member of the National Guard or Reserves, or a member of the Armed Forces who is on the temporary disability retired list - with a serious injury or illness incurred in the line of duty while on active duty, which may render the servicemember medically unfit to perform his or her duties, and for which the servicemember is undergoing medical treatment, recuperation, or therapy; or otherwise is in outpatient status.

A "*covered service-member*" also includes covered veterans who are undergoing medical treatment, recuperation, or therapy for a serious injury or illness. A covered veteran is an individual who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran.

When both husband and wife work for the District, the aggregate amount of leave that can be taken by the husband and wife to care for a covered servicemember is 26 weeks in a single 12-month period.

E. Use of Leave, Including Intermittent And Reduced-Schedule Leave

An employee does not need to use FMLA or AFLA leave in a single block. Rather, leave can be taken intermittently or on a reduced leave schedule when medically necessary. Leave because of a serious health condition, or either type of family military leave under FMLA, may be taken intermittently (in separate blocks of time due to a single health condition) or on a reduced- schedule leave (reducing the usual number of hours worked per workweek or workday), so long as medically necessary.

If leave is unpaid, the District will reduce the employee's salary based on the amount of time actually worked. In addition, while an employee is on an intermittent or reduced-leave schedule, the District may temporarily transfer the employee to an available alternative position that better accommodates the recurring leave and which has equivalent pay and benefits.

Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the District's operations. Leave may not be taken on an intermittent basis when used to care for the employee's own child during the first year following birth, or to care for a child placed with the employee for foster care or adoption, unless both the employer and employee agree to such intermittent leave.

Military family leave due to qualifying exigencies may also be taken on an intermittent basis.

F. Right to Transfer for Pregnant Employee (Provided by AFLA Only)

A pregnant employee entitled to AFLA protections may request a transfer to a suitable position. A position is suitable if: 1) it is an existing unfilled position in the same administrative division in which the employee is currently employed and is less strenuous or less hazardous than the employee's current position; 2) the transfer is recommended by a licensed healthcare provider; 3) the employee is qualified and immediately available to perform the duties of the position; and 4) the transfer will not subject the District to liability for violating a collective bargaining agreement or employment contract.

If an employee has requested transfer to a suitable position, the District may not fill the position with someone other than the requesting employee until the District has offered the position to the employee and the employee has refused.

An employee who transfers under this provision shall be compensated at the lesser of: 1) the employee's compensation immediately before requesting the transfer; or 2) the compensation of the position into which the employee transfers.

G. Pay, Benefits, and Protections During FMLA Leave

FMLA and AFLA leave is unpaid . While on FMLA or AFLA leave, employees may be eligible for short- or long-term disability payments and/or workers' compensation benefits, if leave is taken because of an employee's own serious health condition.

Substitution of paid time off for unpaid leave.

The District requires employees to substitute accrued paid leave for unpaid FMLA and AFLA leave, as determined by the terms and conditions of the District's normal leave policies or negotiated agreements.

If an employee requests leave because of birth, adoption, or foster care placement of a child, any accrued annual leave, personal leave, or other applicable leave, first will be substituted for unpaid family/medical leave.

If an employee requests leave because of the employee's own serious health condition, or to care for a covered family member with a serious health condition, any accrued paid annual leave, personal leave, sick leave, or other applicable leave, first will be substituted for any unpaid family/medical leave. The same rules apply for qualifying exigency leave or to care for a service-member.

The substitution of paid leave for unpaid leave does not extend the total leave entitlement provided by FMLA or AFLA. Furthermore, in no case can the substitution of paid leave for unpaid leave result in the receipt of more than 100 percent of an employee's salary. An employee's family medical leave runs concurrently with other types of leave. FMLA and AFLA leave also run concurrently.

The employer will not provide paid sick leave or paid medical leave in any situation in which the employer would not normally provide such paid leave.

Medical and other benefits.

During an approved FMLA leave, the District will maintain the employee's group health plan coverage as if the employee continued to be actively working. If paid leave is substituted for unpaid family medical leave, the District will continue to deduct the employee's portion of the health plan premium as a regular payroll deduction. If leave is unpaid, the employee must pay his or her portion of the premium through [the District should specify the method they will use].

If only AFLA leave applies, or if the employee qualifies for both FMLA and AFLA leave and FMLA leave has been exhausted, the District [will or may] require that the employee pay the full costs of health plan coverage as a condition of maintaining those benefits during any period of unpaid AFLA leave. Premium payments will be paid by the employee as set forth above.

An employee's health care coverage will cease if the employee's premium payment is more than 30 days late. If the payment is more than 15 days late, the District will send the employee a letter to this effect. If the District does not receive the payment within 15 days after the date of that letter, the employee's coverage may cease. If the employee elects not to return to work for at least 30 calendar days at the end of the leave period, the employee will be required to reimburse the District for the cost of the premiums paid by the District for maintaining coverage during the unpaid leave, unless the employee cannot return to work because of a serious health condition or other circumstances beyond the employee's control.

Use of FMLA or AFLA leave will not result in the loss of any employment benefit that accrued prior to the start of the employee's leave.

Return to job at end of FMLA leave.

Upon return from FMLA or AFLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

H. Instructional Employees (FMLA Leave Only)

Special rules apply to school districts regarding FMLA leave.

In cases where the special rules for instructional employees apply, the Superintendent may apply those special rules or the general FMLA rules as best serves the interests of the District.

" *Instructional employees* " are those employees whose principal function is to teach and instruct students in a class, small group or an individual setting. The term does not include administrators, teacher assistants or aides who do not have as their principal job actual teaching or instruction, nor does it include positions such as counselors, psychologists or curriculum specialists. It also does not include cafeteria works, maintenance workers, or bus drivers.

Summer months.

For all District employees, instructional and non-instructional, whose positions do not work during the period between school years (the summer months), FMLA leave will only apply to scheduled work days and is not counted over the summer break. Employees who end the school year on FMLA can continue FMLA at the beginning of the next school year, provided the employee has not used all of the twelve (12) weeks of their annual FMLA leave as allowed by law.

Medical treatment impacting on instructional time.

If an instructional employee wants to take foreseeable intermittent leave or reduced-schedule leave because of planned medical treatment, and the leave is more than twenty (20) percent of the total number of working days in the period over which the leave would extend, the District may require the employee to take the entire period of leave in a block, or may transfer the employee to an alternative placement for the period of planned leave. This decision is at the discretion of the District.

Leave towards the end of the school term.

If an instructional employee begins FMLA leave more than five (5) weeks before the end of the term, and the leave lasts at least three (3) weeks, the District has the right to require the instructional employee to remain on leave for the rest of the school term.

If an instructional employee begins FMLA leave five (5) weeks or less before the end of the term, and the leave will last more than two (2) weeks for a reason other than his or her own health condition, the

District has the right to require the instructional employee to remain on leave for the rest of the school term.

If an instructional employee begins FMLA leave with three (3) weeks or less before the end of the term and the leave will last more than five (5) working days for a reason other than his or her own health condition, the District has the right to

require the instructional employee to remain on leave for the rest of the school term.

In the cases above where the District has exercised its right to extend the leave time, the leave is unpaid and is not charged against the employee's annual FMLA entitlement.

I. Employee Responsibilities When Requesting Leave

FMLA Requirements: If the need to use FMLA leave is foreseeable, the employee must give the District at least 30 days prior notice of the need to take leave. When 30 days notice is not possible, the employee must give notice as soon as practicable (within 1 or 2 business days of learning of the need for leave except in extraordinary circumstances). Failure to provide such notice may be grounds for delaying the start of FMLA leave. Employees can be asked to explain why providing 30 days notice of leave was not practicable.

AFLA Requirements: If the need to use AFLA leave is foreseeable based on an expected birth or adoption, or on planned medical treatment, the employee shall provide prior notice of the expected need for leave in a manner that is reasonable and practicable.

If the leave is foreseeable based on planned medical treatment, the employee shall make a reasonable effort to schedule the treatment so as not to unduly disrupt the District's operations, subject to the approval of the healthcare provider of the employee or the employee's child, spouse, or parent. Employees should attempt to schedule medical treatment around work so as to permit employees to work as much of their workday as possible.

Requests for family and medical leave should be submitted to [Human Resources or title of FMLA administrator] using the Request for Family/Medical Leave form available from [Human Resources; title of FMLA administrator].

When submitting a request for leave, the employee must provide sufficient information for the District to determine if the leave might qualify as FMLA/AFLA leave. The employee must also provide information on the anticipated date when the leave will start as well as the duration of the leave. Sufficient information may include that the employee is unable to perform job functions; that a family member is unable to perform daily activities; that the employee or family member needs hospitalization or continuing treatment by a healthcare provider; or the circumstances supporting the need for military family leave. Employees also must inform the District if the requested leave is for a reason for which FMLA/AFLA leave was previously taken or certified. Employees are required to provide a certification and periodic recertification supporting the need for leave for a serious health condition.

J. Employer Responsibilities

When an employee requests leave, the District will advise the employee within five (5) business days whether he or she is eligible under FMLA and/or AFLA leave, assuming the employee has provided the required information to allow the District to make this determination. If the employee is eligible, the employee will be given a written notice that includes details on any additional information he or she will be required to provide, including medical certification. If the employee is not eligible, the District will provide the employee with a written notice indicating the reason for ineligibility.

The District will designate all qualifying leaves as FMLA or AFLA leave, even if the employee has not made a family and medical leave request, for example, when requesting sick leave, requesting annual leave to care for a sick family member, or taking workers' compensation leave. Any leave for a serious health condition of more than three days may qualify for FMLA/AFLA leave. If an employee takes leave for a medical condition involving more than three consecutive calendar days of incapacity and needs to have two visits to a healthcare provider, those visits must occur within 30 days of the period of incapacity for the condition to be classified as a serious health condition. Also, for a chronic serious health condition to be present, an employee must make at least two visits per year to a healthcare provider. If leave will be designated as FMLA or AFLA leave, the District will inform the employee in writing and provide information on the amount of leave that will be counted against the employee's leave entitlement under these law.

K. Medical Certification

If the employee is requesting leave because of the employee's own or a covered family member's serious health condition, the employee and the relevant healthcare provider must supply appropriate medical certification. This is at the employee's expense. Employees may obtain Medical Certification forms from [the Human Resources Department]. When the employee requests leave, the District will notify the employee of the requirement for medical certification and when it is due, which shall be no more than 15 days after the leave request. If the employee provides at least 30 days notice of medical leave, he or she should provide the medical certification before leave begins. Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided.

The District, at its expense, may require an examination by a second health care provider designated by the District, if it reasonably doubts the medical certification initially provided. If the second healthcare provider's opinion conflicts with the original medical certification, the District, at its expense, may require a third, mutually agreeable, healthcare provider to conduct an examination and provide a final and binding opinion.

The District requires subsequent medical recertification, at the employee's expense. Recertification shall be not more often than every 30 days, unless the law provides for more frequent recertification. Failure to provide requested re-certification within 15 days, except in extraordinary circumstances, may result in the delay of further leave until it is provided. For employees on intermittent leave, the District will require recertification every six (6) months.

L. Status Reporting While on Leave

If an employee takes leave because of the employee's own serious health condition or to care for a covered family member, the employee must contact the District on [the first and third Tuesday of each month, for example] regarding the status of the condition and his or her intention to return to work. In addition, the employee must give notice as soon as practicable (within 2 business days, if feasible) if the dates of the leave change, are extended, or were unknown initially.

M. Moonlighting Prohibited

The District prohibits employees who are on approved family and medical leave from engaging in other employment during the dates and times the employee would otherwise have been working for the District. Should an employee desire an exception, the employee must submit a written request to the Superintendent. The written request must explain why the employee seeks to engage in work for another employer or entity and why such work is feasible when the employee is unable to work for the District. The Superintendent may grant, deny, or grant in part, the employee's request, within the Superintendent's discretion.

Revised 3/2013

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

ALL PERSONNEL
EMERGENCY COVID-19 SICK AND FAMILY LEAVE AR 4161/4261/4361 (a)

Note: The following AR implements the federal Families First Coronavirus Response Act, which is in effect from April 1, 2020 through December 31, 2020, unless extended by Congress.

As a result of the 2020 COVID-19 pandemic, employees may have additional rights to sick leave and family leave under the provisions below.

I. Sick Leave for COVID-19 Qualifying Reasons

Employees are entitled to additional paid sick leave if the employee is unable to work (or unable to telework) due to a need for leave because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) above, or self-quarantine as described in (2) above;
5. is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. is experiencing any other substantially-similar condition as specified by the United States Department of Health and Human Services.

Duration of COVID-19 Sick Leave

A full-time employee is eligible for up to 80 hours of COVID-19 sick leave. A part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period.

Calculation of Sick Leave Rate of Pay

For leave reasons (1), (2), or (3), above: employees taking leave shall be paid at their regular rate of pay, up to $511 per day and $5,110 in the aggregate (over a 2-week period).
For leave reasons (4), (5), or (6), above: employees taking leave shall be paid at 2/3 their regular rate, up to $200 per day and $2,000 in the aggregate (over a 2-week period).

Procedure for Requesting Leave

Employees must notify their supervisor of the need and specific reason for leave under this policy. Employees should make the request for leave as soon as practically possible. Verbal notice will otherwise be accepted until written notice can be provided.

Employees are required to provide documentation to confirm the type of COVID-19 leave for which they are eligible.

ALL PERSONNEL
EMERGENCY COVID SICK AND FAMILY LEAVE AR 4161/4261/4361 (b)

Interaction with Other Paid Leave

The employee may use COVID-19 paid sick leave under this policy before using any other accrued sick leave, family leave, annual leave, or donated leave. COVID-19 sick leave does not carry over to 2021. COVID-19 sick leave cannot be cashed out.

All other policies and procedures for use of sick leave remain applicable, except as specifically modified by this AR and the federal Families First Coronavirus Response Act.

(cf. 4161.1 – Sick Leave)
(cf. 4161.2 - Personal Leaves)

II. Family and Medical Leave Act Expansion to Care for Children due to COVID-19

The qualifying reasons for taking family and medical leave ("FMLA Leave") have been expanded to provide leave for employees unable to work because they must care for a child whose school or place of childcare is closed (or child care provider is unavailable) for reasons related to COVID-19. This is a new qualifying reason for taking leave under the Family and Medical Leave Act. It is not an expansion of the total amount of leave availability under FMLA. Employees must have been employed for at least 30 days to be eligible for expanded FMLA leave.

(cf. 4161.4/4261.1/4361.4 – Family and Medical Leave))

Duration of Expanded Childcare FMLA Leave

Full-time employees are eligible for up to 12 weeks of leave at 40 hours a week, assuming the employees have FMLA Leave available. Part-time employees are eligible for leave for the number of hours they are normally scheduled to work over that period, again assuming leave is available. Employees are only entitled to 12 weeks of annual FMLA leave, regardless of the reason.

Rate of Pay for Expanded Childcare FMLA Leave

The first ten days of expanded childcare FMLA leave is unpaid. However, employees may take the COVID-19 paid sick leave during this time or substitute any accrued paid leave. Alternatively, the District may require that COVID-19 paid sick leave be used during the first 10 days of normally unpaid FMLA leave.

After the first ten days of expanded childcare FMLA leave, employees taking leave shall be paid at 2/3 their regular rate, up to $200 per day and $12,000 in the aggregate (over a 12-week period—two weeks of paid sick leave followed by up to 10 weeks of paid expanded family and medical leave under the Family and Medical Leave Act).

ALL PERSONNEL
EMERGENCY COVID SICK AND FAMILY LEAVE AR 4161/4261/4361 (c)

Note: The above provisions for paid leave under FMLA are only applicable when leave is taken because the employee must care for a child whose school or place of care is closed due to COVID-19 related reasons. FMLA has not been expanded to provide for paid leave for other qualifying reasons, such as personal illness of the employee or family member.

Procedure for Requesting Leave

Employees must follow the existing procedures for taking and requesting family and medical leave. Employees are required to provide documentation to confirm eligibility for expanded childcare FMLA leave.

(cf. 0400 - Personnel)

Legal Reference:

Public Law No: 116-127 (03/18/2020)

Added 4/2020

AR 4222 TEACHER AIDES/PARAPROFESSIONALS

Paraprofessionals are auxiliary personnel who work directly with professional educators to assist them in discharging their professional duties. Instructional aides, tutors, noontime assistants, and various similar categories, both volunteer and paid, are included within the definition of paraprofessionals.

Purpose of the Paraprofessional Aide Programs -- Volunteer and Paid

Purposes of the paraprofessional aide programs are to:

1. assist teachers in providing more individualization and enrichment of instruction to their classes

2. relieve teachers of many nonteaching duties and tasks

3. build an understanding of school problems among citizens, thus stimulating widespread involvement in the total education process

Kinds of Services Provided

The kinds of services which paraprofessionals perform will vary according to local building site needs.

Services generally fall into one or more of the following areas:

1. relieving the professional of clerical, non-instructional, housekeeping, and/or certain instructional tasks

2. assisting in classroom management

3. giving special aid to students with difficulties such as English as a second language, which may include acting as a translator

4. giving special aid to students with exceptional talents

5. enriching the curriculum in areas requiring special skills or unique experiences

6. providing instructional support services which may include one-on-one tutoring if scheduled at a time when the student wouldn't otherwise receive instruction from a teacher

Responsibilities of the Principal

The principal's responsibilities include:

1. responsibility for both volunteer and paid paraprofessional aide programs at his/her site

2. organization of the programs within the school

3. promotion of good staff-paraprofessional aide relationships

4. responsibility for evaluation of the paraprofessionals at his/her site

5. attesting to the State Department of Education and Early Development, on an annual basis, that paraprofessionals working in Title I programs meet the qualifications required by the federal No Child Left Behind Act

Responsibilities of the Teacher or Staff Person using a Paraprofessional

Responsibilities of staff using aides include the following:

1. become familiar with paraprofessional aide programs and their materials through orientation sessions

2. direct and supervise each aide

3. provide guidance for each aide

4. determine specific duties to be undertaken

5. work cooperatively with others in charge of the programs

6. implement the key pointers described in the handbooks for teachers and staff

Responsibilities of Paraprofessional Aides - Volunteer and Paid

Paraprofessionals must be members of a professional team dedicated to working for the best interests of students. All members of the team are expected to be loyal, courteous, cooperative, industrious, and dependable. They must accept responsibility to act with the highest ethical standards as they share with educators the common purpose of educating students, because the commitment is a professional one.

Responsibility to the Student

Responsibility to the student imposes the following obligations:

1. assuring the school that any personal information about the student will remain confidential

2. enjoying the working relationships with students and valuing their achievements, however modest they may be.

Responsibility to the Paraprofessional Programs

Responsibility to the program imposes the following obligations:

1. being able to accept differences in people's, values, standards, goals, ambitions, and having respect for individual integrity

2. maintaining consistent and regular attendance

3. being reliable and flexible

4. having sufficient sense of organizational procedures to be able to accept discipline while working happily within the established structure and policies of the school

5. being willing to acquire skills needed to be of value to the school programs

6. discussing any specific problems with the supervising staff member or the principal

7. using discretion in commenting on school matters, including the performance of individual paraprofessionals or other school personnel

Responsibility to the School

The responsibility to the school imposes the following obligations:

1. recognition that the professional staff will specify the tasks aides will perform, the authority aides will be given, and the information and materials aides will use

2. that criticism of school personnel and/or school practices is an ineffective and unsatisfactory method of improving public education

3. understanding that regulations and procedures of the school are to be followed at all times

Responsibility to Self

Responsibility to self requires each paraprofessional to:

1. maintain positive attitudes

2. accept the responsibility to help all students develop positive self-esteem

3. be responsible for his/her own actions

4. know his/her role and be able to express what that role is to the community in a positive manner

5. maintain personal cleanliness

6. wear appropriate clothing (avoiding extremes)

7. use appropriate language

8. give full cooperation to the total school staff

Revised 1/03

Adopted: February 3, 2014

BP 4000 CONCEPTS AND ROLES - ALL PERSONNEL

***Note**: A.S. 14.08.101 authorizes regional school boards to appoint, compensate and otherwise control school employees in accordance with the provisions of Title 14 and exempts these employees from A.S. 39.25 (State Personnel Act). 14.08.111 requires regional school boards to employ a chief school administrator, approve the employment of other personnel and establish salaries. Pursuant to 14.14.060 and 14.14.065 borough and city school boards appoint, compensate and otherwise control school employees in accordance with Title 14 and subject to state laws relating to teacher salaries, tenure, financial support, supervision by the Department of Education and other general school laws.*

The School Board wishes to establish conditions that will attract and hold qualified personnel who will devote themselves to the education and welfare of the students of the district. The School Board desires that teachers pursue excellence within their profession and may provide incentives to teachers of demonstrated ability and expertise which will encourage them to stay in the public school system.

***Note**: A.S. 23.40.250 defines the terms and conditions of employment which are subject to collective bargaining as: "hours of employment, compensation and fringe benefits, and the employer's personnel policies affecting the working conditions of the employees; but does not mean the general policies describing the function and purposes of a public employer." Districts should consult legal counsel regarding the scope of negotiations and the district's duty, if any, to bargain.*

The School Board believes that its personnel policies must be developed in cooperation with staff in an atmosphere of mutual faith and good will. District policies and regulations shall apply only to the extent that they do not conflict with any collective bargaining agreement in effect between the district and its employees.

The School Board affirms its intention to have district policies, regulations and procedures conform to the requirements of state and federal laws and regulations.

The School Board

1. Adopts wage and salary schedules.

2. Approves the employment of school personnel.

3. Determines principles of treatment for employees, such as those in connection with sick leave, leaves of absence, inservice training, retirement, etc., either through the policies and regulations of the district or through negotiations with employee organizations in accordance with law.

4. Serves as a court of appeals in cases referred by the Superintendent or designee or which may be appealed by employees directly from the Superintendent or designee's decision, or as specified in adopted employee organization bargaining agreements.

The Superintendent or Designee

1. Nominates for employment all certificated and classified personnel.

2. Recommends disciplinary action, including suspension and dismissal, against employees whenever there is sufficient evidence warranting any such action.

3. With the staff, assigns, directs and supervises the work of all employees with due regard for theindividual rights involved.

4. Proposes salary schedules for staff members not covered by an employee organization agreement, and advises the School Board throughout negotiations with employee organizations on all matters under negotiations.

(cf. 6181 - Charter School)

Working Relationships Between School Board and Superintendent or Designee

The School Board desires to be guided principally by the advice of the Superintendent or designee inregard to its relations with district personnel.

The School Board shall refer direct approaches from employees for School Board action to the Superintendent or designee for his/her consideration and judgment. The School Board shall act as an appeals body only after receiving the recommendation of the Superintendent or designee.

(cf. 4144 - Grievances /Complaints)

The Superintendent or designee shall conduct the district's personnel relations with fair and sound practices in accordance with School Board policy.

Legal Reference:

ALASKA STATUTES

14.08.101 Powers (regional school board)

14.08.111 Duties (regional school board)

14.14.060 Relationship between borough school district and borough

14.14.065 Relationship between city school district and city

14.20.095 Right to comment and criticize not to be restricted

23.40.070-23.40.260 Public Employment Relations Act (PERA)

39.25.110 Exempt service

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4020 DRUG AND ALCOHOL-FREE WORKPLACE - ALL PERSONNEL

***Note**: The Drug-Free Workplace Act of 1988 requires districts to adopt policy maintaining drug-free workplaces as specified by lawand to notify their employees of such policy. The following sample policy complies with the Drug-Free Workplace Act, Drug-Free Schools and Communities Act and the Omnibus Transportation Employee Testing Act of 1991. The Drug-Free Schools and Communities Act includes alcohol in addition to "controlled substances," and applies to districts that receive federal funds either directly or indirectly.*

The School Board believes that the maintenance of drug-free and alcohol-free workplaces is essential to school and district operations. No employee shall unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, drug or controlled substance before, during or after school hours at school or in any other district workplace or at any district-sponsored activity. The Superintendent or designee shall:

1. Publish and give to each employee a notification of the School Board's policy mandating a drug-free and alcohol-free workplace. The notification shall specify the actions that will be taken against employees who violate these prohibitions. It also shall state that as a condition of employment, the employee will abide by the terms of this policy and notify the employer of any criminal drug or alcohol conviction for a violation occurring in the workplace. Such notice by the employee must be made within five (5) days from the date of the conviction.

    a. For the purpose of this policy, "conviction" shall mean a finding of guilt by any judicial body charged to determine violations of federal or state criminal drug or alcohol laws, whether such finding is made following a trial or by entry of a plea of guilty or nolo contendere.

2. Establish a drug and alcohol awareness program to inform employees about:

    a. The dangers of drug and alcohol abuse in the workplace.

    b. The district policy of maintaining drug-free and alcohol-free workplaces.

    c. Any available drug and alcohol counseling, rehabilitation, and employee assistance programs known to the district.

    d. The penalties that may be imposed on employees for drug and alcohol abuse violations.

3. Notify the appropriate federal granting or contracting agencies within ten days after receiving notification from an employee, or otherwise, of any conviction for a violation occurring in the workplace.

4. Initiate disciplinary action within 30 days after receiving notice from an employee, or otherwise, of a conviction for a violation in the workplace. Such action shall be consistent with state and federal law, the appropriate employment contract, the applicable collective bargaining agreement, and district policy and practices.

5. Make a good faith effort to maintain a drug- and alcohol-free workplace throughout the district.

When required by law, the Superintendent or designee shall terminate an employee. When termination is not required by law, the Superintendent or designee shall (a) take appropriate

disciplinary action, including termination when warranted, or (b) require the employee to satisfactorily participate in, and complete, an approved drug assistance or rehabilitation program. The Superintendent or designee's decision shall be made in accordance with relevant state and federal laws, employment contracts, collective bargaining agreements, and district policies and practices.

(cf. 3514 - Safety)

(cf. 4117.4 - Dismissal)

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

(cf. 4159 - Employee Assistance Programs)

(cf. 4158/4358 - Employee Security)

(cf. 4218.1 - Drug and Alcohol Testing for School Bus Drivers)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

Legal Reference:

UNITED STATES CODE

The Drug-Free Workplace Act of 1988

Drug-Free Schools and Communities Act Amendment of 1986, as Amended

Controlled Substances Act, 21 U.S.C. 801

CODE OF FEDERAL REGULATIONS

21 CFR 1300 - 1316

Revised 9/97

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4021 DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS - ALL PERSONNEL

Purpose

***Note**: The federal Omnibus Transportation Employee Testing Act of 1991 requires that all persons subject to commercial driver's license requirements be tested for alcohol, marijuana, cocaine, amphetamines, opiates (including heroin) and phencyclidine (PCP). Regulations require districts to begin testing programs on January 1, 1995 (for districts that had 50 or more drivers as of March 17, 1994) and on January 1, 1996 (for districts that had fewer than 50 drivers on March 17, 1994). In AS 14.09.025, the Alaska Legislature enacted its own statutory requirement for testing bus drivers, which is in effect for all Alaska districts that employ bus drivers. This area, especially post-employment testing of drivers, involves constitutional issues. School districts should refer to legal counsel in designing and implementing drug testing procedures.*

Superintendent or designee shall establish and implement a drug and alcohol testing program for all bus drivers employed by the school district, in accordance with state and federal law. The purpose of the testing program shall be to help prevent accidents and injuries resulting from the misuse of drugs and alcohol by bus drivers. This program shall test drivers for the improper use of drugs and alcohol, and shall include random testing. Improper use of drugs and alcohol consists of use that constitutes a criminal offense, or otherwise violates the regulations of the Department of Education and Early Development.

Prohibited conduct

No personnel employed by the school district as drivers of motorized vehicles used to transport students shall report for duty requiring the performance of safety-sensitive functions, or remain on duty, when the driver uses any controlled substance or has a prohibited concentration of alcohol in the driver's system. The only exception is when a driver has used a controlled substance pursuant to the instructions of a qualified physician who has advised the driver in writing that the substance does not adversely affect the driver's ability to safely operate a motorized vehicle for the transportation of students. Drivers shall provide a copy of the physician's written advice to the driver's supervisor prior to operating any motor vehicle for the school district.

Required Testing

Drivers shall be subject to pre-employment/pre-duty, reasonable suspicion, random, post-accident, returning to duty and follow-up alcohol and drug testing. Random alcohol testing shall be limited to the time period surrounding the performance of safety-related functions, which include just before or just after the employee performs the safety-related function for the district. Controlled substance testing may be performed at any time the driver is at work. An employee subject to this testing may not refuse to take a test when required.

***Note**: Under 49 CFR Part 40, the Department of Transportation has made specimen validity testing (SVT) mandatory within the regulated transportation industries. Making SVT mandatory has become necessary because of the increase in products designed to adulterate specimens, which has made tampering with specimens more prevalent.*

Consequences for failing or refusing to take a required test.

A refusal to take a required test shall be considered in violation of the employee's contractual obligations to the district, and may constitute grounds for the employee's termination from employment with the district. If testing confirms prohibited alcohol concentration levels or the unauthorized presence of a controlled substance, the employee shall be removed immediately from safety-related functions in accordance with law. The district may reassign the employee to non-safety-related functions until such time as the driver complies with the requirements for returning to duty. The School Board retains the authority, consistent with state and federal law, to discipline or discharge any driver who is alcohol or chemically dependent and whose current use of alcohol or drugs impairs the employee's job qualifications or performance. Before a drive may be reinstated, if at all, the driver shall undergo an evaluation by a substance abuse professional, comply with any required rehabilitation and undergo a return-to-duty test with verified results. Except as required by law or collective bargaining agreement, the district is not required to provide rehabilitation, pay for substance abuse treatment or to reinstate a driver who has failed a required drug or alcohol test. All employment decisions involving reassignment, reinstatement, termination or dismissal from employment shall be made in accordance with applicable district policies and procedures.

Records

The district shall keep and maintain testing records, and shall maintain the confidentiality of those records, in accordance with law. Testing records, and any information about false positive test results, shall not be released without the written consent of the employee. The district shall not retain records of false positive test results in the employee's employment records.

Training

The district shall take steps to ensure that supervisors receive appropriate training to administer the district's drug and alcohol testing program, and that employees receive the notifications required by law.

(cf. 4020 - Drug and Alcohol Free Workplace)

(cf. 3514 - Safety)

(cf. 4158/4358 - Employee Security)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

Legal Reference:

ALASKA STATUTES

AS 14.09.025 (Drug Testing for School Bus Drivers)

FEDERAL LAW

Omnibus Transportation Employee Testing Act of 1991

The Drug-Free Workplace Act of 1989

The Drug-Free Schools and Communities Act of 1986, as amended

International Brotherhood of Teamsters v. Dept. of Transportation, 932 F.2d 1292 (1991).

Revised 1/09

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4030 NONDISCRIMINATION IN EMPLOYMENT

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

The district and its employees shall not unlawfully discriminate against or harass employees or job applicants on the basis of sex, race, color, religion, national origin, ancestry, age, marital status, changes in marital status, pregnancy, parenthood, physical or mental disability, Vietnam era veteran status, genetic information, or good faith reporting to the board on a matter of public concern.

(cf. 4119.11 - Sexual Harassment)

(cf. 4161.4 - Family and Medical Leave)

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

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

(cf. 0411 - Service Animals)

(cf. 4119.41 - Employees with Infectious Disease)

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

The Superintendent or designee shall publicize this policy annually throughout the district and the community.

(cf. 1312.3 - Complaints Concerning Discrimination)

(cf. 4111.1 - Affirmative Action)

Legal Reference:

ALASKA STATUTES

14.18.010 Discrimination based on sex and race prohibited

14.18.020 Discrimination in employment prohibited

14.18.090 Enforcement by state board of education and early development

18.80.220 Unlawful employment practices

39.90.100 Nondiscrimination - Protection for whistleblowers

ALASKA ADMINISTRATIVE CODE

4 AAC 06.510 Discrimination in hiring practices

UNITED STATES CODE

29 U.S.C. 621-634 Age Discrimination In Employment Act

29 U.S.C. 791 *et seq.* Vocational Rehabilitation Act of 1973, Sections 503 and 504

38 U.S.C. 2011 *et seq.* Vietnam Era Veterans' Act

42 U.S.C. Ch. 21F Prohibiting Employment Discrimination on the Basis of Genetic Information

42 U.S.C. 2000d-200d-7 Title VI of the Civil Rights Act

42 U.S.C. 2000e-2000e-17 The Equal Employment Opportunities Act

42 U.S.C. 12101-12213 Americans With Disabilities Act

Revised 3/2012

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4040 HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA PRIVACY POLICY) - ALL PERSONNEL

***Note**: The following policy is provided for those school districts who are a "covered entity" under the Health Insurance Portability and Accountability Act ("HIPAA"). You are advised to consult legal counsel to determine if you are a covered entity for HIPAA purposes. The privacy and notice requirements under HIPAA are extensive and include privacy procedures, notification of privacy rights, employee training, designation of individuals responsible for ensuring HIPAA compliance, and physically securing identifiable health information. A brief explanation is provided belowidentifying which entities are "covered" under HIPAA. This discussion is not complete and should not be solely relied upon to determine whether your district is a covered entity.*

For the purposes of student records, schools receiving federal education funding must comply with the Family Educational Rights and Privacy Act ("FERPA"). Student records policies and procedures complying with FERPA are found at BP 5125/AR 5125. Under FERPA, educational records include student health records and special education records. HIPAA is not applicable to student education records. HIPAA, however, may apply to your staff members' health records although general employment records are excluded from HIPAA as well. Even for staff records, though, you need not comply with HIPAA regulations unless your district is otherwise a "covered entity." A district can be a covered entity as a "health care provider" only if it handles health billing and related transactions electronically. It can also be a covered entity in certain circumstances if it operates a "health plan" for its employees.

The following policy declares your district a "hybrid entity." The "hybrid entity" standards under HIPAA recognize that many entities have different purposes and functions. Under HIPAA, where any individual component of an entity is either a "health plan" or "health care provider," the entire operation will be deemed covered by HIPAA unless the entity both designates and documents itself as a hybrid entity. 45 C.F.R. §164.405.

HIPAA Coverage

The district has determined that certain functions of the district are covered functions, making the district a covered entity under HIPAA. The district is covered in [one/two] [way/ways]. The district is a "health plan" as defined by HIPAA, and/or the district is a "health care provider" as defined by HIPAA. The district declares itself to be a "hybrid entity," which means that only the covered functions of the district's operations (i.e., group health plan) are subject to HIPAA.

Implementation Procedures For Health Plan Records

In order to comply with HIPAA's privacy standards, the District has taken the following steps:

1. Contact Person. The district has designated the Business Manager as the contact person responsible for receiving complaints about HIPAA compliance and providing additional information about the district's HIPAA practices and procedures.

2. Privacy Officer. The district has designated the Business Manager as the Privacy Officer for HIPAA purposes. The Privacy Officer is responsible for developing and implementing privacy policies and procedures for the district, training district staff, and monitoring compliance. The Privacy Officer shall also be responsible for receiving complaints about HIPAA violations and for providing information about matters covered by privacy notices.

3. Security of PHI Records. District officials must ensure that health plan records containing individually identifiable personal health information (PHI) are secure so that these records are readily available only to the minimum number of individuals who need them to carry out Treatment, Payment or health care Operations (TPO). The Privacy Officer shall develop reasonable administrative, technical and physical safeguards to protect the privacy of PHI. The Superintendent or designee should review these practices on a periodic basis.

4. Authorization of Disclosure of PHI. HIPAA does not require participant authorization for health plan officials to use or disclose PHI for purposes of treatment, payment or health care operations. With some exceptions, disclosure of PHI by health plan officials (except for purposes of treatment, payment or health care operations) requires written authorization signed by the individual in question. The Privacy Officer shall determine activities and transactions that require an authorization and will develop an authorization form that complies with the HIPAA Privacy Rule.

5. Notice of Privacy Practices. District officials will provide a notice to health plan participants about their privacy rights and how their PHI will be used. Such information is known as a Notice of Privacy Practices. The notice must not only be provided by the date of disclosure, except in an emergency, but the district must make a good faith attempt to obtain the individual's acknowledgment of receipt of such notice.

6. Business Associates. A "business associate" is an outside business that provides various administrative services or assists with the district's health plan. The district shall identify its business associates and shall enter into a written contract to safeguard PHI before the district can share PHI with the Business Associate.

7. Training. The district shall train those district employees who work in areas covered by the HIPAA Privacy Rule and who have access to PHI to follow the appropriate procedures to ensure PHI is not disclosed except as allowed by law.

8. Complaints. There shall be a complaint procedure in place whereby written complaints related to PHI and HIPAA standards may be lodged. Any complainant is entitled to a hearing before the privacy officer, who has 10 school days to rule on such complaint. If the complainant is not satisfied with the disposition of the complaint, he/she may appeal to the Superintendent or designee, who shall review the matter and make a final decision within 15 school days of receiving written notice of the appeal. The district shall not intimidate, threaten, coerce, discriminate against, or take any other retaliatory action against any individual exercising his or her HIPAA rights.

Student Records

The HIPAA Privacy Rules expressly exempt from coverage student records covered by the federal law known as the Family Educational Rights and Privacy Act (FERPA). Such records are not governed by HIPAA even if they contain individually identifiable health information.

Employee Records

The HIPAA Privacy Rule does not govern a school district's obligations as an "employer" to maintain, use or disclose medical records of its "employees." Those obligations flow from the Americans with

Disabilities Act and should be dealt with in accordance with those laws. Similarly, the HIPAA Privacy Rule prohibits the district from using PHI created or received by the group health plan for employment-related functions.

Legal Reference:

CODE OF FEDERAL REGULATIONS

Health Insurance Portability and Accountability Act of 1996, Public Law 104-191, and applicable regulations 45 C.F.R. Part 160 and 164

Rev. 1/09

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4111.1/4211.1/4311.1 AFFIRMATIVE ACTION - ALL PERSONNEL

***Note**: Pursuant to AS 14.18.070, the State Board of Education may require an affirmative action program if the district is found to be out of compliance with state laws against sex and race discrimination. Affirmative Action plans should be developed with advice from legal counsel. Unless the district has specific evidence of past discrimination by the district which the program can be tailored to remedy, the district should base its program on an appropriate statistical analysis of the qualified people currently available in the relevant recruiting area for each job group. An affirmative action program should be remedial, fair to minority and non minority group members, and also temporary.*

The Superintendent or designee shall determine whether the following groups are underrepresented within the district work force based on the relevant job market: men, women, whites, blacks, Hispanics, Asians, American Indians or other minorities. Where under-representation exists, the affirmative action program shall specify remedial action to be taken, including hiring goals and timetables.

The Superintendent or designee shall maintain an affirmative action program as required by law. The affirmative action program shall be temporary and shall be fashioned in response to a demonstrated need for remedial action. The Superintendent or designee shall update the affirmative action program not less than every five years. The program shall not unnecessarily hinder the employment of any group member.The Superintendent or designee shall publicize this policy throughout the district and the community. The Superintendent or designee shall report to the School Board annually regarding the extent to which program goals are being achieved.

(cf. 4030 - Nondiscrimination in Employment)

Legal Reference:

ALASKA STATUTES

14.18.070 Affirmative action

ALASKA ADMINISTRATIVE CODE

4 AAC 06.510 Discrimination in hiring practices

UNITED STATES CODE

Vocational Rehabilitation Act of 1973 29 U.S.C. 794

Age Discrimination in Employment Act 29 U.S.C. 621-624

Vietnam Era Veterans' Act 38 U.S.C. 2012 *et seq.*

COURT DECISIONS

United Steel Workers v. Weber 443 U. S. 193 (1979)

Revised 9/97

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4111.2/4211.2/4311.2 LEGAL STATUS REQUIREMENT - ALL PERSONNEL

***Note**: Employers are required to comply with the federal Immigration and Nationality Act as amended by the Immigration Reform and Control Act of 1986 and the Immigration Act of 1990. On an individual basis, an employer may hire a citizen rather than an alien, if desired, provided the two individuals are equally qualified. However, an employer may not adopt a blanket policy of always preferring a qualified citizen over a qualified alien.*

The district shall hire only citizens and aliens who are lawfully authorized to work in the United States. The district will verify the identity and employment eligibility of all individuals hired to work. The district will not continue the employment of an individual upon knowledge that he or she is no longer lawfully authorized to work in the United States.

District employment practices shall not discriminate on the basis of citizenship status or national origin, nor shall they discriminate against any refugees, grantees of asylum, or persons qualified for permanent or temporary residency.

(cf. 4111/4211 - Recruitment and Selection)

***Note**: Employers may be subject to fines and/or imprisonment if they fail to request evidence of employment eligibility or if they knowingly hire or continue to employ undocumented workers. Under 2009 amendments to federal regulations, the term "knowing" includes not only actual knowledge but also knowledge which may fairly be inferred through notice of certain facts and circumstances which would lead a person, through the exercise of reasonable care, to know about a certain condition. Constructive knowledge may include, but is not limited to, situations where an employer: (i) fails to complete or improperly completes the Employment Eligibility Verification Form, 1-9; (ii) has information available to it that would indicate that the alien is not authorized to work, such as Labor Certification and/or an Application for Prospective Employer; or (iii) acts with reckless and wanton disregard for the legal consequences of permitting another individual to introduce an unauthorized alien into its work force or to act on its behalf. Knowledge that an employee is unauthorized to work may not be inferred from an employee's foreign appearance or accent.*

All new employees shall show appropriate documents which certify that they are legally eligible to work in the United States, as required by law.

Legal Reference:

UNITED STATES CODE

8 USC 1324(a)(b) Immigration and Nationality Act, as amended by Immigration Reform and Control Act of 1986 and Immigration Act of 1990

CODE OF FEDERAL REGULATIONS

8 CFR 274(a) Control of Employment of Aliens

Revised 2/2010

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4111 RECRUITMENT AND SELECTION - CERTIFICATED PERSONNEL

***Note**: For districts receiving Title I funds, Section 1119 of the No Child Left Behind Act of 2001 requires that all teachers hired on or after the first day of the 2002-03 school year to teach in a program supported by Title I funds must be "highly qualified." The lawalso requires that all teachers teaching core academic subjects within the state must be "highly qualified" by the end of the 2005-06 school year. "Core academic subjects" are defined as including English, reading or language arts, mathematics, science (biology, chemistry, earth science, physical science, physics), foreign languages, civics and government, economics, music, theater, art, social studies, history and geography. Each district receiving Title I funds is required to develop a plan to ensure that all of its teachers are highly qualified by June 30, 2006. Section 1119 further authorized any district receiving Title I funds to utilize 5-10 percent of Title I funds for fiscal years 2002 and 2003, and at least 5 percent of each subsequent year, for professional development activities to ensure teachers become highly qualified by 2005-06.*

***Note**: In 2004, the Alaska Department of Education and Early Development and Early Development defined "highly qualified" to mean that the teacher must have at least a bachelor's degree, full state certification, and have demonstrated subject matter competency in each of the core academic subjects taught by the teacher. Teachers holding Initial, Professional, or Master Certificates hold full state certification. State regulations further explain that subject matter competency may be demonstrated through successful completion of a Praxis II test; holding a major, major equivalent (30 semester hours), an advanced degree or advanced certification in the content area; or building a HOUSSE.*

The district shall employ the most highly qualified person available for each open position. The Superintendent or designee shall develop recruitment and selection procedures to ensure that every effort is made to find and hire fully qualified teachers for all classrooms, which include:

1. Assessment of the district's needs to determine those areas where specific skills, knowledge and abilities are lacking.

2. Development of job descriptions which accurately portray the position, including requirements that a teacher be highly qualified in accordance with federal and state law.

3. Dissemination of vacancy announcements to ensure a wide range of candidates, when necessary.

4. Screening procedures which will identify the best possible candidates for interviews.

5. Interview procedures which will determine the best qualified candidate for recommendation to the School Board.

Staff members involved in the selection process shall recommend only those candidates who meet all qualifications established by law and the School Board for a particular position. Nominations for employment shall be based upon appropriate screening devices, interviews, observations, recommendations from previous employers and any requirements of applicable collective bargaining agreements.

***Note**: Teachers in rural schools who are already highly qualified in one of the core academic subjects they teach have until March 15, 2007 to become highly qualified in all academic subjects they teach. Teachers hired in rural schools for the 2004-2005 school year have until June 30, 2007, to meet the highly qualified requirements if they are already highly qualified in a core academic area.*

All teachers hired on or after the first school day of the 2002-2003 school year and working in a program supported with Title I funds shall be highly qualified as defined by the No Child Left Behind Act, as well as state law. All teachers teaching in core academic subjects must be highly qualified by June 30, 2006, unless further time is permitted by law.

Before considering the hire of a certificated staff member who is currently under contract in another district, the Superintendent or designee will require the certificated staff to provide written documentation that he/she:

has made an effort to secure a release from the employing district thirty calendar days prior to the employing district's first contract day or has secured a written release from the employing district.

***Note**: A subject-matter expert teacher, holding a limited certificate issued by the Department, may be employed to teach subjects in which the person has satisfied the education or experience requirements set out in state statute AS 14.20.020. Before a school district determines whether to hire a person as a subject-matter expert teacher, the school district must administer a competency examination. Additionally, once a subject-matter expert teacher is hired, the district must provide a mentor who is an experienced teacher for the subject-matter expert teacher for at least the first year of the subject-matter expert teacher's employment in the school district. A person employed as a subject-matter expert teacher under this section is considered a certificated employee for purposes of the teachers' retirement system. Finally, employment as a subject-matter expert teacher counts as employment for purposes of acquiring tenure; however, a person holding a subject-matter expert limited teacher certificate is not entitled to tenure until the person receives a teacher certificate under AS 14.20.020.*

(cf. 4112.8 - Employment of Relatives)

***Note**: SB 430 (statutes of 1992) amended A.S. 14.20.020 to require coursework in Alaska studies and multicultural education or cross-cultural communications in order to be eligible for a teacher certificate. SB 430 also added A.S. 14.20.035 which requires districts to give preference to applicants who demonstrate training or experience that indicates sensitivity to the traditions and cultures represented in the student population. Beginning July 1, 1998, a person will not be eligible for a regular teaching certificate unless he/she has successfully completed a competency exam. A.S. 14.20.020, as amended by HB 145 (1997). An exam will not be required of those individuals already holding a valid regular teaching certificate.*

In evaluating applicants, preference shall be given to those applicants who can demonstrate training and experience related to the traditions and cultures represented in the student population.

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4111.1/4211.1/4311.1 - Affirmative Action)

(cf. 4111.2/4211.2/4311.2 - Legal Status Requirement)

No person shall be employed by the School Board without the recommendation or endorsement of the Superintendent or designee. The School Board shall be presented with the Superintendent or designee's recommended candidate who may be selected or rejected by the School Board. If the candidate is rejected, the Superintendent or designee shall recommend subsequent candidates until the School Board selects someone to fill the position. The School Board shall make the final decision on the selection of all employees

(cf. 6181 - Charter School)

***Note**: 14.08.111 and 14.14.090 require districts to provide prospective employees with information regarding the availability and cost of housing in rural areas to which they may be assigned and when possible assist them in locating housing. The following may be revised or deleted as appropriate.*

The School Board recognizes that the district encompasses rural areas and will assist teachers in obtaining information regarding the cost and availability of housing as required by law.

Legal Reference:

ALASKA STATUTES

14.08.111 Duties (regional school boards)

14.14.090 Additional duties

14.20.022 Subject-matter expert limited teacher certificate

14.20.035 Evaluation of training and experience

14.20.100 Unlawful to require statement of religious or political affiliation

14.20.110 Penalty for violation of AS 14.20.100

ALASKA ADMINISTRATIVE CODE

4 AAC 04.210, 04.212 and 06.899(6) Highly Qualified Teachers and Objective Uniform Standards

6 AAC 30.810 Employer records

6 AAC 30.840 Retention of records

UNITED STATES CODE

8 USC 1324(a)(b) Immigration and Nationality Act, as amended by Immigration Reform and Control Act of 1986 and Immigration Act of 1990

UNITED STATES CODE, TITLE 20

§ 1119 No Child Left Behind Act of 2001, P.L. 107-110

CODE OF FEDERAL REGULATIONS

8 CFR 274(a) Control of Employment of Aliens

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4112.1 CONTRACTS - CERTIFICATED PERSONNEL

***Note**: Pursuant to AS 14.20.130 the School Board may issue contracts after January 1 each year. 4 AAC 18.010 specifies minimum requirements for teacher and administrators contracts and includes provisions for termination of the contract. Contracts must be signed by at least two School Board members and the teacher.*

After January 1, the School Board may issue teacher contracts for the following school year. Contracts shall be approved by the School Board and signed by at least two School Board members.

***Note**: AS 14.20.145 grants automatic reemployment rights to teachers who are not dismissed or given notice of non retention or layoff. Nontenured teachers must be given notice of non retention or layoff by the end of the school year. Tenured teachers must be given notice of layoff or non retention before March 16. (See 4117.6)*

The School Board shall give or mail reemployment contracts to teachers who are not dismissed or given notice of non retention or layoff in accordance with law. If an employee fails to notify the Superintendent or designee within 30 days after receipt of a contract of reemployment that he/she accepts reemployment, the School Board shall consider the employee to have declined reemployment and shall terminate the employee's services at the expiration of the existing contract. An employee on family leave must comply with the 30-day deadline.

(cf. 4117.4 - Dismissals)

(cf. 4117.6 - Non Retention)

(cf. 4119.21 - Code of Ethics)

***Note**: Pursuant to 4 AAC 18.021 substitute teachers employed for the remainder of the school term when more than 20 school days remain must be employed under employment provisions for regular teachers.*

Legal Reference:

ALASKA STATUTES

14.20.130 Employment of teachers and administrators

14.20.145 Automatic Reemployment

14.20.158 Continued contract provisions

14.20.010 Teacher certificate required

14.20.020 Requirements for issuance of certificate

14.20.120 Statement of qualifications

14.20.215 Definitions 14.20.620

14.20.650 Interstate agreement on qualification of educational personnel

14.30.250 Teacher qualifications

ALASKA ADMINISTRATIVE CODE

4 AAC 05.080 School curriculum and personnel

4 AAC 12.010-4 AAC 12.900 Certification of professional personnel

4 AAC 18.010 Teachers' and administrators' contracts

4 AAC 18.021 Employment of substitute teachers

Revised 9/97

Adopted: February 3, 2014

BP 4112.4/4212.4/4312.4 HEALTH EXAMINATIONS - ALL PERSONNEL

The Superintendent or designee shall ensure that all regularly employed personnel undergo a health examination as required by law upon initial employment and every three years thereafter. The School Board may exempt from the physical examination requirement any employees whose work does not bring them into close contact with students. (4 AAC 06.050)

In addition, the Superintendent or designee may require applicants for employment in classified positions to undergo a pre-employment physical examination to show that they are physically able to perform the duties of specific jobs.

Continuing employees shall undergo annual tuberculosis tests in accordance with law.

Employees may be required to pass a physical and/or psychological examination any time such an examination appears necessary to preserve the health and welfare of district students and employees, or to furnish medical proof of physical or mental ability to perform satisfactorily the assigned duties of an individual's position.

(cf. 4119.41 - Employees with Infectious Disease)

Legal Reference:

ALASKA ADMINISTRATIVE CODE

4 AAC 06.050 Physical examination of school employees

4 AAC 18.010 Teachers' and administrators' contracts

Revised 2/06

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4112.5/4212.5/4312.5 SECURITY CHECK - ALL PERSONNEL

The School Board desires to hire personnel whose background and behavior exemplifies a standard deemed appropriate for individuals working with children. Effort will be made to investigate the background of applicants prior to hire in the district. This investigation will include questions related to an applicant's background and criminal history and may include a fingerprint check.

Falsification of information during the interview or on the application shall be grounds for immediate removal from consideration for a position or dismissal from a currently held position.

Revised 9/01

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4112.6/4212.6/4312.6 PERSONNEL RECORDS - ALL PERSONNEL

Personnel records shall be kept for all current employees and shall include information usually expected in good personnel administration. Records shall be kept for all former employees, including such information as shall seem appropriate to the administration.

***Note**: The Alaska Supreme Court has upheld a broad policy of public access to records and has ruled that employment applications of police chief and city manager may not be exempt from disclosure in viewof the public's strong interest in high level public officials. It is likely therefore that Superintendent or designee applications, and possibly other employee applications, are subject to public disclosure.*

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

(cf. 1312.1 - Complaints Concerning Personnel)

***Note**: 4 AAC 19.040 exempts employee evaluations from public disclosure and requires districts to establish procedures as to which supervisory personnel may have access to evaluation documents. AS 14.20.149 provides that information provided to a district under the district's certificated employee evaluation system is not a public record and is not subject to public disclosure. The Alaska Supreme Court in Anchorage Daily News has held that the evaluation of head public librarian is a public document. AASB recommends public requests for evaluations of district administrators be reviewed with district legal counsel on a case-by-case basis.*

All personnel files are confidential and shall be available only to the employee, persons authorized by the employee, the Superintendent or designee, and those individuals authorized by the Superintendent or designee or School Board in accordance with administrative procedures. School Board members may request to review an employee's file at a personnel session of the School Board. Employees shall be notified whenever derogatory information is to be placed in their personnel files. Employee may review and comment on the contents of this personnel file. Personnel records shall be made available for inspection by the employee at an off-duty time. Inspection shall take place in the presence of an administrator.

Legal Reference:

ALASKA STATUTES

40.25.120 Inspection and copying of public records

23.40.070 Declaration of Policy (PERA)

14.20.149 Employee Evaluation

ALASKA ADMINISTRATIVE CODE

4 AAC 19.040 Use of the evaluation

COURT DECISIONS

Municipality of Anchorage v. Anchorage Daily News, 794 P.2d 584 (Alaska 1990) City of

Kenai v. Kenai Peninsula Newspapers, Inc., 642 P.2d 1316 (Alaska 1982)

Revised 1/09

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4112.8/4212.8/4312.8 EMPLOYMENT OF RELATIVES - ALL PERSONNEL

In order to preclude situations which could bring about a conflict of interest for members of the administrative staff, an employee shall not be appointed to a position where a member of his/her immediate family maintains supervisory or evaluation responsibilities for the position. Immediate family members may be employed at the same department or work location with the approval of the Superintendent or designee.

The School Board recognizes that factors such as remote locations and a lack of qualified job applicants may justify the employment of family members of the Superintendent or designee or School Board. An immediate family member of a School Board member may be employed by the district if he/she is the most qualified applicant, has been approved by the School Board, and such employment has received the written approval of the Commissioner of Education.

An immediate family member of the Superintendent or designee may be employed by the district with written approval of the School Board. (AS 14.14.140)

(cf. 9270 - Conflict of Interest)

Legal Reference:

ALASKA STATUTES

14.14.140 Restriction on employment

ALASKA ADMINISTRATIVE CODE

4 AAC 18.031 Employment of members of immediate families of school board members

4 AAC 18.900 Definitions

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4112.10 EMPLOYMENT OF RETIRED TEACHERS - ALL PERSONNEL

***Note**: Effective July 1, 2001, AS 14.20.135 authorizes schools districts and REAAs to hire retired teachers in cases of teacher shortages. Retired teachers hired under this provision may elect to continue receiving TRS benefit payments during the period of reemployment. However, teachers and administrators who participated in specified retirement incentive programs are not eligible to make this election. Retired teachers hired under AS 14.20.135 are not eligible to acquire, maintain, or re-acquire tenure. Prior to the hire of retired teachers under this statute, the school board must adopt a policy that permits the employment of retired teachers who are qualified to teach in those disciplines or specialties in which a shortage of teachers exists. The policy must describe the circumstances that constitute the shortage.*

It is the policy of the School Board that teacher vacancies be filled in a timely manner by qualified personnel. The School Board recognizes a reduction in the number of candidates applying for available positions, as compared to previous years. The district administration is authorized to employ retired teachers in accordance with AS 14.20.135 in cases of teacher shortages, and to notify the Administrator of the Teachers' Retirement System that it is hiring retired teachers under that statutory provision.

The recruitment and hiring of retired teachers is authorized in those disciplines or specialties in which a shortage of teachers exists. A shortage is deemed to exist for those open positions that the administration has been unable to fill with qualified candidates, despite advertising, recruitment, and interviews.

(cf. 4111 Recruitment and Selection)

Legal Reference:

ALASKA STATUTES

14.20.135 Employment of Retired Teachers because of shortages

14.25.043 Reemployment of retired members

Added 9/2001

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4112.61/4212.61/4312 EMPLOYMENT REFERENCES - ALL PERSONNEL

The School Board desires to provide information about district employees to prospective employers to the extent that such information is factual and does not violate an employee's privacy rights.

The Superintendent or designee shall process all requests for references, letters of recommendation, or information about the causes or reasons for separation regarding all district employees other than the Superintendent or designee. No other staff member shall make statements concerning a separated employee's performance or the reason(s) why any individual has left district employment.

(cf. 4112.6 - Personnel Files)

(cf. 4117.5 - Termination Agreements)

Legal References:

ALASKA STATUTES

AS 09.65.160 Job References

Added 9/93

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4113 ASSIGNMENT - CERTIFICATED PERSONNEL

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 - 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 Intra-district teacher assignment

14.20.158 Continued contract provisions

23.40.070 Declaration of policy (PERA)

UNITED STATES CODE

20 USC § 1119 No Child Left Behind Act of 2001, P.L. 107-110

Revised 1/03

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4115 EVALUATION/SUPERVISION

***Note**: AS 14.20.149 requires school districts to have a certificated employee evaluation system. The School Board is required to consider information from students, parents, community members, classroom teachers, affected collective bargaining units, and administrators in the design and periodic reviewof the system. The evaluation must be based on observation of the employee in the employee's work place. In addition, the lawmandates a number of requirements for the system including the establishment of district performance standards, a minimum number of evaluations each year, the preparation and implementation of a plan of improvement, and opportunity for students, parents, community members, etc., to provide information on the performance of the person being evaluated.*

The School Board believes that evaluations can provide important information relevant to making employment decisions and can help staff improve their teaching skills and raise student achievement levels. In accordance with the certificated employee evaluation system adopted by the School Board as required by law, the Superintendent or designee shall evaluate the effectiveness of certificated personnel annually.

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

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

(cf. 4116 - Probationary/Permanent Status)

(cf. 4117.4 - Dismissal)

(cf. 4117.6 - Nonretention)

(cf. 4315.1 - Competence in Evaluation of Teachers)

Legal Reference:

ALASKA STATUTES

14.20.149 Employee Evaluation

23.40.070 Declaration of policy (PERA)

ALASKA ADMINISTRATIVE CODE

4 AAC 19.010-4 AAC 19.060 Evaluation of professional employees

4 AAC 04.200 Professional content and performance standards

Revised 3/2012

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4116 NONTENURED/TENURED STATUS - CERTIFICATED PERSONNEL

The School Board recognizes that new teachers need training, assistance and evaluations designed to increase their competency as teachers and to ensure that the best qualified staff is retained by the district.

(cf. 4115 - Evaluation)

(cf. 4117.4 - Dismissal)

(cf. 4117.6 - Nonretention)

(cf. 4131 - Staff Development)

***Note**: In Fairbanks North Star Borough Sch. Dist. v. NEA-Alaska (1991) the Supreme Court held that counting a combination of sequential fractions of years to obtain two full years of service, as provided in 4 AAC 18.900 (b) (2), conflicts with the "full" year requirement of AS 14.20.150. Therefore 4 AAC 18.900 (b) (2) is invalid as currently written. A teacher who teaches part time less than an entire school year cannot count that portion or fraction of a year toward tenure. In contrast, this situation must be distinguished with a teacher teaching "part time" during the entire school year. A teacher teaching the entire year, but on a part time basis, is allowed to count that year toward tenure. See State v. Redman. The following policy is drafted in light of these two cases interpreting the requirements of the tenure statute.*

***Note**: The following language governing acquisition of tenure applies to all regularly certificated teachers hired or rehired by the district on or after August 16, 1996. Teachers teaching under a preliminary, revocable, or subject matter expert limited certificate do acquire service years for purposes of determining tenure. However, tenure may not be granted to these individuals until a regular certificate has been issued. AS 14.20.015 - 14.20.022. Retired teachers hired under AS 14.20.135 due to teacher shortages are not eligible to acquire, maintain, or reacquire tenure.*

A nontenured teacher who has been employed by the district continuously for three consecutive school years and who is offered a contract for the next succeeding school year shall achieve tenure in the district at the beginning of the fourth year, provided the teacher performs a day of teaching services in the fourth year, and further provided the teacher received a satisfactory performance evaluation in the third year.

(cf. 4112.10 Employment of Retired Teachers)

***Note**: The following language sets forth state lawgoverning portability of tenure. Alaska Statute 14.20.150, as amended in 1998, establishes criteria that a previously tenured teacher must meet in order to acquire tenure in your district. The criteria are different depending upon whether the teacher previously acquired tenure in your district or another district.*

A teacher who has acquired tenure in the district but loses tenure because of a break in service may reacquire tenure if the break in service was not the result of dismissal or nonretention and did not last longer than one year. A teacher returning from a break in service not lasting longer than one year will reacquire tenure at the beginning of the second consecutive year of reemployment, provided the teacher performs a day of teaching services in the second year, and further provided the teacher received an acceptable performance evaluation.

A teacher who has acquired tenure in another district will acquire tenure in this district if the teacher's break in service was not the result of dismissal or nonretention and did not last longer than one year. A previously tenured teacher who has been employed by the district continuously for two consecutive school years and who is then offered a contract for the next succeeding school year shall achieve tenure at the beginning of the third year, provided the teacher performs a day of teaching services in the third year, and further provided the teacher received a satisfactory performance evaluation in the second year.

***Note**: A break in service which begins on or after the last instructional day of the school year but before the first instructional day of the next school year will be considered to have lasted no longer than one year if the teacher is employed on the first instructional day of the next consecutive school year. AS 14.20.150(d).*

Legal Reference:

ALASKA STATUTES

14.20.010 - .040 Teacher certification

14.20.147 Transfer or absorption of attendance area or federal agency school

14.20.150 Acquisition of tenure rights

14.20.155 Effect of tenure rights

14.20.160 Loss of tenure rights

14.20.165 Restoration of tenure rights

14.20.210 Authority of school board or department to adopt by laws

14.20.215 Definitions

ALASKA ADMINISTRATIVE CODE

4 AAC 12.010 - .900 Certification of professional teachers

4 AAC 18.027 Acquisition of tenure rights: less than full-time teachers

4 AAC 18.900 Definitions

COURT DECISIONS

Fairbanks North Star Borough School District v. NEA - Alaska, 817 P.2d 923 (Alaska 1991)

State v. Redman, 491 P.2d 157 (Alaska 1971

Revised 1/03

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4117.2 RESIGNATION - CERTIFICATED PERSONNEL

The Superintendent or designee is authorized to accept the written resignation of any employee on behalf of the School Board, and the resignation shall become effective immediately upon acceptance by the Superintendent or designee. A resignation presented to and accepted by the Superintendent or designee may not be withdrawn by the employee.

***Note**: The Alaska Professional Teaching Practices Commission recommends that districts adopt a policy which addresses the situation of a teacher's request to resign during the teacher's contract term, or abandoning the position without notice. The PTPC further recommends a policy that addresses what procedures the school district will followwhen recruiting a teacher currently under contract with another district, including a teacher who has not obtained a written release from that district. The PTPC will implement possible sanctions against a teacher who unilaterally breaches his or her employment contract. The following language can be revised to reflect your district's needs.*

A certificated staff member should provide notice as early as possible to the district when the staff member knows that he or she does not plan to return for the following school year. The district may agree to release a certificated staff member who has signed a contract, provided notice is given to the district, in writing, post-marked on or before June 30th

If a request to release a certificated staff member from his or her contract is made after June 30th, the district will consider filing a Professional Teaching Practices Commission (PTPC) complaint. When considering if the filing of a PTPC complaint is warranted, the district will weigh any mitigating circumstances including, but not limited to, factors impacting the staff member's family or health, factors related to the staff member's employment or working conditions, or unforeseen changes in the circumstances impacting the staff member's ability to continue employment with the district

If a certificated staff member is currently under contract with the district and the district learns the staff member has contracted with another district without obtaining a written release, the district will consider a PTPC complaint against the staff member.

The district will not contract with a certificated staff member under contract with another district unless the staff member provides a written release from the current employer. If the district contracts with a certificated staff member who has not disclosed that he/she is under contract with another school district, the district reserves the right to terminate the contract for material misrepresentation and to file a PTPC complaint.

Legal Reference:

ALASKA ADMINISTRATIVE CODE

4 AAC 18.010 Teachers' and administrators' contracts

Revised 2/11

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4117.3 PERSONNEL REDUCTION - CERTIFICATED PERSONNEL

***Note**: Under AS 14.20.177, a district may implement a layoff plan if it is necessary to reduce the number of tenured teachers because school attendance has decreased or the basic need of the school district, as determined in accordance with AS 14.17.410(b)(1), decreases by three percent or more from the previous year. We recommend that school districts consult with legal counsel well before instituting layoff proceedings because of the complexity of legal provisions which must be followed.*

The School Board may determine that a reduction in certificated personnel is necessary due to declining enrollment or due to a reduction in the district's basic need in an amount established by law.

The School Board shall authorize the Superintendent or designee to lay off employees in accordance with law, district procedures, and any applicable collective bargaining provisions.

(cf. 4117.6 - Nonretention)

Prior to layoff of any tenured teacher, the School Board shall adopt a layoff plan. The plan will identify academic and other programs the district will maintain in implementing the plan. The plan will also include procedures for layoff and recall of tenured teachers.

***Note**: The district may place a tenured teacher on layoff status only after the district has given notice of nonretention to all nontenured teachers. However, a district may retain a nontenured teacher and place on layoff status a tenured teacher if there is no tenured teacher in the district who is "qualified" to replace the nontenured teacher. The qualifications of teachers for purposes of layoff are set forth in AS 14.20.177. This statute contains detailed provisions which must be consulted in making a determination of whether a tenured teacher is qualified for the position.*

Any tenured teacher laid off pursuant to the School Board's layoff plan is entitled to a hiring preference for three years following the layoff. The hiring preference applies to vacant teaching positions for which the teacher is qualified. A teacher who declines an offer of employment from the district will lose the hiring preference unless the teacher is contractually bound to teach elsewhere.

***Note**: The School Board may not enter into a collective bargaining agreement with the teachers' union which contains terms conflicting with the layoff rights and procedures set forth in AS 14.20.177.*

Legal Reference:

ALASKA STATUTES

14.20.140 Notification of non-retention

14.20.145 Automatic re-employment

14.20.175 Non-retention

14.20.177 Reductions in force

14.20.180 Procedure and hearing upon notice of dismissal or non-retention

14.20.205 Judicial review

14.20.215 Definitions

23.40.070 Declaration of Policy (PERA)

ALASKA ADMINISTRATIVE CODE

4 AAC 18.010 Teachers' and administrators' contracts

Revised 2/06

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4117.5/4217.5/4317.5 TERMINATION AGREEMENTS - ALL PERSONNEL

The School Board believes that it is incumbent upon school districts to provide a truthful account of the reasons why an employee has left district employment. The School Board therefore does not look with favor on termination settlement agreements which prevent the district from giving prospective employers this information. If a termination agreement is made, the Superintendent or designee shall inform prospective employers that such an agreement has been made and may give out information as provided for in the agreement.

(cf. 4112.61 - Employment References)

In all cases in which an employee's conduct warrants probable cause for the suspension or revocation of the employee's teaching credential, the Superintendent or designee shall report the employee's suspension, termination or resignation to the Professional Teaching Practices Commission.

Legal Reference:

COURT DECISIONS

Anchorage School District v. Anchorage Daily News, 779 P.2d 1991 (Alaska 1989)

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4117.6 NONRETENTION - CERTIFICATED PERSONNEL

***Note**: AS 14.20.145 provide automatic reemployment rights to employees who do not receive notice of nonretention in accordance with AS 14.20.140. This sample policy should be reviewed in conjunction with the district's collective bargaining agreement, if any, to determine whether a notice date earlier than that required by law is specified.*

The Superintendent or designee shall provide the School Board with his/her recommendations regarding the nonretention of certificated employees. The School Board may decide not to rehire a nontenured employee at the end of his/her first, second or third year and give written notice of its decision to the employee at any time during the year. If the School Board does not give nontenured teachers written notice of nonretention by the last day of the school term, the employee shall be offered a contract for the following year.

***Note**: AS 14.20.175 mandates School Boards to provide by regulation or bylaw procedures by which nontenured teachers may request and receive an informal School Board hearing regarding nonretention.*

Nonretention of nontenured teachers may be based on any cause deemed adequate by the Superintendent or designee or, if an informal School Board hearing is held, any cause deemed adequate by the School Board. The Superintendent or designee shall establish administrative regulations providing for an informal hearing before the School Board upon teacher request.

The nonretention of tenured teachers shall comply with the cause and procedural requirements specified in law, including notice of nonretention before March 16.

(cf. 4112.1 - Contracts)

(cf. 4117.4 - Dismissal)

(cf. 4116 - Nontenured/Tenured Status)

(cf. 4117.3 - Personnel Reduction)

Legal Reference:

ALASKA STATUTES

14.20.140 Notification of non-retention

14.20.145 Automatic re-employment

14.20.175 Non-retention

14.20.180 Procedure and hearing upon notice of dismissal or non-retention

14.20.210 Authority of school board or department to adopt bylaws

Revised 2/06

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4117.31 LAYOFF/REHIRE - CERTIFICATED PERSONNEL

***Note**: Before a school district lays off any tenured teacher, the school board must adopt a layoff plan. The plan must identify academic and other programs that the district intends to maintain in implementing the layoff plan. The plan must also include procedures for layoff and recall of tenured teachers. The following plan contains those provisions required by Alaska's reduction in force statute, AS 14.20.177. This statute also prohibits a district and its teachers' association from entering into collective bargaining agreement terms which conflict with AS 14.20.177.*

The School Board believes that any reduction in staff which is required should be undertaken so as to minimize disruption to the education program and to the provision of instructional services to students, and to cause the least deviation from the present assignment of personnel. The terms "reduction in certificated staff" or "layoff" refer to action the district takes to reduce the number of certificated staff due to decreased enrollment and/or due to a reduction in the district's basic need in an amount established by law.

Position Categories

The following categories and specialties are established to ensure the qualifications of personnel assigned to retained positions:

Elementary teachers will be considered for retention in one category.

Secondary teachers (7-12) will be considered for retention by teaching specialties, such as Math, Science, Language Arts, Social Studies, Vocational Education (Industrial Arts, Home Economic, Vocational Business, Vocational Agriculture), or combination thereof.

Other certificated staff members will be considered for retention according to their specialties, which will include:

1) Music

2) Technology

3) Special Education

4) Librarian

5) Physical Education

6) Speech Pathology

7) Art

Qualifications

Each teacher, in accordance with criteria set forth in Section 3 below, will be considered for retention in the category of specialty appropriate to the position he or she holds at the time of the implementation of these procedures; and, in addition, in such other categories or specialties as any teacher may designate in writing to the Superintendent or designee, provided that in order to qualify for consideration in any such category, the employee must have:

1. For positions in grades K-8, an elementary endorsement.

2. For positions in middle school:

   a. an elementary endorsement;

   b. a secondary certificate with a subject area endorsement in the area of assignment constituting at least 40% of the teacher's time; or

   c. within the five years preceding the last date of teaching in the district, the teacher has received an evaluation indicating that the teacher's performance in the relevant subject area(s) meets the District's performance standards.

3. For positions in grades 9-12.

   a. endorsement for each subject area in which the teacher will spend at least 40% of teaching time; or

   b. within five years preceding the last date of teaching in the district, the teacher has received an evaluation indicating that the teacher's performance in the relevant subject area(s) meets the district's performance standards.

Implementation

Teachers shall be considered for retention in available positions within the categories or specialties for which they qualify under Section 2. In the event that there are more qualified employees than available positions in a given category or specialty, the following criteria shall be used to determine which employees shall be recommended for retention. No tenured teacher will be placed on layoff status until the district has given notice of nonretention to all nontenured teachers. However, the district may retain a nontenured teacher and place on layoff status a tenured teacher if there is no tenured teacher in the district who is qualified to replace the nontenured teacher under the criteria in Section 2 above.

Hiring Preference

All teachers who are not retained in accordance with these procedures shall be laid off and placed in an employment pool for possible re-employment for a period up to three (3) years. Teachers placed in the employment pool under this layoff plan are entitled to a hiring preference. Teachers in the pool will be given the opportunity to fill open positions within the categories or specialties identified in Section 1, for which they are qualified under Section 2. If more than one teacher is qualified for an open position, the most senior teacher shall be offered the position.

When a vacancy occurs for which a teacher entitled to a hiring preference is qualified, notification from the district to the teacher will be by certified, return receipt mail. The teacher will have thirty (30) days from the receipt of the certified letter to accept the position. If the teacher fails to accept the position offered, the teacher is no longer considered to be on layoff status and will be dropped from the reemployment pool, unless the teacher is contractually obligated to provide professional services to another district or educational program.

No new teacher shall be hired in a category or specialty identified in Section 1 until all qualified teachers in the reemployment pool category have been recalled, or have declined an offer of recall.

Added 9/99

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4118 SUSPENSION/DISCIPLINARY ACTION - CERTIFICATED PERSONNEL

The School Board expects its employees to perform their duties in accordance with state law and School Board policy and administrative regulations.

(cf. 4119.21 - Codes of Ethics)

(cf. 4117.4 - Dismissal)

(cf. 4117.6 - Nonretention)

The Superintendent or designee may take disciplinary action, including verbal warning, written warning, reassignment, suspension with or without pay and dismissal, as he/she deems appropriate and may deviate from the progressive order of disciplinary actions in light of the particular facts and circumstances involved.

***Note**: A teacher may be suspended pending an investigation to determine whether cause exists for dismissal. However, the teacher's regular compensation must be continued during the temporary suspension. AS 14.20.170.*

The Superintendent or designee shall document all disciplinary actions thoroughly and accurately and shall ensure that such actions are taken in a consistent, nondiscriminatory manner.

Legal Reference:

ALASKA STATUTES

14.20.030 Causes for revocation and suspension

14.20.170 Dismissal

Revised 9/97

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4119.3/4219.3/4319.3 DUTIES OF PERSONNEL - ALL PERSONNEL

***Note**: By requiring employers to reasonably accommodate persons with disabilities who are capable of performing the job, the Americans with Disabilities Act spotlights the need for complete, specific job descriptions. Job descriptions are expected to play an important part in implementing this federal law.*

The School Board recognizes the importance of having adequate job descriptions for every district employee. Student safety, the district's fiscal stability, and the success of the educational program all depend on employees' fully understanding their responsibilities and duties.

The Superintendent or designee shall prepare and regularly update job descriptions for all positions. Job descriptions shall clearly specify all essential and peripheral/marginal functions and duties of the position, the degree of responsibility the position entails, the type and extent of training required, and the position of the person to whom the employee reports.

All employees shall fulfill the duties and responsibilities set forth in their job descriptions and shall comply with School Board policies, administrative regulations, applicable employee agreements, and local, state and federal laws.

(*cf. 4030 - Nondiscrimination in Employment)*

(cf. 4115/4215/4315 - Evaluation/Supervision)

(cf. 4118/4218/4318 - Suspension/Disciplinary Action)

Legal Reference:

UNITED STATES CODE

Americans With Disabilities Act, P.L. 101-336 42 U.S.C. 12101 *et seq.*

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4119.11/4219.11/4319 SEXUAL HARASSMENT - ALL PERSONNEL

***Note**: The United States Supreme Court in Meritor Savings Bank, FSB v. Vinson et al., found that an employer could be held liable in a sexual harassment lawsuit. The bank's complaint procedure required the employee first to report the complaint to his/her supervisor who, in this case, was the accused party. We suggest that districts adopt a sexual harassment policy requiring the immediate supervisor of the offending employee and or personnel officer to receive the complaint.*

The School Board is committed to the elimination of sexual harassment in district schools and activities. Sexual harassment is strictly prohibited and will not be tolerated. This policy prohibits sexual harassment of students or staff by other students, staff, School Board members or third parties. "Third parties" include, but are not limited to, school volunteers, parents, school visitors, service contractors or others engaged in district business.

(cf. 4119.21 - Code of Ethics)

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4117.4 - Dismissal)

(cf. 9020 - Standards)

(cf. 9271 - Code of Ethics)

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to the conduct is made either an explicit or implicit condition of employment, status or promotion.

2. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee

3. The harassment substantially interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

4. Submission to, or rejection of, the conduct is the basis for any decision affecting benefits, services, honors, programs or other available activities.

An employee or School Board member who feels that he/she is being harassed should immediately report the incident to the immediate supervisor of the accused employee or the appropriate personnel department official, without fear of reprisal. All complaints about behavior that may violate this policy shall be promptly investigated. The personnel department shall be informed of all such complaints and will assist in the investigation and resolution of complaints. An employee making a complaint of sexual harassment shall not be required to resolve the complaint directly with the offending person.

***Note**: Ellison v. Brady provides directives to employers responding to sexual harassment claims in order to shield themselves from liability, including taking immediate and appropriate action to address the harassment which entails investigation and discipline calculated to reflect the severity of the conduct, stop the harassment, and deter others from acting in the same manner.*

The initiation of a complaint in good faith about behavior that may violate this policy shall not adversely affect the terms or conditions of employment or the work environment of the complainant. There shall be no retaliation by the district against any person who, in good faith, reports, files a complaint or otherwise participates in an investigation or inquiry of sexual harassment.

It is the intent of the School Board that appropriate corrective action will be taken by the district to stop the sexual harassment, prevent its recurrence and address negative consequences. Employees in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional sexual harassment awareness training, as appropriate. Other individuals whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the Superintendent or designee or School Board.

The Superintendent or designee shall ensure prompt and strict enforcement of School Board policy.

(cf. 1312.3 - Public Complaints Concerning Discrimination)

(cf. 1312.1 - Complaints Concerning School Personnel)

Legal Reference:

COURT DECISIONS

Meritor Savings Bank, FSB v. Vinson et al. 477 U.S. 57 (1986)

Ellison v. Brady, 924 F.2d 872 (9th Cir. 1991)

Revised 1/09

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4119.12 HARASSMENT - ALL PERSONNEL

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

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

(cf. 5145.7 Sexual Harassment)

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4119.11 - Sexual Harassment)

(cf. 4119.21 - Code of Ethics)

To promote an environment free of harassment, the principal or designee shall take appropriate actions such as removing vulgar or offending graffiti, establishing site rules, and providing staff inservice or student instruction and counseling. Principals shall discuss this policy with their employees and shall assure them that they need not endure any form of harassment.

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

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

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

(cf. 1312.3 - Complaints Concerning Discrimination)

(cf. 4030 - Nondiscrimination in employment)

Legal References:

ALASKA STATUTES

AS 14.18.010 - 14.18.100 Prohibition Against Sex and Race Discrimination

ALASKA ADMINISTRATIVE CODE

4 AAC 06.500 - 4 AAC 06.600 Prohibition of Gender or Race Discrimination

UNITED STATES CODE

Title VI, Civil Rights Act Of 1964

Title IX, Education Amendments Of 1972

Individuals With Disabilities Education Act

Americans With Disabilities Act

Added 9/99

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4119.21/4219.21/4319 CODES OF ETHICS - ALL PERSONNEL

The School Board expects district employees to maintain the highest ethical standards, to follow district policies and regulations, and to abide by state and national laws. Employee conduct should enhance the integrity of the district and the goals of the educational program. The School Board encourages district employees to accept as guiding principles the codes of ethics published by professional associations to which they may belong.

***Note**: Pursuant to 4 AAC 18.010 all teacher contracts must state that the teacher is obligated to abide by the code of ethics and professional standards adopted by the Professional Teaching Practices Commission. See E 4119.21.*

Members of the teaching profession are obligated by law to abide by the code of ethics and professional standards adopted by the Professional Teaching Practices Commission (20 AAC 10.010). Employees who violate provisions of the code of ethics and professional standards may be subject to disciplinary action, up to and including termination. The district may report any violation of the code of ethics to the Professional Teaching Practices Commission.

***Note**: 20 AAC 10.310 requires that copies of the PTPC Handbook for Alaskan Educators be conspicuous and available at every educational institution.*

(cf. 4117.4 - Dismissal)

(cf. 4117.6 - Nonretention

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4119.25 - Political Activities of Employees)

Legal Reference:

ALASKA STATUTES

14.20.170 Dismissal

14.20.370 - 14.20.510 Professional Teaching Practices Act

ALASKA ADMINISTRATIVE CODE

4 AAC 06.765 Testing Security; Consequences of Breach

4 AAC 18.010 Teachers' and administrators' contracts

20 AAC 10.010 - 10.900 Professional Teaching Practices Commission

Revised 9/ 01

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4119.22 DRESS AND GROOMING - CERTIFICATED PERSONNEL

The School Board believes that since teachers serve as role models, they should maintain professional standards of dress and grooming. Just as overall attitude and instructional competency contribute to a productive learning environment, so do appropriate dress and grooming.

The School Board encourages staff during school hours to wear clothing that demonstrates their high regard for education and presents an image consistent with their job responsibilities. Clothes that may be appropriate for shop instructors or gym teachers may not be appropriate for classroom teachers.

Legal Reference:

COURT DECISIONS

Breese v. Smith, 501 P.2d 195 (Alaska, 1979)

Revised 9/97

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4119.23/4219.23/4319 UNAUTHORIZED RELEASE OF CONFIDENTIAL INFORMATION - ALL PERSONNEL

District employees shall maintain the confidentiality of all confidential records until such time as laws, state regulations and/or bylaws of this district permit disclosure. Information and records pertaining to executive sessions, negotiations and student records, including individual test results, are not subject to public disclosure.

(cf. 1340 - Access to District Records)

Any employee who willfully releases confidential information about students, staff, or any topic properly confined to an executive session shall be subject to disciplinary action up to and including dismissal from district service. Any action by an employee which inadvertently or carelessly results in release of confidential information shall be recorded, and the record shall be placed in the employee's personnel file.

Depending on the circumstances, the Superintendent or designee may deny the employee further access to any privileged information and shall take any steps necessary to prevent any further unauthorized release of such information.

(cf. 3580 - District Records)

(cf. 5125 - Student Records; Confidentiality)

(cf. 6146.3(AR) - Test Administration)

(cf. 9321 - Executive Sessions)

Legal References:

ALASKA STATUTES

14.03.115 Access to school records by parent, foster parent, or guardian

14.14.090 Additional duties

09.25.120-25.220 Public Records Act

23.40.235 Public Involvement in School District Negotiations

ALASKA ADMINISTRATIVE CODE

4 AAC 06.738 Standards-Based Test Results

4 AAC 06.758 High School Graduation Qualifying Examination Results

4 AAC 06.765 Test Security; Consequences of Breach

UNITED STATES CODE

20 USC 1232g Federal Family Educational Rights and Privacy Act of 1974

COURT DECISIONS

City of Kenai v. Kenai Peninsula Newspapers, Inc., 642 P.2d 1316 (Alaska 1982)

Revised 9/2000

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4119.25/4219.25/4319 POLITICAL ACTIVITIES OF EMPLOYEES - ALL PERSONNEL

The School Board believes that district employees have an obligation to prevent the improper use of school time, materials or facilities for political campaign purposes. The Superintendent or designee shall regulate political activities on school property. All employees are prohibited from engaging in any activity in the presence of students during performance of the employee's duties, where the activity is designed or intended to promote, further, or assert a position on any voting issue, School Board issue, or collective bargaining issue.

The School Board respects the right of school employees to engage in political activities on their own time. When engaging in political activities, employees shall make it clear that they are acting as individuals and not as representatives of the district.

Violations of this policy may result in disciplinary action.

(cf. 4119.21 - Code of Ethics)

Legal Reference:

ALASKA STATUTES

14.03.090 Sectarian or denominational doctrines prohibited

14.20.095 Right to comment and criticize not to be restricted

14.20.370-.510 Professional Teaching Practices Act

ALASKA ADMINISTRATIVE CODE

20 AAC 10.010-10.900 Professional Teaching Practices Commission

Revised 9/01

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4119.41/4219.41/4319 EMPLOYEES WITH INFECTIOUS DISEASE - ALL PERSONNEL

***Note**: The Americans with Disabilities Act defines AIDS as a physical disability. School districts have a legal obligation to determine on a case by case basis, based on sound medical information, whether an HIV-infected employee can remain and work in the school environment. Employers are required to reasonably accommodate a disabled person.*

Section 504 of the Federal Rehabilitation Act of 1973 provides that no otherwise qualified handicapped person may, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. In School Board of Nassau County, Fla, v. Arline (408 U.S. 273 (1987), the U.S. Supreme Court extended this law's protection to employees significantly impaired by infectious diseases.

The School Board encourages each employee to inform the district as soon as possible if he/she contracts an infectious disease which creates a physical or mental disability. The School Board will reasonably accommodate the needs of such individuals.

The School Board may reassign or grant disability leave to an employee who is unable to perform his/her job responsibilities because of illness or because the employee's illness significantly endangers his/her health or safety or the health or safety of others.

No employee will be discriminated against because of his/her disability. Legal protections established for disabled persons extend to individuals significantly impaired by infectious diseases.

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

***Note**: The Center for Disease Control guidelines on AIDS/HIV state that the risk of HIV transmission is not posed by the kind of nonsexual, person-to-person contact generally occurring in workplaces other than those where body fluids may be exchanged, such as the workplace of a health care worker.*

Decisions regarding reasonable accommodation of employees with infectious diseases should be made in consultation with one or more medical doctors, including the employee's physician, and with legal counsel. When the district's medical expert, the employee's treating physician and the district's legal counsel do not agree as to what accommodation is reasonable, the Superintendent or designee may convene a medical review panel consisting of a public health physician with expertise in infectious disease, the employee's treating physician, the employee and/or employee's representative, and the Superintendent or designee. All determinations regarding reasonable accommodation should be reviewed by legal counsel.

When informed that an employee has a disabling infectious disease, the Superintendent or designee may request that the employee sign a release form to provide confidential medical information and records.

In determining a reasonable accommodation of the employee's condition, the Superintendent or designee may consult with public health officials or physicians with expertise in the diagnosis and treatment of infectious disease. The Superintendent or designee may also communicate with the employee's physician regarding the employee's ability to perform the essential requirements of the job with reasonable accommodation and without posing significant health or safety risks to the employee or others.

The Superintendent or designee shall prepare a confidential report which includes his/her recommendation and the medical information upon which it is based. These recommendations shall take into consideration:

1. The nature of the disease and the probability of its being transmitted, including the duration and severity of the risk.
2. The physical condition of the employee, including diagnosis, treatment, and prognosis of the condition.
3. The actual requirements of the employee's job and the expected type of interaction with others in the school setting.

This report shall be forwarded to the School Board for confidential review and action.

The job assignment of an employee with a disabling infectious disease shall be reevaluated whenever there is a change in medical knowledge or in the employee's medical regimen or health which might affect his/her assignment.

Confidentiality

The School Board and the Superintendent or designee shall ensure that employee rights to confidentiality are strictly observed. The district shall disclose medical record information only to the extent required or permitted by law. The medical records of any employee with a disabling infectious disease shall be held in strict confidence.

Legal Reference:
4119.41/4219.41/4319

ALASKA ADMINISTRATIVE CODE

4 AAC 06.140 AIDS in school personnel

4 AAC 06.150 Confidentiality of AIDS information

UNITED STATES CODE

Americans With Disabilities Act, 42 U.S.C. 12101 *et seq.*

COURT DECISIONS

School Board of Nassau County, Fla. v. Arline, 408 U.S. 273 (1987)

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4119.42/4219.42/4319 EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS - ALL PERSONNEL

***Note**: Pursuant to the Code of Federal Regulations, Title 29, Part 1910.1030, employers must identify employees who have occupational exposure to bloodborne pathogens and must, by March 8, 1993, establish a written Exposure Control Plan to eliminate or minimize employee exposure to these pathogens. Districts may want to consult legal counsel regarding whether components of its exposure control plan are subject to collective bargaining.*

The Superintendent or designee shall meet state and federal standards for dealing with bloodborne pathogens and other potentially infectious materials in the workplace. The Superintendent or designee shall establish a written Exposure Control Plan designed to protect employees from possible infection due to contact with bloodborne viruses, including human immunodeficiency virus (HIV) and hepatitis B virus (HBV).

***Note**: We recognize that implementing OSHA bloodborne pathogens standards involves many fiscal and personal considerations. Districts may want to narrowly construe their exposure determination, keeping in mind it may be necessary to broaden this determination based on their evaluation of exposure incidents and experience with unvaccinated designated first aid providers.*

The School Board shall determine which employees have occupational exposure to bloodborne pathogens and other potentially infectious materials. In accordance with the district's Exposure Control Plan, employees having occupational exposure shall be offered the hepatitis B vaccination.

The Superintendent or designee may exempt designated first-aide providers from pre-exposure hepatitis B vaccination under the conditions specified by state regulations.

Any employee not identified as having occupational exposure in the district's exposure determination may petition to be included in the district's employee inservice and hepatitis B vaccination program. Any such petition should be submitted to the Superintendent or designee who shall evaluate the request and notify the petitioners of his/her decision. The Superintendent or designee may deny a request when there is no reasonable anticipation of contact with infectious material.

***Note**: Districts may encourage employees who do not have occupational exposure, yet feel they may be at risk for other reasons, to seek vaccination through their health care provider. Some doctors and insurance groups are willing to support vaccination.*

(cf. 4119.43 - Universal Precautions)

(cf. 4157 - Employee Safety)

Legal Reference:

CODE OF FEDERAL REGULATIONS

29 CFR 1910.1030 OSHA Bloodborne Pathogens Standards

Revised 9/93

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4119.43/4219.43/4319 UNIVERSAL PRECAUTIONS - ALL PERSONNEL

***Note**: The Federal Code of Regulations, 29 CFR 1910.1030 states that all body fluids must be considered potentially infectious whenever it is difficult or impossible to differentiate between body fluid types. Infected individuals themselves do not always knowthey are infected; therefore, universal precautions offer the best protection for everyone.*

" *Universal Precautions* " is an approach to infection control. According to the concept of universal precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV and other bloodborne pathogens. (29 CFR 1910.1030 (b))

Human immunodeficiency virus (HIV) and hepatitis B virus (HBV) can be found in blood, semen, vaginal secretions and breast milk. Other body fluids such as feces, urine, vomit, nasal secretions, sputum, and saliva may contain infectious germs that cause other diseases. It is not always possible to know when blood or body fluids are infectious; therefore, all body fluids shall be handled as if infectious.

All students and staff shall routinely observe the following universal precautions for the prevention of infectious disease:

1. Wear disposable waterproof gloves whenever you expect to come into direct hand contact with blood, other body fluids, or contaminated items or surfaces. This applies to incidents including, but not limited to, caring for nosebleeds or cuts, cleaning up spills, or handling clothes soiled by blood or body fluids. Do not reuse gloves. After each use, remove the gloves without touching them outside and dispose of them in a lined waste container. Gowns or smocks should also be worn if you anticipate soiling of clothes by body fluids or secretions.

2. Wash your hands and any other contacted skin surfaces thoroughly for 15 to 30 seconds with dispensable soap and warm running water, rinse under running water, and thoroughly dry with disposable paper towels:

    a. Immediately after any accidental contact with blood, body fluids, drainage from wounds, or with soiled garments, objects or surfaces.

    b. Immediately after removing gloves, gowns or smocks.

    c. Before eating, drinking or feeding.

    d. Before handling food, cleaning utensils or kitchen equipment.

    e. Before and after using the toilet or diapering. When running water is not available, use antiseptic hand cleanser and clean towels or antiseptic towelettes, and use soap and running water as soon as feasible.

3. Clean surfaces and equipment contaminated with blood with soap and water and disinfect them promptly with a fresh solution of bleach (ten parts water to one part bleach) or other disinfectant. While cleaning, wear disposable gloves and use disposable towels whenever possible. Rinse mops or other non-disposable items in the disinfectant.

4. Properly dispose of contaminated materials and label them as biohazardous.

    a. Place blood, body fluids, gloves, bloody dressings and other absorbent materials into appropriately labeled plastic bags or lined waste containers.

    b. Place needles, syringes and other sharp disposable objects in leak-proof, puncture proof containers.

    c. Bag soiled towels and other laundry. Presoak with disinfectant and launder with soap and water.

    d. Dispose of urine, vomitus or feces in the sanitary sewer system.

5. Do not care for others' injuries if you have any uncovered bleeding or oozing wounds or nonintact skin conditions.

6. Use a mouthpiece, resuscitation bag or other ventilation device when readily available in place of mouth-to-mouth resuscitation.

Staff shall immediately report any exposure incident or first-aid incident in accordance with the district's Exposure Control Plan or other procedures.

(cf. 4119.42 - Exposure Control Plan for Bloodborne Pathogens)

Added 9/93

Adopted: February 3, 2014

BP 4122 STUDENT TEACHERS - CERTIFICATED PERSONNEL

The School Board is legitimately interested in the quality of teacher training programs and encourages the use of student teachers in the district. Such use shall support the instructional needs of the district and may enable future teachers to fulfill state requirements, learn how to teach, and receive valuable feedback which can enhance their competence.

The Superintendent or designee may enter into agreements with accredited colleges and universities to allow student teachers to have supervised teaching experiences and/or observations within the district. The Superintendent or designee may collaborate with the program administrators of teacher preparation institutions to jointly develop, supervise and evaluate practical programs which provide training, support and evaluation for the student teacher.

Legal Reference:

ALASKA ADMINISTRATIVE CODE

4 AAC 30.020 Student teachers

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4131 STAFF DEVELOPMENT

***Note**: Staff training is mandated in evaluative techniques, child abuse recognition and reporting, the needs of students with alcohol or drug abuse disabilities, and suicide awareness and prevention. AS 14.20.680 mandates staff training on the needs of individual students who have alcohol or drug related disabilities within 45 days of first day of employment. A school district must provide annual youth suicide awareness and prevention training to each teacher, administrator, counselor, and specialist employed to serve students in grades 7-12.*

The School Board recognizes that a competent well-trained staff is essential to carrying out its goals. In compliance with federal and state law, the Superintendent or designee is to develop a plan to ensure that all teachers of core academic subjects be highly qualified by the end of the 2005-2006 school year. Staff development is a necessary, continuous and systematic effort to improve district educational programs by involving all employees in activities that improve their skills and broaden their perceptions.

In order to respond directly to the needs of our students, staff development activities may address teacher qualifications, content areas, methodology, interpersonal relations between students and faculty, student growth and development, and staff communication, problem solving and decision making. The Superintendent is responsible for ensuring that all training required by law is provided in a timely fashion to appropriate staff.

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5141.5 - Child Abuse Reporting)

The Superintendent or designee should provide the staff with development which may include opportunities such as the following:

1. Released time and leaves of absence for travel and study.

2. Visits to other classrooms and other schools.

3. Conferences involving outside personnel from the district, county, state, region or nation.

4. Membership in committees drawing personnel from various sources.

5. Training classes and workshops offered by the district.

6. Further training in institutions of higher learning, including credit courses conducted in or near the district instead of on the college campus, whenever possible.

7. Access to professional literature on education issues.

(cf. 4116 - Nontenured/Tenured Status)

Legal Reference:

ALASKA STATUTES

14.08.111 Duties (Regional School Boards)

14.14.090 Additional Duties

14.18.060 Discrimination in textbooks and instructional materials prohibited

14.20.680 Required alcohol and drug related disabilities training Enrolled SB 137 (2012) (uncodified law) Requiring suicide awareness and prevention training for certain school personnel

47.17.022 Training (child protection)

ALASKA ADMINISTRATIVE CODE

4 AAC 06.530 Guidance and counseling services

4 AAC 06.550 Review of instructional materials

4 AAC 19.060 Evaluation Training

4 AAC 52.260 Personnel Development

UNITED STATES CODE

Section 1119 of the No Child Left Behind Act of 2001, P.L. 107-110

Revised 3/2013

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4132/4232/4332 PUBLICATION OR CREATION OF MATERIAL

The School Board recognizes that district employees may create copyrightable materials either at work, at home, or both at work and at home. The development of copyrightable materials during, or in part during, the work-day must be approved by the Superintendent or designee. However, the Superintendent or designee approval or lack of approval shall not affect the district's ownership of copyrights for materials developed during work hours.

Materials written or developed by an employee during the normal school day are considered district property. (17 United States Code 201)

Materials developed during both school and leisure hours are owned jointly by the employee and the district. In such cases, the Superintendent or designee shall ensure that a contractual agreement is made, clarifying the joint ownership. A partnership entity may be created to hold the copyright on behalf of both parties.

The School Board may secure copyrights in the name of the district for all copyrightable works developed by the district. All royalties or revenues from these copyrights shall be used for the benefit of the district.

(cf. 6162.6 - Use of Copyrighted Materials)

Legal Reference:

UNITED STATES CODE

Federal Copyright Law 17 U.S.C., 201 and 201(a)

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4133/4233/4333 TRAVEL EXPENSES

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

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

The Superintendent or designee may authorize an advance of funds to cover necessary expenses.

The Superintendent or designee shall establish procedures for the submission and verification of expense claims.

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

All out-of-state travel must have Superintendent approval. Travel expenses not previously budgeted also must be approved on an individual basis by the Superintendent.

(cf. 3300 - Expenditures/Expending Authority)

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4135/4235/4335 SOLICITING AND SELLING

Employees shall not solicit district students or their families with the intent to sell general merchandise, books, equipment or services. Any classroom activity requiring students to bring money to school for any purpose must have the principal's approval.

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

Staff shall not distribute promotional, political, controversial or other non-instructional materials unless approved by the Superintendent or designee.

(cf. 1325 - Advertising and Promotion)

Staff members shall not use their status as district employees to secure information such as names, addresses and telephone numbers for use in profit-making ventures.

Educational tours may be promoted on school premises only if they are sponsored by the district. Employees engaged in planning, organizing or leading tours as a private business shall make it clear that they do not represent the school or district. All activities related to such tours must be carried on outside of school hours and off school premises.

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4136/4236/4336 NON-SCHOOL EMPLOYMENT

The School Board recognizes that district employees may receive compensation for outside activities as long as these activities are not inconsistent, incompatible, in conflict with, or inimical to the employee's duties or to the duties, functions or responsibilities of the district.

Outside paid activities are incompatible with district employment if they require time periods that interfere with the proper, efficient discharge of the employee's duties, if they entail compensation from an outside source for activities which are part of the employee's regular duties, or if they involve using for private gain the district's name, prestige, time, facilities, equipment or supplies.

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

(cf. 4119.21/4219.21/4319.21 - Codes of Ethics)

(cf. 4132/4232/4332 - Publication or Creation of Materials)

(cf. 4135 - Soliciting and Selling)

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4141.6/4241.6 CONCERTED ACTIVITY/WORK STOPPAGE

***Note**: The following optional policy may be revised or deleted. SB 16 (Statutes of 1992), repealed Title 14 provisions related to collective bargaining and affirmed placement of public school employees under the Public Employment Relations Act. In addition, public school employees were reclassified from class (a) (2) to class (a) (3) under AS 23.40.200 which provides them the right to strike after exhausting the advisory arbitration process. If advisory arbitration fails, a strike may not begin until at least 72 hours after notice of the strike is given. In any event, a strike may not begin on or after the first day of the school term, as that term is described in AS 14.03.030, unless at least one day in session with students in attendance has passed after notice of the strike is given by the employees. AS 23.40.080 provides public employees the right to engage in concerted activities. AASB is available for assistance in preparing contingency strike plans.*

The Superintendent or designee shall maintain a plan for the safe operation of the schools in the event of a work stoppage. In the event of a strike, a walkout, a coordinated mass use of sick leave or any other concerted refusal of staff to perform assigned duties, the Superintendent or designee shall take whatever emergency steps he/she deems necessary for the safety of students, staff and district property. Such steps shall be reported to the School Board as soon as possible.

When students raise questions related to a work stoppage, teachers shall be expected to approach the subject in accordance with the district's policy on controversial issues. Teachers shall not let such discussions interfere with their regular teaching responsibilities.

(cf. 6144 - Controversial Issues)

Employees shall not provide students with messages or other information that promotes or explains the position of any employee organization that is engaged in or contemplating a work stoppage.

Legal Reference:

ALASKA STATUTES

23.40.080 Right of public employees

23.40.200 Classes of public employees; arbitration

Revised 1/04

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4141/4241 NEGOTIATED AGREEMENT

Each agreement entered into by the School Board with a duly recognized employee organization shall constitute a commitment by the School Board to the provisions of the agreement for its duration.

The provisions of the employee agreement shall be binding on the School Board and on all employees covered by the agreement. Policies or regulations of the School Board which conflict with provisions of the negotiated employee agreement shall not be binding on those employees who are covered by the terms of such agreement.

(cf. 4143 - Negotiations/Consultation)

Legal Reference:

ALASKA STATUTES

23.40.070 - 23.40.260 - Public Employment Relations Act

Revised 9/97

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4143/4243 NEGOTIATIONS/CONSULTATION

The School Board will strictly construe the scope of negotiations as provided by law and also meet and negotiate on such topics as are included within the scope of negotiations by the Labor Relations Board.

The School Board may hold executive sessions with its designated representative(s) prior to or during consultations with representatives of employee organizations. The purpose of these executive sessions shall be to review the School Board's position and instruct its representative(s).

(cf. 9321 - Executive Sessions)

Legal Reference:

ALASKA STATUTES

23.40.070 - 23.40.260 Public Employment Relations Act

23.40.070 Declaration of Policy

23.40.235 Public involvement in school district negotiations

44.62.310 Agency meetings public

COURT DECISIONS

Kenai Peninsula Borough School District v. Kenai Peninsula Education Assn., 572 P. 2d 416 (Alaska 1977)

Revised 9/97

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4144/4244/4344 COMPLAINTS

The School Board recognizes the need for providing employees with a process for addressing concerns regarding issues which are not subject to formal grievance procedures.

The Superintendent or designee shall establish complaint procedures which encourage the prompt submission of complaints and resolution of conflicts.

The School Board expects that employees and supervisors will make every effort to resolve employee complaints and disagreements informally before resorting to formal complaint procedures.

(cf. 1312.3 - Complaints Concerning Discrimination)

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

(cf. 4141/4241 - Agreement)

Legal Reference:

ALASKA STATUTES

23.40.270 Declaration of policy (PERA)

Revised 9/97

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4151 SALARY GUIDES - EXEMPT EMPLOYEES

***Note**: The Fair Labor Standards Act (FLSA) is a federal lawthat requires most employees in the United States to be paid at least the federal minimum wage for all hours worked, and overtime pay at time and one-half the regular rate of pay for all hours worked over 40 hours in a workweek. However, Section 13(a)(1) of the FLSA provides an exemption from both minimum wage and overtime pay for employees employed as bona fide executive, administrative, or professional employees. Sections 13(a)(1) and 13(a)(17) also exempt certain computer employees. To qualify for exemption, employees generally must meet certain tests regarding their job duties and be paid on a salary basis at not less than $455 per week. These salary requirements do not apply to teachers. Exempt computer employees may be paid at least $455 on a salary basis or on an hourly basis at a rate not less than $27.63 an hour. Job titles do not determine exempt status. In order for an exemption to apply, an employee's specific job duties and salary must meet all the requirements of the Department of Labor's regulations.*

The School Board is committed to compliance with the salary basis requirements of the Fair Labor Standards Act. Improper deductions from the salaries of exempt employees are prohibited.

(cf. BP 4253 Overtime Pay/Compensatory Time Off)

Salary Basis Requirement

An exempt employee must meet certain tests regarding their job duties and be paid on a salary basis. Being paid on a "salary basis" means an employee regularly receives a predetermined amount of compensation each pay period on a weekly, or less frequent, basis. The predetermined amount cannot be reduced because of variations in the quality or quantity of the employee's work. Subject to exceptions listed below, an exempt employee must receive the full salary for any workweek in which the employee performs any work, regardless of the number of days or hours worked. Exempt employees do not need to be paid for any workweek in which they perform no work.

Permissible Deductions

***Note**: Under 2004 amendments to the federal regulations, employers can dock pay of exempt employees, without losing their exempt status, for disciplinary suspensions for one or more full days if employees break workplace conduct rules. To be able to take advantage of this provision, employers must adopt a written policy applicable to all employees that states that violating workplace conduct rules may result in a suspension.*

Deductions from pay are permissible when an exempt employee: is absent from work for one or more full days for personal reasons other than sickness or disability; for absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness; to offset amounts employees receive as jury or witness fees, or for military pay; or for unpaid disciplinary suspensions of one or more full days imposed in good faith for violations of district policies or procedures.

The district is not required to pay the full salary in the initial or terminal week of employment; for penalties imposed in good faith for infractions of safety rules of major significance, or for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act. In these circumstances, either partial day or full day deductions may be made. Complaint Procedure for Improper Deductions

***Note**: Under the 2004 safe harbor provision, employers will not lose exempt status for employees as a result of improper deductions, so long as several steps are taken. First, your district must have a clearly communicated policy prohibiting improper pay deductions. Second, the policy must contain a complaint procedure. Third, if an employer makes an improper deduction, it must reimburse employees for the improper deduction and make a good faith commitment to comply in the future. Finally, if the employer "willfully" violates the policy by continuing to make improper deductions after a complaint, it will lose exempt status for all employees in the same job classification working for the same managers responsible for the improper deductions for the time period in which the improper deductions were made.*

If you believe that an improper deduction has been made to your salary, you should immediately report this information to your direct supervisor, or to [insert alternative complaint mechanism(s).

Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

Legal Reference:

UNITED STATES CODE

Fair Labor Standards Act, 29 U.S.C. § 201, *et seq.*

Added 12/04

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4154/4254/4354 HEALTH AND WELFARE BENEFITS

The district shall provide health and welfare benefits for certificated and classified employees in bargaining units. Benefits for employees who are not in bargaining units shall be the same unless otherwise specified by School Board action or individual contract in accordance with negotiated employee agreements.

The Superintendent or designee shall advise all employees of their rights and responsibilities related to continuing their health insurance benefits when their eligibility changes.

(cf. 3530 - Risk Management)

(cf. 4141/4241 - Agreement)

Legal Reference:

ALASKA STATUTES

23.40.070 Declaration of Policy (PERA)

FEDERAL

Consolidated Omnibus Reconciliation Act Public Law 99-272

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4156.2/4256.2/4356.2 AWARDS AND RECOGNITION

The School Board believes the district's employees are its most valuable resource and encourages recognition of the services they provide.

The Superintendent or designee may issue service pins, certificates, plaques or other mementos in accordance with established district procedures.

(cf. 1150 - Commendations and Awards)

(cf. 3300 - Expenditures/Expending Authority)

The School Board authorizes monetary awards to employees who:

1. Propose ideas or procedures which eliminate or reduce district expenditures or improve district operations.

2. Perform special acts or services in the public interest.

3. By their superior accomplishments, make exceptional contributions to the efficiency, economy, or other improvement in district operations.

***Note**: The following options may be used in combination and may be modified to reflect district practice.*

Option 1: The Superintendent or designee shall recommend individuals to the School Board for such awards.

Option 2: The Superintendent or designee may appoint an awards committee to recommend such awards to the School Board.

Option 3: The School Board shall appoint an awards committee to grant awards of $200 or less and recommend to the School Board larger awards.

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4156.3/4256.3/4356.3 REIMBURSEMENT, UNIFORMS AND ALLOWANCES

OPTION 1: The School Board shall not be responsible for the reimbursement of any employee personal property which may be stolen, destroyed or maliciously damaged while being used in district schools.

OPTION 2: The School Board shall pay the cost of replacing or repairing employee personal property, except cash, which has been stolen, destroyed or maliciously damaged, through no fault of the employee, while being used in district schools.

Reimbursement for personal items used for work-related purposes shall be made only if the principal or designee approved the use of the personal property in school before the property was brought to school and at that time agreed on the value of the property.

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4157/4257/4357 EMPLOYEE SAFETY

The School Board believes that safety is every employee's responsibility. The School Board expects all employees to use safe work practices and to report and correct any unsafe conditions which may occur. Supervisors shall constantly promote safety and correct any unsafe work practice through education, training and enforcement.

No employees shall be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety, or well-being. Working conditions and equipment shall be maintained in compliance with standards prescribed by federal, state, and local laws and regulations.

(cf. 3514 - Environmental Safety)

(cf. 3514.1 - Hazardous Substances)

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

(cf. 4158/4258/4358 - Employee Security)

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BERING STRAIT SCHOOL DISTRICT

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. The following language is based upon guidelines found in AS 11.81.430, a statute authorizing reasonable non-deadly force by a teacher; and 4 AAC 07.900, which excludes certain reasonable and necessary physical restraint from the definition of corporal punishment. Additionally, the lawprovides that a teacher, teacher's assistant, a 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. Finally, 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 No Child Left Behind Act of 2001.*

An employee may use reasonable force when necessary to protect himself/herself from attack, to protect another person, to quell a disturbance threatening physical injury to others, or to obtain possession of weapons or other dangerous objects on or within the control of a student.

(cf. 5144 - Discipline)

***Note**: Effective January 1, 2001, a teacher, teacher's assistant, administrator, or other employee responsible for students who, during the course of employment, observes a student committing a crime must report the crime to local law enforcement. AS 14.33.130. The obligation to report to lawenforcement 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

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

Elementary and Secondary Education Act, 20 U.S.C. §§ 2361-2368, as amended by the No Child Left Behind Act of 2001 (P.L. 107-110)

Revised 1/03

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4159/4259/4359 EMPLOYEE ASSISTANCE PROGRAMS

The School Board recognizes that school district employees may have personal problems which can have detrimental effects upon job performance and student safety. Many personal problems are easier to resolve when they are addressed early, before they reach disabling proportions. The School Board encourages employees to seek help when such problems exist and to take advantage of the resources that are available to assist them.

Employees shall have confidential access to information about community resources that address personal problems. This information shall be available, on a voluntary basis, to all employees, spouses and dependents.

(cf. 4020 - Drug and Alcohol-Free Workplace)

Management and supervisory staff shall be knowledgeable about the district's employee assistance program. When there are indications of declining performance, attendance problems, or on-the-job behavioral problems, supervisors shall consult with the Superintendent or designee to explore the resolution of such problems.

***Note**: The federal Americans with Disabilities Act, Section 104 states that an employee who uses drugs or who is an alcoholic may be held to the same job performance standards as held for other employees, even if any unsatisfactory performance is related to the drug use or alcoholism. Section 104 also states that an employer cannot discriminate against an individual who has successfully completed a supervised drug rehabilitation program or an employee who is currently participating in a supervised rehabilitation program and no longer engaging in drug use. The following optional paragraph clarifies that although participation in the assistance program is risk-free, the district reserves the right to discipline in accordance with its existing policies and procedures.*

Participation in the assistance program will not jeopardize the employee's employment or career advancement, nor will it protect the employee from disciplinary action for substandard job performance.

(cf. 4115/4215/4315 - Evaluation/Supervision)

(cf. 4118/4218 - Suspension/Disciplinary Action)

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4161.1 SICK LEAVE

Every certificated employee working five school days each week is entitled to one and one-third days of sick leave a month. Such leave for employees working less than five days per week shall be proportionately less. Unused days of sick leave shall be accumulated from year to year without limitation.

The Superintendent or designee shall establish procedures for reporting and verifying such absences. Teachers are subject to disciplinary action, up to and including termination, for misusing sick leave, including providing false information regarding the use of, or need for, sick leave.

Certificated employees may transfer accumulated sick leave between districts and the Department of Education and Early Development. Employees are responsible for initiating a transfer of sick leave credits within 90 days of employment.

(cf. 4161.4 - Family and Medical Leave)

Sick Leave Bank

***Note**: AS 14.14.105 provides that the School Board may establish a sick leave bank independently or jointly with teachers.*

The School Board authorizes the establishment of a sick leave bank to provide teachers sick leave benefits in unusual circumstances. Teachers may draw up to twice the number of days leave he/she has accumulated before the first day of school up to a maximum of 24 days. The School Board may grant additional leave in cases of severe illness or external hardship.

Legal Reference:

ALASKA STATUTES

14.14.105 Sick leave bank

14.14.107 Sick leave and sick leave transfer

14.20.147 Transfer or absorption of attendance area or federal agency school

23.10.500 - 23.10.550 Alaska Family Leave Act (renumbered)

ALASKA ADMINISTRATIVE CODE

4 AAC 15.040 Sick leave

4 AAC 15.900 Definitions

UNITED STATES CODE

Family and Medical Leave Act, 29 U.S.C. 2601 *et. seq.*

CODE OF FEDERAL REGULATIONS

29 CFR Part 825, amend. 2008

Revised 3/2012

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4161.2/4261.2/4361.2 PERSONAL LEAVES

Personal Necessity

***Note**: 4 AAC 15.040 authorizes the School Board to limit the use of sick leave because of death, illness or welfare of a person in the teacher's immediate family.*

Certificated employees may use no more than seven days of their accrued sick leave during each contract year for reasons of personal necessity. Acceptable reasons for the use of personal necessity leave include:

1. Death of a member of the immediate family.

2. An accident involving the employee's property or the person or property of a member of the immediate family.

3. An illness of a member of the employee's immediate family.

4. Fire, flood, or other immediate danger to the home of the employee.

5. Required court appearance other than those court appearances for which the employee is obligated to be absent from duty and compensation is required by law.

6. Personal business of a serious nature which the employee cannot disregard.

Leave for personal necessity may be allowed for other reasons at the discretion of the Superintendent or designee. However, no such leave shall be granted for purposes of personal convenience, for the extension of a holiday or vacation period, or for matters which can be taken care of outside of working hours.

(cf. 4161.4 - Family and Medical Leave)

***Note**: Pursuant to 4 AAC 15.040, "immediate family" includes at least husband and wife, father and son or daughter, mother and son or daughter, and brother and sister.*

Legal Reference:

ALASKA STATUTES

23.10.500 - 23.10.550 Alaska Family Leave Act (renumbered)

ALASKA ADMINISTRATIVE CODE

4 AAC 09.020 Teachers entitled to pay

4 AAC 15.040 Sick leave

Revised 3/2012

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4161.3 SABBATICAL

The School Board recognizes the importance of professional development and may grant a sabbatical leave of one school year to teachers who have seven years or more years of service with the district. Such leaves may be approved if they serve an educational purpose and meet all requirements of law.

The selection of teachers to receive sabbatical leave shall be based on the potential benefit to the district, the subject field and contribution of the teacher to education in the state, and seniority in the district.

When granting sabbatical leave, the School Board shall determine the amount of leave which shall be paid by the district. The School Board may grant a teacher credit on the salary schedule for any leave which the School Board determines was educationally or professionally beneficial to the teacher or district.

The Superintendent or designee shall establish procedures for processing and approving requests for sabbatical leave.

Legal Reference:

ALASKA STATUTES

14.20.280-14.20.350 Sabbatical leave

14.20.280 Basis of leave

14.20.290 Application

14.20.330 Selection of teachers

14.20.310 Amount of sabbatical leave and compensation

14.20.320 Responsibility of teacher

14.20.330 Position, tenure, and retirement

14.20.340 Military service and previous leaves of absence

14.20.345 Leave of absence without pay

14.20.350 Definition

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4161.4/4261.4/4361.4 FAMILY AND MEDICAL LEAVE

***Note**: Your district may be a "covered employer" under both the federal Family and Medical Leave Act (FMLA) and the Alaska Family Leave Act (AFLA). Covered employers must provide its employees with the benefits of these laws. FMLA covers employers who have at least 50 employees within 75 miles. AFLA covers public school district sites which have had at least 21 employees within 50 road miles during any period of 20 consecutive workweeks in the preceding two calendar years. Accordingly, some smaller districts may be covered by AFLA only, or, potentially, may not be covered at all. Additionally, some sites may be exempt from coverage while other sites in a district are covered. School districts can adopt a more generous policy by allowing employees who meet the hours-worked requirements to be eligible for family leave, regardless of the number of employees within a given radius.*

The Board is committed to providing employees with family and medical leave in compliance with the Family and Medical Leave Act (FMLA) and the Alaska Family Leave Act (AFLA), as applicable. When both laws apply, the provisions more generous to the employee will govern.

In recognition that FMLA and AFLA provide some employer options for implementation of leave, the Board directs that leave under these laws will be implemented as set forth below. To the extent only AFLA leave applies, and AFLA does not contain specific requirements for implementation of that leave, the Board adopts by policy those procedures and employer rights set forth in FMLA and its regulations. The Superintendent shall develop regulations, in accordance with this policy, setting forth the qualifications, entitlements, and procedures for leave in compliance with these laws.

(cf. 4161 - Leaves)

Covered Employees

***Note**: FMLA and AFLA are triggered when an employee has worked the requisite number of hours for a school district. AFLA protections will apply sooner than FMLA protections, especially for newemployees or part-time employees. Accordingly, any employee who qualifies under FMLA due to length of service will qualify under AFLA. Because AFLA provides greater leave entitlements, school district employees will usually be entitled to 18 weeks of leave.*

Eligibility for FMLA and AFLA leave, as applicable, shall be based entirely on eligibility criteria established by these laws. This policy is not intended to expand eligibility for FMLA or AFLA leave beyond that which is legally required.

Under FMLA, an employee who has worked for the District for at least one year, and for 1,250 hours over the previous twelve months, is entitled to up to 12 weeks of leave for qualifying events. Under AFLA, an employee who has worked for the District for at least 35 hours a week in the last six consecutive months, or at least 17.5 hours a week during the preceding twelve months, is entitled to up to 18 weeks of leave for qualifying events. Leave which qualifies under both FMLA and AFLA is to be used simultaneously.

Unused family and medical leave does not accumulate from year to year.

Reasons for Taking Leave

***Note**: FMLA provides for two forms of military-related leave that are not covered by AFLA. Qualifying exigency leave and military caregiver leave are set forth in items 6 and 7 below. Districts not covered by FMLA may choose to provide similar military family leave.*

Covered employees will be granted leave for the following reasons:

1. To care for the employee's infant child during the first 12 months following birth;

2. To care for a child during the first 12 months following placement with the employee for adoption or foster care;

3. To care for a spouse, son, daughter, or parent with a serious health condition;

4. For incapacity due to the employee's pregnancy, prenatal medical care or child birth;

5. Because of the employee's own serious health condition that renders the employee unable to perform the employee's job;

6. If FMLA is applicable, for qualifying exigency leave if the employee's spouse, son, daughter, or parent is a military member and is on covered active duty; or

7. To care for a covered servicemember under the terms set forth in FMLA.

Notices

Required notices shall be posted by the District so that employees are aware of their rights and responsibilities when the need for family or medical leave arises.

All requests for family and medical leave shall be made in writing on a District form. The employee shall provide sufficient information to determine whether the leave qualifies for FMLA and/or AFLA leave. The employee is required to provide advance notice, consistent with these laws, and leave may be denied if notice requirements are not met.

The employee must ordinarily provide 30 days advance notice when the leave is foreseeable.

Concurrent Use of Paid Leave

***Note**: Both FMLA and AFLA are unpaid leaves. However, these laws permit employees and employers to substitute paid leave for unpaid leave. The policy language belowrequires employees to use all applicable paid leave in conjunction with FMLA/AFLA leave. If such a policy is not adopted, an employee may take his or her full entitlement of FMLA/AFLA leave, and then take any additional paid leave to which he or she is entitled. The policy helps minimize cumulative absences from work.*

FMLA and AFLA are unpaid leaves. However, the District has elected to require employees to substitute paid leave for unpaid leave taken for an FMLA or AFLA qualifying event. Paid leave substitutions will include personal leave and annual leave; and sick leave if the employee requests leave because of the employee's own serious health condition or for another event for which sick leave may be used under District policies or negotiated agreements.

An employee's FMLA or AFLA leave runs concurrently with other types of paid leave and the District will give proper notice to the employee that FMLA or AFLA leave is being utilized. The substitution of paid leave for unpaid leave does not extend the maximum FMLA or AFLA leave period. When paid leave is exhausted, the remaining absences will continue to be FMLA or AFLA leave, as applicable, but will be unpaid.

(cf. 4161.1 - Sick Leave)

(cf. 4161.2 - Personal Leaves)

Medical Certification and Fitness for Duty

The District requires medical certification and recertification of any serious health condition of the employee or qualifying family member. Failure to provide timely certification when requested will result in denial of leave.

Employees on FMLA or AFLA leave must periodically report on their status and intent to return to work.

Employees are required to provide a fitness-for-duty certificate upon returning from FMLA or AFLA leave when the leave is taken because of the employee's own serious health condition.

"Calendar Year" for Purposes of Leave Entitlement

***Note**: FMLA allows employers to choose their calendar year for determining the amount of leave to which an eligible employee is entitled. This can include the actual calendar year, the District's fiscal year, or a rolling calendar year. The rolling calendar year is recommended as it allows the employer to look back and eliminate the potential for employees to stack FMLA leave entitlements between two calendar years.*

For purposes of determining total leave availability for an eligible employee, the District utilizes a rolling twelve-month period measured backwards from the date leave is used, to avoid stacking of back-to-back leave entitlements.

Intermittent Leave

An employee will be denied intermittent leave or leave on a reduced leave schedule to care for an immediate family member with a serious health condition, of for the employee's own serious health condition, when the employee fails to establish, through medical certification, that there is a medical need for such leave, as distinguished from voluntary treatments and procedures, and/or the employee has failed to establish, through medical certification, that it is medically necessary for the leave to be taken intermittently on a reduced leave schedule.

Instructional Employees

Both the District, and its instructional employees, will comply with the special rules for instructional employees set forth in law. These rules shall be included in the regulations developed by the Superintendent.

Job Benefits and Protection

***Note**: For the duration of FMLA leave, the employer must maintain the employee's health coverage under any group plan. There is a similar requirement under AFLA, except that school districts can require the employee to pay the full costs of*

coverage during periods of unpaid AFLA leave. For periods when the employee is concurrently on paid leave, health coverage requirements would apply consistent with what is provided to district employees on paid leave.

To the extent required by law, the District will maintain the employee's health coverage under any group plan. The employee will be required to continue making employee contributions as required by the plan. An employee who fails to return to work after expiration of his or her available leave may be required to reimburse the District for those benefits paid, as allowable by law.

The District will restore a returning employee to his or her original or an equivalent position, with equivalent pay, benefits, and other employment terms, unless restoration is not required by law. The employee will not lose any employment benefit that accrued prior to the start of the employee's leave.

The District will not interfere with, restrain, or deny to a qualifying employee any right provided by FMLA or AFLA. Nor will the District discriminate or retaliate against any person for utilizing leave, enforcing leave rights, or opposing any practice made unlawful by FMLA or AFLA, or for being involved in any proceeding related to these laws.

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

(cf. 4030 - Nondiscrimination in Employment)

No Alternative Employment

***Note**: Having a second job while on FMLA or AFLA leave does not violate these laws. However, employers may have and enforce a policy prohibiting its employees from outside work while on leave from the District.*

The District prohibits employees who are on approved family and medical leave from engaging in other employment during the dates and times the employee would otherwise have been working for the District. Upon written request by the employee, the Superintendent may, in his or her sole discretion, grant an exception to this provision.

Enforcement of Rights

Employees who believe their rights under FMLA or AFLA have been violated are encouraged to bring this to the attention of the Superintendent or designee for investigation and resolution. Any employee may file a complaint with the U.S. Department of Labor for violations of FMLA, or the Alaska Department of Labor for violations of AFLA. An eligible employee may bring a civil action against an employer for violations.

The District reserves the right to take disciplinary action, up to and including termination, against any employee who abuses the rights, duties, and obligations of FMLA or AFLA.

Legal References:

ALASKA STATUTES

30.20.500-.550 Alaska Family Leave Act (renumbered)

UNITED STATES CODE

Family and Medical Leave, 29 U.S.C. 2601, *et seq.*

CODE OF FEDERAL REGULATIONS

Family and Medical Leave Act of 1993, 29 C.F.R. 825.100-825.702 (Amend 2013)

Revised 3/2013

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4161.7 CIVIC LEAVE

The School Board encourages employees to fulfill their civic responsibilities and will accommodate these responsibilities as provided for below. If a conflict exists between a provision of this policy and a legally permissible provision in a collective bargaining agreement, the provision of the collective bargaining agreement will take precedence.

Jury or Witness Duty

***Note**: Subject to the terms of a collective bargaining agreement, AS 39.20.270 provides for court leave for any full time employee, whether permanent, non-permanent, or temporary. The employee is entitled to administrative leave with pay; however, any compensation received for service as a juror or witness shall be deducted from the employee's normal compensation. In 2004, AS 09.20.030 was amended to excuse from jury duty during the school term any teacher who is teaching in a school that is designated as failing to make adequate yearly progress.*

Any regularly contracted teacher or other full-time employee of the district who is required to be absent from duty pursuant to a court order, either as a witness or juror, shall receive regular salary/wage for such period of absence less any amounts received for such service. The payroll adjustment will be made at the first payroll period following such service.Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Employees are expected to report for work whenever the court schedule permits.

Military Leave

***Note**: AS 39.20.340 provides that an employee, with the approval of the city council or borough assembly, who is a member of a reserve or auxiliary component of the United States Armed Forces is entitled to a leave of absence without loss of pay on all days during which the employee is ordered to training duty, as distinguished from active duty, or for instruction, or when under direct military control in the performance of a search and rescue mission. The leave of absence may not exceed 16 1/2 working days in any 12 month period. If an employee is called to active duty by the governor, the employee is entitled to five days leave of absence without loss of pay.*

Any regular full-time employee who is a reservist in any branch of the armed forces or a National Guard member shall be granted time off for military training or temporary military service required during the school year. An employee requiring such leave must notify his or her supervisor of the training schedule as far in advance as possible. An employee requiring such leave will receive regular pay during such service, less any military pay earned during that time, for a period authorized by law.

Any regular full-time employee with an active military obligation will be granted a leave of absence without pay if called to active duty within the U.S. armed services. However, eligible employees may use any available paid time off for the absence. Employees called for active duty will be entitled to reinstatement in accordance with all applicable state and federal laws.

Legal Reference:

ALASKA STATUTES

09.20.030 Exemptions

14.20.340 Military service and previous leaves of absence

26.05.075 Reemployment rights of the organized militia

39.20.270 Court leave

39.20.340 Leave of absence for reserve or auxiliary members of armed services

39.20.350 Restoration of reserve members to former positions

Revised 12/04

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4161/4261 LEAVES

The School Board shall authorize employee absences as provided by law and School Board policy. The School Board recognizes the following justifiable reasons for absence:

1. Personal sickness or injury, pregnancy, jury duty, military service or emergencies beyond the employee's control.

2. Family illness, bereavement, religious observances and other personal reasons.

3. Situations stemming from occupational status such as attendance at meetings, conventions, inservice courses, seminars, etc.

4. Other situations for which leave is provided by law.

(cf. 4161.4 - Family and Medical Leave)

***Note**: The Alaska Family Leave Act became law September 16, 1992, and applies to employers that have employed 21 or more employees for each working day during any period of 20 consecutive workweeks in the preceding two calendar years. Family leave includes, at a minimum, "unpaid leave' for "serious" health conditions for a total of 18 weeks during any 12 month period, and unpaid leave for pregnancy and childbirth or adoption for a total of 18 work weeks within a 12 month period. Employees are entitled to apply accrued paid leave toward the unpaid leave time. Employers must allowemployees to continue their existing health insurance coverage at the same level the employee had before going on leave. However, the employee may be required to pay the premium cost for the continuation of the insurance coverage. The Commissioner of Education may approve a labor contract that does not meet the family leave requirements if the district can showa lack of qualified, available substitutes to replace a teacher on leave or a lack of available housing for replacement teachers who do not live in the community.*

Legal Reference:

ALASKA STATUTES

14.14.107 Sick leave and sick leave transfer

14.20.147 Transfer or absorption of attendance area or federal agency school

23.10.500 - 23.10.550 Alaska Family Leave Act (renumbered)

ALASKA ADMINISTRATIVE CODE

4 AAC 09.020 Teachers entitled to pay

UNITED STATES CODE

Family and Medical Leave Act, 29 U.S.C. 2601 *et. seq.*

CODE OF FEDERAL REGULATIONS

29 CFR Part 825, amend. 2008

National Defense Authorization Act for fiscal year 2008, Public Law 110-181, § 585(a)

Revised 3/2012

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4170/4270/4370 DISTRICT ISSUED PORTABLE TECHNOLOGY

The School Board believes that technology resources facilitate communication, innovation, resource sharing, access to information, and student learning. Employees who are trained in and comfortable with technology devices and their applications are better able to support the use of technology as an educational strategy in the instructional program.

As approved by the School Board, the Superintendent or designee shall oversee the acquisition and distribution of portable technology devices, including laptop computers, to district employees. This equipment is provided to improve and develop the job-related capabilities of district's employees, including certificated and support personnel. District employees who are issued portable technology devices are permitted to transport this equipment between home and office, and on other travel as appropriate. The equipment remains at all times district property. Employees are permitted to use this equipment outside of the instructional or work-day. Familiarity and competence in the multitude of technological applications and resources assists employees in maintaining and improving present job performance. All use of district-issued portable technology shall be in compliance with the district's equipment and Internet use policies.

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

(cf. 3512 - Equipment)

(cf. 6161.4 - Internet)

(cf. 6161.5 - Web Sites/Pages)

Added 1/09

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4211 RECRUITMENT AND SELECTION

In order to secure quality personnel, the district shall maintain an effective recruitment program based upon alertness to good candidates, initiative that results in prompt action, and good personnel practices in dealing with applicants.

The Superintendent or designee shall determine the personnel needs of the district. He/she shall locate suitable candidates and make recommendations to the School Board for employment.

No inquiry shall be made with regard to the age, race, color, religion, sex or national origin of persons proposed for or seeking employment. Questions regarding handicap shall be asked only when directly related to the job.

(*cf. 4111.1/4211.1 - Affirmative Action)*

(cf. 4111.2/4211.2/4311.2 - Legal Status Requirement)

The Superintendent or designee shall ensure that persons nominated for employment meet all qualifications established by law and by the School Board.

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

(cf. 4212.5 - Security Check)

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4212 APPOINTMENT AND CONDITIONS OF EMPLOYMENT

The Superintendent or designee will recommend the appointment of all regular full-time and part-time and regular hourly employees to the School Board. Selection will be based upon competence and will be in accordance with School Board policy and administrative regulations, and state and federal laws of the State regulations.

Temporary, substitute, short-term and student help may be appointed by the Superintendent or designee. The position and the pay rate shall be reported at a regular meeting of the School Board.

The district personnel policies and regulations apply only to the extent that they are not in conflict with any collective bargaining agreement between the district and an employee organization officially recognized to meet and negotiate with the School Board.

(cf. 6181 - Charter School)

Revised 9/97

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4213 ASSIGNMENT/CLASSIFICATION

Classified employees shall be assigned by their immediate supervisors with the approval of the Superintendent or designee. They shall be required to perform those duties prescribed by the School Board for the position the employee holds.

(cf. 4219.3 - Duties of Personnel)

Legal Reference:

ALASKA STATUTES

23.40.070 Declaration of policy (PERA)

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4215 EVALUATION/SUPERVISION

The School Board endorses a continuous program of evaluation of all individuals employed by this district. The basic objective of the evaluation program is the improvement of performance of service to the district.

Legal Reference:

ALASKA STATUTES

23.40.070 Declaration of policy (PERA)

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4216 PROBATIONARY/PERMANENT STATUS

***Note**: District may designate belowa probationary period for classified personnel subject to collective bargaining obligations.*

Employees newly hired in regular positions or promoted to higher level positions within the classified service shall be considered probationary employees until having satisfactorily completed the designated probationary period of 90 days.

Regular classified employees who have satisfactorily completed the designated probationary period shall become permanent classified employees of the district.

Legal Reference:

ALASKA STATUTES

23.40.070 Declaration of policy (PERA)

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4217.2 RESIGNATION

Ample notice of intention to resign should be given by an employee who plans to leave the district. Normally, no less than two weeks notice should be given.

Positive supervisorial action is required to determine if causes of employee resignation may be adjusted. Supervisors should consider factors of employee value to the district, availability of replacement, and costs of training a replacement.

The Superintendent or designee is authorized to accept the written resignation of any employee in behalf of the School Board, and the resignation shall become effective immediately on acceptance by the Superintendent or designee. A resignation presented to and accepted by the Superintendent or designee may not be withdrawn by the employee.

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4218 DISMISSAL/SUSPENSION/DISCIPLINARY ACTION

Probationary Employees

At any time prior to the expiration of the probationary period, the Superintendent or designee may, at his/her discretion, dismiss a probationary classified employee from district employment. A probationary employee shall not be entitled to a hearing.

Permanent Employees

Permanent classified employees shall be subject to personnel action (suspension without pay, demotion, reduction of pay step in class, dismissal) only for cause. The School Board's determination of the sufficiency of the cause for disciplinary action shall be conclusive.

In addition to any disqualifying or actionable causes otherwise provided for by statute or by policy or regulation of this district, each of the following constitutes cause for personnel action against a permanent classified employee:

1. falsifying any information supplied to the school district, including, but not limited to, information supplied on application forms, employment records, or any other school district records

2. Incompetency

3. Inefficiency

4. neglect of duty

5. Insubordination

6. Dishonesty

7. drinking alcoholic beverages while on duty or in such close time proximity thereto as to cause any detrimental effect upon the employee or upon employees associated with him/her

8. addiction to the use of controlled substances

9. conviction of a felony, conviction of any sex offense made relevant by provisions of law, or conviction of a misdemeanor which is of such a nature as to adversely affect the employee's ability to perform the duties and responsibilities of his/her position. A plea or verdict of guilty, or a conviction following a plea of nolo contendere is deemed to be a conviction within the meaning of this section

10. absence without leave

11. immoral conduct

12. discourteous treatment of the public, students, or other employees

13. improper political activity

14. willful disobedience

15. misuse of district property

16. violation of district, School Board or departmental rule, policy, or procedure

17. physical or mental disability, which disability precludes the employee from the proper performance of his/her duties and responsibilities as determined by competent medical authority, except as otherwise provided by a contract or by law regulating retirement of employees

18. failure to possess or keep in effect any license, certificate, or other similar requirement specified in the employee's class specification or otherwise necessary for the employee to perform the duties of the position

19. unlawful discrimination, including harassment, on the basis of race, religious creed, color, national origin, ancestry, physical handicap, marital status, sex, or age against the public or other employees while acting in the capacity of a district employee

20. unlawful retaliation against any other district officer or employee or member of the public who, in good faith, reports, discloses, divulges, or otherwise brings to the attention of any appropriate authority any information relative to actual or suspected violation of any law of this State or the United States occurring on the job or directly related thereto

21. any other failure of good behavior either during or outside of duty hours which is of such nature that it causes discredit

to the district or his/her employment

In cases involving a personnel action, the Superintendent or designee shall prepare a written recommendation of personnel action for the School Board. A copy of the recommendation shall be served upon the employee either personally or by registered or certified mail, return receipt requested, at the employee's last known address. The recommendation shall include:

1. A statement of the nature of the personnel action (suspension without pay, demotion, reduction of pay step in class, or dismissal).

2. A statement of the cause or causes therefore as set forth above.

3. A statement of the specific acts or omissions upon which the causes are based. If violation of rule, policy, or regulation of the district is alleged, the rule, policy, or regulation violated shall be set forth in the recommendation.

4. A statement of the employee's right to appeal the recommendation and the manner and time within which his/her appeal must be filed.

In cases where the Superintendent or designee has determined that a permanent classified employee should be dismissed and that continuation of the employee in active duty status after a written recommendation of such personnel action has been issued would result in an unreasonable risk of harm to students, staff, or property during the time the proceedings are pending, the Superintendent or designee may order the employee immediately suspended from his/her duties without pay in conjunction with the recommendation of personnel action.

A permanent employee may, within five calendar days after receiving the recommendation of personnel action described above, file an appeal to the School Board for reconsideration of the personnel action by submitting his/her request to the Superintendent or designee.

If the employee against whom a recommendation of personnel action has been filed fails to appeal within the time specified in these rules, the employee shall be deemed to have waived his/her right to request reconsideration.

At any time before an employee's appeal is finally submitted to the School Board for reconsideration, the Superintendent or designee may, with the consent of the School Board, serve on the employee and file with the School Board an amended or supplemental recommendation of personnel action.

The School Board may affirm, modify or revoke the recommended personnel action.

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4222 TEACHER AIDES/PARAPROFESSIONALS

***Note**: On January 8, 2002, President Bush signed the No Child Left Behind Act. The provisions relating to paraprofessionals in Section 1119 of the Act took effect at the time the legislation was signed. Section 1119(c) of the Act requires each school district receiving assistance under Title I to ensure that all paraprofessionals hired after January 8, 2002, and working in a program supported with funds under Title I, shall have: (1) completed at least two years of study at an institution of higher education; (2) obtained an Associate's or higher degree; or (3) met a rigorous standard of quality and can demonstrate, through a formal state or local assessment, knowledge of, and the ability to assist in, instructing reading, writing, and mathematics, or knowledge of, and the ability to assist in, instructing reading readiness, writing readiness, and mathematics readiness as appropriate.*

Section 1119(d) requires existing Title I paraprofessionals to meet these requirements by January 8, 2006. Section 1119(e) contains exceptions for paraprofessionals who are proficient in a language other than English and who provide services primarily to enhance the participation of children in programs under this part by acting as a translator, or whose duties consist solely of conducting parental involvement activities. Section 1119(f) requires that school districts, regardless of the paraprofessionals' hiring date, must ensure that all paraprofessionals working in a program supported with Title I funds have earned a secondary school diploma or its recognized equivalent.

The School Board favors the use of paid and volunteer teacher aides/paraprofessionals and considers them to be members of a professional team dedicated to the best interests of students. By relieving teachers of duties that do not require professional training, non-certificated persons allow teachers to dedicate their skills, knowledge and efforts primarily to teaching. Paraprofessionals also can help teachers to provide individualized student instruction and an enriched educational program.

(cf. 1240 - Volunteer Assistance)

***Note**: NCLB outlines the permissible duties and responsibilities of paraprofessionals working in programs supported by Title I funds (or, alternatively, all paraprofessionals working in a Title I schoolwide program): (1) to provide one-on-one tutoring for eligible students, if the tutoring is scheduled at a time when a student would not otherwise receive instruction from a teacher; (2) to assist with classroom management, such as organizing instructional and other materials; (3) to provide assistance in a computer laboratory; (4) to conduct parental involvement activities; (5) to provide support in a library or media center; (6) to act as a translator; or (7) to provide instructional services to students under the direct supervision of the teacher.*

The district shall use paraprofessionals in those classes where they will provide the greatest benefit to students, taking into consideration such factors as large class size, student age group and teacher workload. The Superintendent or designee shall ensure that all paraprofessionals have appropriate training and supervision.

***Note**: Special Education aides must serve under the supervision of qualified personnel and receive training in accordance with 4 AAC 52.250.*

Paraprofessionals are expected to be courteous, discreet, cooperative and dependable, to employ high ethical standards as they work with students, and to respect school rules, district policies and administrative regulations.

The School Board recognizes the need for qualified teaching staff and encourages paraprofessionals to seek opportunities leading to a teaching credential. The district shall support these efforts to the extent possible, particularly as they relate to obtaining bilingual or special education credentials.

Paraprofessionals Working In Title I Programs

Paraprofessionals working in a program supported with Title I funds will meet the qualifications as established by federal law. In compliance with applicable legal requirements, all teacher aides/paraprofessionals with instructional duties that are newly hired in a Title I school program must have a secondary school diploma or its recognized equivalent and: (1) completed at least two years of study at an institution of higher education; (2) obtained an Associate's or higher degree; or (3) met a rigorous standard of quality through a formal state or local academic assessment.

Teacher aides/paraprofessionals hired before January 8, 2002 have until January 1, 2006 to meet these standards. The district will not hire Title I paraprofessionals who do not meet these standards.

Exception to these requirements may be made with regard to paraprofessionals who act as translators or who coordinate parent involvement activities.The Superintendent or designee and/or the staff development committee shall develop an appropriate in service program for paraprofessionals.

Legal Reference:

ALASKA ADMINISTRATIVE CODE

4 AAC 05.080 School curriculum and personnel

4 AAC 52.250 Special education aides

4 AAC 52.255 Interpreters

UNITED STATES CODE

Title I of the Elementary and Secondary Education Act, 20 U.S.C. § 6319, as amended by the No Child Left Behind Act of 2001 (P.L. 107-110)

CODE OF FEDERAL REGULATIONS

34 C.F.R. 200.58-.59 (2002)

Revised 1/03

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4231 STAFF DEVELOPMENT

***Note**: Section 1119(h) of the No Child Left Behind Act authorizes a school district receiving Title I funds to use these funds to support ongoing training and professional development to assist paraprofessionals (and teachers) in satisfying the requirements of NCLB)*

The Superintendent or designee may approve opportunities for classified staff to improve job skills to prepare for more responsible, higher-paying positions within the district, and to meet qualifications as established by federal and state law.Such opportunities may include, but are not limited to, the following:

1. Visits to other schools and school districts.

2. Local and state conferences involving other classified personnel.

3. Training classes and workshops offered by private organizations or by the district, county or other appropriate agency.

Legal Reference:

UNITED STATES CODE

Elementary and Secondary Education Act, 20 U.S.C. § 6319, as amended by the No Child Left Behind Act of 2001 (P.L. 107-110)

Revised 1/03

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4253 OVERTIME PAY/COMPENSATORY TIME OFF

***Note**: The Fair Labor Standards Act (FLSA) is a federal lawthat requires certain "covered" employees who work more than 40 hours a week in a seven-day period to be paid at one-and-a-half times their basic hourly rate for the time they work over 40 hours. Covered employees include most non-teaching, non-administrative employees, such as cafeteria workers, bus drivers, and paraprofessionals. Teachers, administrators, and other professional employees are exempt from the law. Covered employees cannot waive, or give up, their rights to overtime under the FLSA. A violation of the lawcan result in criminal and civil penalties.*

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

1. Covered employees.

Employees in the following job classifications are covered under the FLSA: assistant teachers, bookkeepers, clerks, custodians, food service workers, maintenance personnel, receptionists, secretaries, bus drivers, mechanics, and security personnel. Some employees in the above positions may be exempt from coverage if they have supervisory responsibilities and their supervisory duties exceed 50 percent of their work time or for other reasons.

2. Exempt employees.

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

(cf. BP 4151 Salary Guides - Exempt Employees)

3. Hours worked.

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

4. Overtime pay.

Employees covered by the FLSA shall be paid no less than 1.5 times their regular rate of pay for all hours worked over 40 in a week. For those employees working two or more jobs for the district, overtime pay shall be calculated on the basis of a blended hourly rate on all jobs worked by a formula set by the district.

5. Compensatory time.

The district reserves the right to grant compensatory time in lieu of paying employees monetary compensation. Prior to employees' overtime work, the district and employees must agree to compensatory time arrangement. Employees may accumulate a maximum of 240 compensatory time hours while employed by the district. Employees must get their supervisor's approval on when to take the compensatory time and must take the time off during the pay period immediately following when it was earned, if possible.

6. Authorization for overtime required.

Employees shall not work overtime without prior permission from their immediate supervisors, except in cases of emergency. Each employee responsible for the supervision of employees subject to the FLSA shall receive authorization from the Superintendent or designee prior to authorizing overtime.

7. Overtime work without prior approval.

Employees covered by FLSA who work overtime without prior approval will be allowed to claim the hours worked in accordance with the FLSA. If the supervisor determines that the work was unforeseen or emergency in nature, it will be approved. If the supervisor determines that the performance of the work was unnecessary at the time it was performed, the employee will receive pay for the hours worked, but disciplinary action may be taken for failure to follow established policy.

8. Record keeping and posters .

All records on wages, hours, and other items listed in the record-keeping regulations will be kept by the business office for the time specified by the FLSA. The district will display minimum wage posters at each district work site where employees will be likely to see them.

Legal Reference:

ALASKA STATUTES

23.40.070 Declaration of policy (PERA)

UNITED STATES CODE

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

CODE OF FEDERAL REGULATIONS

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

Revised 12/04

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4300 DEFINITIONS - MANAGEMENT AND SUPERVISORY PERSONNEL

***Note**: Pursuant to state law, the Superintendent, Assistant Superintendent, and other employees who exercise significant responsibilities for the district in the area of collective bargaining formulation and implementation are excluded from the bargaining units of other certificated or classified employees.*

Management and supervisory employees are excluded from the bargaining units of other certificated or classified employees.

Management employees are those employees who have significant responsibilities for formulating district policies or administering district programs and who have been designated as management by the School Board.

Supervisory employees are those employees who have the authority to make recommendations to the Superintendent or designee concerning the employees under their supervision. This authority extends to the following areas: hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, reward, discipline, direction, work assignment and discipline.

School Board policies and administrative regulations in the 4100 series for certificated personnel apply to certificated management and supervisory employees unless otherwise specified by law, School Board policies or administrative regulations, or School Board action.

School Board policies and administrative regulations in the 4200 series for classified personnel apply to classified management and supervisory employees unless otherwise specified by law, School Board policies or regulations, or School Board action.

Legal Reference:

ALASKA STATUTES

23.40.090 Collective bargaining unit

23.40.250 Definitions

ALASKA ADMINISTRATIVE CODE

8 AAC 97.990 Definitions

Revised 9/97

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4313.1 LOAD/SCHEDULING/HOURS OF EMPLOYMENT

The School Board designates, in accordance with law, salaried positions which are exempt from overtime. Persons holding these positions work whatever hours are necessary in order to fulfill their assignments. Their positions are set apart from other positions by virtue of the duties, flexibility of hours, salary, benefit structure and authority which they entail.

Legal Reference:

UNITED STATES CODE

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

CODE OF FEDERAL REGULATIONS

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

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4313.2 PROMOTION/DEMOTION/RECLASSIFICATION

The Superintendent or designee may promote, demote, and reclassify certificated and classified management employees when such action is determined to be in the best interest of the district.

All decisions concerning promotion, demotion and reclassification shall be based upon the recommendation of the Superintendent or designee and prior consultation with district legal counsel.

The Superintendent or designee shall ensure that the promotion, demotion and reclassification of management employees, complies with applicable statutory deadlines and procedures.

Legal Reference:

ALASKA STATUTES

14.14.130 Chief School Administrator

14.20.158 Continued contract provisions

14.20.140 Notification of layoff or non-retention

Revised 9/97

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4314 TRANSFER/REASSIGNMENT

The Superintendent or designee shall assess the needs of the district and to assign management personnel to positions which will meet those needs.

Voluntary Change of Assignment

In order to promote administrative professional growth and career development, broaden management background, and share administrative and personnel skills within the district, the School Board encourages management personnel at all levels to apply for transfers and reassignments.

Legal Reference:

ALASKA STATUTES

14.20.158

Revised 9/97

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4315.1 COMPETENCE IN EVALUATION OF TEACHERS

***Note**: Pursuant to 4 AAC 19.030teacher evaluations must be approved by a person who possesses an administrative credential issued under 4 AAC 12.030. Under AS 14.20.149, a person may not conduct a certificated employee evaluation unless: the person holds a type B certificate or is a site administrator under the supervision of a person possessing a type B certificate; the person is employed as an administrator; and the person has completed training in the use of the district's evaluation system.*

The School Board believes that the Superintendent or designee is competent to evaluate the professional staff and determine the competence of other administrators to evaluate teachers whom they supervise. All persons designated as competent to evaluate certificated personnel shall complete training in the use of the district's teacher evaluation system. Competence in evaluation shall be a factor in the evaluation of administrators who are assigned to evaluate teachers.

***Note**: 4 AAC 19.060 and AS 14.20.149 mandates inservice training in evaluative techniques for all certificated staff.*

The superintendent or designee shall provide appropriate inservice training in evaluative techniques.

(cf. 4115 - Evaluation/Supervision)

Legal Reference:

ALASKA STATUTES

14.20.149 Employee evaluation

ALASKA ADMINISTRATIVE CODE

4 AAC 19.030 Method for evaluating professional employees

4 AAC 19.060 Evaluation training

4 AAC 04.200 Professional content and performance standards

Revised 9/97

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4315 EVALUATION/SUPERVISION

***Note**: Effective July 1, 1997, all School Boards must adopt a certificated employee evaluation system for the evaluation of teachers and administrators. The evaluation system must apply to all certificated employees except the Superintendent or designee. In designing and periodically reviewing the system, the School Board must consider input from students, parents, community members, teachers, administrators, and affected bargaining units. AS 14.20.149*

Certificated Management Personnel

The School Board shall establish and define job responsibilities for administrative personnel. The evaluation of administrative personnel shall be based on observation of the employee and assessment of the following criteria:

1. The administrator's progress toward agreed-upon goals, objectives and tasks.

2. General expectations of performance, as set forth in the district's performance standards, which recognize professional responsibility, accountability and attitude.

3. The fulfillment of responsibilities contained in the specific job descriptions adopted by the School Board.

4. Evaluations from teachers who the administrator supervises, as well as from students, parents, community members and other administrators.

5. Additional factors as determined by the Superintendent or designee.

(cf. 4315.1 - Competence in Evaluation of Teachers)

The evaluation shall recognize the worth and needs of the individual in the total working environment and shall provide direction toward the improvement of his/her effectiveness.

Each administrator shall be evaluated formally at least once every school year. Evaluation is a continuous process and may occur between scheduled periods at the request of the administrator, the administrator's immediate supervisor or any higher supervisor.

Classified Management Personnel

Classified management personnel will be evaluated according to the procedures developed by the Superintendent or designee and approved by the School Board. The evaluation shall include recommendations for improvement if needed.

Legal Reference:

ALASKA STATUTES

14.20.149 Employee evaluation

ALASKA ADMINISTRATIVE CODE

4 AAC 19.010-4 AAC 10.060 Evaluation of professional employees

4 AAC 04.200 Professional content and performance standards

Revised 9/97

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 4361 LEAVES

***Note**: Leave provisions for management staff vary greatly from district to district. In lieu of policy, districts may state these provision in individual contracts or memorandums of understanding. The following statement may be expanded by districts that adopt policy in this area.*

The School Board recognizes the need to provide for leaves which management, supervisors and confidential personnel may take for justifiable reasons as set forth in state law and regulation. Such leaves shall be authorized pursuant to School Board policies and/or administrative regulations, and School Board action or individual contract.

Certificated management and supervisory employees shall be entitled to those leave provisions provided in the certificated agreement unless otherwise specified in School Board policy, administrative regulations or individual contract.

Classified management and supervisory employees shall be entitled to those leave provisions provided in the classified negotiated agreement unless otherwise specified in School Board policy, administrative regulations or individual contract.

Legal Reference:

ALASKA STATUTES

14.14.107 Sick leave and sick leave transfer

14.20.147 Transfer or absorption of attendance area or federal agency school

23.10.500 - 23.10.550 Alaska Family Leave Act (renumbered)

ALASKA ADMINISTRATIVE CODE

4 AAC 09.020 Teachers entitled to pay

Revised 9/97

BERING STRAIT SCHOOL DISTRICT

Bering Strait School District

P.O. Box 225 • Unalakleet, Alaska • 99684 • (907) 624-3611 • Fax 624-3099

Dr. Bobby Bolen, Superintendent

907-624-4261 • bbolen@bssd.org

TO: Bering Strait School Board Policy Committee

FROM: Dr. Bobby Bolen, Superintendent

RE: Policy Adoption – 4000's

DATE: December 10, 2020

Per Administrative Regulation 9311, Administration has reviewed Board Policy Sections 4000 – 5000. The Bering Strait School District subscribes to the AASB Policy Update Subscription. The FY20 recommended policy changes from AASB have also been reviewed and prepared for Board approval.

Board Policy	4020	4021	4030
	4040	4111	4111.1
	4111.2	4112.1	4112.4
	4112.5	4112.6	4112.61
	4112.8	4112.10	4113
	4115	4116	4117.2
	4117.3	4117.31	4117.5
	4117.6	4118	4119.11
	4119.12	4119.21	4119.22
	4119.23	4119.25	4119.3
	4119.41	4119.42	4119.43
	4122	4131	4132
	4133	4135	4136
	4141	4141.6	4143
	4144	4151	4154
	4156.2	4156.3	4157
	4158	4159	4161
	4161.1	4161.2	4161.3
	4161.4	4161.7	4170
	4211	4212	4213
	4215	4216	4217.2
	4218	4222	4231

	4253	4300	4313.1
	4313.2	4314	4315
	4315.1	4361	
Administrative Regulation	4021	4111.2	4117.3
	4117.4	4117.6	4119.25
	4119.42	4119.43	4144
	4154	4161	4161.4
	4222		
Form (E)	4020	4030	4119.21
	4119.42	4154	4161.4
	4222		

RECOMMENDED ACTION: A motion to approve the above listed Board Policy Section 4000 at the Policy Committee's level for recommendation to the full school board as presented with no changes from current policy.

E 4020 DRUG AND ALCOHOL-FREE WORKPLACENOTICE TO EMPLOYEES

YOU ARE HEREBY NOTIFIED that it is a violation of School Board policy for any employee at a school district workplace to unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, drug or controlled substance as defined in the Controlled Substances Act and Code of Federal Regulations.

"*School district workplace*" is defined as any place where school district work is performed, including a school building or other school premises; any school-owned or school-approved vehicle used to transport students or employees to and from school or school activities; any off-school sites when accommodating a school-sponsored or school-approved activity or function, such as a field trip or athletic event, where students are under district jurisdiction; or during any period of time when an employee is supervising students on behalf of the district or otherwise engaged in district business.

As a condition of your continued employment with the district, you will comply with the district's policy on Drug and Alcohol-Free Workplace and will, any time you are convicted of any criminal drug or alcohol statute violation occurring in the workplace, notify your supervisor of this conviction no later than five days after such conviction.

Note*: Upon notification of a violation, the district must either (1) take appropriate personnel action against the employee, "up to and including termination," or (2) require the employee to satisfactorily participate in an abuse assistance or rehabilitation program.*

Note*: The names, addresses and telephone numbers of drug and alcohol counseling and rehabilitation programs and/or employee assistance programs available locally to employees may be included in this notice or provided to employees in a separate statement. In addition, information about the dangers of drug and alcohol abuse may be included in this notice or the district may distribute materials obtained from state, local or national anti-abuse organizations to its employees.*

Revised 9/97

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

E 4030 EMPLOYEE NOTICE - PROTECTION FOR WHISTLEBLOWERS

***Note**: Under AS 39.90.110 an employer shall post notices to inform employees of their protections and obligations. Following is a sample notice provided by Tanana City School District. AS 39.90.130 provides that an assembly/city council may be exempt from the Alaska Whistleblower Statutes if ordinances are adopted providing substantially similar protection to employees.*

Any employee of the school district may in good faith report to a public official or a public body or testify before a public body about a matter of public concern.

A matter of public concern means a violation of federal, state, or local law (including School Board policy), a danger to public health or safety, gross mismanagement (including a substantial waste of funds or clear abuse of authority) or matter under investigation by the municipal ombudsman.

A report may not disclose any information which is legally required to be kept confidential. An employee initiating a report must first submit the report to the employee's immediate supervisor unless the employee reasonably believes: it would be futile to report to the supervisor, an emergency exists, or that reprisals or discrimination would result.

Employee protections and obligations regarding reports on matters of public concern are fully stated in Alaska Statute 39.90.100-150.

Added 9/93

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

E 4119.21 CODE OF ETHICS AND TEACHING STANDARDS

20 AAC 10.020 **Code of Ethics and Teaching Standards**

(a) The following code of ethics and professional teaching standards of the Professional Teaching Practices Commission governs all members of the teaching profession. A violation of this section constitutes grounds for revocation or suspension of certification as provided in AS 14.20.030.

(b) In fulfilling obligations to students, an educator

(1) may not restrain a student from independent action in the student's pursuit of learning or deny the student access to varying points of view without reasonable cause;

(2) may not deliberately suppress or distort subject matter relevant to a student's progress;

(3) shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety;

(4) may not engage in physical abuse of a student or sexual conduct with a student and shall to the commission knowledge of such an act by an educator;

(5) may not expose a student to unnecessary embarrassment or disparagement;

(6) may not harass, discriminate against, or grant a discriminatory advantage to a student on the grounds of race, color, creed, sex, national origin, marital status, political or religious beliefs, physical or mental conditions, family, social, or cultural background, or sexual orientation; shall make reasonable effort to assure that a student is protected from harassment or discrimination on these grounds; and may not engage in a course of conduct that would encourage a reasonable student to develop a prejudice on these grounds;

(7) may not use professional relationships with students for private advantage or gain;

(8) shall keep in confidence information that has been obtained in the course of professional service, unless disclosure serves a compelling professional purposes or is required by law;

(9) shall accord just and equitable treatment to all students as they exercise their educational rights and responsibilities.

(c) In fulfilling obligations to the public, an educator

(1) may not misrepresent an institution or organization with which the educator is affiliated;

(2) shall take reasonable precautions to distinguish between the educator's personal views and those of any educational institutional or organization with which the educator is affiliated;

(3) may not knowingly distort or misrepresent facts concerning educational matters in direct and indirect public expressions;

(4) may not interfere with a colleague's exercise of political or citizenship rights and responsibilities;

(5) may not use institutional privileges for private gain, to promote political candidates, or for partisan political activities;

(6) may not accept a gratuity, gift or favor that might influence or appear to influence professional judgment, nor offer a gratuity, gift, or favor to obtain special advantage.

(d) In fulfilling obligations to the profession, an educator

(1) may not discriminate on the grounds of race, color, creed, sex, or national origin, marital status, political or religious beliefs, physical condition, family, social or cultural background, or sexual orientation, deny to a colleague a professional benefit, advantage, or participation in any professional organization, nor discriminate in employment practice, assignment, or personnel evaluation;

(2) shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities;

(3) may not use coercive means or promise special treatment in order to influence professional decisions of colleagues;

(4) may not sexually harass a fellow employee;

(5) shall withhold and safeguard information acquired about colleagues in the course of employment, unless disclosure serves a compelling professional purpose;

(6) shall provide upon the request of the affected party, a written statement of specific reasons for recommendations that led to the denial of increments, significant changes in employment, or termination of employment;

(7) may not deliberately misrepresent the educator's or another's professional qualifications;

(8) may not submit fraudulent information on any document in connection with professional activities;

(9) may not knowingly distort an evaluation of the educator's or another's professional performance;

(10) may not intentionally make a false or malicious statement about a colleague's professional performance or conduct;

(11) may not intentionally file a false or malicious complaint with the commission;

(12) may not seek reprisal against any individual who has filed a complaint, provided testimony, or given other assistance in support of a complaint filed with the commission;

(13) shall cooperate fully and honestly in investigations and hearings of the commission;

(14) may not knowingly withhold or distort information regarding a position from an applicant or misrepresent an assignment or conditions of employment;

(15) may not unlawfully breach a professional employment contract;

(16) shall conduct professional business through appropriate channels;

(17) may not assign tasks to unqualified personnel;

(18) may not continue in or seek professional employment while unfit due to:

(A) use of drugs or alcohol that impairs the educator's competence or the safety of students or colleagues;

(B) physical or mental disability that impairs the educator's competence or the safety of students or colleagues.

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

E 4119.42/4219.42/4319 HEPATITIS B VACCINE DECLINATION

***Note**: The code of Regulations, requires the district to ensure that the following statement is signed by any employee who declines to accept the hepatitis B vaccination offered by the district.*

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Employee Name (Please print) _____

Signature _____

Date _____

Added 9/93

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

E 4154/4254/4354 INSURANCE/HEALTH AND WELFARE BENEFITS

***Note**: The following is a chronological summary of the notice responsibilities required under COBRA for continued health benefits coverage.*

	Responsibility ~~Timeline~~	Timeline
Plan Administrator	Provide written notice to all employees of coverage under COBRA	At commencement of coverage
District	Notify Plan Administrator of employee death, termination, retirement, Medicare eligibility or reduction in hours ~~Within 30 days of event~~	Within 30 days of event
Plan Administrator	Notify employee/beneficiary of option to elect continued health coverage ~~Within 14 days~~	Within 14 days
Employee/Beneficiary	Elect to accept or refuse continuation coverage ~~60 days~~	60 days
Employee/Beneficiary	Notify Plan Administrator of a divorce, legal separation or termination of a child's dependent status ~~Upon occurrence~~	Upon occurrence

~~Responsibility Timeline~~

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

E 4161.4(a)
4261.4(a)
4361.4(a)

FAMILY MEDICAL LEAVE

REQUEST, APPROVAL & NOTICE OF DESIGNATION

This form is to be utilized by employees for leave requests under the federal Family and Medical Leave Act (FMLA) and Alaska's Family Leave Act (AFLA)

SECTION 1: Family and Medical Leave Request – to be completed by the employee (or the supervisor if the employee is unavailable or unable to complete the form)

This Family and Medical Leave of Absence is for the following **qualifying reason**:

☐ Due to birth of a child and/or to care for a newborn child of the employee OR placement of a child with the employee through adoption or foster care

- If leave is requested for adoption: child ☐ is, ☐ is not the employee's step-child

☐ Due to the employee's serious health condition

☐ Due to a covered servicemember with a serious injury or illness who is the ☐ spouse, ☐ child, ☐ parent or ☐ next of kin of an employee

☐ Due to care of the employee's ☐ spouse, ☐ child, ☐ parent who has a serious health condition

☐ Due to a qualifying exigency arising out of the fact that the employee's ☐ spouse, ☐ child, ☐ parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves

***A medical certification will be required for all leave requests for a serious health condition of the employee or the employee's spouse, child, or parent*.**

Employee requests ☐ full-time leave, ☐ intermittent or reduced-schedule leave on the following schedule: _____

for the following reason: _____.

Anticipated date FMLA leave is to begin _____ **to end** _____ **(if known)**

- Employee ☐ does, ☐ does not have a spouse employed by the District: _____ (name), _____ (position)
- Employee's primary job is to teach and instruct students: ☐ Yes ☐ No

Employee Staff ID #: _____ **Employee's Department or Position** _____

_____ _____
Employee full name (please print) **Date**

_____
Employee Signature

SECTION 2: FMLA/AFLA Time Designation – to be completed by the EMPLOYEE:

- The District requires employees to use all applicable paid leave accruals during family and medical leave. This means that you will receive your paid leave and the leave will also be considered FMLA/AFLA leave and counted against your leave entitlement.
- **Please designate the order** of using paid time off:

  ____ Annual Leave ____ Sick Leave

SECTION 3: To be completed by the DISTRICT. Return a completed copy of this form to the employee within five business days of the employee notifying the district of the need for family and medical leave.

☐ Leave of absence ***approved*** for birth or care of child, or placement of child: ☐ FMLA eligibility met ☐ AFLA eligibility met

☐ Leave of absence ***approved*** due to a qualifying military exigency (FMLA eligibility met)

☐ Leave of absence ***conditionally approved*** pending receipt of certification: ☐ FMLA eligibility met ☐ AFLA eligibility met

Certification due by _____ (allow at least 15 calendar days)

☐ Certification provided is not complete or sufficient to determine whether FMLA or AFLA applies. You must provide further information no later than _____ (allow at least calendar 7 days) or your leave may be delayed or denied. Information needed to make the certification complete and sufficient is:

_____

_____

☐ Certification was received on _____ (date), and we are exercising our right to have you obtain a second or third medical certification at our expense. You will be contacted with further details.

☐ Certification was received on _____ (date), has been reviewed and **final approval** is granted. All leave taken for this reason will be designated as ☐ FMLA leave, ☐ AFLA leave, ☐ both FMLA and AFLA leave.

☐ Leave of absence ***denied*** because:

- ☐ Employee does not qualify for FMLA leave:
  - ☐ has not been employed by the District for 12 months (does not need to be continuous), only _____ months have been worked
  - ☐ has not worked 1,250 actual hours in the past 12 months prior to this leave, only _____ hours have been worked
- ☐ Employee does not qualify for AFLA leave:
  - ☐ has not been employed for at least 35 hours a week for the past 6 months, or for at least 17.5 hours a work for the past 12 months, only _____ hours have been worked over _____ months.
- ☐ Employee did not provide supporting certification
- ☐ Employee's allotment of FMLA/AFLA has been exhausted
- ☐ Employee's leave request does not qualify for FMLA/AFLA leave

District Point of Contact (Name and number)

Signature **Date**

If you have any questions, contact the District representative identified above or review the District's family and medical leave policy and regulations, BP/AR 4161.4. These can be obtained from your supervisor, the District office, or on the District's website.

SECTION 4: Employee Responsibilities

If your leave has been approved, you will have the following **responsibilities**:

- Contact _____ at _____ to make arrangements to continue to make your share of the premium payments on your health insurance to maintain health benefits while you are on leave. The amount of your premium payment will depend upon whether your leave is under FMLA, AFLA, or both. You have a minimum 30-day (or, indicate longer period, if applicable) grace period in which to make premium payments. If payment is not timely made, your group health insurance may be cancelled, provided we notify you in writing at least 15 days before the date that your health coverage will lapse, or, at our option, we may pay your share of the premiums during leave, and recover these payments from you upon your return to work.
- If you do not return to work following leave for a reason other than: 1) the continuation, recurrence, or onset of a serious health condition which would entitle you to leave; 2) the continuation, recurrence, or onset of a covered servicemember's serious injury or illness which would entitle you to FMLA leave; or 3) other circumstances beyond your control, you may be required to reimburse us for our share of health insurance premiums paid on your behalf during your FMLA or AFLA leave.
- While on leave you will be required to furnish us with periodic reports of your status and intent to return to work every _____. (Indicate interval of periodic reports, as appropriate for the particular leave situation).
- **If the circumstances of your leave change, and you are able to return to work earlier than the date indicated on this form, you will be required to notify us at least two workdays prior to the date you intend to report for work.**
- **You are required to notify us as soon as practicable if dates of scheduled leave change or are extended, or were initially unknown. Based on the information you have provided to date, we are providing the following information about the amount of time that will be counted against your leave entitlement:**

  ☐ Provided there is no deviation from your anticipated leave schedule, the following number of hours, days, or weeks will be counted against your leave entitlement:_____

  ☐ Because the leave you will need will be unscheduled, it is not possible to provide the hours, days, or weeks that will be counted against your FMLA/AFLA entitlement at this time. You have the right to request this information once in a 30-day period (if leave was taken in the 30-day period).

- If you have taken leave for your own serious health condition, you will be required to present a fitness-for-duty certificate to be restored to employment. If such certification is not timely received, your return to work may be delayed until certification is provided. A list of the essential functions of your position ☐ **is,** ☐ **is not** attached. If attached, the fitness-for-duty certification must address your ability to perform these functions.

E 4161.4(d)
4261.4(d)
4361.4(d)

State of Alaska
Division of Personnel & Labor Relations
PO Box 110201
Juneau, AK 99811-0201

CERTIFICATION OF HEALTH CARE PROVIDER

Section A: Employee/Patient Information

Employee's Name (First, Last, MI):	Patient's Name:	Relationship of Patient to Employee: ☐ Self ☐ Parent ☐ Spouse ☐ Dependent Child (Child's Age)
Employee's Dept:	List any relative working in same dept and the relationship to employee:	

To be completed by person needing family leave to care for a family member. Attach a description of the care to be provided and estimate the time period for which it will be necessary, including a schedule if leave will be taken intermittently or on reduced leave schedule.

Signature of Employee: **Work #:** **Home #:** **Date:**

Release of Medical Information: I authorize the release of any medical information necessary to provide the information requested on this form.

Signature of Patient: Date:

Section B: Completed by Health Care Provider

1. Indicate the appropriate category of Serious Health Condition:
   a. ☐ Hospital Care (definitions on reverse of form)
   b. ☐ Absence Plus Treatment
   c. ☐ Pregnancy/Prenatal
   d. ☐ Chronic Conditions Requiring Treatment
   e. ☐ Permanent/Long-term Conditions Requiring Treatment
   f. ☐ Multiple Treatments (Non-Chronic Conditions)

2. Please describe the **medical facts** supporting your certification:

4a. Date condition commenced and probable duration:

4b. Date(s) of patient's **present incapacity** (if different from 4a):

5. NOTE: Please indicate type of absence requested:
   Continuous: give duration of time off work:_____
   Intermittent/Reduced Schedule: please estimate episodic absences based upon patient's past history:
   Frequency of episodes:_____
   Duration of episodes:_____

6. Prescribed treatment regimen and schedule:
   Office visits: #_____per_____
   Therapy visits: #_____per_____
   Prescription medication:_____
   Referral to other providers (who)_____
   Surgery (date):_____
   Procedure (type/date):_____
   Other treatments (type/dates):_____

EMPLOYEE'S OWN SERIOUS HEALTH CONDITION:

7. Is in-patient hospitalization of the employee required? ☐ Yes ☐ No (give dates)_____

8. Is employee able to perform work of any kind? ☐ Yes ☐ No

9a. Is employee able to perform the functions of employee's position? ☐ Yes ☐ No
9b. If not, please describe employee's restrictions (include need for reduced work schedule) and their duration:
Restrictions:

Duration:

FAMILY MEMBER'S SERIOUS HEALTH CONDITION:

10. Will the patient require assistance for basic medical, hygiene, nutritional, safety or transportation needs? ☐ Yes ☐ No

11. After review of the employee's signed statement above, is the employee's presence necessary or would it be beneficial for the care of the patient? (This may include psychological comfort.) ☐ Yes ☐ No

12. Estimate the period of time care is needed or the employee's presence would be beneficial to care for the patient.

Type of Practice (Field of specialization, if any):	Address of Health Care Provider:
Print name of Health Care Provider:	Office Telephone #:
Health Care Provider Signature:	Date Signed:

State of Alaska
Division of Personnel & Labor Relations
PO Box 110201
Juneau, AK 99811-0201

CERTIFICATION OF HEALTH CARE PROVIDER

Family and Medical Leave Information Sheet

For purposes of family leave, **"serious health condition"** means an illness, injury, impairment, or physical or mental condition that involves one or more of the following:

1. **Hospital Care Inpatient care** [1] (*i.e.*, an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity or subsequent treatment in connection with or consequent to such inpatient care.

2. **Absence Plus Treatment** A period of incapacity of **more than three consecutive calendar days** (including any subsequent treatment or period of incapacity relating to the same condition), that also involves:
   (1) **Treatment** [2] **two or more times** within 30 days of the first day of incapacity by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services (*e.g.*, physical therapist) under orders of, or on referral by, a health care provider; *or*
   (2) **Two visits for treatment** by a health care provider which results in a **regimen of continuing treatment** [3] **under the supervision of the health care provider**.

3. **Pregnancy/Prenatal Care**
   Any period of incapacity due to **pregnancy**, or for **prenatal care**.

4. **Chronic Conditions Requiring Treatments**
   A **chronic condition** which:
   (1) Requires **at least two visits annually** for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider;
   (2) Continues over an **extended period of time** (including recurring episodes of a significant underlying condition); and
   (3) May cause **episodic** rather than a continuing period of incapacity (*e.g.*, asthma, diabetes, epilepsy, etc.)

5. **Permanent/Long-Term Conditions Requiring Supervision**
   A period of **incapacity** which is **permanent or long-term** due to a condition for which treatment may not be effective. The employee or family member must be **under the continuing supervision of, but need not be receiving active treatment by, a health care provider**. Examples include Alzheimer's, a severe stroke, or the terminal stages of a disease,

6. **Multiple Treatments (Non-Chronic Conditions)**
   Any period of absence to receive **multiple treatments** (including any period of recovery there from) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for **restorative surgery** after an accident or other injury, **or** for a condition that **would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment**, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), or kidney disease (dialysis).

For purposes of family leave, **Incapacity** means a period of incapacity (i.e., inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment therefore, or recovery there from.)

Light Duty is defined as a temporary modification or elimination of one or more of the essential function(s) of the position. (For questions, please contact the Division of Personnel & Labor Relations Management Services Section.)

---

[1] Here and elsewhere on this form, the information sought relates only to the condition for which the employee is taking FMLA leave.

[2] Treatment includes examination to determine if a serious health condition exists and evaluation of the condition. Treatment does not include routine physical examinations, eye examinations, or dental examinations.

[3] A regimen of continuing treatment includes, for example, a course of prescription medication (e.g., an antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition. A regimen of treatment does not include the taking of over-the-counter medications such as aspirin, antihistamines, or salves, or bed-rest, drinking fluids, exercise, or other similar activities that can be initiated without a visit to a health care provider.

DOP-50001-090701 Revised 7/01/2009

Added 3/2012

Adopted: February 3, 2014

E 4222 PARAPROFESSIONALS WORKING IN A PROGRAM SUPPORTED WITH TITLE I FUNDS

All paraprofessionals, including teacher aides, hired after January 8, 2002 and working in a program supported with Title I funds, shall have the qualifications and duties as described in Title I of the Elementary and Secondary Act.

Paraprofessionals, including teacher aides, hired after January 8, 2002 shall be told in writing that:

> *A newfederal lawrequires that newteacher aides and other paraprofessionals working in a program supported with federal funds under Title I have two years of college, an Associate's Degree or higher, or pass a proficiency exam. The State of Alaska is in the process of developing procedures to implement this federal law. The Bering Strait School District has hired you contingent upon your meeting these requirements when clarified. When we receive this information, we will forward it on to you.*

Paraprofessionals, including teacher aides, hired before January 8, 2002 shall be told in writing that:

> *A newfederal lawrequires that teacher aides and other paraprofessionals working in a program supported with federal funds under Title I meet newrequirements effective January 8, 2006. This newfederal lawrequires that paraprofessionals have two years of college, an Associate's Degree or higher, or pass a proficiency exam. The State of Alaska is in the process of developing procedures to implement this federal law. When we receive this information, we will forward it on to you.*

This new law is re-printed below:

****

§ 1119(c) New Paraprofessionals-

(1) In General - Each local educational agency receiving assistance under this part shall ensure that all paraprofessionals hired after the date of enactment of the No Child Left Behind Act of 2001 and working in a program supported with funds under this part shall have —

(A) completed at least 2 years of study at an institution of higher education;

(B) obtained an associate's (or higher) degree; or

(C) met a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment —

(i) knowledge of, and the ability to assist in instructing, reading, writing, and mathematics; or

(ii) knowledge of, and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate.

(2) Clarification - The receipt of a secondary school diploma (or its recognized equivalent) shall be necessary but not sufficient to satisfy the requirements of paragraph (1)(C).

§ 1119(d) Existing Paraprofessionals -

Each local educational agency receiving assistance under this part shall ensure that all paraprofessionals hired before the date of enactment of the No Child Left Behind Act of 2001, and working in a program supported with funds under this part shall, not later than 4 years after the date of enactment satisfy the requirements of subsection (c).

§ 1119(e) Exceptions For Translation And Parental Involvement Activities - Subsections (c) and (d) shall not apply to a paraprofessional —

(1) who is proficient in English and a language other than English and who provides services primarily to enhance the participation of children in programs under this part by acting as a translator; or

(2) whose duties consist solely of conducting parental involvement activities consistent with section 1118.

§ 1119(f) General Requirement For All Paraprofessionals -

Each local educational agency receiving assistance under this part shall ensure that all paraprofessionals working in a program supported with funds under this part, regardless of the paraprofessionals' hiring date, have earned a secondary school diploma or its recognized equivalent.

§ 1119(g) Duties Of Paraprofessionals -

(1) In General - Each local educational agency receiving assistance under this part shall ensure that a paraprofessional working in a program supported with funds under this part is not assigned a duty inconsistent with this subsection.

(2) Responsibilities Paraprofessionals May Be Assigned **- A paraprofessional described in** paragraph (1) may be assigned —

(A) to provide one-on-one tutoring for eligible students, if the tutoring is scheduled at a time when a student would not otherwise receive instruction from a teacher;

(B) to assist with classroom management, such as organizing instructional and other materials;

(C) to provide assistance in a computer laboratory;

(D) to conduct parental involvement activities;

(E) to provide support in a library or media center;

(F) to act as a translator; or

(G) to provide instructional services to students in accordance with paragraph

(3) Additional Limitations - A paraprofessional described in paragraph (1) —

(A) may not provide any instructional service to a student unless the paraprofessional is working under the direct supervision of a teacher consistent with section 1119; and

(B) may assume limited duties that are assigned to similar personnel who are not working in a program supported with funds under this part, including duties beyond classroom instruction or that do not benefit participating children, so long as the amount of time spent on such duties is the same proportion of total work time as prevails with respect to similar personnel at the same school.

§ 1119(h) Use Of Funds -

A local educational agency receiving funds under this part may use such funds to support ongoing training and professional development to assist teachers and paraprofessionals in satisfying the requirements of this section.

§ 1119(i) Verification Of Compliance -

(1) In General - In verifying compliance with this section, each local educational agency, at a minimum, shall require that the principal of each school operating a program under section 1114 or 1115 attest annually in writing as to whether such school is in compliance with the requirements of this section.

(2) Availability Of Information - Copies of attestations under paragraph (1) —

(A) shall be maintained at each school operating a program under section 1114 or 1115 and at the main office of the local educational agency; and

(B) shall be available to any member of the general public on request.

§ 1119(j) Combinations Of Funds -

Funds provided under this part that are used for professional development purposes may be combined with funds provided under title II of this Act, other Acts, and other sources.

§ 1119(k) Special Rule -

Except as provided in subsection (l), no State educational agency shall require a school or a local educational agency to expend a specific amount of funds for professional development activities under this part, except that this paragraph shall not apply with respect to requirements under section 1116(c)(3).

§ 1119(l) Minimum Expenditures -

Each local educational agency that receives funds under this part shall use not less than 5 percent, or more than 10 percent, of such funds for each of fiscal years 2002 and 2003, and not less than 5 percent of the funds for each subsequent fiscal year, for professional development activities to ensure that teachers who are not highly qualified become highly qualified not later than the end of the 2005-2006 school year.

Added 1/03

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

Bering Strait School District

P.O. Box 225 • Unalakleet, Alaska • 99684 • (907) 624-3611 • Fax 624-3099

Dr. Bobby Bolen, Superintendent

907-624-4261 • **bbolen@bssd.org**

TO: Bering Strait School Board

FROM: Dr. Bobby Bolen, Superintendent

RE: Policy Adoption – 5000's

DATE: February 4, 2021

Per Administrative Regulation 9311, Administration has reviewed Board Policy Sections 4000 – 5000. The Bering Strait School District subscribes to the AASB Policy Update Subscription. The FY20 recommended policy changes from AASB have also been reviewed and prepared for Board approval.

Board Policy	5000	5021	5030
	5040	5111	5111.2
	5112.1	5112.2	5112.5
	5112.6	5113	5117
	5118	5119	5121
	5123	5124	5125
	5125.1	5125.2	5125.3
	5126	5127	5128
	5131	5131.1	5131.4
	5131,41	5131.42	5131.43
	5131.5	5131.6	5131.62
	5131.63	5131.7	5131.9
	5132	5133	5136
	5137	5138	5141
	5141.21	5141.22	5141.23
	5141.31	5141.4	5141.41
	5141.51	5141.52	5142
	5142.3	5144	5144.1
	5145.11	5145.12	5145.15
	5145.2	5145.3	5145.7
	5146	5147	

Administrative Regulation	5030	5040	5111
	5111.2	5112.1	5112.2
	5113	5119	5121
	5123	5125	5128
	5131.1	5131.4	5131.41
	5131.43	5131.7	5141
	5141.21	5141.22	5141.23
	5141.4	5142	5144.1
	5144.2	5145.2	5145.7
Form (E)	5040	5125	5125.1
	5128	5141.21	5141.23
	5145.12		

RECOMMENDED ACTION: A motion to approve the above listed Board Policy Section 5000 from the Policy Committee with no changes from current policy.

AR 5030 SCHOOL DISCIPLINE AND SAFETY

***Note**: Annually, the district is to submit a report to the Department of Education and Early Development relating to the district's disciplinary and safety program, including incident numbers for infractions involving violence or weapons. This report is to be submitted at the same time the district submits its annual report on goals and priorities as required by AS 14.03.120(a). Additionally, beginning with the 2007-08 school year, the district is to report all incidents of suspension and expulsion resulting from harassment, intimidation, or bullying. The following language incorporates the reporting requirements for school discipline as set forth in AS 14.33.120, 14.33.210, 4 AAC 06.172 and 4 AAC 06.250.*

Report on School Disciplinary and Safety Programs

The district shall submit to the State Department of Education and Early Development the following information annually, in a format required by the Department: Program Development and Review

The report shall include, for each school:

- a description of the collaboration with community, parents, and students in development and review of the school's disciplinary and safety standards;
- the procedures used to develop the community-based standards of school behavior and safety contained in the safety and discipline program;
- the individuals involved in developing the standards;
- the parameters for evaluation to assess the effectiveness of the standards; and
- the period of review and evaluation of the standards. Incident Reporting

The report shall include, for each school, the number of:

1) infractions involving violence against a person at school;

" Infractions involving violence against a person " means a violation of school rules in which a person was injured, was threatened with injury, or reasonably perceived a threat of injury.

2) infractions involving a weapon at school;

" Infractions involving a weapon " means a violation of school rules in which a student possessed, used, attempted to use, or threatened to use a weapon, regardless of whether the possession, use, or sale of the weapon was the main infraction committed.

" Weapon " means a dangerous instrument as defined in AS 11.81.900, and any object or instrument that, in the circumstances in which it is used, attempted to be used, or threatened to be used, is capable of causing injury.

3) days students were suspended for infractions involving violence against a person or infractions involving a weapon at school;

4) expulsions for infractions involving violence against a person or infractions involving a weapon at school;

5) transfers requested and provided under 4 AAC 06.210 (persistently dangerous schools); and 4 AAC 06.240 (parent request to remain in transfer school);

6) victims of violent criminal offenses as determined under 4 AAC 06.230;

7) truancies, as determined by district procedures; and

8) incidents resulting in suspension or expulsion for harassment, intimidation, or bullying on school premises or on transportation systems used by the school.

" Harassment, intimidation, or bullying " means " an intentional written, oral, or physical act, when the act is undertaken with the intent of threatening, intimidating, harassing, or frightening the student, and

(A) physically harms the student or damages the student's property;

(B) has the effect of substantially interfering with the student's education;

(C) is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or

(D) has the effect of substantially disrupting the orderly operation of the school.

Added 01/07

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

AR 5040 STUDENT NUTRITION AND PHYSICAL ACTIVITY

Nutrition

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

Traditional cultural foods may be exempted from the food standards described below for educational and/or special school events.

***Nutrition Education Goals**:*

The primary goal of nutrition education is to influence students' eating behaviors. Building nutrition knowledge, attitudes, and skills helps children make lifelong healthy eating choices. District schools shall work to provide age-appropriate nutrition education as part of the health and physical education curricula that respects students' cultural practices; that is integrated into core subjects; and provides opportunities for students to practice skills and apply knowledge both inside and outside the school setting. The District shall also seek to provide evidence-based nutrition education curricula that foster lifelong healthy eating behaviors. Knowledge of food - how it is grown, who grows it, how it is prepared, its connection to traditions, sustainability and its influence in shaping society - is integral to a comprehensive education.

To the extent possible:

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

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

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

(d) District health education curriculum shall be based upon Alaska standards for nutrition and physical activity.

(e) Nutrition education shall be part of the health education and core curricula (e.g., math, science, language arts).

(f) Schools shall strive to link nutrition education and physical activity with a coordinated school health program.

(g) Staff and teachers who provide nutrition education shall have appropriate training.

(h) Schools shall encourage parents and guardians to support healthy eating and physical activity behaviors.

(i) Schools shall strive to conduct nutrition and physical education activities that involve families, students and the community.

(j) Schools shall strive to establish, or support, an instructional garden to provide students with experiences in planting, harvesting, preparing, serving and tasting foods integrated with nutrition education and core curriculum

(k) The district shall strive to develop a farm to school program to provide fresh, wholesome, local and sustainably grown foods.

Nutrition Guidelines:

Food and Beverages

Foods served through the National School Lunch and School Breakfast Programs will comply with nutrition standards established by the U.S. Department of Agriculture. Other food and beverages (including but not limited to vending, concessions, a la carte, student stores, parties and fundraising), served from one-half hour before the start of the school day until one-half hour after the end of the school day, must meet the following food and beverage nutrition guidelines.

Beverage Standards:

Water approved for sale is:

1. Plain or carbonated water that does not contain added sweeteners (natural or artificial, including sucralose and aspartame); vitamins; caffeine; or herbal supplements. Water may be sold in any size.

Juice or juice/water blends approved for sale are:

1. 100% fruit or vegetable juice, or juice/water blends, plain or carbonated that do not add sweeteners (natural or artificial); caffeine; or herbal supplements. Maximum size allowed for sale is 12 oz.

Milk approved for sale are:

1. 2%, 1% or fat free (skim) milk. Maximum size allowed for sale is 16 oz.

2. Enriched rice, nut or soy milk (may be "low fat"). Maximum size allowed for sale is 16 oz. (a) Rice, soy or nut milks must be enriched with calcium, per 8 oz. serving, to at least 30% of the Daily Value set by the U.S. Food and Drug Administration.

3. Flavored milk may contain no more than 55 grams of sugar total per 16 oz. (27 grams of sugar per 8 oz.) including both naturally-occurring and added sweetener. Maximum size allowed for sale is 16 oz.

Sports Drinks approved for sale are:

1. Beverages that contain less than 30 grams of sugar per 16 oz. serving. Maximum size allowed for sale is 16 oz. Milkshakes and smoothies will follow the Food Standards listed below. Other Beverages are not approved for sale.

Food Standards:

1. Have 30% or less of total calories from fat (excluding fat that occurs naturally in tofu, nuts, nut butters, seeds, eggs, legumes, fruits and vegetables, cream cheese, low-fat salad dressings, cheese and butter);

2. Have 10% or less of total calories from saturated plus trans fat (excluding fat that occurs naturally in tofu, nuts, nut butters, seeds, eggs, legumes, fruits and vegetables, cream cheese, low-fat salad dressings, cheese and butter);

3. Have no more than 35% total sugar by weight including naturally occurring and added sugars (except for sugars that occur naturally in a dairy product, fruit or vegetables); 4. Be limited to the following maximum portion sizes:

a. One and one-quarter ounces for chips, crackers, popcorn, cereal, or jerky;

b. Two and one-half ounces for trail mix, nuts, seeds or dried fruit;

c. Two ounces for cookies or cereal bars;

d. Three ounces for bakery items;

e. Three fluid ounces for frozen desserts, including, but not limited to, ice cream;

f. Eight ounces for non-frozen yogurt.

Exceptions to these administrative regulations for food and beverage may be made for individual products which have sufficient nutritional value to offset sugar or fat content, or other requirements, or to prohibit the sale of individual products which are deemed inappropriate for sale to students despite meeting these guidelines. Nutritional information, along with samples of the product in question (when possible) shall be provided to the Superintendent's designee in charge of nutrition services for approval before products are placed in schools.

Physical Activity

Schools shall strive to allow students the opportunity for moderate physical activity each day to include time before, during, and after school.

Physical Activity Goals

The primary goals for physical activity are to: build knowledge and skills through physical education (PE) programs that enable all students to participate in a variety of lifetime physical activities; promote safe and appropriate physical activity opportunities for all students; increase the amount of movement for students throughout the school day, while decreasing sedentary time; and to promote a physically active lifestyle for all community members, including staff, families and students. To the extent possible:

(a) Provide quality physical education (PE) programs and adapted physical education programs in accordance with the district's physical education curriculum standards:

(1) Adequately and appropriately develop knowledge and skills for a variety of traditional and non-traditional physical activities;

(2) Improve and/or maintain students' physical fitness, providing the tools to self assess;

(3) Teach short- and long-term benefits of a physically active and healthy lifestyle; and

(4) Promote a lifelong physically active lifestyle.

(b) At a minimum, provide physical education or its equivalent to all students, including students with disabilities, special health care needs, and in alternative educational settings, as follows:

(1) Elementary school students - 1 time per week during the school year.

(2) Middle school students - the equivalent of daily physical education for 1 semesters.

(3) High school students - daily physical education for .5 years in accordance with graduation requirements.

(c) Whenever possible, physical education classes will be taught by teachers with appropriate training and credentials for physical education.

(d) Whenever possible, all students shall be physically active during the school day through PE classes, daily recess periods for elementary school students, the use of evidence-based classroom teaching techniques, such as stretching and movement breaks, and the integration of physical activity into the academic curriculum. Recess shall not be a substitute for PE classes.

(e) Whenever possible, all students shall be given opportunities for physical activity through a range of before- and/or after-school programs including, but not limited to, intramurals and interscholastic athletics and physical activity clubs.

(f) Schools shall encourage families to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.

(g) Schools shall provide adequate training to enable teachers, and other school staff to promote enjoyable, lifelong physical activity among students.

(h) Schools shall encourage, promote and conduct physical activities that involve families, students, school staff and the community, including safe walking or biking to school.

(i) Schools shall encourage students to meet the American Academy of Pediatrics recommendation of 50 minutes of daily physical activity.

Other School-Based Activities

The primary goal for other school-based activities is to create a total school environment that is

conducive to student well-being. This includes, but is not limited to the following:

Dining Environment Goals

(a) Schools shall provide clean, safe and pleasant meal environments for students.

(b) Schools shall provide enough space and serving areas to ensure all students have access to school meals with minimum wait time.

(c) To the extent feasible, the school district shall make drinking fountains available and accessible in all schools, so that students have access to water at meals and throughout the day.

(d) The school district shall encourage all students to participate in school meal programs and protect the identity of students who eat free and reduced price meals.

(e) The school district shall encourage all students to eat healthy and nutritious meals within the school dining environment.

(f) In accordance with applicable laws, schools are encouraged to involve students in meal preparation, service, and clean-up.

(g) Schools shall encourage and facilitate access to hand washing before and after meals.

Time to Eat Goals

(a) Schools shall provide adequate time for students to enjoy eating healthy foods with friends in school; a minimum of 15 minutes of eating time, after being served, for lunch and 15 minutes for breakfast.

(b) Schools shall schedule lunch as close to the middle of the school day as possible. Opportunities for mid-morning or mid- afternoon healthy snack breaks shall be encouraged.

(c) Whenever possible, schools shall work to schedule recess for elementary schools before lunch so that children will

come to lunch less distracted and ready to eat. Schools are encouraged to schedule separate recess and dining times.

Food or Physical Activity as a Reward or Punishment

(a) The use of food as a reward or punishment in schools is prohibited.

(b) Schools shall not deny student participation in recess or other physical activities as a form of discipline or for classroom make-up time. While this practice has been used by many throughout the years, continued use is strongly discouraged and should be avoided.

Consistent School Activities and Environment

(a) Schools' fundraising efforts should be supportive of student wellness, comply with Nutrition Guidelines, promote physical activity and limit commercial influence.

(b) The school district shall work to provide opportunities for on-going professional training and development for food service staff and teachers in the areas of nutrition and physical education.

(c) The school district shall encourage and provide opportunities for parents, staff, teachers, school administrators, students, nutrition service professionals and community members to serve as role models in practicing healthy eating and being physically active, both in the school environment and at home.

(d) The district, to the extent possible, shall provide information and outreach materials about community food programs and other Food and Nutrition Service (FNS) programs such as Food Stamps, the Child Nutrition Program, and Women, Infants and Children (WIC) to students and parents.

(e) Schools, to the extent possible, shall seek to limit commercial influence and exposure to advertising as it relates to nutrition, wellness and physical activity, consistent with existing and future Board policy.

(f) The district supports and encourages the creation of school gardens and integrated food system education that provides hands-on learning experiences linking the cafeteria with the classroom and core curriculum, such as math, science and language arts.

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

(cf. 1330 - Community use of school facilities)

Revised 3/2012

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

AR 5111.2 PART-TIME ENROLLMENT PROCEDURES

1. Enrollment requests will be received by the building administrator.

2. Applications for part-time enrollment will be available at the district schools ten (10) days prior to the first day of each semester.

3. Parents/guardians of part time students will follow all related district enrollment procedures and must provide transcripts, birth certificate, and immunization records as required by Alaska law 4 AAC 06.055.

(cf. 5141.31 - Immunizations)

4. The application for part-time enrollment must include a signed statement by the student and parent/guardian that they will comply with the policies and procedures of the district, including those rules governing student conduct. The application must also contain a signed statement by the parent/guardian that the part-time enrollment does not result in the expenditure of public money for the direct benefit of a private school. The application may contain other requirements as established by the Superintendent or designee.

5. Part-time enrollment applications will be processed on a first-come, first-served basis.

6. The building administrator will notify the Superintendent or designee as to the enrollment of students who are primarily enrolled outside of the district.

Transcripts Grades

Parents/guardians of students who are not primarily enrolled in district schools will be responsible for obtaining the necessary report cards/transcripts and/or other indicators of academic progress and providing them to the district.

Part-time students will receive grades based on impartial, consistent observation of the quality of the student's work in the course(s) in which the student is enrolled. Part-time students will be graded by use of the grading procedures utilized for all students enrolled in the district.

(cf. 5121 - Grades evaluation of Student Achievement)

Added 9/97

Revised 9/98

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

AR 5111 ADMISSION

Age of Admission

Proof of age shall be required of all enrolling students. The legal evidences of age, in order of desirability, are a birth certificate, baptismal certificate, passport, immigration certificate, Bible record, or affidavit from the parent/guardian.

Residency

***Note**: The following language reflects the intent of federal law (McKinney Act of 1987) which holds that a permanent and fixed dwelling is not necessary to establish residency for school purposes.*

Children living in the district who do not reside in a permanent, fixed residence shall be admitted to district schools upon presentation of any of the following:

1. Hotel or motel receipts.
2. A letter from a social service agency verifying that the child lives within the district.
3. An affidavit from the parent/guardian stating that the family lives within the district with the intent of remaining there.

A reasonable effort shall be made to secure an address, phone number and medical release from the parent/guardian when a child is placed in a classroom.

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

AR 5112.1 EXEMPTIONS FROM ATTENDANCE

Requests for exemption from compulsory full-time attendance must include satisfactory evidence of conditions upon which an exemption can be legally justified.

A child may be exempt from compulsory public school attendance if he/she:

1. is provided a comparable academic education by attending private school in which teachers are certificated, or by being tutored by certificated personnel, or by attending a religious or private school operated in compliance with AS 14.45.100 - 14.45.200;

2. attends a school operated by the federal government;

3. has a physical or mental condition which a competent medical authority determines will make attendance impractical;

4. is in the custody of a court or law enforcement authorities;

5. is temporarily ill or injured;

6. has been suspended or expelled under AS 14.03.160 or suspended or denied admittance under AS 14.30.045;

7. resides more than two miles from a public school or public school transportation route and no federal or private schools are available to him/her within two miles of his/her home;

8. is excused by School Board action or by action of the Superintendent or designee subject to School Board approval;

9. has completed 12th grade;

10. is enrolled in the state boarding school or in a full-time state-approved correspondence study program;

11. is equally well-served in educational experience approved by the School Board contingent upon the written request of the parent/guardian and approval of the school principal;

12. is being educated in the child's home by a parent or legal guardian.

Revised 9/97

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

AR 5112.2 EXCLUSIONS FROM ATTENDANCE

Prior to excluding a student from attendance because of a physical or medical condition, the Superintendent or designee shall send a notice to the parent/guardian of the student. The notice shall contain the following statements:

1. A statement of the facts leading to a decision to propose exclusion.

2. A statement that the parent/guardian has a right to meet with the School Board to discuss the proposed exclusion.

3. A statement that at any such meeting the parent/guardian shall have an opportunity to:

    a. Inspect all documents on which the School Board is basing its decision to propose exclusion.

    b. Challenge any evidence and confront and question any witness presented by the School Board.

    c. Present oral and documentary evidence on the student's behalf, including witnesses.

    d. Have one or more representatives of the parent/guardian present at the meeting.

4. A statement that the decision to exclude the child is subject to periodic review and a statement of district procedures for such review.

The Superintendent or designee may exclude without prior notice of exclusion any student who:

1. resides in an area subject to quarantine.

2. is exempt from a medical examination but is believed to suffer from a contagious or infectious disease.

3. is determined to be a clear and present danger to the life, safety, or health of students or school personnel.

However, the Superintendent or designee shall send a notice of exclusion and due process hearing procedures as soon as reasonably possible after the exclusion. A student denied admission because of a physical or mental condition shall be permitted attendance when the cause for exclusion no longer exists. (AS 14.30.047)

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

AR 5113 ABSENCES AND EXCUSES

When students who have been absent return to school, they must present a satisfactory explanation verifying the reason for the absence. The following methods may be used to verify student absences:

1. Written note from parent/guardian or parent-representative

2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:

    a. Name of student.

    b. Name of parent/guardian or parent representative.

    c. Name of verifying employee.

    d. Date or dates of absence.

    e. Reason for absence.

3. Visit to the student's home by the verifying employee.

4. Any other reasonable method which establishes the fact that the student was actually absent for the reasons stated. A written recording shall be made, including information outlined above.

Excused Absences

When students contemplate absence for personal reasons, their parents/guardians should write the principal to ask that the expected absence be excused. The principal or designee may deny the request if he/she believes that the absence would be educationally harmful to the student or set a poor example in matters of school attendance for the student or other students. If the request is denied, reasons will be given.

Truancy

Unless a child subject to compulsory attendance laws is exempted, excluded or expelled from school attendance, each five days of unlawful absence constitutes a separate violation of state law. (A.S. 14.30.020)

The parents/guardians shall be notified of any unexcused absence of their child and informed of state compulsory attendance laws.

The Superintendent or designee shall establish procedures for notifying parents/guardians and students when a student's absenteeism violates the district's attendance policies.

Students experiencing difficulty with attendance shall be counseled in an attempt to alleviate the problem.

The district, the parents/guardians, and the student shall work together to develop an appropriate plan for improving school attendance.

Continued truancy will ultimately result in suspension. A student suspended under this provision is entitled to due process protections and appeal procedures as set forth in School Board policy and administrative regulation.

Revised 9/97

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

AR 5119 CHILDREN OF MILITARY FAMILIES

Qualifying Students

Children of military families are school-aged children in the household of:

1. members who are full-time duty status in the active uniformed service of the United States, including any member of the National Guard and Reserve ordered to active duty;

2. members or veterans of the uniformed services who are severely injured and have been medically discharged or retired, for one year after the medical discharge or retirement; or

3. members of the uniformed services who have died while on active duty or as a result of injuries sustained on active duty, for one year after their death.

Enrollment

Children of military families may not be disadvantaged in enrollment due to delay in transfer of their education records. Children should be immediately enrolled upon presentation by the parent/guardian of "hand-carried" or "unofficial" education records. Upon enrollment, the Superintendent or designee, shall immediately request the student's records from the student's previous district.

Children of military families shall have 30 days from the date of enrollment to obtain all immunizations required by the State of Alaska.

When a child of a military family is transferring out of the district, the Superintendent or designee, shall provide the student's parents/guardians with a complete set of the student's records or, if the official records cannot be released, an unofficial or "hand-carried" record. Upon request from the new district, the Superintendent or designee shall provide a copy of the student's record to the new district within 10 days. A special power of attorney related to guardianship of a child of a military family is sufficient for the guardian to enroll the student and to consent to other educational matters requiring parental consent.

Placement and Attendance

Kindergarten and first grade students of military families who transfer mid-year shall be enrolled in the same grade level they had been enrolled in at the prior school, regardless of age. Students who successfully completed kindergarten or first grade at the prior school shall be advanced to the next grade level, regardless of age.

The district shall initially place the child of a military family in the grade level, educational courses, and programs based on the child's enrollment and/or assessment in his/her previous school. Course placement shall be consistent with the courses taken at the previous school, including placement in special programs such as Gifted or ESL. The district may conduct further assessments as deemed appropriate.

The Superintendent or designee, may waive course or program requirements, preconditions, and/or application deadlines when making decisions regarding placement of children of military families, and their eligibility for extracurricular, academic, athletic, and social activities.

When a child of a military family transferring into the district has been identified as a child with a disability pursuant to the Individuals with Disabilities Education Act, the Superintendent or designee, shall provide comparable services to the student based on his/her current individualized education plan **(IEP).** In addition, for students eligible for Section 504 services, the Superintendent or designee, shall make reasonable accommodations and modifications to address the needs of the student subject to the student's existing Section 504 plan. The district may seek subsequent evaluations of the student to ensure appropriate placement.

When a student's parent/guardian is an active duty member and is called to duty, is on leave from active duty, or has just returned from deployment to a combat zone or combat support posting, the Superintendent or designee, may grant additional excused absences to the student to visit with his or her parent/guardian.

Graduation

The Superintendent or designee, shall facilitate the on-time graduation of children of military families by providing supplemental instruction to incoming students as necessary to enable them to meet the district's graduation requirements. The Superintendent or designee, may also waive specific district course requirements for graduation if similar coursework has been satisfactorily completed by the student in his/her previous school.

If, after considering all alternatives, the Superintendent or designee, believes that a student who has transferred into the district in grade 12 will not be able to satisfy the district's graduation requirements in time to graduate with his/her class, the Superintendent or designee, shall work with the sending district to have the sending district issue the student a diploma, provided the student satisfies the sending district's graduation requirements.

Upon request of a school district to which a former student has transferred, the Superintendent or designee shall issue the district's diploma of graduation to the former student provided the student has satisfactorily completed the district's graduation requirements,

Added 2/2010

Adopted: February 3, 2014; March 7, 2017

AR 5121 GRADES/EVALUATION OF STUDENT ACHIEVEMENT

Grades for Achievement

Grades for achievement shall be reported each marking period as follows:

A (90-100%)	Outstanding Achievement	4.0 grade points
B (80-89%)	Above Average Achievement	3.0 grade points
C (70-79%)	Average Achievement	2.0 grade points
D (60-69%)	Below Average Achievement	1.0 grade points
F (0-59%)	Little or No Achievement	0
I	Incomplete	0

In kindergarten through third grade, teachers shall use narrative descriptions to indicate the student's level of achievement and may also furnish examples of student work.

Whenever it becomes evident to a teacher that a student is in danger of failing a course, the teacher shall arrange a conference with the student's parent/guardian or send the parent/guardian a written report.

An incomplete is given only when a student's work is not finished because of illness or other excused absence. If not made up within six weeks, the incomplete will become an F.

Criteria for determining grades for achievement may include but are not limited to:

1. Preparation of assignments, including accuracy, legibility and promptness.
2. Contribution to classroom discussions.
3. Demonstrated understanding of concepts in tests.
4. Application of skills and principles to new situations.
5. Organization and presentation of written and oral reports.
6. Originality and reasoning ability when working through problems.

Honor Roll

Each school shall post an Honor Roll. All courses except Pass/Fail shall be counted in computing eligibility for the Honor Roll. To qualify for the Honor Roll, a student must receive no current grade below a C and have a grade point average of 3.5 or better.

Advanced Placement/Honors Courses

The district wishes to encourage high school students to take advanced placement and honors courses in academic subjects. Because of the extra work involved, the evaluation system shall be weighted to reflect the more rigorous nature of these courses. Grades received in these courses will be counted on the following scale:

A = 5 points

B = 4 points

C = 3 points

D = 1 point

F = 0 Pass/Fail Grading

With parental approval, students may elect to earn a "Pass" or "Fail" grade instead of an A-F grade in the following courses:

1. All courses taken in the Alternative Education Program
2. All courses taken in the Special Education Program
3. 9-12th grade non-college preparatory courses taken in summer school.

Students who receive a "Pass" grade will acquire the appropriate semester units of credit for the course, and the grade will not be counted in determining class rank or honors list. Students who receive a "Fail" grade will not receive credit for taking the course.

Students shall be graded Pass/Fail for classes in which they serve as student aides unless predetermined goals and objectives related to specific subject knowledge are on file and have been approved by the principal or designee.

Repeated Classes

With the approval of the principal or designee, a student may repeat a course in order to raise his/her grade. The student shall receive credit only for taking the course once. The highest grade received will be the permanent grade on the student's transcript.

Withdrawal from Classes

A student who drops a course during the first six weeks of the semester may do so without any entry on his/her permanent record card. A student who drops a course after the first six weeks of the semester shall receive an F grade on his/her permanent record, unless otherwise decided by the principal or designee because of extenuating circumstances.

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

AR 5123 PROMOTION/ACCELERATION/RETENTION

Before retaining a student, the principal or designee shall determine that:

1. The student has not met grade-level standards of expected student achievement.
2. Remedial help for the student has not sufficiently prepared the student for advancement.
3. Appropriate treatment targeted to the student's needs will be provided in addition to retention.
4. The student's parent/guardian has been notified and given reasons for the retention.

Parental agreement is suggested, but not required, for retention.

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

AR 5125 STUDENT RECORDS

Definitions

1. Education Records

" Education records " consists of all official records, files and data directly related to a student that are maintained by the District or by a party acting for the District. A student's education record encompasses all the material incorporated in the student's cumulative record folder and includes, but is not necessarily limited to, identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), daily attendance data, scores on standardized intelligence, aptitude and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and written observations, and discipline data, including suspensions or expulsions. Student records are the property of the District, with access by others as set forth in this regulation.

2. Exclusions From the Term "Education Records"

The following documents are not "education records":

a. Aggregated data that does not contain "personally identifiable information" about a specific student.

b. Personal files, notes, or records maintained by staff members or professional consultants that are kept in their sole possession, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute. Such files or personal notes regarding students shall constitute the personal property of the person compiling the file.

c. Records of the District's law enforcement unit.

d. An employment record made and maintained in the normal course of business that relates exclusively to an individual in his or her capacity as an employee. However, records relating to a student who is employed as a result of his or her student's status are education records.

e. Records of a student age 18 or older that are made or maintained by a physician or mental health professional that are utilized for treatment of the student and are disclosed only to individuals providing treatment. "Treatment" for this provision does not include remedial educational activities that are part of the District's instructional program.

f. Records created or received by the District after the student no longer attends and that are not directly related to the individual's attendance as a student.

g. Grades on peer-graded papers before they are collected and recorded by a teacher.

h. Personal knowledge or observation of a school official. A school official is not prohibited from disclosing information about a student if the information is obtained through the school official's personal knowledge or observation, and not from the student's education records.

3. Personally Identifiable Information

"Personally identifiable information" includes, but is not limited to: the name of a student, the student's parent, or other family member; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; indirect identifiers such as a student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student and that would allow a reasonable person in the school community who does not have personal knowledge of the relevant circumstances to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes to know the identity of the student to whom the record relates.

"Biometric record" as used above means a record of one or more measurable biological or behavioral characteristics that can be used for automated recognition of an individual. These include fingerprints, eye patterns, voiceprints, DNA, facial characteristics, and handwriting.

4. Directory Information

"Directory Information" means information contained in an education record that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, a student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade level, enrollment status, degrees and awards or honors received, scholarship eligibility, and the most recent school attended by the student.

Directory information does not include a student's social security number or student identification number if the student identifier can be used to gain access to education records. A student identifier can be listed as directory information if the

identifier must be used in conjunction with one or more factors that authenticate the student's identity, such as a PIN or password.

5. Parents

"Parents" means a natural parent, an adoptive parent, foster parent, legal guardian, or an individual acting as a parent in the absence of a parent or guardian, or in the case of a student receiving services provided to exceptional children, a person acting as the parent of a child or a surrogate parent appointed in accordance with state regulations. Either or both parents have access to a student's records, even if a separation or divorce has occurred, unless the parental rights of a parent have been legally terminated through adoption or other legal process; or unless a decree of divorce, separation, or other court order specifically prohibits parental access to school information or records.

6. Eligible Student

"Eligible student" means a student who has attained eighteen years of age, is an emancipated minor, or is attending an institution of post-secondary education.

7. School Official

A "school official" is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person serving on the School Board; law enforcement unit personnel as defined in this regulation; a person or company with whom the District has contracted to perform a special task (such as attorney, auditor, medical consultant, or therapist); a contractor, consultant, or other outside party to whom the District has outsourced services or functions that it would otherwise use employees to perform, provided that the outside party is under the direct control of the District with respect to use and maintenance of education records and subject to the same conditions governing use and disclosure of those records, or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

8. Law Enforcement Unit Personnel

"Law enforcement unit personnel" are individuals employed, contracted, or permitted to monitor safety and security in and around the schools. Law enforcement unit personnel are responsible for referring potential or alleged violations of law to local law enforcement. The District's law enforcement unit includes the following individuals: [school resource officers; safety and security staff; principal; etc.

9. Education Program

"Education program" means any program that is principally engaged in the provision of education, including, but not limited to, early childhood education, elementary and secondary education, postsecondary education, special education, job training, career and technical education, and adult education, and any program that is administered by an educational agency or institution.

Annual Notice

The Superintendent shall notify parents and eligible students of the rights accorded them under this policy. Annually, the Superintendent shall provide to parents and eligible students a notice which informs them of the following rights:

- to inspect and review their student's education records, and the procedures for doing so;
- to seek amendment of student records which are believed to be inaccurate, misleading, or in violation of the student's privacy rights, and the procedures for doing so;
- to consent to disclosure of personally identifiable information except where law authorizes disclosure without consent; and
- to file a complaint in accordance with 34 CFR Section 99.63 and 99.64.

The annual notice shall also provide the following information:

- that the District discloses student records without consent to school officials with a legitimate educational interest, and explanation of who constitutes a school official, and what constitutes a legitimate educational interest;
- that the District forwards records to other school districts or post-secondary institutions that have requested the records and where the student attends or is seeking to enroll; and
- the name and address of the official responsible for the records and the current fee for copies of records.

Finally, the annual notice will explain that the District discloses information about student eligibility for certain Alaska programs. The notice will identify the programs and explain whether a parent or eligible student may opt out of the following disclosures and if so, how to do so:

- the University of Alaska scholarship programs;

- the Alaska Performance Scholarship Program; and
- the Alaska Challenge Youth Academy operated by the Department of Military and Veterans' Affairs.

In addition, the District will maintain for public inspection a list of the names and positions of those employees who routinely have access to student records specifically collected or maintained in conjunction with the provision of services to children with disabilities. Upon request, the District shall provide a parent of a student receiving special education or related services a list of the type and location of records collected, maintained and used by the District in conjunction with the provision of such services.

Custody and Protection of Student Records

1. Place Records are Kept

Student records will generally be maintained in the cumulative record folders in the administrative offices of the District. With the consent of the Superintendent, or his designee, portions of student records may be kept in other places for reasons of effective school administration, such as data collected and maintained in physical education, vocational, health or special education locations.

2. Custodian of Records

Student records in each place where they are maintained shall be under the control of a custodian appointed by the Superintendent. The custodian shall be responsible for carrying out this regulation with respect to the records under his/her control. The custodian shall use reasonable physical, technological, or procedural controls to ensure that school officials obtain access to only those education records in which they have legitimate educational interests.

3. Record of Access to Student Records

Each individual student cumulative record folder, and each student record maintained separately from the folder, shall contain a written record of each request for, and each disclosure of, personally identifiable information. The record of access shall include

a. the identity of the person reviewing the record and the person's official capacity;

b. the specific record examined or requested;

c. the legitimate interest that the person had in requesting or obtaining the information;

d. the date of examination or request;

e. if the District discloses personally identifiable information from a student record with the understanding that the information will be redisclosed on behalf of the District, then the names of the additional parties to which the receiving party may disclose the information and the legitimate interest which each additional party has in requesting or obtaining the information;

f. if the District discloses personally identifiable information from education records to state of federal educational authorities for purposes of audit or evaluation, then the identity of the party and the fact that redisclosures may be made. The state or federal educational authorities must record any further disclosures made, in lieu of the District recording those disclosures. The District will obtain the records of redisclosure from the state or federal authority upon request of a parent or eligible student; and

g. if disclosure is pursuant to a health or safety emergency, then the identity of individual requesting or receiving the information and a description of the articulable and significant threat to the health or safety of the student or others.

A record of access does not have to be kept for requests by, or disclosure to, the following individuals:

a. parents of the student or an eligible student;

b. school officials with a legitimate educational interest;

c. those authorized to obtain disclosure by written consent of a parent or eligible student, unless the disclosure pertains to records of a student receiving special education or related services;

d. those who request directory information, unless the disclosure pertains to records of a student receiving special education or related services; or

e. the Attorney General of the United States, or designee, when disclosure is pursuant to an ex parte order in connection with the investigation or prosecution of terrorism crimes.

Destruction of Records

1. The District is not precluded from destroying any records, if not otherwise precluded by law, except that access shall be granted prior to the destruction of the education records where the parent or eligible student has requested such access.

2. In the case of records pertaining to students receiving special education or related services that are no longer needed by the District to comply with state or federal law or regulations, the District shall make reasonable efforts to notify the parent and offer the parent a copy of the record. Such records shall be destroyed upon request of the parent.

3. Records pertaining to the name, address, telephone number, grades, attendance, classes attended, grade level completed, and year completed of a student who has received special education or related services must be maintained indefinitely.

Access by Parents or Eligible Students

A parent of a student who is under the age of eighteen (18) years and who has attended or is currently enrolled in the District, has a right to inspect and review his or her student's records or any part thereof. This right of access does not apply to the child's address if the Superintendent determines that release of the address poses a threat to the health or safety of the child.

An eligible student has a right to inspect and review his or her student record or any part thereof. Parents' rights under this policy transfer to the eligible student. However, once a student has become an eligible student, the District may disclose records of the student to the parent without the student's consent in the following instances:

1. if the student is a dependent of either parent for federal income tax purposes; or

2. in connection with a health or safety emergency.

The right of access specified in this section shall include:

1. the right to inspect and review the content of student records;

2. the right to obtain copies of those records, which shall be at the expense of the parent or the eligible student (but not to exceed the actual cost to the District of producing such copies);

3. the right to a response from the District to reasonable requests for explanations and interpretations of those records; and

4. the right to an opportunity for a hearing to challenge the content of those records.

Parents or eligible students desiring to review student records shall present a written request to the office of the Superintendent. The request shall specify the specific records which the person wishes to inspect. In the event the District cannot determine the exact records to which access is sought, the District shall immediately contact the requesting person by letter or otherwise to determine the desired scope of records to be inspected.

Such inspection shall be made during reasonable business hours determined by mutual agreement between the District and the requesting person, but in no event shall access be withheld more than forty-five (45) days after the written request has been made. However, the District must respond to requests by a parent of a student receiving special education or related services within ten (10) days of the request and, in any case, before any meeting or hearing in which the parent may participate relating to the identification, placement, or program of the student.

Where the records requested include information concerning more than one student, the parent or eligible student shall be permitted to review only that part of the record pertaining to his child or his record, or where this cannot reasonably be done, the parent or eligible student shall be informed of the contents of that part of the record pertaining to his child.

Access Without Parental Consent

The District shall not permit access to or the release of student records or the personally identifiable information contained therein without the consent of a parent or eligible student except that access without consent, other than records containing personally identifiable information specifically collected or maintained in conjunction with the provision of special education or related services, shall be permitted to those persons, or under those circumstances, listed below:

1. School officials within the District who have a legitimate educational interest in having access to the records. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

2. Officials of other districts, schools, state operated correspondence programs, or post-secondary institutions in which the student seeks to enroll, or is already enrolled, so long as the disclosure is for purposes related to the student's enrollment or transfer. It is the policy of the District to forward student records to the entities or programs listed in this subsection without notifying the parent or eligible student. The District shall forward these records within 10 days after receiving a request. Notification of this practice will be provided to parents and students in the annual notification.

Missing Children: As required by state law, the District shall flag the school records of a child who is missing. Upon receipt of a request from another school or district for a record that has been flagged, the District shall immediately notify the Department of Public Safety. Unless directed to do so by the Department, the District may not forward a copy of the flagged records.

3. Upon their request, military recruiters and institutions of higher learning shall have access to secondary students' names, addresses, and telephone listings, unless an objection is made by the student's parent or guardian. Parents/guardians shall be notified of their right to make this objection.

4. Authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of Education, or the Department of Education and Early Development of the State of Alaska, if the information is provided in connection with an audit or evaluation of federal or state supported education programs.

Information may not be disclosed under this subsection unless the District has entered into a written agreement with the organization: 1) designating the individual or entity as an authorized representative; 2) specifying the personally identifiable information from education records to be disclosed; 3) specifying that the purpose for which the personal information is being disclosed is to carry out an audit or evaluation of federal- or state-supported education programs, or to enforce or to comply with federal legal requirements that relate to those programs; 4) describing the activity with sufficient specificity to make clear that it falls within the audit or evaluation exception, including a description of how the personal information from education records will be used; 5) requiring the authorized representative to destroy the personal information from education records when the information is no longer needed for the purpose specified; 6) specifying the time period in which the information must be destroyed; and 7) establishing policies and procedures, consistent with FERPA and other federal and state confidentiality and privacy provisions, to protect personal information from education records from further disclosure (except back to the disclosing entity) and unauthorized use, including limiting use of personally identifiable information from education records to only authorized representatives with legitimate interests in an audit, evaluation, or enforcement or compliance activity.

5. In compliance with a judicial order or pursuant to any lawfully issued subpoena. However, the District shall make a reasonable effort to give the parent or eligible student notice of all such orders or subpoenas as soon as reasonably possible after they are received, and in advance of production of the records, so that the parents or eligible student may seek protective action. Prior notice will not be given in cases of a federal grand jury subpoena or order where the court has ordered that the existence or contents of the subpoena not be disclosed. In addition, prior notice will not be given if a court or other issuing agency issues a subpoena for a law enforcement purpose and orders the school not to disclose the existence or contents of the subpoena.

6. Disclosure in connection with financial aid conditioned on the student's attendance at an educational institution. Such disclosure will be made provided that the student has actually applied for or received the aid and the information disclosed is necessary to (a) determine eligibility for the aid, (b) determine the amount of the aid, (c) determine the conditions for the aid or (d) enforce the terms and conditions of the aid.

7. The disclosure is to organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of (a) developing, validating or administering predictive tests, (b) administering student aid programs or (c) improving instruction.

Information may not be disclosed under this subsection unless the District has entered into a written agreement with the organization: 1) specifying the purpose, scope, and duration of the study and the information to be disclosed; 2) restricting the use of personally identifiable information only to purposes of the study as defined in the agreement; 3) assuring that the study will be conducted in a manner that does not permit personal identification of parents and students by individuals other than representatives of the organization that have legitimate interests in the information; and 4) providing that the information will be destroyed or returned to the District when no longer needed for the study, and specifying the time period for destruction or return. Nothing in this section requires the District to initiate a study, or agree with or endorse the conclusions or results of the study.

8. The disclosure is to accrediting organizations carrying out their accrediting functions.

9. Information may be disclosed in connection with a health and safety emergency subject to the conditions described below.

10. Directory information may be released subject to the conditions described in BP 5125.1.

(cf. 5125.1 - Release of Directory Information)

Transfer of Information to Third Parties

1. The District shall not release personal information concerning a student except on the condition that the party to which the information is being transferred will not permit any other party to have access to such information without the prior written consent of the parent or eligible student. The District shall include with any information released to a party a written

statement which informs the party of this requirement.

2. The District may disclose personally identifiable information with the understanding that the party receiving the information may make further disclosures on behalf of the district without the consent of the parent or eligible student if (a) these further disclosures meet the requirements for access without consent; and (b) the District maintains a record of third parties granted access and the legitimate interest of such parties.

Cooperation with Juvenile Justice System

The school district will cooperate with the juvenile justice system in sharing information contained in permanent student records regarding students who have become involved with the juvenile justice system. The school district will enter into an interagency agreement with the juvenile justice agencies ("agencies") involved.

The purpose of the agreement is to allow for the sharing of information prior to a student's adjudication in order to promote and collaborate between the district and the agencies to improve school safety, reduce alcohol and illegal drug use, reduce truancy, and reduce in-school and out-of-school suspensions. This cooperation will enhance alternatives such as structured and well supervised educational programs, supplemented by coordinated and appropriate services, designed to correct behaviors that lead to truancy, suspension, and expulsions, and to support students in successfully completing their education.

The school district may share any information with the agencies contained in a student's permanent record, which is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication, information contained in the permanent record may be disclosed by the school district to the parties without parental consent or court order.

Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family. Information shared under the agreement is not admissible in any court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or custodian.

Confidential information shared between the school district and the agencies will remain confidential and will not be shared with any other person, unless otherwise provided by law.

Records Pertaining to Children with Disabilities

Personally identifiable information in those student records specifically collected or maintained in conjunction with the provision of special education or related services may not be released without the written consent of a parent unless the disclosure is to:

1. A school official as defined above.

2. An official of a school or school system in which the student intends to enroll; provided, however, that a parent must be notified of any such disclosure, offered a copy of the record, and notified of his or her right to request amendment of the record.

3. A representative of the Federal Comptroller General, U.S. Department of Education, or Alaska Department of Education and Early Development.

The contents of a student's record may be furnished to any person with the written consent of one of the student's parents. The written consent should specify the records to be released, the reasons for the release, and to whom the records will be released. Where the consent of a parent is required for the release of student records, a copy of the records to be released shall be provided on request to the student's parents or the eligible student, and to the student who is not an eligible student if so requested by the student's parents.

If a parent refuses to consent to release of a student record specifically collected or maintained in conjunction with the provision of special education or related services, the District may initiate a hearing pursuant to the provisions of 4 AAC Section 52.550.

Release of Information for Health and Safety Emergencies

The District may release information from records to appropriate persons, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other persons. The District will take into account the totality of the circumstances, based on the information available at the time, to determine if there is an articulable and significant threat to the health or safety of a student or others.

The District may include in a student's records information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. Under the "health and safety emergency" exception, the District may disclose this information to teachers and school officials of the district, or to teachers and school officials of other districts, if those individuals have a legitimate educational interest in the behavior of the student.

Complaint Procedure

***Note**: The District's records policy must provide for an annual notification which explains the rights of parents and eligible students to file a complaint with the United States Department of Education concerning alleged failures to comply with the requirements of the federal Family Educational Rights and Privacy Act and its regulations.*

A parent or eligible student may file a written complaint with the national Family Policy Compliance Office regarding an alleged violation of federal laws governing the administration of student records. These laws include the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g, and its regulations found at 34 CFR Part 99. A complaint must be filed within 180 days of the date of the alleged violation, or of the date the parent or eligible student knew or reasonably should have known of the alleged violation. Complaints should be filed with:

Family Policy Compliance Office

U.S. Department of Education

Washington, D.C. 20202-5920

(202) 260-3887

Revised 3/2013

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

AR 5128 ALASKA PERFORMANCE SCHOLARSHIP PROGRAM

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

Eligibility Determinations

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

A. Course Work Requirements

***Note**: The following curriculum requirements are in place for students graduating in 2013 and 2014. Qualifying units of credit shall include a student's completion of a high school level course in an earlier grade if: 1) the course meets content standards for a grade 9-12 course; 2) is within a qualifying curriculum (math, science, language arts, etc.); and 3) appears on the student's high school transcript.*

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

2017 and 2018 Curriculum Requirements

2017 and 2018 graduates must meet the following curriculum requirements to qualify for all scholarship levels (Achievement, Performance, and Honors):

Math and Science Curriculum:

1) Math - 4 units of credit

2) Science - 4 units of credit

3) Language arts - 4 units of credit

4) Social studies - 4 units of credit, one of which may be a foreign or Alaska Native language, fine arts, or cultural heritage.

Social Studies and Language Curriculum

1) Math - 3 units of credit

2) Science - 3 units of credit

3) Language arts - 4 units of credit

4) Social studies - 4 units of credit

5) Foreign, Alaska Native or American sign language - 2 units of credit in the same language

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

B. Grade Point Average and Standardized Examination Scores

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

1. Alaska Performance Honors Scholarship

Grade Point Average: 3.5 or higher Test Scores: ACT composite score of 25 or higher; or SAT combined score of 1680 or higher; or A combined WorkKeys score of 13 or higher, with no single score lower than 4, in each of the following:

1. applied mathematics

2. reading for information

3. locating information

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

2. Alaska Performance Achievement Scholarship

Grade Point Average: 3.0 or higher Test Scores: ACT composite score of 23 or higher; or SAT combined score of 1560 or higher; or A combined WorkKeys score of 13 or higher, with no single score lower than 4, in each of the following:

1. applied mathematics

2. reading for information

3. locating information

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

3. Alaska Performance Opportunity Scholarship

Grade Point Average: 2.5 or higher Test Scores: ACT composite score of 21 or higher; or SAT combined score of 1450 or higher; or A combined WorkKeys score of 13 or higher, with no single score lower than 4, in each of the following:

1. applied mathematics

2. reading for information

3. locating information

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

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

Notice to Parents/Guardians of Eligibility Determination

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

Permanent Record

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

Annual Transmittal of Records

No later than July 15 of each year, the district will transmit an electronic version of each graduating student's permanent record that describes the student's eligibility for the Alaska Performance Scholarship Program. This is a mandatory reporting obligation and parents/students may not opt out of this disclosure.

Appeal Procedures

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

A. Appeal Form

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

1. Name, mailing address, and contact information;

2. Eligibility information in the form of official examination scores and an official transcript indicating courses taken and GPA;

3. A statement explaining why the student believes the eligibility determination is in error; and

4. All documents, papers, or other materials that support a reversal or modification of the eligibility determination.

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

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

B. Appeal Process

1. Student submits the completed Appeal Form and supporting documentation to Carolyn Heflin, Director of Curriculum & Instruction.

2. The district will designate a reviewer to review and decide the appeal.

3. The reviewer will consider all information submitted and issue a determination of whether or not the student meets scholarship eligibility, and if eligible, the student's level of eligibility.

4. The reviewer's determination is the final decision of the district.

5. Notice of the district's decision will be sent to the student no later than thirty (30) days after the student submits a timely appeal.

6. If the reviewer determines that scholarship eligibility was incorrect, the district will notify the Alaska Performance Scholarship Program of the correct eligibility determination and revise the student's transcript to correctly identify APS eligibility.

Waiver and Grace Period

The district should notify appropriate students about the availability of a waiver and grace period that may be granted by the Alaska Commissioner of Education. The Commissioner may grant a student a temporary waiver of the course work requirements and a grace period to meet those requirements. The grace period gives a student twenty-four (24) months after graduation to complete the curriculum requirements. During the grace period, the student is eligible for the scholarship.

To qualify for a waiver and grace period, a student must:

1. Apply using DEED's form no later than 30 days following graduation;

2. Have attained the required assessment scores and GPA; and

3. Be unable to complete the curriculum requirements because of circumstances beyond the student's control. This includes the curriculum not being reasonably available because the student attended a small remote high school, but does not include attendance at a high school out of state. It also includes illness or disability.

If a district graduate has been granted a grace period and elects not to enroll in a qualifying college or post-secondary program during that period, the school district may sponsor the student. A sponsored student will be allowed to enroll for the purpose of obtaining the missing curriculum requirements. A sponsored student will be included in the district's count for funding purposes so long as the student is under age 20 at the time of enrollment.

Revised 3/2013

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

AR 5131.1 BUS CONDUCT

Because school bus passengers' behavior can directly affect their safety and the safety of others, the following regulations apply at all times when students are riding a school bus, including on field trips and other special trips. School personnel, parents/guardians and the students themselves all must see that these regulations are followed.

1. Riders shall follow the instructions and directions of the bus driver at all times.

2. Riders should arrive at the bus stop on time and stand in a safe place to wait quietly for the bus.

3. Riders shall enter the bus in an orderly manner and go directly to their seats.

4. Riders shall remain seated while the bus is in motion and shall not obstruct the aisle with their legs, feet, or other objects. When reaching their destination, riders shall remain seated until the bus stops and only then enter the aisle and go directly to the exit.

5. Riders should be courteous to the driver and to fellow passengers.

6. Serious safety hazards can result from noise or behavior that distract the driver. Loud talking, laughing, yelling, singing, whistling, scuffling, throwing objects, smoking, eating, drinking, standing and changing seats are prohibited actions which may lead to suspension of riding privileges.

7. No part of the body, hands, arms or head should be put out of the window. Nothing should be thrown from the bus.

8. Riders shall help keep the bus and the area around the bus stop clean. Riders shall not damage or deface the bus or tamper with bus equipment.

9. No animals or insects shall be allowed on the bus.

10. Riders should be alert for traffic when leaving the bus.

Riders who fail to comply with the above rules shall be reported to the school principal, who shall determine the severity of the misconduct and take action accordingly. In all instances of misconduct, the rider and his/her parent/guardian shall be given notice and warning. In the case of a severe violation or repeated offenses, the rider may be denied transportation for a period of time determined by the principal, up to the remainder of the school year.

Bus drivers shall not deny transportation except as directed by the Principal.

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

AR 5131.4 CAMPUS DISTURBANCES

All school staff shall respond to campus disturbances in accordance with the school's response plan. Response plans shall describe:

1. The means which will be used to signal an emergency situation and maintain communication among staff and with the Superintendent or designee.

2. Each staff member's specific duties during a disturbance.

3. Procedures for ensuring the safety of students and staff.

4. Conditions, as prearranged with law enforcement authorities, under which the principal or designee shall:

    a. Inform the police.

    b. Secure police assistance.

    c. Give the police responsibility for a specific crisis situation.

5. Procedures for the orderly dismissal of school when authorized by the principal or designee. All media inquiries during crisis situations shall be routed to the Superintendent or designee.

Extension of Class Period

During any disturbance in which additional students might become involved while changing classes, the principal or designee may notify all staff that the present class period will be extended until further notice. Upon receiving this notification:

1. Teachers shall ensure that all students in their charge remain in one location under their supervision.

2. Teachers shall ask any students who are in the halls to return to their classes at once.

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

AR 5131.7 WEAPONS AND DANGEROUS INSTRUMENTS

The Superintendent or designee shall permit the possession of weapons, dangerous or deadly instruments, or their replicas at school or at school-related or school-sponsored activities only at the request of a teacher and with the assurance that such possession serves a positive, appropriate purpose. Before granting permission, the Superintendent or designee shall verify that proper precautions have been taken to ensure that no accidents will occur and that the weapon or dangerous or deadly instrument will not be misused while under school supervision.

Weapons Reports

A school employee confiscating any weapon or dangerous or deadly instrument shall deliver it to the building principal or other appropriate authority immediately.

If an employee confiscates a weapon or dangerous or deadly instrument or knows or suspects that a student possesses such a weapon or instrument which has not been confiscated, the employee shall report the matter to the principal immediately, and the principal shall take appropriate action.

When informing the principal about the possession or confiscation of a weapon or dangerous or deadly instrument, the employee shall report the name(s) of persons involved, the names of any witnesses, and the location and circumstances of the matter.

The principal shall report any possession of a weapon or dangerous or deadly instrument to the student's parents by telephone or in person, if practicable, and shall follow this notification with written notification to the parents, and shall report all violations of this policy to the Superintendent.

Disciplinary Action

The principal shall take appropriate disciplinary action in accordance with existing School Board policies and regulations and shall report all such actions to the Superintendent or designee.

When the weapon involved is a firearm, as defined in Section 921 of Title 18 of the United States Code, or a deadly weapon as prohibited in AS 14.03.160, the principal shall immediately refer the matter to the Superintendent or designee for appropriate action. In cases of firearms, the Superintendent or designee shall recommend the student's expulsion from school for a period of not less than one (1) calendar year. In cases of deadly weapons, the Superintendent or designee shall suspend the student for a period not less than 30 days. A different period of suspension or expulsion may be justified after consideration of the matter on a case-by-case basis. The Superintendent or designee shall consider any special circumstances involved in the violation, including those in aggravation or mitigation. The Superintendent or designee shall also be responsible for referring to law enforcement authorities any student who violates this policy.

If the student involved has an individual education plan, an IEP team meeting will be called to determine whether there is a connection between the behavior and the disability and to determine appropriate discipline or placement of the student, in accordance with applicable law.

A student who has been suspended or expelled for violating this policy may seek early reinstatement by submitting a written request to the Superintendent or designee. The request must identify all the reasons why the student feels that early reinstatement is appropriate. In evaluating the request, the

Superintendent or designee should consider the severity of the weapons violation, the student's discipline record, the amount of the suspension of expulsion the student has served at the time of the request, and any other relevant criteria. As a requirement of early readmission, a student must sign a written contract with the district which identifies conditions of early reinstatement. The contract shall clearly state that any violation of school rules by the student will result in immediate reinstatement of the remaining suspension or expulsion period for the prior weapon violation. A decision of the Superintendent or designee to grant or deny a request for early readmission shall be final and the student will be notified of the decision within 10 school days.

The Superintendent or designee shall provide the School Board with a written report of all violations of this policy, including the circumstances of the violation, the type of weapon involved, and the disciplinary or other action taken in response to the violation of policy.

***Note**: School districts receiving funds from the state made available under the "Elementary and Secondary Education Act of 1965," (20 USC 2701, et seq.) are required to make the following report to the Alaska Department of Education in any application for such assistance.*

Reports to State of Alaska

In addition to the Superintendent or designee report to the School Board of violations of the School Board's policies on weapons and dangerous instruments, the Superintendent or designee shall provide a report to the Alaska Department of Education with a description of the circumstances surrounding expulsions imposed under School Board policy relating to violations of the School

Board's policy on weapons and dangerous instruments. This report shall include, at a minimum, the following information:

1. The name of the school concerned,

2. the number of students expelled from such school, and

3. the types of weapons or dangerous instruments concerned.

Definitions

The term " *Firearm* " shall have the meaning as defined in section 921 of Title 18, United States Code.

The terms " *Deadly Weapon*," "*Weapon*," and "*Dangerous Instruments* " are defined as anything designed for and capable of causing death or serious physical injury, including, to the extent they are not already included in the above definition, any pistol, revolver, rifle, shotgun, air gun, spring gun or zip gun, any bomb or other explosive, including fireworks, any poison, any dangerous or deadly gas, any slingshot, bludgeon, nightstick, straight razor or throwing star, brass knuckles or artificial knuckles of any kind, any knife, axe, or club.

The term " *parent* ," shall include legal guardians, foster parents, or other individual(s) who have a similar legal responsibility for the child.

(cf. 3514 - Safety)

(cf. 4158/4258/4358 - Employee Security)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

Revised 9/97

Revised 9/98

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

AR 5131.41 VIOLENT AND AGGRESSIVE CONDUCT

Violent and aggressive conduct directed toward school district personnel and/or students will not be tolerated. Appropriate action must be taken immediately. The building administrator should follow these procedures when violent or aggressive conduct has occurred:

1. Restore order and contact proper law enforcement authorities, if appropriate;
2. Secure medical assistance, if necessary;
3. Conduct a preliminary investigation;
4. Submit a written report to the Superintendent.

After reviewing the written report of the incident, the Superintendent may refer the matter to the local prosecuting attorney.

Nothing in this regulation should be construed as limiting the right or duty of an individual employee or student to report incidents of violent or aggressive behavior.

Added 9/98

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

AR 5131.43 HARASSMENT, INTIMIDATION AND BULLYING

It shall be a violation for any student or staff member to harass, intimidate or bully another person while at school, traveling to and from school, or attending school-sponsored events. Moreover, it shall be a violation for any school staff member to knowingly ignore or tolerate harassment, intimidation or bullying at school or at school sponsored events.

For the purpose of this policy, school staff includes school employees, School Board members, agents, volunteers, contractors or other persons subject to the supervision and control of the school district.

Sanctions for Harassment, Intimidation or Bullying

Appropriate sanctions will be taken against students and/or employees who commit acts of harassment, intimidation or bullying. For students, the sanctions must be appropriate to the seriousness of the incident and may include detention, suspension, and/or expulsion in accordance with state law, district policy, administrative regulation, and student handbooks. For school staff, sanctions will be in accordance with state law, district policy, administrative regulation, collective bargaining agreements, and applicable codes of ethics.

Reporting Procedure

***Note**: A staff member or student who observes or receives a sexual image on a computer or personal electronic device should not forward that image electronically. The image should be secured and the device turned over to an administrator. Any sexual image of a minor requires reporting to OCS and/or lawenforcement.*

1. Any student or staff member who believes he or she has been the victim of harassment, intimidation or bullying may report the alleged act to the school principal or designee. If a student is more comfortable reporting to a person other than the principal, the student may contact any school employee. The principal or designee will accept anonymous reports but formal disciplinary action may not be taken without corroborating evidence.

2. Any school employee, or an employee of an entity under contract with the school district, who receives a report, witnesses harassment, intimidation or bullying, or has reliable information that a student has been subject to harassment, intimidation or bullying shall act immediately to protect the alleged victim, if necessary, and shall immediately report the incident to the student's principal or designee for prompt investigation.

3. Upon receipt of a report of harassment, intimidation or bullying, the principal or designee shall forward a timely written report of the incident and his or her response to the Safe and Drug-Free Schools Coordinator or other individual identified by the Superintendent/Chief School Administrator. That individual shall compile and maintain data of all incidents of harassment, intimidation or bullying that result in suspension or expulsion. Such data shall be reported to the Department of Education and Early Development on an annual basis.

4. The principal or designee shall by telephone and in writing notify the parents or guardians of the students involved of the alleged harassment, intimidation or bullying incident. The notice shall advise individuals involved of their due process rights.

Investigation and Corrective Action

1. The principal or designee shall promptly and thoroughly investigate all alleged acts of harassment, intimidation or bullying.

2. All involved in an alleged act of harassment, intimidation or bullying shall be advised by the principal of his or her due process rights.

3. At the conclusion of the investigation, the principal shall take such disciplinary action deemed necessary and appropriate to end the misconduct and prevent its recurrence. The principal will act in accordance with the student conduct code, the teacher code of ethics, and paraprofessional code of ethics to discipline the offending party(ies).

4. Incidents of harassment, intimidation or bullying that involve criminal activity shall be reported to law enforcement.

False Report

Students and staff who knowingly or willfully make a false report of harassment, intimidation or bullying, or provide false information in connection with an investigation, will be subject to disciplinary action up to and including suspension/expulsion for students and termination for staff.

Retaliation Prohibited

Retaliation or reprisal against any person who reports an incident of harassment, intimidation or bullying, or cooperates in an investigation, is strictly prohibited. Any such retaliation or reprisals will result in suspension or expulsion of offending students, and disciplinary action up to termination for school employees.

Revised 3/2012

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

AR 5141.4 CHILD ABUSE AND NEGLECT

***Note**: The following sample regulation may be revised as needed to reflect district circumstances.*

Duty to Report

Teachers and school administrators have a legal duty to report known or suspected child abuse to the nearest office of the Department of Health and Social Services immediately. The reporting duties are individual and cannot be delegated to another individual.

Reporting Procedures

***Note**: AASB recommends that your administrative regulation include the name, address and phone number of the specific child protective agencies and lawenforcement to whom reports must be made.*

1. Any employee may report known or suspected child abuse, by telephone to the nearest office of the Department of Health and Social Services.

2. If contact cannot reasonably be made with child protective services and immediate action is needed to protect the child, the employee shall make the report of abuse to a peace officer.

3. In addition to reporting to child protective services, employees shall report harm from known or suspected child abuse to local law enforcement if the harm is believed to have been caused by a person not responsible for the child's welfare or if the employee is unable to determine who caused the harm or whether the person believed to have caused the harm has responsibility for the child's welfare.

4. When an employee is required to contact law enforcement but is unable to make that contact, then the employee should contact the Department of Health and Social Services.

5. When an employee is required to contact Department of Health and Social Services but is unable to make that contact, then the employee should contact law enforcement.

Legal Responsibility and Liability

1. School employees are not civilly or criminally liable for filing in good faith, a required or authorized report of known or suspected child abuse, or for participating in related judicial proceedings.

2. A mandated reporter who fails or refuses to report an instance of child abuse, which he/she knows to exist or reasonably should know to exist, is guilty of a misdemeanor. The mandated reporter may also be held civilly liable for damages for any injury to the child after a failure to report.

3. When two or more persons who are required to report have knowledge of suspected instance of child abuse, and when there is agreement among them, the telephone report may be made by any one of them who is selected by mutual agreement, and a single report may be made and signed by the person selected. However, if any person who knows or should know that the person designated to report failed to do so, that person then has a duty to make the report.

4. The duty to report child abuse is an individual duty and no supervisor or administrator may impede or inhibit such reporting duties. Furthermore, no person making such a report shall be subject to any sanction.

(cf. 5145.11 - Questioning and Apprehension)

When School Employees are Accused of Child Abuse

***Note**: The duty to report child abuse is an important one and applies even if the known or suspected child abuse involves a school employee or co-worker.*

Regardless of who child abusers may be, the major responsibilities of mandated reporters are to 1) identify incidents of suspected child abuse, and 2) comply with laws requiring reporting of suspected abuse to the proper authorities.

Determining whether or not the suspected abuse actually occurred is not the responsibility of the school employee. Such determination and follow-up investigation will be made by a child protective agency. Pending the outcome of an investigation by a child protective agency and prior to the filing of formal charges, the employee may be subject to reassignment or a paid leave of absence.

Disciplinary action after the filing of formal charges shall be in accordance with district policies, regulations and/or collective bargaining agreements. The Superintendent or designee shall consult with legal counsel in implementing either suspension or dismissal.

(cf. 4117.4 - Dismissal)

(cf. 4118/4128 - Suspension/Disciplinary Action)

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

AR 5141.21 ADMINISTERING MEDICATION

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

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

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

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

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

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

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

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

Anaphylactic Injections

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

provider.

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

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

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

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

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

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

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

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

Revised 2/06

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

AR 5141.22 INFECTIOUS DISEASES

The Superintendent or designee shall consult with local health officials regarding the criteria for determining the admission or exclusion of a child with a suspected or diagnosed infectious disease. If necessary, the Superintendent or designee shall obtain a written statement from the student's physician that the child does not pose a risk of infection to other students and district personnel.

Confidentiality

The Superintendent or designee shall ensure that student confidentiality rights are strictly observed in accordance with law. No district employee shall release medical information, including knowledge of a bloodborne pathogen infection, without written consent from the parent/guardian. Such information may be shared only with those persons specifically named in the written permission.

***Note**: Depending upon the source, the contents and format of a written consent for disclosure form may be governed by law. Decisions regarding disclosure should be made with legal counsel.*

***Note**: The American Academy of Pediatrics does not recommend requiring disclosure of a student's HIV status as no cases of HIV transmission have been reported in the school setting. According to the Academy, knowledge of a student's HIV status is unnecessary for school entry and disclosure should not be required. The decision to disclose HIV infection status should be made in the best interests of the child and is the responsibility of the parents, who may want to include the child's pediatrician in the decision-making. When a decision is made to notify the school that a child is HIV-positive, the number of persons aware of the child's infection can be limited so that the information is disclosed only to those who need such knowledge to care for the child. This recommendation does not imply that the classroom teacher must be notified. See American Academy of Pediatrics, Committee on Pediatric AIDS and Committee on Infectious Disease, Issues Related to HIV Transmission in Schools, Child Care, Medical Settings, the Home, and Community.*

Students with Infections or Special Susceptibility to Infection

1. Before a review panel is convened to develop recommendations for the appropriate placement of students with infections or special susceptibility to infection, the Superintendent or designee shall obtain a written statement from the child's parent/guardian authorizing the Superintendent or designee and the health officer to obtain confidential information from the student's physician and any other source of pertinent medical, psychological or educational information.

2. A review panel shall be convened, composed of:

    a. The student's parent/guardian.

    b. The student's physician.

    c. The district's appointed medical consultant or public health official.

    d. The Superintendent or designee.

    e. Other appropriate school personnel.

***Note**: To maintain the strictest standards of confidentiality, districts should include on the review panel only those persons who have a need to know about the student's medical condition. Only the Superintendent or designee, parent/guardian and student's physician have an ongoing need to know the student's identity. The Superintendent's designee, the district's appointed medical consultant, public health official and other appropriate school personnel do not always need to know the infected person's name. They may study the facts of the case and reach a decision without knowing the student's identity.*

3. Upon collecting the required authorizations and statements, the review panel shall evaluate placement options for the child. The panel shall consider:

    a. The age, physical condition, neurological development and behavior of the infected student.

    b. The expected type of interaction with others in the school environment.

    c. Risks to the student.

4. The review panel shall provide the Superintendent or designee with recommendations regarding the student's placement in regular classes or in an alternative educational program. The panel is encouraged to recommend alternative programs:

    a. When a question exists as to whether transfer of infection may occur due to:

(1) Uncoverable oozing lesions.

(2) Inability to safely control bodily secretions.

(3) Behavior.

b. When the student is at high risk of acquiring a secondary infection.

c. When the student has a significant health problem that permanently restricts his/her ability to attend class.

5. The review panel shall also develop a written plan recommending procedures for personal care and for modification, if necessary, of the student's academic program. The panel shall review this plan regularly to determine any need for changes in placement, care or services.

6. The identity of a student with infection and/or special susceptibility to infection shall be held in confidence. Review panel members shall not share this confidence with anyone outside the panel except in accordance with law.

7. When infections such as chicken pox, cytomegalovirus, herpes simplex, tuberculosis or measles occur at school, the Superintendent or designee shall so inform the student's parent/guardian and physician, so that the physician who is aware of the student's immune status may assess the student's risks from exposure to these infections.

Revised 12/04

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

AR 5141.23 INFECTIOUS DISEASE PREVENTION

Science Laboratory Instruction

Before a class works with blood or blood products, the teacher must explain the potentially hazardous nature of blood, emphasizing the fact that through blood, various agents can be transmitted from one person to another. Before and after doing laboratory work, students must always wash hands with soap and water, dry hands, and cover any existing cut, wound, or open sore with a sterile dressing. The following techniques also must be used when students are working with human blood:

1. Specific procedures and safety precautions shall be explained carefully before starting each laboratory exercise.

2. Wherever possible, blood typing experiments shall be conducted by teacher demonstrations rather than being performed by individual students.

3. Students always shall work with their own blood, or shall use prepackaged ABO/Rh blood cell kits that have vials of blood previously tested for transmissible agents.

4. Students shall use individual sterile lancets for finger punctures, and lancets must not be reused.

5. Before the finger is punctured, it shall be wiped with alcohol or other approved disinfectant.

6. If bleeding persists after the finger is punctured, the student shall apply a sterile bandage using moderate pressure.

7. Lancets and any other materials with blood on them must be discarded into sharps containers that will be incinerated by the hospital.

8. At the end of the class, laboratory desks shall be wiped with one to ten dilution of bleach or other approved disinfectant.

Techniques similar to the above shall be used when working with any other body fluids.

Revised 12/04

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

AR 5141 HEALTH CARE AND EMERGENCIES

Parents should only be referred to medical or mental health providers through the use of a community referral list. For any individual provider identified on the community referral, the list must contain the name, specialty, and credentials of the individual. All lists of community resources must include the following language:

This list is provided as a resource to you. The school neither recommends nor requires that you use this list or any of the services provided by individuals or entities on the list. It is for you to decide what services, if any, to use and from whom you wish to obtain them. The Principal is responsible for ensuring that referrals are made in compliance with the above requirements and BP 5141.

Added 01/07

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

AR 5142 SAFETY

Supervision

The principal of each school shall ensure that certificated employees, teacher aides or yard aides supervise the conduct and safety, and direct the play, of students of the school who are on school grounds during school hours before and after school, during recess, and during other intermissions.

The principal shall inform parents/guardians of the hours before or after school that students may be on campus. Safety rules for the use of facilities and equipment shall include as appropriate:

1. Rules on acceptable playground behavior and on the proper use of play apparatus in elementary schools.

2. Rules relating to gymnasium and field areas in high schools.

3. Safety rules clearly posted in chemistry classes.

4. Shop class rules, including the requirement that power equipment never be used without the teacher's presence in the shop. Students must pass safety tests at mastery level before using such equipment, and test results must be kept on record.

School staff shall train students on the above rules and include safety instruction in their lesson plans when appropriate. Copies of the rules shall be sent to parents/guardians and be readily available at the school at all times.

The principal or designee shall:

1. Clearly identify supervision zones on the playground and require that supervisors remain outside at a location from which they can observe their entire zone of supervision.

2. Require that all individuals supervising students remain alert in spotting dangerous conditions and report any such conditions to the principal or designee promptly and in writing.

3. Establish emergency procedures that ensure swift response to accidents, fighting, and situations that could become dangerous, such as overcrowding or unusual gatherings of students.

The Superintendent or designee shall ensure that teachers, teacher aides, yard aides and volunteers who supervise students receive training in the above safety practices and in supervisory techniques which will help them to forestall problems and resolve conflicts.

***Note**: Supervisors' training should be documented and kept on file. Staff evaluation forms should include an evaluation of the employee's success with supervisory responsibilities.*

When determining the ratio of playground supervisors to students, the Superintendent or designee shall consider the size of the playground area, the number of blind spots that are not immediately visible, the age and gender of the students, and the general nature of their behavior.

Release of Student to Adult

Students shall be released during the school day in the custody of an adult only if:

1. The adult is the student's parent/legal guardian.

2. The adult has appropriate identification and the verified authorization of the student's parent/legal guardian.

3. The adult is a properly authorized law officer acting in accordance with law.

4. The adult is taking the student to emergency medical care.

(cf. 5021 - Noncustodial Parents)

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

(cf. 5145.11 - Questioning and Apprehension)

Laboratory Safety

The principal of each school offering laboratory work to students shall designate a trained certificated employee to regularly review and update the school's procedures for laboratory safety.

Playground Design, Equipment and Maintenance

Teachers, teacher aides, maintenance staff, parents/guardians and students are encouraged to contribute their ideas for making the playground as safe as possible.

Playgrounds should be designed for ease of supervision and should have:

1. Clearly defined entry and exit routes that lead to and from play areas without crossing other major activities.
2. Fences or other barriers limiting vehicle access to play areas.
3. Proper water drainage.
4. Bicycle racks that are fenced and located where easily visible.
5. Safety rules posted at the entrance and near play equipment.

The age, size and ability of the students who will use playground equipment shall determine the choice of equipment, the height of platforms and slides, and the diameter of climbing bars.

Whenever possible, playground equipment shall be installed by the manufacturer, by the manufacturer's representative, or by district maintenance staff under the direct supervision of the manufacturer's representative. A signed statement shall be secured from the manufacturer's representative stating that the equipment has been properly installed in accordance with the manufacturer's specifications.

The following guidelines shall be observed when playground equipment is installed:

1. Concrete footings shall be kept from six to twelve inches below finished grade.
2. Appropriate cushioning material shall be installed under the equipment before it is used.
    a. Except for tetherball poles and basketball standards, playground equipment shall not be installed over blacktop.
    b. Cushioning material shall be placed in all areas where a student might fall when using the equipment.
    c. Cushioning material shall be maintained at the depth recommended by the manufacturer, always at least eight inches.
    d. Cushioning material shall be resupplied on a regular basis to ensure adequate depth at all times, including vacation breaks.
3. The equipment and its cushioning border shall be setback at least eight feet from other equipment. Swings shall be setback at least two times the crossbar height, both front and back.

Maintenance staff shall:

1. Rake cushioning material daily and remove foreign objects.
2. Regularly clean cushioning material from areas surrounding the cushioned area so as to minimize slipping.
3. Regularly inspect playground equipment and fences to ensure that all parts are in good condition.
    a. Check wooden structures for holes, cracks, splinters, and possible rot at ground level.
    b. Look for protruding nails or sharp edges and repair as needed.

Adopted: February 3, 2014

AR 5144.1 SUSPENSION AND EXPULSION

***Note**: 4 AAC 07.030 requires annual notice regarding district policies concerning student rights and responsibilities.*

At the beginning of each school year, the principal of each school shall notify all students and parents/guardians in writing of all school rules related to discipline, suspension and expulsion. Staff, students, and parent/guardian shall be notified about district policies and regulations. Transfer students and their parents/guardians shall be notified at the time of enrollment.

Grounds for Suspension and Expulsion

***Note**: AS 14.30.045 limits suspension or expulsion for disciplinary reasons to the following list of causes. For additional causes for denial of admission as listed in AS 14.30.045 see BP 5112.2, Exclusions.*

A student may be suspended or expelled for the following causes:

1. Continued willful disobedience or open and persistent defiance of reasonable school authority;

2. Behavior which is in some way harmful to the welfare, safety or morals of other students;

3. Conviction of a felony which the School Board determines will cause the attendance of the child to be in some way harmful to the welfare or education of other students.

(cf. 5112.2 - Exclusions from Attendance)

A student may be suspended or expelled for behavior occurring at any time, including but not limited to the following circumstances:

1. While on school grounds.

2. While going to or coming from school or a school-sponsored activity.

3. During the lunch period, whether on or off the school campus.

Authority to Suspend

A Superintendent or designee or Principal may suspend a student from school for any of the acts listed under "Grounds for Suspension and Expulsion" for not more than 10 consecutive days.Suspension may be imposed upon a first offense if the principal determines the student's behavior to be in some way harmful to the welfare, safety or morals of other students or the student's presence represents a danger to persons or property or threatens to disrupt the instructional process.

If the expulsion of a suspended student is being considered by the School Board, the Superintendent or designee may, in writing, extend the suspension until such time as the School Board has made a decision.

(cf. 5144.2 - Suspension and Expulsion/Due Process - Individuals with Exceptional Needs)

Short Term Suspension Procedures (10 days or less)

***Note**: In all student disciplinary suspensions from a school program, a student's constitutional right to procedural due process must be observed. For short term suspensions (10 days or less) the U.S. Supreme Court has held that, at a minimum, a student must be informed of the charge against him/her and given an opportunity to present his/her side of the story. This can be done at an informal meeting between the school official and student. Once accomplished, the school official may take action deemed reasonable. (Goss v. Lopez), The Supreme Court in Goss further indicated that for student suspensions more than ten days, more due process may be required such as the right to call witnesses, put forth evidence and cross examine witnesses.*

1. Informal Conference

Suspension shall be preceded by an informal conference conducted by the Superintendent or designee or principal, and shall include the student, and whenever practicable, the teacher, supervisor, or school employee who referred the student to the principal. At the conference, the student shall be informed of the reason for the disciplinary action and the evidence against him/her and shall be given the opportunity to explain his/her version and evidence in support of his/her defense.

If at the end of this discussion the Superintendent or designee or principal believes the student is guilty of the misconduct charged, the student may be suspended for 10 days or less.

This conference may be omitted if the principal, designee or the Superintendent or designee determines that an emergency situation exists. An "emergency situation" involves a clear and present danger to the lives, safety or health of students or school personnel. If the pre-suspension conference is not held, both the parent/guardian and student shall be

notified of the student's right to return to school for the purpose of a conference. The conference shall be held within two school days, unless the student waives his/her right to it or is physically unable to attend for any reason. In such case, the conference will be held as soon as the student is physically able to return to school.

2. Administrative Actions

All requests for student suspension are to be processed by the principal of the school in which the student is enrolled at the time of the misbehavior.

A school employee shall report the suspension, including the name of the student and the cause for the suspension, to the Superintendent or designee, who in turn will inform the School Board.

3. Notice to Parents/Guardians

At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/ guardian shall be notified in writing of the suspension.

This notice shall state the reasons for suspension and the date and time when the student may return to school, and may request that the parent/guardian confer with school authorities regarding matters pertinent to the suspension.

No penalties may be imposed on the student for the failure or refusal of the parent/guardian to meet with school authorities. The student may not be denied readmission solely because the parent/ guardian failed to meet with school authorities.

Long Term Suspension (more than 10 days)

Where alleged misconduct of a student warrants a suspension of more than 10 days, the student will be provided the opportunity for a hearing as outlined under the expulsion procedure. The long term suspension procedure does not preclude a student from being suspended for up to 10 days if procedures for short term suspension have been followed.

A student requesting a hearing regarding a long term suspension will be readmitted in the program (at the end of a short term suspension if applicable) pending the outcome of the hearing except where the superintendent determines that the student's presence in school poses a threat to harm to him or herself or others.

Authority to Expel

A student may be expelled only by the School Board.

The Superintendent or designee or Principal shall recommend a student's expulsion for any of the following acts, unless the principal or Superintendent or designee finds, and reports in writing to the School Board, that expulsion is inappropriate due to particular circumstances which shall be set out in the report of the incident:

1. Causing serious physical injury to another person, except in self-defense.

2. Possession of any firearm, knife, explosive or other dangerous object at school or at a school activity off school grounds.

3. Unlawful sale of any controlled substance.

4. Robbery, extortion, or the conviction of any other felony which will cause the attendance of the student to be injurious to the welfare or education of other students.

(cf. 5144.2 - Suspension and Expulsion/Due Process (Individuals with Exceptional Needs)

Expulsion Procedures

1. Student's Right to Hearing

The student is entitled to a hearing to challenge the recommendation that the student should be expelled. The hearing shall be held within 30 school days after the principal or Superintendent or designee determines that cause for expulsion exists.

If the School Board finds it impracticable to comply with these time requirements for conducting an expulsion hearing, the Superintendent or designee may, for good cause, extend the time period by an additional five school days. Reasons for the extension shall be included as a part of the record when the expulsion hearing is held.

Once the hearing starts, all matters shall be pursued with reasonable diligence and concluded without unnecessary delay.

2. Written Notice of the Hearing

Written notice of the hearing shall be forwarded to the student and the student's parent/guardian at least ten calendar days

before the date of the hearing. The notice shall include:

a. The date and place of the hearing.

b. A statement of the specific facts and charges upon which the proposed expulsion is based.

c. A copy of district disciplinary rules which relate to the alleged violation.

d. The opportunity for the student or the student's parent/guardian to appear in person and/or to employ and be represented by counsel.

e. The right to inspect and obtain copies of all documents to be used at the hearing.

f. The opportunity to confront and question all witnesses who testify at the hearing.

g. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf, including witnesses.

3. Conduct of Hearing

a. *Executive Session* : The School Board shall conduct a hearing to consider the expulsion of the student in a session closed to the public unless the student requests in writing at least five days prior to the hearing that the hearing be a public meeting. If such request is made, the meeting shall be public.

b. *Record of Hearing* : A record of the hearing shall be made and may be maintained by any means, including electronic recording, so long as a reasonably accurate written and complete transcription of the proceedings can be made.

c. *Presentation of Evidence* : While technical rules of evidence do not apply to such hearings, evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. Findings of fact shall be based solely on the evidence at the hearing. While no evidence shall be based solely on hearsay, sworn declarations may be admitted as testimony from witnesses whose disclosure may subject them to an unreasonable risk of harm.

4. In cases where a search of a student's person or property has occurred, evidence describing the reason for conducting the search shall be included in the hearing record.

(cf. 5145.12 - Search and Seizure)

5. Alternative Hearing: Hearing Officer or Administrative Panel

Instead of conducting an expulsion hearing itself, the School Board may appoint a hearing officer or an impartial administrative panel composed of three or more certificated personnel, none of whom shall be members of the School Board or on the staff of the school in which the student is enrolled.

A hearing conducted by the hearing officer or administrative panel shall conform to the same procedures as apply to a hearing conducted by the School Board.

The hearing officer or administrative panel shall, within three school days after the hearing, determine whether to recommend expulsion of the student to the School Board.

If expulsion is not recommended, the student shall be immediately reinstated. If expulsion is recommended, findings of fact in support of the recommendation shall be prepared and submitted to the School Board. All findings of fact and recommendations shall be based solely on the evidence presented at the hearing. The School Board may accept the recommendation based either upon a review of the findings of fact and recommendations submitted or upon the results of any supplementary hearing the School Board may order.

The hearing officer or administrative panel may recommend that the School Board suspend the expulsion (see below).

6. Final Action by the School Board

Whether the expulsion hearing is conducted in closed or public session by the School Board, a hearing officer, or an administrative panel, the final action to expel must be taken by the School Board at a public meeting. The School Board shall maintain a record of each expulsion, including its cause.

Upon ordering the expulsion, the School Board may recommend a plan for the student's rehabilitation, which may include:

a. Periodic review and assessment at the time of application for readmission.

b. Recommendations for counseling, employment, community service and other rehabilitation programs.

c. Such other recommendations as the School Board approves, such as enrollment in a drug rehabilitation program, if appropriate, before returning to school.

(cf. 6164.3 - Student Mental Health - Medication and Services)

7. Written Notice to Expel

The Superintendent or designee shall send written notice of the decision to expel to the student or parent/guardian.

Readmission

An expulsion order shall remain in effect until the School Board may order the readmission of the student. Readmission procedures shall be as follows:

1. A written request for review of expulsion action and request for readmission shall be submitted by the parent/guardian to the Superintendent or designee.

2. The Superintendent or designee will hold a conference with the parent/guardian and the student. At the conference the conditions for readmission will be reviewed. The Superintendent or designee shall verify that the conditions have been met. School regulations will be reviewed and the student and parent/guardian will be asked to indicate in writing their willingness to comply with these regulations.

3. The Superintendent or designee will transmit the request for readmission to the School Board, along with his/her recommendation.

4. The Superintendent or designee will notify the student or parent/guardian, by registered mail, of the School Board's decision regarding readmission.

Suspension of Expulsion

1. The School Board, upon voting to expel a student, may suspend the enforcement of the expulsion order for not more than one calendar year and may, as a condition of the suspension of enforcement, assign the student to a school, class or program appropriate for the student's rehabilitation. When deciding whether to suspend an expulsion, the School Board shall take into account the following criteria:

a. The student's previous behavior.

b. The seriousness of the misconduct.

c. The student's attitude toward the misconduct and his/her willingness to follow a rehabilitation program.

2. During this period the student shall be on probationary status.

The suspension of expulsion order may be revoked by the School Board if the student commits any of the acts which would constitute grounds for suspension or expulsion or violates any of the district's rules and regulations governing student conduct.

When the suspension of expulsion order is revoked, a student may be expelled under the terms of the original expulsion order.

Upon satisfactory completion of the rehabilitation assignment, the School Board shall reinstate the student in a district school. Upon reinstatement, the School Board may order the expungement of any or all records of the expulsion proceedings.

Suspension of an expulsion order shall not affect the time period and requirements for the filing of an appeal of the expulsion order.

The Superintendent or designee shall send written notice of any decision to suspend the enforcement of an expulsion order during a period of probation to the student or parent/guardian.

Revised 01/07

Adopted: February 3, 2014

AR 5144.2 SUSPENSION AND EXPULSION (STUDENTS WITH DISABILITIES)

***Note**: The Individuals with Disabilities Education Act ("IDEA"), as amended in 2004, sets forth specific requirements for the discipline of students with disabilities. In 2006, federal regulations were amended to provide additional guidance to schools in implementing disciplinary sanctions.*

A student receiving special education services is expected to follow the same behavior and conduct rules applicable to all students and is subject to discipline as set forth in those rules. The procedural safeguards established by district policies and regulations shall be observed in considering the suspension of special education students. In addition, students receiving special education may have additional rights relating to discipline and continuing services as set forth in the Individuals with Disabilities Education Act ("IDEA").

School personnel may consider any unique circumstances on a case-by-case basis when determining whether a change in placement, consistent with the other requirements of this section, is appropriate for a student with a disability who violates behavior and conduct rules.

A student who has not been identified as a student with disabilities pursuant to the IDEA and who has violated the district's disciplinary procedures may assert the procedural safeguards under this administrative regulation only if the district had a basis of knowledge that the student had a disability before the behavior occurred.

***Note**: The district shall be deemed to have knowledge that the student has a disability if one of the following conditions exists: (20 USC 1415)(k)(5); (34 C.F.R. 300.534).*

1. The parent/guardian has expressed concern in writing to supervisory or administrative personnel, or the student's teacher, that the student is in need of special education or related services.

2. The parent/guardian has requested an evaluation of the student for special education.

3. The teacher of the student or other district personnel have expressed specific concerns about a pattern of behavior by the student directly to the district's Director of Special Education or to other supervisory personnel.

A district is not deemed to "have knowledge" as specified in items #1-3 above if the parent/guardian has not allowed an evaluation or has refused special education services; or, as a result of receiving such information, the district conducted an evaluation and determined that the student was not a student with a disability.

If it is determined that the district did not have knowledge that the student is a student with a disability, then the student shall be disciplined in accordance with procedures established for students without disabilities.

If a request is made for an evaluation of a student during the time period in which the student is subject to disciplinary measures, the evaluation shall be conducted in an expedited manner. Until the evaluation is completed, the student shall remain in the educational placement determined by school authorities, which can include suspension or expulsion without educational services.

(cf. 5144.1 - Suspension and Expulsion)

(cf. 6164.4 - Child Find)

Removal for Up to 10 Days

District personnel may suspend a special education student for up to ten school days per year without providing educational services. The days need not be consecutive. Removals for up to ten school days may be out of school suspensions, or, alternatively, an interim alternative educational setting or another setting. Parents must be immediately notified of the discipline decision.

Removal for More Than 10 Days or Placement in an Interim Alternative Educational Setting

***Note**: In 2006, the federal regulations were changed so that removal in a single school year in excess of 10 days does not automatically constitute a change in placement requiring the provision of educational services and a manifestation determination. Specifically, a student with disabilities may be removed for up to 10 consecutive school days, and there may be additional removals of up to 10 consecutive school days for separate incidents, so long as the removals do not constitute a change in placement. 34 C.F.R. 300.530. A change in placement occurs if: 1) the removal is for more than 10 consecutive school days; or 2) a series of removals constitutes a pattern because they total more than 10 school days in a year; the child's behavior is substantially similar to that in previous incidents; and additional factors such as length of each removal, total time of removal from school, and proximity of removals to one another. The district is responsible for determining whether a pattern of removals constitutes a change in placement. That determination is subject to review through due process or court proceedings. 34 C.F.R. § 300.536.*

Students whose suspension constitutes a change in placement must continue to receive a free and appropriate public education. This means that beginning with the change in placement for disciplinary purposes, educational services must continue to be provided and procedural protections are triggered.

A change in placement occurs if:

1) The removal is for more than 10 consecutive school days; or

2) The student has been subjected to a series of removals that constitute a pattern because:

a) the series of removals total more than 10 school days in a school year;

b) the student's behavior is substantially similar to the behavior in previous incidents that resulted in removal; and

c) such additional factors support a pattern such as the length of each removal, the total amount of time the student has been removed, and the proximity of the removals to one another.

The district shall determine whether a pattern of removals constitutes a change in placement. This determination is subject to review through due process or judicial proceedings.

***Note**: Districts may not impose repeated short-term suspension as a means of avoiding the normal change in placement procedures governing long-term removals. Such treatment could result in a finding that the district has changed the placement of a student with a disability without complying with the necessary formalities and safeguards.*

The parents shall be immediately notified of the discipline decision and provided a notice of procedural safeguards on the day the change in placement decision is made.

Manifestation Determination

When a change in placement is contemplated for disciplinary purposes, the district must conduct a manifestation determination.

A. Timeframe for Making Determination

Within ten (10) school days of any decision to change the placement of a student with a disability because of a violation of student conduct rules, a manifestation determination shall be made of the relationship between the student's disability and the behavior subject to the disciplinary action.

B. How Determination is Made

In making a manifestation determination, the district, the parent, and relevant members of the student's IEP team (as determined by the district and the parent) must review all relevant information in the student's file, including the student's IEP, any teacher observations, and any relevant information provided by the parents to determine:

1. if the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or

2. if the conduct in question was the direct result of the district's failure to implement the IEP.

C. Manifestation is Found

If the district, the parent, and relevant members of the IEP team determine that either of the conditions above is met, the conduct shall be determined to be a manifestation of the student's disability. If the team determines that the student's conduct is a manifestation, then the child's placement cannot be changed except via the IEP team process. If a manifestation is found, the IEP team must either:

1. conduct a functional behavioral assessment, unless the district had already conducted one prior to the behavior leading to the change in placement, and implement a behavioral intervention plan for the student; or

2. if a behavior intervention plan has already been developed, review the plan and modify it, as necessary, to address the behavior; and

3. except under special circumstances for drugs, weapons or serious bodily injury as set forth below, return the student to the placement from which the student was removed, unless the parent and the district agree to a change of placement as part of the behavior intervention plan.

D. No Manifestation is Found

If it is determined that the conduct is not a manifestation of the student's disability, the relevant disciplinary procedures applicable to students without disabilities may be applied to the student in the same manner and for the same duration as applied to students without disabilities, except that a free appropriate public education must continue to be provided. The

educational services may be provided in an alternate setting.

Drugs, Weapons, or Serious Bodily Injury

For violations of school policies involving weapons, drugs, or serious bodily injury, school personnel may remove a student to an interim alternative educational setting for up to a maximum of 45 school days without regard to whether the behavior is a manifestation of the student's disability. The interim alternative educational setting shall be determined by the IEP team.

Removal under these special circumstances is available for infractions where a student:

1. carries or possesses a weapon to school or at school, on school premises, or to or at a school function; or

2. knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function; or

3. has inflicted serious bodily injury upon another person while at school, or on school premises, or at a school function.

***Note**: The following definitions are applicable to special circumstance removals as set forth above:*

Controlled Substance: The term "controlled substance" means a drug or other substance identified under schedule I, II, III, IV, or V in section 202(c) of the Controlled Substances Act (21 USC 812 (c)).

Illegal Drug: The term "illegal drug" means a controlled substance but does not include a controlled substance that is legally possessed or used under supervision of a licensed health-care professional or that is legally possessed or used under any other authority under that Act or under any other provision of federal law.

Weapon: The term "weapon" has the meaning given the term "dangerous weapon" under 18 USC section 930(g)(2) which means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2½ inches in length.

Serious bodily injury: The term "serious bodily injury" has the meaning given the term "serious bodily injury" under 18 USC 1365(h)(3) which means bodily injury involving -- (A) a substantial risk of death; (B) extreme physical pain; (C) protracted and obvious disfigurement; or (D) protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

School Day: The term "school day" is defined as any day, including a partial day, that students are in attendance at school for instructional purposes. 34 CFR 300.309(c)(1).

Disciplinary Appeals

***Note**: If the manifestation determination or the interim setting is challenged by the parent, an expedited hearing must be held. The child is to stay in the interim alternative setting pending the decision of the hearing officer or until the expiration of the time period provided for, unless the parent and district agree otherwise. If the district places the child in an interim setting and the district proposes a longer-term change in placement that is challenged by the parent, the child goes back to the current placement (the child's placement prior to the interim alternative educational setting). However, if school personnel feel it is dangerous for the child to remain in the current placement during the pendency of the due process proceedings, the district may request an expedited hearing.*

In accordance with IDEA, the parent of a student with a disability who disagrees with any decision regarding a change in placement or a manifestation determination may request a due process hearing. Similarly, the district may request a hearing if it believes that maintaining the current placement of the child is substantially likely to result in injury to the student or to others.

A hearing officer shall hear, and make a determination regarding, an appeal. The State of Alaska Department of Education and Early Development and the district shall arrange for an expedited hearing, which shall occur within 20 school days of the date the hearing is requested and shall result in a determination within 10 school days after the hearing.

In making the determination on appeal, the hearing officer may order a change in placement of a student with a disability. In such situations, the hearing officer may:

1. return the student to the placement from which the student was removed; or

2. order a change in placement to an appropriate alternative educational setting for not more than 45 school days if the hearing officer determines that maintaining the current placement of the student is substantially likely to result in injury to the student or to others.

Placement during appeals

When an appeal has been requested by either the parent or the district, the student shall remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the time period provided for deciding the hearing, whichever occurs first, unless the parent and the district agree otherwise.

Dangerousness

A hearing officer may place a student in an appropriate interim alternative educational setting on the grounds of dangerousness if there is a substantial likelihood of injury to the student or others if the student remains in his current placement. Such placement may be ordered for up to 45 days at a time.

***Note**: The standard for determining dangerousness provides that a hearing officer may order placement in an interim alternative educational setting for not more than 45 days if the hearing officer:*

(1) determines that the district has demonstrated by substantial evidence that maintaining the student's current placement is substantially likely to result in injury to the student or to others;

(2) considers the appropriateness of the student's current placement;

(3) considers whether the district has made reasonable efforts to minimize the risk of harm in the student's current placement, including the use of supplementary aids and services;

(4) determines that the interim alternative educational setting that is proposed by school personnel who have consulted with the student's special education teacher meets the requirements of the IDEA and its regulations.

Revised 2/08

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

AR 5145.2 FREEDOM OF SPEECH/EXPRESSION

Students are prohibited from making any expressions or distributing or posting any materials which are obscene, libelous or slanderous, or which demonstrably incite students to commit unlawful acts on school premises, violate school rules, or substantially disrupt the school's orderly operation.

All printed matter and petitions distributed, circulated or posted on school property shall bear the name and the address or contact location of the sponsoring organization or individual.

Printed materials or petitions may be distributed only:

1. Before school begins, during lunch time, or after dismissal.

2. In locations that do not obstruct the normal flow of traffic within school or at entrances.

3. Without undue noise. No student shall use coercion to induce students or any other persons to accept printed matter or to sign petitions.

No funds or donations shall be collected for any material distributed.

Students violating any of these regulations are subject to disciplinary action.

(cf. 5144 - Discipline)

Appeals

The following procedures shall be used to address disputes regarding student freedom of expression:

The student and faculty member shall first attempt to resolve the problem by themselves.

If the student and faculty member are unable to resolve the dispute, the student and/or faculty member may bring the matter to the principal or designee, who shall hear both sides and strive to resolve the dispute as quickly as possible.

If the principal or designee is unable to resolve the dispute, the student and/or faculty member may bring the matter to the Superintendent or designee, who shall hear both sides and strive to resolve the dispute as quickly as possible.

If the Superintendent or designee is unable to resolve the dispute, the student and/or faculty member may ask for a hearing to determine whether a deprivation of freedom of expression was justified under the above regulations. This hearing shall be held before the School Board or impartial person(s) appointed by the School Board as soon as possible after it is requested. Both sides shall be given an opportunity to demonstrate that School Board policy and administrative regulations were properly applied.

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

AR 5145.7 SEXUAL HARASSMENT

Types of conduct which are prohibited in the district and which may constitute sexual harassment include:

1. Unwelcome sexual flirtations or propositions.

2. Verbal abuse of a sexual nature.

3. Sexual or "dirty" jokes.

4. Graphic verbal comments about an individual's body.

5. Sexually degrading words used to describe an individual.

6. Display of sexually suggestive objects or pictures in the educational environment.

7. Unwelcome touching, such as patting, pinching, or constant brushing against another's body.

8. Graffiti of a sexual nature.

9. Sexual gestures.

10. Touching oneself sexually or talking about one's sexual activity in front of others.

11. Spreading rumors about or rating other students as to sexual activity, performance or sexual orientation.

12. Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Revised 9/01

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 5000 CONCEPTS AND ROLES

The focus of the school system is on the student. It is incumbent upon the School Board, district and school administration and teachers to provide for the physical and intellectual welfare of the students in their charge. The school district shall work closely with parents/guardians and the community in order to achieve a harmony of interests.

Students must be recognized and understood as individuals, each with his/her own unique abilities, social and economic background, ambitions and educational needs. The programs and services of the district must be designed and executed with this concept well in mind if the fullest development of each is to be achieved.

Students are expected to accept personal responsibility for making maximum use of those educational opportunities afforded by applying themselves diligently to learning both in the classroom and in other school-sponsored settings. It is also expected that as a result of the total school experience students will come to appreciate the values of self-discipline, responsibility, respect for others, their country and its governmental processes.

Discrimination with respect to color, creed, race, sex, religion, marital status, ancestry, handicap, or national origin is prohibited as regards admission, attendance, and educational programming.

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

(cf. 5145.3 - Nondiscrimination)

Role of School Board

The School Board:

1. establishes policies to provide the best attainable program of education for the district's students

2. authorizes the establishment of special classes, programs, or other facilities for students who are in need of special education in keeping with all legal provisions

3. provides for the physical and mental well-being of students

4. determines policies regarding student behavior and attendance within the limits of the law

5. determines the boundaries of school attendance within the district

Role of Superintendent or Designee

The Superintendent or designee:

1. administers all schools and classes established by the School Board

2. directs the instruction, guidance and discipline of all students

3. assign students to alternative programs or grades as may improve their education, reduce the expense of maintaining schools, or relieve geographic or demographic conditions

4. enforces compliance with compulsory attendance laws

5. has immediate authority for the closing of schools in case of emergencies involving the health and safety of students

Revised 9/97

Adopted: February 3, 2014

BP 5021 NONCUSTODIAL PARENTS

***Note**: The following policy addresses the legal rights of noncustodial parents to have access to their children's school records.*

Both natural or adoptive parents of any student may access their child's student records, participate in school activities, visit the student at school and pick up the student after school. These rights shall be respected even if legal custody is vested in only one named parent, unless a court order restricts the right of the noncustodial parent. Parents/ guardians may be asked to provide evidence of any completed or pending legal action which curtails the noncustodial parent's rights. School staff shall always abide by the most recent court order on the matter.

Upon request, the district shall provide noncustodial parents with school announcements and notices that are sent to the custodial parent.

(cf. 5125 Student Records)

(cf. 5142 Student Safety)

(cf. 6159 Individualized Education Program)

(cf. 6159.1 Procedural Safeguards and Complaints for Special Education)

Legal Reference

ALASKA STATUTES

25.20.130 Access to records of the child

UNITED STATES CODE

Family Educational Rights and Privacy Act, 20 U.S.C. 1232g

Revised 9/97

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 5030 SCHOOL DISCIPLINE AND SAFETY

***Note**: Each school district must have in place a school disciplinary and safety program. AS 14.33.110-.140. The purpose of the program is to implement community standards of school behavior that are developed with the collaboration of students, parents, guardians, teachers, school administrators, and advisory school boards in each community; and to protect and support teachers who enforce standards of student behavior and safety in the classroom. Effective November 23, 2003, the No Child Left Behind Act requires states to implement a system of school safety assessment. Under NCLB, districts are required to offer a school choice option in two instances: (1) when a student attends a "persistently dangerous school," or (2) when a student has been the victim of a violent criminal offense. Alaska's implementation of these federal mandates is found at 4 AAC 06 in newly added Article 2, Safe Schools.*

The School Board believes that all students have the right to a public education in a safe and positive environment that fosters the maximum opportunity for learning. An effective school discipline and safety program is necessary to ensure a learning environment free of disruptions. The School Board shall adopt, and the Superintendent or designee shall implement and maintain, an effective school discipline and safety program. The discipline and safety program should reflect community standards of school behavior and safety that are developed with the collaboration of students, parents, guardians, teachers, school administrators, and advisory school boards in each community.

(cf. 1230 - Citizen Advisory Committees)

(cf. 1410 - Interagency Cooperation for Student and Staff Safety)

(cf. 4158 -Employee Security)

(cf. 5131 - Conduct)

(cf. 5131.1 - Bus Conduct)

(cf. 5131.4 - Campus Disturbances)

(cf. 5131.41 - Violent and Aggressive Conduct)

(cf. 5131.42 - Threats of Violence)

(cf. 5131.43 - Harassment, Intimidation and Bullying)

(cf. 5131.5 - Vandalism, Threats, and Graffiti)

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5131.62 - Tobacco)

(cf. 5131.63 - Performance Enhancing Drugs)

(cf. 5131.7 - Weapons & Dangerous Instruments)

(cf. 5131.9 - Academic Honesty)

(cf. 5132 - Dress and Grooming)

(cf. 5136 - Gangs)

(cf. 5137 - Positive School Climate)

(cf. 5141.51- At-Risk Youth)

(cf. 5142.2 - School Safety Patrol)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Individuals with Exceptional Needs)

(cf. 5145.11 - Questioning and Apprehension)

(cf. 5145.12 - Search and Seizure)

(cf. 5145.5 - Nondiscrimination)

(cf. 5145.5 - Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5147 - Dropout prevention)

(cf. 6159- Individualized Education Program)

(cf. 6164.2 - Guidance and Counseling Services)

(cf. 6164.4 - Child Find)

(cf. 6164.5 - Student Study Teams)

(cf. 6172 - Special Education)

***Note**: HB 99 (2001) requires that school districts adopt policies for implementing a student conflict resolution strategy. The strategy must provide for the nonviolent resolution or mediation of conflicts, and procedures for reporting and resolving conflicts. AS 14.33.120(a)(7). A district's school disciplinary and safety program must be amended by January 1, 2002, to provide for a student conflict resolution strategy.*

Providing young people with knowledge and skills to settle disputes peacefully is a critical component of an effective disciplinary and safety program. Students who possess skills in negotiation, mediation, and consensus decision making are able to explore peaceful solutions to conflict and to resolve these conflicts in a nonviolent manner. The Superintendent or designee shall implement and maintain a conflict resolution strategy for district students. The strategy will provide conflict resolution education and resources to students to learn skills in the nonviolent resolution and mediation of conflicts. The strategy should identify and teach effective approaches for students to follow in reporting and resolving conflicts.

***Note**: AS 14.33.120 requires the discipline and safety program to have procedures for periodic revision and review. 4 AAC 07.050 requires that a district's student rights and responsibilities policies be reviewed at least once every three years. The following language utilizes a maximum three-year duration for the review process.*

Not less than once every three years, the district's discipline and safety program shall be reviewed and revised if appropriate. The review process shall make available the opportunity for collaborative input by students, parents, guardians, staff, and advisory school boards in each community. Policies reflecting standards of student behavior, including those identifying prohibited student conduct and penalties, should be reviewed to determine consistency with community standards, including the basic requirements for respect and honesty.

(cf. 9310 - Policy Manual)

(cf. 9311 - School Board Policies)

(cf. 9313 - Administrative Regulations)

***Note**: Annually, the district is to submit a report to the Department of Education and Early Development relating to the district's disciplinary and safety program, including incident numbers for infractions involving violence or weapons. This report is to be submitted at the same time the district submits its annual report on goals and priorities as required by AS 14.03.120(a). Additionally, beginning with the 2007-08 school year, the district is to report all incidents of suspension and expulsion resulting from harassment, intimidation, or bullying. The following language incorporates the reporting requirements for school discipline as set forth in AS 14.33.120, 14.33.210, 4 AAC 06.172 and 4 AAC 06.250.*

The district will submit annual reports to the Department of Education and Early Development, as required by law. These reports will permit assessment of the district's School Discipline and Safety program.

***Note**: One of the purposes of the school disciplinary and safety program is to protect and support teachers who enforce standards of student behavior and safety in the classroom. AS 14.33.110(3). The law provides that a teacher, teacher's assistant, a 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. It is recommended that a district desiring to take disciplinary action against a staff member for unreasonable or unlawful enforcement of student discipline should contact legal counsel. Finally, school employees are also 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 No Child Left Behind Act.*

The School Board desires to give all administrators, teachers, and other employees the authority they need to implement and enforce the discipline and safety program. Personnel should adhere to lines of primary responsibility so that appropriate decision-making may take place at various levels in accordance with School Board policy and administrative regulations. In fulfilling duties and responsibilities in student discipline and safety, all employees shall comply with School Board policies, administrative regulations, and local, state, and federal laws. Employees will not be formally disciplined for enforcement of student discipline and safety rules so long as the enforcement is reasonable, lawful, and in compliance with School Board policies and administrative regulations.

(cf. 2110 - Organization Chart/Lines of Responsibility)

(cf. 4158 - Employee Security)

(cf. 5144 - Discipline)

(cf. 4119.21 -- Code of Ethics)

(cf. 4119.3 - Duties of Personnel)

***Note**: On July 15 of each year, the Department of Education and Early Development will determine the safety status of the schools in the state. The Department will designate a school as safe, at-risk, or persistently dangerous. A district that has a school identified as persistently dangerous must provide notice within 10 days to all parents of students who attend the school that the school has been designated as persistently dangerous and that the parent has 30 days to request that the district transfer the student to a safe school within the district. A transfer must occur within 30 days of a transfer request. A district that has only one public school of the appropriate grade level is not required to create a second public school in order to offer a transfer option. Additionally, within 10 days of an incident in which a student is a victim of a violent criminal offense at school, a district shall notify the parents of the student that they may have their student transferred. If a parent requests a transfer, the district shall provide the transfer within 30 days. A student shall be eligible for a transfer if substantial evidence indicates that the student was a victim of a violent criminal offense on the grounds of the school attended by the student. If a district refuses to offer to transfer a student whom the student's parent believes was the victim of a violent criminal offense, the parent may, within 30 days of the refusal, appeal to the Commissioner of Education. Again, a district that has only one public school of the appropriate grade level is not required to create an additional public school in order to provide the option to transfer. A violent criminal offense does not have to be the subject of a criminal charge, and includes incidents that would establish the elements of the following violent criminal offenses: (1) an offense against the person under the Alaska Criminal Code, AS 11.41.100- 11.41.530; (2) recruiting a gang member in the first degree, AS 11.61.160; and (3) misconduct involving weapons in the first degree, AS 11.61.195. A parent who has exercised the parent's option to transfer a student may have the student remain in the receiving school until the student completes the highest grade level offered by that school. A district that is required to offer a student a transfer to a safe school, but that does not contain a safe school of an appropriate grade level, must offer to transfer the student to the parent's choice of any school designated at Level 2 or higher under 4 AAC 06.835 and work with the parent to identify other suitable educational opportunities for the student, including transfer to another district or attending a statewide correspondence school. 4 AAC 06.200-.270.*

The School Board further desires to give all students the opportunity to learn in an environment in which they feel safe. Should any school be identified as persistently dangerous under state law, students attending that school will be provided the opportunity to transfer to the parent's choice of one of two or more safe schools within the district. Informed parental choice will be facilitated by timely notice of the meaning of the persistently dangerous designation and the intervention steps the district plans to utilize to make the school safe. Additionally, any student who is the victim of a violent criminal offense that occurred on the grounds of the student's school will be provided the opportunity to transfer, consistent with state law.

Legal Reference:

UNITED STATES CODE

20 U.S.C. §§ 1400, *et seq.* Individuals with Disabilities Education Act No Child Left Behind Act of 2001, 20 U.S.C. §§ 2361-2368 (P.L. 107-110)

ALASKA STATUTES

11.81.430 Justification, use of force, special relationships

11.81.900 Definitions

14.03.078 Report

14.03.160 Suspension or expulsion of students for possessing weapons

14.30.045 Grounds for suspension or denial of admission

14.30.180-.350 Education for Exceptional Children

14.33.120-.140 School disciplinary and safety program

14.33.210 Reporting of incidents of harassment, intimidation or bullying

ALASKA ADMINISTRATIVE CODE

4 AAC 06.060 Suspension or denial of admission

4 AAC 06.172 Reporting of school disciplinary and safety programs

4 AAC 06.200-.270 Safe schools

4 AAC 06.250 Reporting

4 AAC 07.010-4 AAC 07.900 Student rights and responsibilities

4 AAC 52.010-.990 Education for exceptional children

20 AAC 10.020 Code of ethics and teaching standards

Revised 2/08

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 5040 STUDENT NUTRITION AND PHYSICAL ACTIVITY

***Note**: This policy is intended to provide a framework for developing a legally compliant wellness policy. The policy adopted by your school board must be developed with the involvement of the identified advisory group discussed in Section A.*

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

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

(cf. 1020 - Youth Services)

A. Planning and Periodic Review by Stakeholders

The school district and/or individual schools within the district will create or work with an appropriate existing advisory group that will assist in developing, implementing, monitoring, reviewing and, as necessary, revising school nutrition and physical activity goals. The advisory group should be composed of students, parents, food service personnel, school board, school administration, school health professionals, physical education teachers, and other interested community members. The advisory group should be provided with appropriate information and clear guidelines to assist in the development and/or revision of relevant policies.

(cf. 1000 - Concepts and Roles)

B. Nutrition

All foods available in district schools during the school day shall be offered to students with consideration for promoting student health and reducing childhood obesity. The Superintendent or designee shall develop and implement nutrition guidelines for all foods available on campus.

Foods and beverages provided through the National School Lunch or School Breakfast Programs shall comply with federal nutrition standards. To the maximum extent practicable, all schools in the district will participate in available federal school meal programs.

All other foods and beverages made available on campus (including, but not limited to vending, concessions, a la carte, student stores, classroom parties and fundraising) during the school day will be consistent with nutrition standards developed by the superintendent or designees in administrative regulations based on U.S. Dietary Guidelines for Americans. To the extent feasible, foods grown in the state will be utilized in the meals and snacks provided to students.

Health curricula will include instruction on the benefits of good nutrition and the role nutrition plays in preventing chronic diseases and maintaining a healthy weight.

(cf. 0210 - Goals for Student Learning)

(cf. 3550 - Food Service)

(cf. 3551 - Food Service Operations)

(cf. 3552 - Regular Lunch Program)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 3554 - Other Food Sales)

(cf. 6163.4 - School Gardens, Greenhouses, and Farms)

C. Physical Activity

All students in grades K-12 will have opportunities, support and encouragement to be physically active before, during and after school, each school day.

Health curricula will include instruction on the benefits of regular physical activity and the role physical activity plays in preventing chronic diseases and maintaining a healthy weight.

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

D. Communication with Parents

The district/school will inform and update the public, including students, parents, and the community, about the content and implementation of its policies that promote student wellness.

The district/school will support parents' efforts to provide a healthy diet and daily physical activity for their children. The district/school will send home nutrition information and/or will post nutrition tips on school websites. Schools should encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet nutrition standards established by the district. The district will provide parents with information on healthy foods that meet the district's snack standards and ideas for healthy celebrations/parties, rewards and fundraising activities.

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

(cf. 6020 - Parent Involvement)

E. Monitoring, Compliance and Evaluation

The superintendent or designee will ensure compliance with established district-wide nutrition and physical activity wellness policies and administrative regulations. Administrative regulations will be developed to ensure that information will be gathered to assist the Board and district in evaluating implementation of these policies.

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

The school board will receive a summary report (annually/biannually/tri-annually) on district-wide compliance with the established nutrition and physical activity policies, and the progress made in attaining the wellness goals, based on input from the schools within the district. The report will also be distributed to advisory councils, parent/teacher organizations, school principals, and school health services personnel, and will be made available to the public.

Legal Reference:

ALASKA STATUTES

03.20.100 Farm-to-school program

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

Revised 3/2012

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 5111.2 PART-TIME ENROLLMENT

***Note**: AS 14.03.095 requires school districts to allowpart-time enrollment of students enrolled in private school, correspondence, or home school programs. However, part-time enrollment is not required if enrollment would be denied even if the enrollee were a full-time student. Enrollment may be denied to full-time students only for the following reasons: a physical or mental condition that creates a risk to others or renders the child unable to benefit from the school program; continued willful disobedience of school authority; behavior injurious to the welfare or safety of others; or conviction of a felony which is injurious to the welfare of others. AS 14.30.045. Enrollment may also be denied if it would result in the expenditure of public funds for the direct benefit of a private school.*

***Note**: All districts are required to provide the Alaska Department of Education with the names, addresses, social security numbers, and percentage of full-time equivalency for each part-time student enrolled in the district.*

The School Board encourages all school age students who reside within the district to take advantage of the educational opportunities available at our schools. School aged children who are primarily enrolled in private school, correspondence school, home school, or other programs of that nature are eligible to enroll as part-time students in the district.

***Note**: AS 14.03.095 states that a School Board may not discriminate between part-time and full-time students or require that part-time students be enrolled after full-time student enrollment is complete.*

Definition of Part-time Student

A part-time student is a pupil who attends a district school for a length of time each day which is less than the full school day. A part-time student may be primarily enrolled in a private school, correspondence program, home school, or other program of a similar nature and also seek enrollment in the district in order to take advantage of classes and other programs offered in a single district elementary school, middle school or high school.

A child between the age of seven and sixteen years is required to be enrolled full-time in a public school or other state approved educational program. A child will not be permitted to enroll as a part-time student unless the child is also enrolled in a private school, correspondence program, or home school program, unless part-time enrollment is otherwise authorized by law.

Transportation

Part-time students may use the district's pupil transportation system on the same basis as full-time students. In all other circumstances, the part-time student and/or his or her parent/guardian will be responsible for the student's transportation to and from school.

Extracurricular and Cocurricular Activities

***Note**: A district is not required to permit a private school, correspondence, or home schooled student to participate in the district's interscholastic or extracurricular student activities, in absence of a request for part-time enrollment in the district's academic program.*

A part-time student may participate in extracurricular and cocurricular activities provided that the student meets all eligibility requirements of the district and the Alaska School Activities Association. It is the responsibility of the parent/guardian to obtain and make available to the district all necessary report cards/transcripts/grades and/or other indicators that are required by the district to determine eligibility for extracurricular and cocurricular activities.

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Interscholastic Competition)

(cf. 6145.21 - Sportsmanship)

Legal Reference:

ALASKA STATUTES

AS 14.03.095 Part time school attendance

AS 14.30.010 When attendance compulsory

AS 14.30.045 Grounds for suspension or denial of admission

AS 14.30.125 Immunization

ALASKA ADMINISTRATIVE CODE

4 AAC 05.035 Part-Time Enrollment in a Public School

4 AAC 09.040 Counting of Correspondence Students and Part-Time Public School Students

4 AAC 06.055 Immunizations Required

Added 9/97

Revised 9/98

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 5111 ADMISSION

***Note**: Pursuant to 4 AAC 06.060, authority to deny admission to a student is vested with the School Board.*

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

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

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

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

(cf. 5112.1 - Exemptions from Attendance)

(cf. 5112.2 - Exclusions from Attendance)

(cf. 5116 - School Attendance Boundaries)

(cf. 5117 - Interdistrict Attendance)

(cf. 5141.3 - Health Examinations)

(cf. 5141.31 - Immunizations)

***Note**: A child who is six years of age on or before September 1 following the beginning of the school year, and who is under the age of 20 and has not completed the 12th grade, is of school age. AS 14.03.070. The school year begins on July 1 and ends June 30. Under regulations passed by the Department of Education and Early Development in 2000, a child is not considered to have completed the 12th grade unless the child has passed the high school graduation qualifying exam, even if the child has met all other graduation requirements. 4 AAC 06.076. Pursuant to AS 14.03.080, the School Board may admit children under school age who meet School Board standards of mental, physical, and emotional capacity necessary to perform satisfactorily in school. In 2003, the legislature amended the early-entrance statute for the purpose of clarifying that two-year kindergarten programs are not authorized. Districts with early entry into kindergarten must have an educational program prescribing that under school age students advance through the curriculum or grade level by the following school year. This is a programmatic requirement and is not meant to limit individualized student assessment. In 2004, the early entrance statute was again amended to provide School Boards with the option of delegating early entrance decisions to the Superintendent or designee. The School Board may establish a kindergarten class for children who are five on or before September 1 following the beginning of the school year; must admit children under school age who move into the district and who were previously enrolled in public school in another district or state; and may admit students over school age and charge them tuition.*

A child five years of age on or before September 1 may be admitted to kindergarten. A child six years of age on or before September 1 may be admitted to first grade. The School Board authorizes the admission of students under school age who exhibit the ability to perform satisfactorily, including advancement through the curriculum or grade level by the following year. The Superintendent or designee is delegated authority to make early-entrance determinations. Students under school age who were previously enrolled in public school shall be admitted to school at the grade level determined by the Superintendent or designee. (AS 14.03.080)

Legal Reference:

ALASKA STATUTES

14.30.010 When attendance compulsory

14.03.020 School year

14.03.070 School age

14.03.080 Free education

14.30.045 Grounds for suspension or denial of admission

ALASKA ADMINISTRATIVE CODE

4 AAC 06.055 Immunizations required

4 AAC 07.076 Determination of School Age

UNITED STATES CODE, TITLE 42

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

Revised 12/04

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 5112.1 EXEMPTIONS FROM ATTENDANCE

***Note**: Under AS 14.30.010, every child between the ages of seven and 16 must attend public school, except in certain authorized instances. (cf. AR 5112.1) As amended in 2002, if a parent or guardian elects to enroll a child who is six years of age in first grade, the child is subject to compulsory education. However, if a parent or guardian subsequently determines, within 60 days after the child is enrolled, that the best interests of the child are not being served by enrollment in the first grade, the child may be withdrawn from school. If this occurs, the compulsory attendance laws do not apply to the child until the child is seven years of age.*

The School Board is responsible for enforcing state compulsory attendance laws. The School Board may excuse a child from compulsory public school attendance as allowed by law. Parents/guardians of children granted exemption shall not incur penalties for violations of the compulsory attendance laws.

(cf. 5112.2 - Exclusions from Attendance)

(cf. 5113 - Absences and Excuses)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension/Expulsion)

Legal Reference:

ALASKA STATUTES

14.30.010 When attendance compulsory

14.30.020 Violations

14.30.030 Prevention and reduction of truancy

14.30.340 When not required to enroll

14.45.030-14.45.200 Private and denominational schools

Revised 1/03

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 5112.2 EXCLUSIONS FROM ATTENDANCE

The School Board recognizes that there may be cases where denying admission is necessary because a student's presence in school presents a danger to the life, safety or health of students or school personnel.

The School Board may exclude students from school because of a physical or mental condition which in the opinion of a competent medical authority will render the student unable to reasonably benefit from the programs available or will cause the attendance of the student to be harmful to the welfare of other students.

(cf. 5141.22 - Infectious Diseases)

(cf. 6159 - Individualized Education Plan)

(cf. 6164.3 - Student Mental Health - Medication and Services)

***Note**: 4 AAC 06.060 requires that denial of admission be by School Board action.*

Students and their parents/guardians will be afforded due process rights to which they are entitled by law, School Board policy or administrative regulations.

(cf. 5144.1 - Suspension/Expulsion)

Legal Reference:

ALASKA STATUTES

14.30.045 Grounds for suspension or denial of admission

14.30.047 Admission or readmission, when caused no longer exists

14.30.171 Prohibited actions

ALASKA ADMINISTRATIVE CODE

4 AAC 06.060 Suspension or denial of admission

Revised 01/07

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 5112.5 OPEN/CLOSED CAMPUS

***Note**: The School Board should adopt policy which establishes either open or closed campuses within the district. The following sample may be revised or deleted to reflect district philosophy related to various grade levels.*

Open Campus

The School Board establishes an "open campus" at district middle and high schools. By allowing our students to leave campus during the lunch period, the School Board entrusts them with an opportunity to learn responsibility and demonstrate good citizenship. Students shall not leave the school grounds at any other time during the school day without written authorization of their parents/guardians and permission of school authorities. Students who leave school without such authorization shall be classified as truant and subject to disciplinary action.

(cf. 5113 - Absences and Excuses)

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 5112.6 EDUCATION FOR HOMELESS CHILDREN AND YOUTHS

***Note**: The No Child Left Behind Act (NCLB) amended the federal McKinney-Vento Homeless Assistance Act. The primary purpose of the law is to provide continuity and necessary services to homeless students so they can achieve the educational standards set for all children. The law reiterates that homeless students are to be permitted to participate in all programs for which they are eligible: Head Start, Title I, special education, bilingual, free and reduced price meals, etc. The amendments require that districts, under most circumstances, either allow a homeless child to continue to attend his or her "school of origin," or allow the student's parent to choose another school - the one the student would attend based on current living arrangements, or the one the student is eligible for under open enrollment plans, as examples.*

The School Board believes that all students should have stability in school attendance and services and that this stability should not be denied as a result of homelessness. To this end, it is the School Board's intent to remove barriers to the enrollment and retention of homeless children and youths in school. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs, and school nutrition programs. Homeless students will not be segregated in a separate school or in a separate program within a school.

(cf. 5111 - Admission)

(cf. 5112.1 - Exemptions from Attendance)

(cf. 5112.2 - Exclusions from Attendance)

Homeless Student Liaison

The Superintendent or designee shall designate at least one staff person to serve as a homeless student liaison to fulfill the duties set forth in law. The liaison shall work to identify homeless children and facilitate each homeless child's access to and success in school. The liaison will: assist parents, students, and unaccompanied youth in enrolling and attending school; mediate disputes concerning school enrollment; assist in making transportation arrangements; assist in requesting the student's records; provide information and give referrals on services and opportunities; and assist any homeless child who is not in the custody of a parent or guardian with enrollment decisions. The liaison will also be responsible for periodic review and evaluation of this policy and recommending changes to reduce barriers for homeless children enrolling in and attending school.

Homeless Student Defined

***Note**: Homeless student is defined in the No Child Left Behind Act. Districts must ensure that all students who fall within the federal definition are served by the policy.*

A homeless child is defined as a child or youth between the ages of 5 and 21 who lacks a fixed, regular and adequate nighttime residence and includes a child or youth who is living on the street, in a car, tent, or abandoned building or some other form of shelter not designed as a permanent home; who is living in a community shelter facility; or who is living with non-nuclear family members or with friends, who may or may not have legal guardianship over the child or youth of school age.

School Enrollment and Attendance

***Note**: For purposes of the enrollment procedures below, "school of origin" is defined in NCLB as the school the student attended at the time of becoming homeless. If the student became homeless at a time when the student was not in school, including summer break, the last school attended shall be the school of origin.*

The district, in consultation with the child's parent or guardian, will consider the best interest of the child in determining whether the child should be enrolled in the school of origin or the current neighborhood school. To the extent feasible, homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing, except when contrary to the wishes of the parent or guardian. Instead of remaining in the school of origin, parents or guardians of homeless students may request enrollment in the school in which attendance area the student is actually living, or other schools.

(cf. 5116 - School Attendance Boundaries)

(cf. 5117 - Interdistrict Attendance)

The school selected shall immediately enroll the homeless child, even if the child in unable to produce records normally required for enrollment, such as previous academic records, immunization and health exam records, proof of residency, or other documentation. However, the district may require a parent or guardian of a homeless student to submit contact information.

(cf. 5141.3 - Health Examinations)

(cf. 5141.31 - Immunizations)

The district must provide a written explanation, including a statement regarding the right to appeal, to the homeless student's parent or guardian, or the homeless student if unaccompanied, if the district sends the child or youth to a school other than the school of origin or other than a school requested by the parent or guardian. If a dispute arises over school selection, the child shall immediately be admitted to the school in which enrollment is sought by the child's parent or guardian or by the child if unaccompanied, pending resolution of the dispute. The child, parent or guardian shall be referred to the Homeless Student Liaison, who will carry out the dispute resolution process as expeditiously as possible.

Transportation

In the event that it is in the best interest of the homeless child or youth to attend the school of origin, transportation to and from that school may be provided at the request of the parent or guardian or, in the case of an unaccompanied student, the Homeless Student Liaison. Policies or practices regarding transportation of students which might cause a barrier to the attendance of a homeless child or youth may be waived by the Superintendent or designee.

Records

Any records ordinarily kept by the school, including immunization records, academic records, birth certificates, guardianship records and evaluations for special services or programs of each homeless child shall be maintained so that appropriate services may be given the student, so that necessary referrals can be made, and so that records may be transferred in a timely fashion when a homeless child or youth enters a new school district. Copies of records shall be made available upon request to students or parents.

Legal Reference:

UNITED STATES CODE

McKinney-Vento Homeless Education Assistance Improvements Act of 2001, 42 U.S.C. §§ 11431, *et seq.*

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g

Added 1/03

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 5113 ABSENCES AND EXCUSES

The School Board believes that regular attendance plays a key role in the success a student achieves in school. The School Board recognizes its responsibility under the law to ensure that students attend school regularly. Parents/guardians of children aged 7 to 16 are obligated to send their children to public school except as allowed by law. The School Board shall abide by all state attendance laws and may use any legal means to correct the problems of excessive absence or truancy.

(cf. 5112.1 - Exemptions from Attendance)

(cf. 5112.2 - Exclusions from Attendance)

Excused Absences

The Superintendent or designee may excuse student absences for health reasons, family emergencies or other reasons the Superintendent or designee determines constitute good cause.

Student absence for religious instruction or participation in religious exercises away from school property may be excused.

No student excused for religious holiday shall be denied the opportunity to make up a test given on the religious holiday or denied an award or eligibility to compete for an award.

(cf. 6154 - Homework/Makeup Work)

Unexcused Absences/Truancy

The School Board is committed to keeping students in school. Truancy is defined as the absence of a student from class without the knowledge or prior consent of the parent/guardian. The Superintendent or designee shall implement all steps appropriate to reduce student absences and to ensure that all children residing within the district are receiving appropriate educational services as required by law.

(cf. 5147 - Dropout Prevention)

(cf. 6164.5 - Student Study Teams)

(cf. 6176 - Weekend/Saturday Classes)

A student's grades may be affected by excessive unexcused absences in accordance with School Board policy.

(cf. 5121 - Grades/Evaluation of Student Achievement)

The Superintendent or designee shall report to the School Board any apparent violations of compulsory attendance laws.

The School Board shall investigate such reports and any public complaints of violations of state compulsory attendance laws.

Legal Reference:

ALASKA STATUTES

14.03.070 School age

14.17.500 Student count estimates

14.17.160 Student counting periods

14.30.010 When attendance compulsory

14.30.020 Violations

14.30.030 Prevention and reduction of truancy

ALASKA ADMINISTRATIVE CODE

4 AAC 09.005-4 AAC 09.105 State aid

Revised 1/09

Adopted: February 3, 2014

BP 5117 INTERDISTRICT ATTENDANCE

Although students generally must attend school in the district where their residency has been established, the School Board recognizes justifiable reasons for interdistrict transfers.

Upon request, the Superintendent or designee may accept students from another district and may also allow students who live within the district to attend out-of-district schools. Interdistrict attendance may be approved for reasons such as the following:

1. When child care needs of the student are met by a parent/guardian, relative or sitter in another district.

2. When special mental or physical health needs, as certified by a physician, school psychologist or other appropriate school personnel, can be met in another district.

3. When the student has brother(s) or sister(s) attending school in a different district, to avoid splitting the family's attendance.

4. To start or complete a school year when parents/guardians are moving during that year.

5. To allow students to remain with a class graduating from an elementary, junior or senior high school.

6. When a student's interest would be best served by the educational program not offered in the district of residency or by a change in school environment.

7. When the student will be living out of the district only for one year or less.

8. When serious home or community problems which make it inadvisable for the student to attend the school of residence.

Students admitted by interdistrict agreement may continue attending district schools only as long as they do academically acceptable work and obey school rules.

The parent/guardian of a student who is denied a transfer shall receive notice regarding the process for appeal to the School Board.

OPTION 1: Transportation normally provided for students living in the district may be provided for students attending on an interdistrict attendance agreement if space is available and if approved by the Superintendent or designee.

OPTION 2: Transportation shall not be provided for students attending on interdistrict agreement.

Legal Reference:

ALASKA STATUTES

14.14.120 Inoperative district

ALASKA ADMINISTRATIVE CODE

4 AAC 06.027 Establishment of attendance areas

4 AAC 09.005 Funding communities and attendance centers

4 AAC 09.030 Tuition Costs

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 5118 TRANSFERS

Transfers into the District

Students who apply for admission to district schools will be placed at the grade level they have reached elsewhere pending observation and evaluation of their academic, social and emotional performance by their teachers, guidance personnel and the principal or designee.

***Note**: The grade placement of a newly enrolled student should be finalized as soon as possible in order to minimize disruption of the student's instructional program. The 15-day period specified belowmay be modified to reflect district practice.*

Within 15 days of the student's enrollment, staff shall complete its observation and evaluation and the principal or designee shall determine the student's appropriate grade placement.

(cf. 5111 - Admission)

(cf. 5116 - School Attendance Boundaries)

(cf. 5119 - Children of Military Families)

(cf. 5141.31 - Immunizations)

(cf. 6146.3 - Reciprocity on Standards of Proficiency/Graduation Requirements)

Transfers out of the District

When a student transfers out of the district, a brief statement will be attached to his/her permanent record showing which basic proficiencies, if any, have been assessed and satisfactorily met according to the standards of this district. This statement will be appended to any permanent record sent to another school.

(cf. 6146.1 - High School Graduation Requirements/Standards of Proficiency)

Students transferring or withdrawing from school shall return all school books and materials and settle any unpaid fines on or before their last day of attendance.

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

(cf. 6161.2 - Damaged or Lost Instructional Materials)

Legal Reference:

ALASKA STATUTES

14.03.080 Free education

ALASKA ADMINISTRATIVE CODE

4 AAC 06.075 High school graduation requirements

Revised 2/2010

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 5119 CHILDREN OF MILITARY FAMILIES

***Note**: In 2009, Alaska adopted the Interstate Compact on Educational Opportunity for Military Children. AS 14.34.010-.090. The purpose of the law is to remove barriers to educational success for military children that exist due to frequent moves and deployment of their parents. The law provides rules on student enrollment, attendance, placement, advancement, eligibility for educational programs and extracurricular activities, and on-time graduation. School districts are required to be flexible in applying district rules in order to meet the needs of these students.*

The School Board recognizes the challenges to academic success faced by children of military families due to frequent moves and deployments of parents/guardians. Students of military families should have all opportunities available for educational achievement. The Superintendent/Chief School Administrator should direct and oversee the removal of barriers to educational success for these children in accordance with law, including the provision of academic resources, services, and opportunities for educational programs and extracurricular activities.

(cf. 5118 - Transfers)

(cf. 5125 - Student Records)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Interscholastic Competition)

In making decisions concerning children of military families, including decisions regarding enrollment, placement, eligibility for extracurricular activities, or waiver of any graduation requirement, the Superintendent/Chief School Administrator shall be flexible to the extent permitted by law and district policy.

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.4 - Reciprocity on Graduation Requirements)

The Superintendent or designee shall work with parents/guardians and shall collaborate with local, state, and other agencies within and outside the State of Alaska to facilitate the transition of children of military families into and out of the district.

(cf. 6020 - Parent Involvement)

The Superintendent or designee shall regularly report to the School Board on the educational outcomes of children of military families enrolled in district schools, including, but not limited to, school attendance, assessment results, promotion and retention rates by grade level, participation in extracurricular activities, and graduation rates.

Legal Reference:

ALASKA STATUTES

14.34.010. Compact enacted, Interstate Compact of Educational Opportunity for Military Children

Added 2/2010

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 5121 GRADES/EVALUATION OF STUDENT ACADEMIC PERFORMANCE

The School Board recognizes that the assessment of student learning is one of the most important elements of an effective instructional program.

Learning Indicators for Academic Performance GRADES 4-12 GPA Calculations for Grades 9-12

A (90-100%)	Assessments indicate a high understanding of essential standards. All learning goals are fully and consistently met.	A+ 97% points 4 A 93% points 4 A- 90% points 4
B (80-89%)	Assessments indicate a solid understanding of essential standards. Most learning goals are fully and consistently met.	B+ 87% points 3.7 B 83% points 3.3 B- 80% points 3.0
C (70-79%)	Assessments indicate a satisfactory understanding of essential standards. Some learning goals are fully and consistently met.	C+ 77% points 2.7 C 73% points 2.3 C- 70% points 2.0
D (60-69%)	Assessments indicate weak understanding of essential standards. Few learning goals are fully and consistently met.	D+ 67% points 1.7 D 63% points 1.3 D- 60% point 1.0
F (40-59%)	Assessments indicate no understanding of essential standards. None of the learning goals are fully and consistently met.	0 points
I	Student has yet to demonstrate a satisfactory understanding of essential standards.	0 points

Learning Indicators for Achievement GRADES K-3

Outstanding 90%-100%	Assessments indicate an **outstanding** understanding of essential standards. All learning goals are fully and consistently met.
Satisfactory 80%-90%	Assessments indicate a **satisfactory** understanding of essential standards. Most learning goals are fully and consistently met.
Needs Improvement 60%-79%	Assessments indicate weak understanding of essential standards that **needs improvement** . Few learning goals are fully and consistently met.
Unsatisfactory 59%-40%	Assessments indicate **unsatisfactory** understanding of essential standards. None of the learning goals are fully and consistently met.

Since grades reflect a student's academic learning while in the classroom, attendance, behavior and homework should not be included in a student's academic grade.

Classroom participation can be included in a student's academic grade as long as the teacher's classroom participation rubric is approved by school administration and the student is aware of the participation rubric.

Due to mathematical distortions, students are to receive no lower than a 40% F as an individual or cumulative grade.

Students that receive an **I**ncomplete for a grade have four weeks to make up the grade before it converts automatically to a failing grade.

Adopted: September 22, 2015

BP 5123 PROMOTION/ACCELERATION/RETENTION

The School Board desires to see students progress with their peers through the school district's grade levels. To accomplish this, instruction should accommodate the varying interests and growth patterns of individual children and include strategies for providing extra attention or assistance when needed.

Promotion

Students shall progress through the school district's grade levels by demonstrating growth in learning the required basic skills.

Progress toward high school graduation shall be based on the student's ability to pass the subjects and electives necessary to earn the required number of credits.

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.5 - Elementary School Promotion)

Acceleration

Acceleration is possible when high academic achievement is evident. However, the student's social and emotional growth shall be taken into consideration before placing him/her in a higher grade.

Retention

The School Board recognizes that research indicates that very few children benefit from being retained during the elementary and middle grades. The Superintendent or designee shall promote alternatives to retention among certificated staff.

When a teacher believes that retention is necessary to meet a student's needs, he/she shall ask the principal to establish a student study team to consider the child's academic, social and emotional performance.

The student's parent/guardian shall be invited to participate on the student study team.

(cf. 6164.5 - Student Study Teams)

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 6141 - Curriculum Development and Evaluation)

(cf. 6146.5 - Elementary School Promotion/Standards of Proficiency)

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 5124 COMMUNICATION WITH PARENTS/GUARDIANS

Because parental involvement contributes greatly to student achievement and conduct, the School Board encourages frequent communication between parents/guardians and teachers by means of parent-teacher conferences, class newsletters, mail, telephone, and school visits by parents/guardians.

(cf. 1250 - Visits to the Schools)

(cf. 6020 - Parent Involvement)

As part of this communication, teachers shall send progress reports and other data relating to standardized testing results to parents/guardians at regular intervals and shall encourage parents/ guardians to communicate any concerns to the teacher.

(cf. 5113 - Absences and Excuses)

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 5145.6 - Notifications Required by Law)

(cf. 6146.1 - High School Graduation Requirements/Standards of Proficiency)

(cf. 6146.5 - Elementary School Promotion/Standards of Proficiency)

(cf. 6162.5 - Research/Standardized Testing)

Revised 1/04

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

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 lawamendments 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)

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 use 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 Challenge 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

14.03.113 District determination of scholarship eligibility

14.30.745 Provision of student information to academy

14.43.930 Scholarship program information

14.43.810-.849 Alaska Merit Scholarship Program

UNITED STATES CODE

20 U.S.C. § 1232g

No Child Left Behind Act, 20 U.S.C. § 7908 (2001)

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 3/2013

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 5125.2 CHALLENGING STUDENT RECORDS

***Note**: The Family Educational Rights and Privacy Act (FERPA) requires schools districts to have procedures in place for parents and eligible students to challenge an education record as inaccurate, misleading, or in violation of the student's privacy rights. The requirements for that process are set forth in federal law, 34 CFR 99.20-.22.*

Request to Amend Records

The parent of a student or an eligible student who believes that information in an education record relating to the student is inaccurate, misleading, or in violation of the student's rights of privacy, may request that the District amend the record. Such requests shall be made in writing to the superintendent or the superintendent's designee. The record amendment process is not available to request changes to substantive decisions by the district, such as student discipline decisions and grade challenges. The parent or eligible student must use the designated processes available to appeal those substantive decisions.

(cf. 5138 - Alaska Performance Scholarship Program)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension & Expulsion)

(cf. 5121 - Grade Evaluation of Student Achievement)

The superintendent or the superintendent's designee shall, within a reasonable period of time following such a request, decide whether to amend the record and shall inform the parent or the eligible student in writing of its decision. If the district decides not to amend the record, it shall advise the parent or eligible student of the right to a hearing to challenge the district's decision.

Request for a Hearing

If the district decides not to amend a student record, the parent of the student or the eligible student may request a hearing.

Requests for a hearing shall be made within ten (10) days after notice of the district's decision is delivered to the parent or eligible student. The request for a hearing must be in writing, and shall be made to the superintendent or the superintendent's designee.

Conduct of the Hearing

The district will hold the hearing within a reasonable time after it has received the request. The district will give the parent or eligible student notice of the date, time, and place, reasonably in advance of the hearing.

The hearing may be conducted by any individual, including an official of the District, who does not have a direct interest in the outcome of the hearing.

The parent or eligible student will have a full and fair opportunity to present evidence relevant to the issues. The parent or eligible student may, at their own expense, be assisted or represented by one or more individuals, including an attorney.

A written decision will be issued within a reasonable period of time after the hearing. The decision must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision.

Remedies

If, after hearing, the hearing officer determines that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the district shall amend the record.

If the hearing officer decides that the information contained in the record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the district shall so inform the parent or eligible student. The hearing officer's decision shall be final. However, the parent or eligible student may place a statement in the record commenting on the information in dispute and/or describing why the parent or eligible student disagrees with the hearing officer's decision. This statement shall be maintained with the record as long as the district maintains the contested portion of the record. If the district discloses the record, or the contested portion of the record to any person, the statement must also be disclosed.

Legal Reference:

ALASKA STATUTES:

AS 14.30.193 Due process hearing

AS 14.30.272 Procedural safeguards

AS 14.30.335 Eligibility for federal funds

ALASKA REGULATIONS:

4 AAC 52.520 Parental request for amendment of records

4 AAC 52.550 Due process hearing

FEDERAL STATUTES

Family Educational Rights and Privacy Act, 20 U.S.C. 1232g

FEDERAL REGULATIONS

34 CFR 99.20-.22

Revised 3/2012

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 5125.3 WITHHOLDING GRADES, DIPLOMA OR TRANSCRIPTS

***Note**: The following optional policy is intended as a means to obtain reparation for damages or losses to district property.*

When school property has been willfully damaged or not returned upon demand, the Superintendent or designee shall inform the parent/guardian in writing of the responsible student's alleged misconduct and the reparation that is due.

This notice shall include a statement that the district may withhold grades, progress reports, diploma or transcripts from the student and parent/guardian until reparation is made, except that records will be released to another school district to which the student has transferred.

(cf. 5131.5 - Vandalism, Theft and Graffiti)

(cf. 6161.2 - Damaged or Lost Instructional Materials)

Upon notification that grades, diploma, and/or transcript will be withheld, the student, parents or guardian may request an opportunity to meet with the appropriate school official to receive an explanation of the evidence of property damage and to provide their own evidence disputing the cause of the property damage and/or the amount of damage. This meeting must be requested within five (5) school days of the student/parents' receipt of the notice, or the right to a meeting is waived.

If the student and parent/guardian are unable to pay for the damages or return the property, the Superintendent or designee shall provide a program of voluntary work for the student. When this voluntary work is completed, the student's grades, diploma or transcripts shall be released. Alternatively, at the Superintendent's discretion, the district may release grades, diploma, or transcript if the student and parent/guardian are unable to pay reparations due to severe financial hardship.

***Note**: School districts may bring a civil action against one or both parents of a student who knowingly or intentionally destroys district property. Parents are liable for damages in an amount not to exceed $15,000 and are also responsible for the court costs incurred by the district in bringing the action. If the parents have insurance that covers the damages claimed by a school district, and the policy limit is in excess of $15,000, the district can recover up to $25,000, or the policy limits, whichever amount is lower.*

Nothing in this policy is intended to prevent inspection of a student's records by his or her parents or guardians, or by the student if 18 or older.

Legal Reference:

ALASKA STATUTES

09.65.255 Liability for acts of minors

14.03.115 Access to school records by parent, foster parent or guardian

14.30.710 Required records upon transfer

UNITED STATES CODE

20 USC 1232g, Family Educational Rights & Privacy Act

CODE OF FEDERAL REGULATIONS

34 C.F.R. 99.10, Parent inspection of education records

Revised 2/2010

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 5125 STUDENT RECORDS

***Note**: The Family Educational Rights and Privacy Act ("FERPA") is a federal lawrequiring districts to maintain policies and regulations for student records which meet the requirements of law. The complexity of federal and state laws makes it imperative for the district to carefully consider its actions with regard to student records and seek legal advice when deemed necessary. FERPA regulations have been amended, effective January 8, 2012.*

The School Board recognizes the importance of keeping accurate, comprehensive student records. The confidentiality of student records shall be maintained in accordance with legal requirements. Information may be disclosed from student records when necessary to protect the health or safety of a student or others, as permitted by law.

The Superintendent or designee shall establish regulations governing the maintenance of student records. These regulations shall ensure parental rights to inspect student records; to seek amendment of student records which are believed to be inaccurate, misleading, or in violation of the student's privacy rights; to consent to disclosure of personally identifiable information except when disclosure is authorized without consent by law; and to file a complaint to challenge the District's compliance with applicable laws governing student records.

(cf. 3580 - District Records)

(cf. 5125.1 - Release of Directory Information)

(cf. 5125.2 - Challenging Student Records)

(cf. 5125.3 - Withholding Grades, Diploma or Transcripts)

(cf. 6162.8 - Research)

Legal Reference:

ALASKA STATUTES

40.25.120-40.25.220 Public Records Act

14.03.110 Questionnaires and Surveys administered in public schools

14.03.113 District determination of scholarship eligibility

14.03.115 Access to School records by parent, foster parent, or guardian

14.30.350 Definitions, exceptional children

14.30.700 Records of missing children

14.30.710 Required records upon transfer

14.30.720 Definitions

14.30.745 Provision of student information to academy

14.43.810-.850 Alaska merit scholarship program

14.43.930 Scholarship program information

ALASKA ADMINISTRATIVE CODE

4 AAC 07.060 Student records

4 AAC 43.010-.900 Alaska performance scholarship program

4 AAC 52.510 Parental access to records

4 AAC 52.847 Parental consent for release of records

UNITED STATES CODE

Family Educational Rights And Privacy Act Of 1974, 20 U.S.C. 1232g, as amended by USA Patriot Act of 2001, Public Law 107-56; 115 Stat. 272

CODE OF FEDERAL REGULATIONS

34 CFR Part 99, as amended, Jan. 2012

34 CFR 300.501 Opportunity to examine records

34 CFR 300.624 Destruction of information

Revised 3/2012

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 5127 GRADUATION CEREMONIES AND ACTIVITIES

***Note**: The U.S. Supreme Court has ruled that graduation ceremonies may not include school-sponsored prayers.*

***Note**: Effective February 1, 2004, no secondary student may be issued a diploma unless he or she has passed a competency examination in the areas of reading, English, and mathematics (High School Graduation Qualifying Exam). AS 14.03.075.*

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. Students who have met the district graduation requirements but have not passed the state required competency examination may participate in graduation exercises without receiving a diploma.

(cf. 6146.1 - High School Graduation Requirements)

At the discretion of the Superintendent or designee, a student who is no more than 2 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 Secondary pupil competency testing

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 No Child Left Behind Act of 2001, P.L. 107-110

COURT DECISIONS

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

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

Revised 1/03

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 5128 ALASKA PERFORMANCE SCHOLARSHIP PROGRAM

***Note**: Effective July 1, 2011, school districts must take certain steps to implement the Alaska Performance Scholarship Program. This Program provides scholarships for high school graduates who are Alaska residents to attend a qualified postsecondary institution in the state. School districts must determine scholarship eligibility for each graduating senior and record the eligibility level on the student's permanent record. The record must then be forwarded to the Department of Education and Early Development.*

The Board supports and encourages all students to obtain higher education through enrollment in college or career and technical programs upon graduation. The Board believes that institutions within the State of Alaska provide strong and varied opportunities to meet the needs and interests of graduating students and further believes that state school attendance helps support a skilled, local workforce. The district supports student participation in the Alaska Performance Scholarship Program so that students may have maximum opportunity to obtain higher education within the State of Alaska.

Students and parents/guardians will be notified at least annually of the opportunities available through the Alaska Performance Scholarship Program. This notice should include information about scholarship eligibility levels; coursework, testing, and grade point average ("GPA") requirements; residency requirements; and the participating colleges and career and technical programs.

The Superintendent or designee shall determine scholarship eligibility for graduating students and will record the appropriate eligibility level on each student's permanent academic record. Students will be provided an opportunity to challenge an error in the eligibility determination. The academic record of graduating students will be transmitted to the Alaska Department of Education and Early Development to facilitate the award of scholarships.

(cf. 5125.2 - Challenging Student Records)

***Note**: In certain circumstances, the Commissioner may waive the curriculum requirements for a scholarship during a grace period of up to 24 additional months after graduation, during which time the student can complete curriculum requirements. A student may be awarded and utilize an Alaska Performance Scholarship during this period. A grace period may be granted to a student where the necessary curriculum was not reasonably available because the student attended a small and remote high school, or because of circumstances beyond the student's control, such as illness or disability. If a student is granted a grace period and elects not to enroll in a qualifying college or post-secondary program during that time, a school district may choose to "sponsor" the student. A sponsored student is allowed to enroll for the purpose of obtaining the missing curriculum requirement(s). A sponsored student may be included in the district's count for funding purposes so long as the student is under age 20 at the time of enrollment. Funding will be provided based on each missing curriculum requirement. The following optional language is for those districts wishing to sponsor students.*

The Board approves the sponsorship of district graduates who have been granted a grace period by the Commissioner to meet curriculum requirements for the Alaska Performance Scholarship Program. Sponsored students will be permitted to enroll for the purpose of obtaining missing curriculum requirements, so long as the sponsored student is under the age of twenty (20) at the time of enrollment.

Legal Reference:

ALASKA STATUTES

14.03.113 District determination of scholarship eligibility

14.43.810-.849 Alaska Performance Scholarship Program

ALASKA ADMINISTRATIVE CODE

4 AAC 43.010-.900 Alaska Performance Scholarship Program

Revised 3/2013

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 5131.1 BUS CONDUCT

Bus transportation is a privilege extended only to students who display good conduct while preparing to ride, riding or leaving the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied transportation.

The Superintendent or designee shall inform parents/guardians and students regarding regulations related to bus conduct, bus driver authority, and the suspension of riding privileges.

(cf. 3540 et seq. - Transportation)

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 5131.4 CAMPUS DISTURBANCES

All school staff shall respond to campus disturbances in accordance with the school's response plan. Response plans shall describe:

1. The means which will be used to signal an emergency situation and maintain communication among staff and with the Superintendent or designee.

2. Each staff member's specific duties during a disturbance.

3. Procedures for ensuring the safety of students and staff.

4. Conditions, as prearranged with law enforcement authorities, under which the principal or designee shall:

    a. Inform the police.

    b. Secure police assistance.

    c. Give the police responsibility for a specific crisis situation.

5. Procedures for the orderly dismissal of school when authorized by the principal or designee. All media inquiries during crisis situations shall be routed to the Superintendent or designee.

Extension of Class Period

During any disturbance in which additional students might become involved while changing classes, the principal or designee may notify all staff that the present class period will be extended until further notice. Upon receiving this notification:

1. Teachers shall ensure that all students in their charge remain in one location under their supervision.

2. Teachers shall ask any students who are in the halls to return to their classes at once.

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 5131.5 VANDALISM, THEFT AND GRAFFITI

The School Board considers vandalism a very serious matter. Vandalism includes the negligent, willful, or unlawful damaging or theft of any district-owned real or personal property, including the writing of graffiti.

(cf. 3515.4 - Recovery for Property Loss or Damage)

Any district student who commits an act of vandalism shall be subject to disciplinary action, reparation for damages, and may be reported to law enforcement. If reparation of damages is not made, the district also may withhold the student's grades, diploma and/or transcripts.

(cf. 5125.3 - Withholding Grades, Diploma or Transcripts)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

Legal Reference:

ALASKA STATUTES

09.65.255 Liability for acts of minors

14.33.130 Enforcement of approved program [school disciplinary & safety program]; additional safety obligations

Revised 2/2010

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 5131.6 ALCOHOL AND OTHER DRUGS

***Note**: By January 1, 2001, 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 No Child Left Behind Act of 2001, are required to have a policy on drug abuse prevention instruction and procedures for eliminating the sale or use of alcohol and other drugs. NCLB 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 withdrawthe 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 revised as appropriate.*

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, like any other controlled substance, is illegal for use by minors. 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 some 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. Effective July 1, 2011, synthetic marijuana became 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 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 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 & Staff Safety)

***Note**: Districts are required to establish a citizen advisory committee in order to receive Public Law99-570 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 district-wide 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 - Citizen Advisory Committees)

Instruction

The district shall provide preventative instruction which helps students avoid the use of alcohol or other drugs and teaches students how to influence their peers to avoid and/or discontinue the use of alcohol or other drugs. Instruction shall be designed to answer students' questions related to alcohol and other drugs.

The instructional programs will help students obtain and use current and accurate information, 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 other 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 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 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 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/Due Process)

School authorities may search students and school properties for the possession of alcohol 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 Curriculum (Health and Safety Education)

14.33.110-.140 Required school disciplinary and safety program

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 No Child Left Behind Act of 2001 (P.L. 107-110)

Revised 3/2012

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 5131.7 WEAPONS AND DANGEROUS INSTRUMENTS

Students shall not bring to, possess, or use deadly weapons, firearms, dangerous instruments, or their replicas in school buildings, on school grounds or district-provided transportation, or at any school-related or school-sponsored activity away from school, unless written permission has been previously obtained from the Superintendent or designee specifically authorizing that possession or use. Students who violate this policy are subject to disciplinary action in accordance with district policy and procedures.

School employees may confiscate weapons or dangerous instruments on school grounds or at school-related or school-sponsored activities in order to maintain discipline and to protect the welfare and safety of students, staff and the public.

The district shall, by regulation, define the terms "deadly weapon," "dangerous instrument," and "firearm."

***Note**: School districts receiving funding under the "Elementary and Secondary Education Act of 1965 (20 USC 2701, et. seq.) (ESEA), are required by the "Gun-Free Schools Act" (GFSA) to adopt a policy provision mandating a minimum of a one-year expulsion of any student bringing a firearm to school or to any school activity. The legislation enacting the GFSA requires the act to be construed consistently with the Individuals with Disabilities Education Act (IDEA). The United States Department of Education has taken the position that these limits on the expulsion of certain special education students under Part B of IDEA and Section 504 of the Rehabilitation Act (Section 504) can be accommodated through application of the Superintendent's ability to modify expulsion recommendations on a case-by-case basis. Similarly, accommodations can be made for districts that have extra-curricular firearms programs, since the GFSA does not prohibit the presence at school of guns that are to be used solely for sporting, recreational or cultural purposes.*

***Note**: In addition to the one year expulsion required by federal lawfor a firearm violation, state law, AS 14.03.160, provides further requirements for weapons violations. Possession of a deadly weapon other than a firearm must result in a minimum 30 day suspension, with the option of a one year expulsion or permanent expulsion. However, any expulsion or suspension under the weapons policy may be modified by the Superintendent on a case-by-case basis. State lawalso defines requirements for a school district's weapons policy. These include referring to lawenforcement those students who violate the policy and the identification of procedures and conditions for early reinstatement. Finally, state lawrequires each school district to prepare an annual report to the Alaska Department of Education identifying the number of students expelled for weapons violations and the types of weapons involved.*

The School Board may expel any student who brings a firearm to school in violation of this policy for a period of not less than one (1) calendar year. The School Board may suspend for at least 30 days, or expel for the school year, or permanently, a student who possesses a deadly weapon other than a firearm. The district may consider requests for early reinstatement by students suspended or expelled for violations of this policy. The Superintendent shall develop procedures and conditions for early reinstatement.

The Superintendent may, on a case-by-case basis, recommend a modification of these periods of suspension or expulsion. Such modification recommendation shall involve consideration of all relevant factors, including those in aggravation and mitigation of the violation, and, for students with disabilities, whether violation of this policy is a manifestation of the student's disability.

The Superintendent shall be responsible for reporting all violations of this policy to the School Board and shall make all required reports to state, local, and federal agencies. The Superintendent shall also be responsible for referring to law enforcement authorities any student who violates this policy.

(cf. 3514 - Safety)

(cf. 4158/4358 - Employee Security)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

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

Legal Reference:

UNITED STATES CODE

Gun-Free Schools Act of 1994 (Pub.L. 89-10, Title VIII, s 8001, as added Pub.L. 103-227, Title X, s 1032(3), March 31, 1994, 108 Stat. 270.)

Individuals with Disabilities Education Act (Pub.L. 94-142)

1973 Rehabilitation Act, Section 504 Elementary and Secondary Educational Act of 1965

Americans with Disabilities Act, 42 U.S.C. Sec. 12183(b)

ALASKA STATUTES

11.61.210 Misconduct involving weapons in the fourth degree

11.81.900 Definitions

14.03.160 Suspension or expulsion of students for possessing weapons

Revised 9/99

Adopted: February 3, 2014

BP 5131.9 ACADEMIC HONESTY

The School Board believes that personal integrity is basic to all solid achievement. Students will reach their full potential only by being honest with themselves and with others.

The Board expects students to respect the educational purpose underlying all school activities. All students need to prove to themselves that they can do successful work as a result of their own efforts. The Board expects that students will not cheat, lie or plagiarize.

Each school shall provide an environment that encourages honesty. Students must know that their teachers will not ignore or condone cheating and that anyone discovered cheating will be penalized.

(cf. 5144 - Discipline)

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 5131.41 VIOLENT AND AGGRESSIVE CONDUCT

Students and staff have the right to feel safe and secure in their classrooms and while on school property or at school events. There are certain behaviors that, if tolerated, would quickly destroy the safe learning environment to which the students and staff are entitled. These behaviors, categorized as violent and aggressive, will not be tolerated and will result in immediate corrective action. The Superintendent shall develop procedures for the reporting of violent and aggressive behavior to appropriate law enforcement authorities.

(cf. 3515 - School Safety and Security)

(cf. 5142 - Safety)

Violent and aggressive acts include, but are not limited to, possession, threat with or use of a weapon; physical assault; verbal abuse; intimidation; extortion; bullying; gang participation; harassment; stalking; defiance; and racial slurs.

(cf. 5131.1 - Bus Conduct)

(cf. 5131.4 - Campus Disturbances)

(cf. 5131.7 - Weapons and Dangerous Instruments)

(cf. 5136 - Gangs)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

Acts of violence and aggression may result in those involved being placed on a behavior management plan. In addition to this plan, each situation may result in specific consequences, determined by the seriousness of the act, including consideration of expulsion from school for acts of a serious or chronic nature. The Superintendent or designee shall establish procedures for development of behavior management plans. Plan development should include input from the affected student's parent/guardian, teacher(s), principal, and other individuals as appropriate

Legal Reference:

UNITED STATES CODE

Gun-Free Schools Act of 1994, 20 U.S.C. § 8921

Individuals with Disabilities Education Act, 20 U.S.C. § 1400 *et seq.*

ALASKA STATUTES

11.41.100-11.41.530 Offenses Against the Person

11.61.210 Misconduct involving weapons in the fourth degree

11.81.900 Definitions

14.03.160 Suspension or expulsion of students for possessing weapons

ALASKA ADMINISTRATIVE CODE

4 AAC 07.010 - 4 AAC 07.900 Student Rights and Responsibilities

Added 9/98

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 5131.42 THREATS OF VIOLENCE

***Note**: This policy is a zero-tolerance policy which provides that a student who threatens violence involving the school or other students--even as a joke--faces immediate disciplinary action. This policy will allowadministrators to act decisively and quickly to discipline students who engage in any threat of violence. It also requires the cooperation of all students to report threats of violence, including suicide threats. Effective implementation of this policy depends upon parent and student notification of the policy.*

Students should be educated in an environment which is free from harm and threats of harm. Threats of violence are prohibited. Students shall not make any threats, suggestions, or predictions of violence against any person or group or to the school building, whether made orally, in writing, or via email. No threat of violence will be considered a joke. Any bomb threats or threats of violence, whether or not made during school hours or on school grounds, shall result in immediate disciplinary action, up to and including suspension and/or expulsion.

The Superintendent or designee shall report any threats of violence to the police. The school principal will also report threats to the school psychologist or counselor, who will consult with the police in assessing the threat and offer the student appropriate support and intervention.

All students shall report any and all threats of violence, including jokes and threats of suicide, by reporting the threat to a teacher or school principal.

The district reserves the right to hold the student responsible for any costs and/or damages incurred by the district because of a threat.

Added 9/99

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 5131.43 HARASSMENT, INTIMIDATION AND BULLYING

***Note**: In 2006, HB 482 was passed requiring districts to have in place by July 1, 2007 a policy prohibiting the harassment, intimidation, or bullying of any student. AS 14.33.200-.250.*

The School Board is dedicated to providing a safe and civil learning environment. Harassment, intimidation and bullying disrupt a student's ability to learn and a school's ability to educate. Students and staff are expected to demonstrate positive character traits and values. Conduct and speech must be civil and respectful in order to promote harmonious and courteous relations in the school environment.

(cf. 5137 - Positive School Climate)

Students, staff and volunteers are prohibited from engaging in any form of harassment, intimidation, or bullying while on school property, on school buses, at the bus stop, or at school-sponsored activities or functions. Students who engage in such acts are subject to appropriate disciplinary action, up to and including suspension or expulsion. Staff who engage in acts of harassment, intimidation or bullying are also subject to appropriate disciplinary action up to and including suspension and termination. Volunteers who engage in such acts will be denied the opportunity to volunteer in the future.

To promote an environment free of harassment, intimidation, or bullying, the principal or designee shall take appropriate actions such as removing vulgar or offending graffiti, establishing site rules, and providing staff inservice and student instruction and counseling. Teachers shall discuss this policy with their students in age appropriate ways and assure students that they need not endure any form of harassment, intimidation, or bullying.

The district will provide parent and community information, and age-appropriate student instruction, on how to identify, respond to, and prevent harassment, intimidation, and bullying.

(cf. 5131.5 - Vandalism, Theft and Graffiti)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion)

Harassment, Intimidation and Bullying Defined

Harassment, intimidation, or bullying means an intentional act, whether written, oral, electronic or physical, when the act is undertaken with the intent of threatening, intimidating, harassing, or frightening the student, and

1. physically harms the student or damages the student's property;
2. has the effect of substantially interfering with the student's education;
3. is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
4. has the effect of substantially disrupting the orderly operation of the school.

(cf. 5145.3 - Nondiscrimination)

Cyberbullying

***Note**: Technological advances have expanded the ways in which harassment, intimidation, or bullying can occur, including the ability to bully with anonymity and to reach a much broader audience. This language notifies students and staff that cyberbullying is not permitted and will result in disciplinary action.*

All forms of harassment, intimidation or bullying via electronic means, commonly referred to as cyberbullying, are prohibited. Cyberbullying also includes, but is not limited to, other misuses of technology to threaten, harass, intimidate, or bully, including sending or posting inappropriate email messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs. An individual who redistributes a cyberbullying communication can be found in violation of this policy, even if the individual did not author or create the original communication or image.

The district's computer network, including access to the Internet via that network, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment, intimidation, or bullying. Users are responsible for the appropriateness of the material they transmit over the system.

In situations in which the cyberbullying originates from a private (non-school) computer or other electronic device, but is brought to the attention of school officials, disciplinary measures may be imposed when the communication:

1. Contains threats of violence or harm against staff members, students, or their property;

2. Suggests or advocates physical harm to staff members or students;

3. Causes a student or staff member to experience a substantially detrimental effect on his or her physical or mental health;

4. Causes a student or staff member to experience substantial interference with academic or work performance, or with his or her ability to participate in or benefit from district services or activities;

5. Threatens vandalism to school property; or

6. Creates a significant disruption to the school's educational mission, purpose or objectives.

Disciplinary action may include, but is not limited to, the loss of computer privileges, detention, suspension, or expulsion for those committing acts of cyberbullying. In addition, any kind of threat or hate crime will be reported to law enforcement officials.

Students and staff who believe they have been the victims of cyberbullying, as described in this policy, should not erase the offending material from the system. A copy of the material should be printed and a report made under this policy.

(cf. 6161.4 - Internet)

(cf. 6161.5 - Web Sites / Pages)

Reporting

***Note**: A school employee, student or volunteer who makes a good faith report of harassment, intimidation, or bullying is entitled to statutory immunity from suit. The immunity extends to causes of action for damages arising from a failure to remedy the reported incident or for making the report. AS 14.33.230.*

Students or staff members who have witnessed or have reliable information that a student has been subjected to harassment, intimidation or bullying should report the incident immediately to the principal or his/her designee, who shall promptly initiate an investigation. The investigation shall include an assessment of what actions should be taken, as appropriate, to protect the student who has been found to be the victim of harassment, intimidation or bullying. Such actions may include the provision of support services necessary to permit the student to feel safe and secure in attending school. The Superintendent/Chief School Administrator shall develop procedures to implement this policy.

Response

In determining the appropriate response to students who commit one or more acts of harassment, intimidation or bullying, the following factors should be considered:

1. the development and maturity levels of the parties involved;

2. the level of harm;

3. the surrounding circumstances;

4. past incidences or past continuing patterns of behavior;

5. the relationships between the parties involved;

6. the level of disruption in or interference with the orderly operation of the school.

This policy should not be interpreted to prohibit a reasoned and civil exchange of opinions or debate that is protected by law and School Board policy.

(cf. 5145.2 - Freedom of Speech/Expression)

Conduct that does not rise to the level of harassment, intimidation or bullying may still be prohibited by other policies or rules.

(cf. 5131 - Conduct)

(cf. 5131.4 - Campus Disturbances)

(cf. 5131.41 - Violent and Aggressive Conduct)

(cf. 5131.42 - Threats of Violence)

(cf. 5131.5 - Vandalism, Theft & Graffiti)

(cf. 5137 - Positive School Climate)

Legal Reference:

ALASKA STATUTES

14.33.200 Harassment, intimidation and bullying policy

14.33.210 Reporting of incidents of harassment, intimidation or bullying

14.33.220 Reporting, no reprisals

14.33.230 Immunity from suit

14.33.250 Definitions

Revised 3/2012

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 5131.62 TOBACCO

***Note**: AS 18.35.20 prohibits the designation of smoking sections for students. It is unlawful for minors to give, sell, use, or possess cigarettes or other tobacco products. AS 11.76.100-.105. Minors include all persons under 19 years of age.*

Tobacco use presents a health hazard with serious consequences both for tobacco users and non-users alike. Students shall not be allowed to smoke, chew or possess tobacco or nicotine products on school property or during school hours, at school-sponsored events, or under the supervision of district employees.

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.

Clothing, bags, hats and other personal items used by students to display, promote or advertise tobacco products are prohibited on district grounds, at school-sponsored activities or in district vehicles. Tobacco advertising is prohibited in all school-sponsored publications, in all school buildings, and at all school-sponsored events. District acceptance of gifts or funds from the tobacco industry is similarly prohibited.

Student violations of this policy will lead to disciplinary action up to and including suspension. The district may provide positive alternatives to suspension, such as in-school suspension, educational programs, school and community service, and promotion of cessation resources. Students may also be subject to removal from any or all extracurricular activities and/or denial or forfeiture of school honors or privileges (e.g., valedictorian, salutatorian, student body, class or club officer positions, field trips, senior trip, prom, etc.). A referral to law enforcement may be made. Parents shall be notified of all violations involving their student and action taken by the school.

The District may provide instruction regarding the effects of tobacco use on the human body and may take steps to discourage students from tobacco use.

Staff responsible for teaching tobacco use prevention will be encouraged when funds/resources allow to collaborate with agencies and groups that conduct tobacco use prevention education and to participate in ongoing professional development activities that provide basic knowledge about the effects of tobacco use, effective instructional techniques and program-specific activities. As part of the district's tobacco use prevention activities, the Superintendent shall recommend to the curriculum committee the use of evidence-based instructional programs as recommended by the Centers for Disease Control and Prevention, or approved by the Substance Abuse and Mental Health Services Administration (SAMHSA). Programs will be integrated within the health education program and be age- and developmentally-appropriate. Instruction should be provided at every level, pre-kindergarten through grade 12, with particular emphasis on grades six through eight.

(cf. 5144.1 - Suspension and Expulsion)

***Note**: AS 14.30.360 encourages the establishment of a comprehensive health education.*

(cf. 5142 - Safety)

(cf. 3513.3 - Tobacco-free Schools/Smoking)

Legal Reference:

ALASKA STATUTES

11.76.100-.105 Selling or giving tobacco to a minor; possession of tobacco by a minor

14.30.360 Curriculum (Health and Safety Education)

18.35.300 - 18.35.330 Health nuisances (smoking)

Revised 3/2012

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 5131.63 PERFORMANCE ENHANCING DRUGS

The School Board recognizes that the use of performance enhancing drugs presents a serious health hazard to students. Performance enhancing drugs include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed or other athletic ability, excluding dietary and nutritional supplements such as vitamins, minerals, and proteins which can be lawfully purchased over-the-counter. The Superintendent or designee shall make every effort to ensure that students do not begin or continue the use of anabolic steroids or other performance enhancing drugs.

(cf. 5040 - Student Nutrition and Physical Activity)

Teachers of science, health, physical education and drug education shall include a lesson on this hazard in instruction programs for grades 7-12.

(cf. 6141 - Curriculum Development and Evaluation)

Extracurricular Activities

Participation in athletics and other extra-curricular activities is a privilege. Participants have a responsibility to themselves, their fellow students, their parents and their school to set positive examples of conduct, competition, sportsmanship, and training. Performance enhancing drugs are incompatible with this image and pose a health and safety risk to users and others.

(cf. 6145.2 - Interscholastic competition)

(cf. 6145.21 - Sportsmanship)

Students possessing, using, distributing, or selling anabolic steroids or other performance enhancing drugs may be removed from the extra-curricular activity for the remainder of the season/year and may be banned from future participation as determined appropriate by the Superintendent/Chief School Administrator or designee. Students who participate in athletics and other extra-curricular activities will be notified of this policy and will be informed of the dangers of performance enhancing drugs.

(cf. 6145 - Extracurricular and Cocurricular Activities)

Revised 01/07

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 5131 CONDUCT

***Note**: Under the federal No Child Left Behind Act, districts must take steps to ensure student discipline and safety. School districts must identify the creation and maintenance of safe and disciplined classrooms as a high priority for district and school staff. district- and school-level safety and discipline policies and regulations should be revised, and district resources distributed as necessary, to reflect the high level of importance the district attaches to this objective. School districts are to develop clear standards for student conduct that are designed to ensure that the environment within each district school and classroom supports student learning. Consequences for violating these standards must be identified, as well as the procedures that school staff, families, and students must followin order to resolve problems as they develop.*

***Note**: 4 AAC 07.010 - 4 AAC 07.900 mandates the School Board adopt policies on student rights and responsibilities; distribute and instruct students regarding these policies, and reviewthese policies every three years. At a minimum, the policies must address routine discipline case procedure and chronic or serious discipline case procedure.*

The School Board believes that all students have the right to a public education in a positive environment free from disruptions which interfere with teaching and learning activities. In order to promote an atmosphere conducive to learning, it is imperative that the School Board, parents/guardians, students, teachers and the administration be cognizant of their responsibilities related to student conduct.

School Board

The School Board is responsible for prescribing rules for the government and discipline of the schools under its jurisdiction. Consequences for misconduct will be fair and developmentally appropriate in light of the circumstances. The School Board holds the certificated personnel responsible for the proper conduct and control of students under their charge within the behavioral guidelines established by the School Board in conjunction with the administration. The School Board shall provide all reasonable support to certificated personnel with respect to student conduct and discipline.

Superintendent

The Superintendent or designee shall establish the necessary procedures to implement and enforce the School Board's discipline policy. He/she shall notify the parents/guardians of all students of the availability of the district's policy and procedures related to conduct and discipline.

School Principal

The school principal shall initiate and enforce a set of school rules, in keeping with district policy and regulation, which facilitate effective learning and promote attitudes and habits of good citizenship.

The principal or designee shall provide instruction to students regarding their rights and responsibilities.

The principal shall support the classroom teacher in his/her efforts to promote improved and acceptable behavior in students.

Teachers

Appropriate classroom behavior allows teachers to communicate more effectively with students. Teachers shall conduct a well-planned effective classroom program and initiate and enforce a set of classroom regulations that facilitate effective learning.

Teachers shall cooperate with administrators and other classroom teachers in enforcing general school rules and appropriate campus behavior.

Parents/Guardians

Parents/guardians are expected to comply with the laws governing the conduct and education of their children. They shall also be expected to cooperate with school authorities regarding the behavior of their children. Parents/guardians may be held liable for misconduct of their children to the extent provided by law.

Students

Students shall be properly instructed in the rules and regulations pertaining to acceptable conduct as set by the School Board. All students shall comply with the regulations of the school district, comply with the course of study and submit to the authority of the teachers and administration of the schools.

Students should have the freedom and be encouraged to express their individuality in any way as long as their conduct does not infringe upon the freedom of other students or interfere with the instructional program.

(cf. 5145.2 - Freedom of Speech/Expression)

Students who violate the law or the rules and regulations of the school district may be subject to the transfer to alternative

programs, discipline, suspension, or expulsion.

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension/Expulsion/Due Process)

Legal Reference:

ALASKA STATUTES

14.33.110 - .140 Required school disciplinary and safety program

ALASKA ADMINISTRATIVE CODE

4 AAC 07.010 - 4 AAC 07.900 Student Rights and Responsibilities

FEDERAL

No Child Left Behind Act, Title IV, §. 4115, P.L. 107-110 (2002)

COURT DECISIONS

Goss v. Lopez, 419 U.S. 565 (1975)

Revised 3/2013

Adopted: February 3, 2014

BP 5132 DRESS AND GROOMING

The School Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students have the right to make individual choices from a wide range of clothing and grooming styles, but they must not present a health or safety hazard or a distraction which would interfere with the educational process.

(cf. 4119.22 - Dress and Grooming (staff))

(cf. 5145.2 - Freedom of Speech/Expression)

Students and parents/guardians shall be informed about the school dress code at the beginning of the year and when revised. A student who violates the dress code shall be subject to appropriate disciplinary action.

(cf. 5144 - Discipline)

Legal Reference:

COURT DECISIONS

Breese v. Smith, 501 P.2d 159 (Alaska 1979)

Revised 9/97

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 5133 GIFTS TO SCHOOL PERSONNEL

The School Board believes that feelings of appreciation can be expressed in many ways. The Board discourages students and parents/guardians from giving gifts to staff members, and instead encourages them to write personal notes of appreciation. District staff accepting gifts from students or parents/guardians should be sensitive to the feelings of other students and use discretion if gifts are opened in front of others.

Legal Reference:

ALASKA STATUTES

11.56.130 Bribery

11.56.130 Receiving a bribe

11.56.130 Receiving unlawful gratuities

11.56.130 Definition

Revised 9/97

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 5136 GANGS

Preserving a beneficial learning environment and assuring the safety and well-being of all students and staff are primary concerns of the Board. Groups which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property at school or at school activities, or which disrupt the educational environment, are determined to be detrimental to the educational program and are prohibited. Such groups are referred to in this policy as "gangs."

The following activities are prohibited by gang members acting as a group of two or more or acting individually:

1. Wearing, possessing, using, distributing, displaying, or selling any apparel, jewelry, accessory, emblem, badge, symbol, sign or other thing which implies or indicates that a person is a member of, or affiliated with, a gang.

2. Participation in activities such as solicitation, initiation, hazing, intimidation, or activities designed to create group affiliation that can cause bodily danger, physical harm, or emotional harm.

3. Using verbal or nonverbal speech, gestures, or symbolic display to communicate gang presence, membership, affiliation, or control.

4. Engaging in harassing, threatening, or intimidating conduct with the intent to cause fear of violence or harm, or which does cause fear of violence or harm, in another person, or which hinders a student's participation in the educational program.

(cf. 5131 - Conduct)

(cf. 5131.4 - Campus Disturbances)

(cf. 5131.5 - Vandalism, Theft, and Graffiti)

(cf. 5144-5144.2 - Discipline)

Groups or individuals that engage in the above prohibited conduct are subject to disciplinary action, up to and including, suspension or expulsion.

The Superintendent or designee may establish procedures as necessary to implement this policy.

***Note**: The following provision provides for inservice training of district staff and should be used and/or revised as determined by the district.*

The Superintendent or designee shall provide inservice training to develop staff skills to assist students in seeking positive alternatives to membership in gangs or participation in gang activities.

Added 9/97

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 5137 POSITIVE SCHOOL CLIMATE

Research indicates that student achievement is often higher in schools with a positive climate. The School Board expects a positive and welcoming climate in each school, which is reflected through safe, well-managed classrooms and common areas, clearly stated high expectations about individual responsibility, and whose teachers and staff consistently acknowledge all students and fairly address students' behavior.

School Climate refers to the social and environmental factors that contribute to students' experience of, and attitude towards, their school. School climate is related to how well students feel connected with others at their school. Without a positive school climate, students are unlikely to see their school as a place they feel welcomed, challenged and nurtured.

The Superintendent or designee may implement and support strength-based activities such as Social Emotional Learning (SEL) efforts, youth leadership initiatives, family involvement in schools, and community service projects.

All members of the school community, including staff, students, administrators, school board members and visitors, are expected to serve as role models by demonstrating positive attitudes, cultural sensitivity, and respect to students and staff members. Staff shall use effective classroom management strategies to foster positive social interactions among students, and encourage and recognize activities that foster a positive school climate.

The Superintendent or designee will administer the School Climate and Connectedness Survey on a regular basis, share results with the school board, staff, students and the community, and commit to improving school climate and connectedness ratings.

(cf. 6141.3 - Multicultural Education)

(cf. 6142.4 - Community Service)

The schools shall not tolerate any form of harassment, intimidation, or bullying that would interfere with there being a positive school climate. Students, staff, administrators and school board members who engage in these acts shall be subject to appropriate disciplinary procedures.

(cf. 5131.4 - Campus Disturbances)

(cf. 5131.43 - Harassment, Intimidation and Bullying)

(cf. 5144 - Discipline)

Legal Reference:

ALASKA STATUTES

14.33.200 Harassment, intimidation and bullying policy

Revised 03/2012

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 5138 STUDENT POSSESSION & USE OF PORTABLE ELECTRONIC DEVICES, INCLUDING CELLULAR PHONES

The School Board recognizes that many students possess and use cell phones and other portable electronic devices. These devices serve an important purpose in facilitating communication between the student and his or her family, as well as serving as tools to access electronic information. In the school setting, portable electronic devices are **not** permitted, except under the use guidelines consistent with this policy and does not interfere with the educational process or with safety and security.

(cf. 5030 - School Discipline and Safety)

Educational Uses

Personal electronic devices, including, but not limited to cell phones, smartphones, music players, tablets, laptops, and speakers may disrupt the educational process at school.

Students **may not use** personal electronic devices during the school day. Personal electronic device use will be permitted before school and after school, in common areas. Portable electronic devices shall not be turned on or used in any way: (1) during other school sponsored and supervised group activities during the school day (for example: student assemblies, awards, or other public ceremonies, etc.); or (2) when their use is otherwise prohibited by school personnel.

(cf. 6116 - Classroom Interruptions)

Instructional time includes the entire period of a scheduled class and other times when students are directed to report to and participate in any instructional activity. The Principal may establish, and other school personnel may enforce, additional guidelines limiting or prohibiting the possession and use of portable electronic devices as appropriate to campus needs. The learning environment includes all times that a student is on school grounds during the school day and when school sponsored and supervised group activities are held.

No student may use a cellular phone or portable electronic device in a manner, or at a time, that interferes with or is disruptive of other student's instructional time. Students may use cellular phones and other portable electronic devices before and after school. Additionally, no student may use a cellular phone or portable electronic device in a manner, or at a time, that interferes with or is disruptive of other student's instructional time.

All students and staff should be cognizant of the district Internet Use Policy and the provisions for accessing the school internet. Network access is funded and tightly governed by federal and state regulations. Unauthorized or improper use of the district's network is of cause for any individual to be removed from use. District network use is a privilege and not a right.

(cf. 6116 - Classroom Interruptions)

During school and school sponsored activities, students will comply with this policy and with administrative and staff member directives regarding use. Students are required to turn cell phones and other portable electronic devices over to school personnel when requested. Students who refuse to do so are subject to disciplinary action.

A cellular phone or portable electronic device that has been confiscated by the district and not turned over to law enforcement will be released/returned to the parent/guardian when no longer necessary for investigation or disciplinary proceedings. As appropriate, the cellular phone or portable electronic device may be returned directly to the student.

The district assumes no responsibility for loss or damage to personal property of students, including cell phones and other portable devices, whether in the possession of students, or it confiscated by school personnel pursuant to this policy.

Personal electronic devices are best left at home. Students who bring personal electronic devices to school will be required to place them in their locker before class time, or turn them over to their teacher upon the beginning of the school instructional day for safe keeping. Students will be responsible to pick up their devices at the end of the day.

Personal electronic devices are often targets of theft and are seldom recovered. The district/school does not accept responsibility for loss or theft of any of these items while on campus or at school events and will not search for them.

Use of portable electronic devices for students with disabilities will be outlined in a student's Individualized Education Program (IEP) or Section 504 plan, as determined appropriate by the IEP or 504 team.

(cf. 6159 - Individualized Education Program)

If use of a portable electronic device is required in individual instances (not provided for in an IEP or 504 plan) to assist a student with the students education, permission must be obtained in writing from a building administrator prior to the use of the portable electronic device at any time when such use would otherwise be prohibited by the policy. In case of emergency, verbal permission by a teacher or administrator is required in situations where permission can be obtained.

Prohibited Conduct

Possession of a cellular telephone or other portable electronic device by students is a privilege. This privilege will be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of the device so as to violate the law or any other school or district rule. In addition to those conduct rules set forth elsewhere, the following actions are strictly prohibited and may result in disciplinary action:

1. Accessing and/or viewing an Internet site that is otherwise blocked to students at school.

2. Sending an email, text message or other communication that harasses, intimidates, threatens, bullies, or discriminates against another individual.

3. Taking, sending, downloading or uploading harassing, threatening, or inappropriate photograph of anyone.

4. Using a cell phone/smartphone or camera to take photos in a restroom, dressing room, or locker room, or to take a photo of any person who has requested that you not do so.

5. Using a camera or other recording device to record or capture the content of tests, assessments, homework, or classwork without express prior permission from the instructor.

6. Hacking or intentionally obtaining, accessing, or modifying files, passwords, or data belonging to others.

Progressive Discipline

First Offense
The device will be held in the office for parent/guardian. Parent/guardian will be notified of the violation and will need to come to the school to reclaim the device.

Second Offense
The device will be held in the office for parent/guardian. Parent/guardian will be notified of second violation and will need to come to the school to reclaim the device. Student will serve a 15 minute detention and will not participate in after school activities including sports activities and/or open gym for one (1) day.

Third Offense
The device will be held in the office for parent/guardian. Parent/guardian will be notified of third violation and will need to come to the school to reclaim the device. Student will serve a 30 minute detention and will not participate in after school activities, including sports activities and/or open gym for five (5) days.

Fourth Offense
The device will be held in the office for parent/guardian. Parent/guardian will be notified of fourth violation and will need to come to the school to reclaim the device. Student will serve a 30 minute detention and will not participate in after school activities, including sports activities and/or open gym for five (5) days.Student will also lose one (1) week of sports eligibility.

(cf. 5131 - Conduct)
(cf. 5131.4 - Campus Disturbances)
(cf. 5131.41 - Violent and Aggressive Conduct)
(cf. 5131.42 - Threats of Violence)

(cf. 5131.43 - Harassment, Intimidation and Bullying)
(cf. 5131.9 - Academic Honesty)
(cf. 5137 - Positive School Climate)
(cf. 6161.4 - Internet)
(cf. 6161.5 - Web Sites/Pages)

Searches

The contents of a cell phone/smartphone, camera, or other portable electronic device may be searched to determine ownership,to identify emergency contacts, or upon reasonable suspicion that a school or district rule or the law has been violated.

(cf. 5145.12 - Search and Seizure)

Adopted: February 6, 2020

BERING STRAIT SCHOOL DISTRICT

BP 5141.4 CHILD ABUSE AND NEGLECT

***Note**: AS 14.08.111 and AS 14.14.090 require districts to provide mandated reporters training in child abuse recognition and reporting. Pursuant to 47.17.020 teachers and school administrators are mandated to report child abuse.*

With concern for the well-being of each student, teachers and school administrators shall be trained to report known or suspected incidences of child abuse in accordance with state law. District employees shall cooperate with the child protective agencies responsible for reporting, investigating and prosecuting cases of child abuse.

***Note**: Any individual may report suspected child abuse. The following optional language expands the number of school employees trained in child abuse recognition and reporting and may be revised or deleted as desired.*

The Superintendent or designee shall provide training in child abuse recognition and reporting for all certificated personnel and for classified personnel who have regular contact with students and wish to participate in such training.

***Note**: Pursuant to AS 14.17.068, failing or refusing to report child abuse mandated by law is a misdemeanor if the person knew or should have known that circumstances gave rise to the need for a report.*

Legal Reference:

ALASKA STATUTES

14.08.111 Duties (Regional school boards)

14.14.090 Additional duties

47.17.010-47.17.070 Child protection

ALASKA ADMINISTRATIVE CODE

4 AAC 06.045 Training required

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 5141.21 ADMINISTERING MEDICATION

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

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

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

(cf. 5141 - Health Care and Emergencies)

Self-Administration of Medication for Asthma or Anaphylaxis

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

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

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

Legal Reference:

ALASKA STATUTES

09.65.090 Civil liability for emergency aid

14.30.141 Self-administration and documentation of medication

Revised 2/06

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 5141.22 INFECTIOUS DISEASES

The School Board recognizes its dual responsibility to protect the health of students from risks posed by infectious diseases and to uphold the rights of students to a free and appropriate education. The district requires all staff to routinely observe universal precautions to prevent against exposure to bloodborne pathogens and prevent the spread of all infectious disease.

(cf. 4119.43 - Universal Precautions)

(cf. 4119.42 - Exposure Control Plan for Bloodborne Pathogens)

(cf. 5141.23 - Infectious Disease Prevention)

The admission of a student with an infectious disease identified by state health officials shall be determined by the Superintendent or designee according to standard health procedures. The Superintendent or designee shall consult with the student's parent/guardian and, as required, with the student's physician and/or the local health department.

(cf. 5112.2 - Exclusions from Attendance)

(cf. 5141.3 - Health Examinations)

Students with Bloodborne Pathogen Infections

***Note**: Under 4 AAC 06.060, a student diagnosed with AIDS or HIV does not have a condition that 'will cause the attendance of the child to be inimical to the welfare of other pupils,' as required for the suspension or removal of a student due to a medical condition under AS 14.30.045. A student's removal because of AIDS or HIV is only allowed if the student has uncoverable oozing lesions or other symptoms, or displays behavior, such as biting, which in the opinion of a team, substantially increases the risk of transmission to other pupils. That team must be made up of the student's physician, public health personnel, the parent or guardian, and school personnel associated with the child's placement.*

Students with bloodborne pathogens are entitled to the rights and services accorded to other students. The sole presence of bloodborne pathogens is not sufficient reason to exclude students from attending school. Parents/guardians of students whose educational performance is adversely affected by an infectious disease are encouraged to inform the Superintendent or designee so that any such child will have access to appropriate district programs and services. The Superintendent or designee shall convene a review panel to make recommendations regarding appropriate programs and services for the student. The Superintendent or designee shall ensure that all of the student's rights to confidentiality are strictly observed in accordance with law.

***Note**: We recommend that written releases from the student's parent/guardian be requested on behalf of all reviewpanel members.*

The Superintendent or designee shall request that parents/guardians sign a release form to provide confidential medical information and records to the review panel.

Legal Reference:

ALASKA STATUTES

14.30.045 Grounds for suspension or denial of admission

ALASKA ADMINISTRATIVE CODE

4 AAC 06.060 Suspension or denial of admission

4 AAC 06.150 Confidentiality of AIDS information

UNITED STATES CODE

Family Educational Rights and Privacy Act 20 United States Code, 1232g

Nondiscrimination Under Rehabilitation Act of 1973 20 United States Code, 794

Revised 12/04

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 5141.23 INFECTIOUS DISEASE PREVENTION

***Note**: Pursuant to the Code of Federal Regulations 29 CFR 1910.1030, employers with one or more employees having occupational exposure to bloodborne pathogens must enforce universal precautions to prevent contact with blood or other potentially infectious materials. The following optional policy addresses the need for students to followthe same procedures.*

The School Board recognizes its responsibility to consistently take precautions to prevent the spread of infectious diseases. A comprehensive approach to disease prevention requires the cooperation of the home and the community.

All students and employees shall be informed of the universal precautions to be used whenever anyone is exposed to blood or other body fluids through injury or accident. Science laboratory instruction shall be designed to protect students from contact with body fluids and with contaminated needles, sharps and other objects.

(cf. 4119.41 - Infectious Diseases)

(cf. 4119.42 - Exposure Control Plan for Bloodborne Pathogens)

(cf. 4119.43 - Universal Precautions)

(cf. 5141.31 - Immunizations)

(cf. 6142.2 - AIDS Instruction)

Revised 9/93

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 5141.31 IMMUNIZATIONS

***Note**: Effective July 1, 2009, school children must be immunized against varicella.*

Prior to first entry into school, a child must be fully immunized as required by law against diphtheria, pertussis, tetanus, polio, measles, rubella, mumps, hepatitis A, hepatitis B, and varicella. Children over the age of 12 shall not be required to be immunized against rubella (4 AAC 06.055).

Any student who does not show evidence of required immunization or who does not present a letter or affidavit from the parent/guardian or physician, physician's assistant, or advanced nurse practitioner stating reasons for exemption based on medical reasons or personal beliefs, shall be excluded from school until such time as the immunization is obtained or affidavit of exemption has been filed with the school.

The Superintendent or designee shall exclude those students who fail to meet immunization requirements as required by law.

Provisional Admission

Where regular weekly medical services are not available, the Superintendent or designee may grant provisional admission to students in exceptional circumstances for up to 90 days.

(cf. 5112.2 - Exclusion)

***Note**: Pursuant to 4 AAC 06.055 immunizations must be provided by state or federal health services if otherwise unavailable in the district or if unaffordable.*

Provisional admissions shall be reported to the Department of Health and Social Services. The Superintendent or designee shall inform parents/guardians of available immunization services and state or federal assistance.

Legal Reference:

ALASKA STATUTES

14.30.065 Supervision

14.30.125 Immunization

ALASKA ADMINISTRATIVE CODE

4 AAC 06.055 Immunizations Required

Revised 1/09

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 5141.41 CHILD ABUSE PREVENTION

Every child has the right to live free of physical and emotional abuse, including neglect and sexual assault. The School Board recognizes that such abuse has severe consequences for the child, sometimes resulting in the child's own violent behavior or in drug addiction. Schools are in a position to promote the prevention of child abuse and its reoccurrence, and to reduce the general vulnerability of children.

Age-appropriate and culturally-appropriate child abuse prevention curriculum shall be a component of the district's health and safety instruction. This curriculum shall explain students' rights to live free of abuse, inform them of available support resources, and teach them how to obtain help and disclose incidents of abuse. The curriculum also shall include training in self-protection techniques.

The Superintendent or designee shall provide coordinated training for teachers who will use the child abuse prevention curriculum, including instruction in the physical and behavioral indicators of abuse, crisis counseling techniques, community resources, rights and responsibilities to report abuse or neglect, and care for a child's needs after a report is made.

(cf. 5141.4 - Child Abuse and Neglect)

The Superintendent or designee shall seek to incorporate community resources into the schools' child abuse prevention programs. To the extent feasible, the Superintendent or designee shall also use these community resources to provide parents/guardians with instruction in parenting skills and child abuse prevention.

(cf. 1020 - Youth Services)

(cf. 6142.1 - Family Life/Sex Education)

Legal Reference:

ALASKA STATUTES

14.30.360 Curriculum (Health and Safety Education)

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 5141.51 AT-RISK YOUTHS

The School Board believes that, in order to benefit from a learning environment, students must be as free as possible from the dilemma imposed by personal and societal problems. Danger signs for the various at-risk categories must be taken seriously. District personnel must be concerned for the personal development of students, as well as their academic development.

The Superintendent or designee shall investigate and recommend programs which will address the needs of at-risk youths. At-risk youths include, but are not limited to, those students who abuse drugs or alcohol, are suicidal, exhibit serious attendance problems, drop out of school, are abused or disadvantaged children, or are pregnant or parenting minors.

Program planning should examine, but is not limited, to the following:

1. Classroom learning experiences and the integration of primary prevention programs into the classroom.
2. Staff development requirements.
3. District liability.
4. Community resources.
5. Crisis response/intervention teams.
6. Peer counseling.
7. Parent/guardian education.
8. Student Study Teams.'
9. Kindergarten through 12 counseling and guidance curriculum.
10. Attendance and policy procedures.
11. Student discipline.
12. Alternative programs.

(cf. 5131.6 - Drugs, Alcohol and Tobacco)

(cf. 5141.4 - Child Abuse and Neglect)

(cf. 5141.52 - Suicide Prevention)

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

(cf. 5147 - Dropout Prevention Program)

(cf. 5148 - Child Care)

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 5141.52 SUICIDE PREVENTION

The School Board finds it important that the tragic situation of adolescent suicide be openly addressed and that staff, students and parents/guardians be made aware of warning signs and procedures by which they may help suicidal students at this especially vulnerable age.

The Board recognizes that all suicide threats must be taken seriously. The Superintendent or designee shall provide appropriate staff members with procedures for intervening in low-risk and in high-risk crisis situations. These procedures shall include guidelines by which staff members may assess the seriousness of a student's risk for suicide.

The Board believes that school staff, students and parents/guardians all can contribute significantly towards the prevention of adolescent suicide. The district shall make available suicide prevention training for each of these segments of the school community.

Staff Awareness & Training

***Note**: The Jason Flatt Act requires districts to provide annual training on youth suicide awareness and prevention to the following staff: each teacher, administrator, counselor, and specialist who is employed by the district to provide services to students in grades 7-12. The training must be approved by the Commissioner of Education and provided to teachers at no cost. Training must be not less than two hours in length and may be offered through videoconferencing or an individual program of study.*

The Board strongly encourages teachers to help students of all ages develop both a positive self-image and a realistic attitude towards potential accomplishments.

In order that district staff may learn suicide prevention strategies, to recognize the warning signs of suicidal crisis, to understand how to help suicidal youths, and to identify helpful community resources, the Superintendent or designee shall arrange annual suicide awareness and prevention training as required by law. Additional certificated and classified staff may also be included. The district suicide prevention policy and procedures shall be thoroughly reviewed at this time. Staff shall be expected to learn to identify potentially suicidal students, to assess the degree of risk, to take preventive precautions and to report suicide threats to the appropriate authorities.

Curriculum

The Board finds it appropriate that suicide prevention instruction be incorporated into the ninth and tenth grade curriculum. This instruction shall help students:

- Understand how feelings of depression and despair can lead to suicide.
- Identify alternatives to suicide and develop new coping skills.
- Recognize the warning signs of suicidal intentions in their friends.
- Learn to listen, be honest, share feelings and get help when communicating with friends who show signs of suicidal intent.
- Identify community resources where teenagers can get crisis intervention help.

Peer Counseling

The Board endorses the use of peer counselors who can provide an effective support system for students who are uncomfortable communicating with adults. Peer counselors shall be expected to have completed the suicide prevention curriculum and demonstrated that they are able to identify the warning signs of suicidal behavior, make contact rapidly, and get a suicidal student to adult help.

Legal Reference:

ALASKA STATUTES

Enrolled SB 137 (2012) (uncodified), Requiring suicide awareness and prevention training for certain school personnel

Revised 3/2013

Adopted: February 3, 2014

BP 5141 HEALTH CARE AND EMERGENCIES

***Note**: In 2006, the Alaska Legislature passed SB 48, a component of which prohibits school personnel from referring parents to a specific health care provider. AS 14.30.171(a)(4). However, school districts may make available to parents a list of community medical and mental health resources. AS 14.30.176. These requirements are set forth in the policy below. Any referral to community resources must contain certain mandatory information, which is included in AR 5141.*

The School Board recognizes the importance of taking appropriate action whenever an accident or illness threatens the safety, health or welfare of a student at school or during school-sponsored activities. The Superintendent or designee shall establish procedures to minimize the effects of an injury by providing first aid and/or medical attention as quickly as possible, to notify parents/guardians of the accident and to take other steps necessary in the interests of the student and the district.

Emergency Contact Information

To facilitate immediate contact with parents/guardians on such occasions, the School Board requires parents/guardians to furnish the schools with the current information specified below:

1. Home address and telephone number.

2. Parent/guardian's business address and telephone number.

3. Name, address and telephone number of a relative or friend who is authorized by the parent/guardian to care for the student in cases of emergency when the parent/guardian cannot be reached.

4. Local physician to call in case of emergency.

(cf. 5141.21 - Administering Medication)

(cf. 5141.3 - Health Examinations)

Referral to Community Resources

***Note**: Under AS 14.30.177, school boards must adopt a policy that employees who refer parents to individual health care providers may be subject to disciplinary action. In 2006, such referrals became prohibited by law. AS 14.30.171(a)(4).*

School personnel, except those possessing a special services type C certificate, should not recommend that a parent or guardian seek services from a specific physician, psychologist, or other health specialist. Violations of this policy may result in disciplinary action. School personnel may provide a community resource list that identifies community medical and mental health resources. The Superintendent or designee is responsible for ensuring that any list of community providers complies with legal requirements.

Legal Reference:

ALASKA STATUTES

09.65.090 Civil liability for emergency aid

14.30.141 Self-administration and documentation of medication

14.30.171 Prohibited actions

14.30.176 List of community resources

Revised 01/07

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 5142.3 RESTRAINT AND SECLUSION

***Note**: The following policy is based upon 2012 guidelines issued by the United States Department of Education in its Restraint and Seclusion: Resource Document. Those guidelines discourage the use of restraint and seclusion in the schools except as necessary for the immediate protection of student or staff safety.*

The Board believes that a safe educational environment is necessary for learning and understands there are times when student behavior may impact on the safety of that student or others. To the maximum extent appropriate, the safety and welfare of students and staff should be secured through positive behavioral interventions. The use of physical restraint and seclusion is prohibited except in emergency situations as set forth below.

(cf. 5030 - School Discipline and Safety)

(cf. 5137 Positive School Climate)

Physical Restraint

Physical restraint means the use of any mechanical or physical restriction that immobilizes or reduces the free movement of all or a portion of a student's body.

Physical restraint does not include briefly holding a student in order to calm or comfort or the use of contact that is reasonably necessary to safely escort a person from one area to another.

Physical restraint also does not include the use of medical or therapeutic devices, including but not limited to, devices or protective gear designed to protect a student from injury due to falling, to achieve proper body position or balance, or to protect a student from self-injuring behavior if the use of that device or gear is documented in a student's Individualized Education Program (IEP) or 504 plan.

Physical restraint is prohibited unless needed as an emergency intervention.

A district employee may use reasonable and necessary physical restraint only if necessary to ensure the immediate safety of the employee, the student, or others. This includes protecting the student or others from physical injury; to obtain possession of weapons or other dangerous objects, including a controlled substance upon or within the control of the student; or to protect property from serious damage or destruction. To the extent possible without compromising safety, other interventions should be attempted prior to the use of restraint.

Restraint must be limited to that necessary to address the emergency and should be discontinued when the situation is controlled.

(cf. 4158 - Employee Security)

(cf. 5131.41 - Violent and Aggressive Conduct)

(cf. 5131.7 - Weapons and Dangerous Instruments)

Restraint may not be used as a form of discipline, to force compliance, as a convenience for staff, or as a substitute for appropriate educational support. The use of emergency restraint under this policy does not constitute corporal punishment.

Physical restraint must be implemented in a manner that protects the health and safety of the student and others. Restraint may not prevent or restrict the student from breathing or speaking nor may it restrict circulation. Prone or supine restraint, which occurs when the student is placed on his or her stomach or back, is expressly prohibited. A student's well-being must be monitored during restraint through the use of continuous visual supervision.

Seclusion

Seclusion means the involuntary confinement of a student alone in a room or area in a manner that prevents the student from leaving.

Seclusion does not include time-outs, a student's voluntary choice to enter a secluded environment, detention or in- school suspension rooms that are utilized for instructional purposes, and other environments where a student is not alone in the room or where the student is not prevented from leaving.

"Time-outs" are behavior interventions to provide a student with an opportunity to regain self-control or engage in problem solving where the student is separated from other students for a limited period in a setting that is not locked and from which the student is not physically prevented from leaving. Time-out includes placing a student in an area of the classroom where the student observes classroom instruction but does not participate.

Seclusion of a student is prohibited unless needed as an emergency response to protect the employee, the student, or others

from physical injury; to prevent the use of a weapon, other dangerous object, or controlled substance; or to protect property from serious damage or destruction.

(cf. 4158 - Employee Security)

(cf. 5131.41 - Violent and Aggressive Conduct)

(cf. 5131.7 - Weapons and Dangerous Instruments)

Seclusion should be employed only when less restrictive interventions have been determined to be ineffective or inappropriate for maintaining safety. Seclusion should last only as long as necessary to resolve the actual risk of danger or harm, to allow the student at risk to compose him or herself and return to the educational environment, or while awaiting the arrival of law enforcement or crisis intervention personnel. Seclusion should never be used as a form of discipline, to force compliance, as a convenience for staff, or as a substitute for appropriate educational support.

While in a seclusion setting, a student must be continuously observed by an adult both visually and aurally for the entire period. Students must be provided necessities such as restroom breaks and food and water as needed. Any signs of medical distress should be immediately addressed. Seclusion must be sensitive to any particular vulnerabilities of the student and to the student's developmental level.

Students with Disabilities

This policy does not prohibit the inclusion of safe restraint or seclusion in a student's Individualized Education Plan or behavioral intervention plan if determined appropriate by the IEP team after considering all less restrictive alternatives. However, in all instances, the use of physical restraint or seclusion must be in compliance with this policy.

(cf. 6159 - Individualized Education Program)

Reporting/Notification Requirements

The parent/guardian of a student who has been physically restrained or secluded shall be notified as soon as reasonably possible.

Instances of physical restraint or seclusion shall be documented, including the nature of the emergency necessitating such use and the length of time of the restraint or seclusion.

Training

The Superintendent or designee shall provide for appropriate training of staff members regarding this policy; the use of positive support interventions, classroom management techniques, and skills to de-escalate student behavior; the safe use of restraint or seclusion in emergency situations; and procedures for documentation and parent contact. The form of training may vary depending upon the staff member's role and the instructional setting.

Policy Not Applicable to Law Enforcement

This policy is applicable to District employees. It is not intended to limit the use or type of restraint or seclusion by law enforcement personnel who may need to utilize these methods while on District property.

(cf. 1410 - Interagency Cooperation for Student and Staff Safety)

Legal Reference:

UNITED STATES CODE

20 U.S.C. §§ 1400, *et seq.* Individuals with Disabilities Education Act

No Child Left Behind Act of 2001, 20 U.S.C. §§ 2361-2368 (P.L. 107-110)

ALASKA STATUTES

11.81.430 Justification, use of force, special relationships

11.81.900 Definitions

14.03.078 Report

14.30.180-.350 Education for Exceptional Children

14.33.120-.140 School disciplinary and safety program

ALASKA ADMINISTRATIVE CODE

4 AAC 06.172 Reporting of school disciplinary and safety programs

4 AAC 06.200-.270 Safe schools

4 AAC 06.250 Reporting

4 AAC 07.010-4 AAC 07.900 Student rights and responsibilities

4 AAC 52.010-.990 Education for exceptional children

Added 3/2013

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 5142 SAFETY

The School Board places a high priority on safety and on the prevention of student injury. The district shall make reasonable effort to ensure the safety and proper conduct of students from the time they come under school supervision until they leave school supervision, whether on school premises or not. The Superintendent or designee shall establish procedures as necessary to protect students from dangerous situations.

(cf. 3514 - Environmental Safety)

(cf. 3515 - School Safety and Security)

(cf. 3515.2 - Intruders on Campus)

(cf. 5131.1 - Bus Conduct)

(cf. 5141 - Health Care and Emergencies)

(cf. 5144 - Discipline)

(cf. 6114 - Emergencies and Disaster Preparedness Plan)

Personnel responsible for releasing a student from school custody shall exercise extreme diligence to prevent such release to any unauthorized or unidentified person.

Playgrounds

The Board recognizes that playgrounds present children with visible challenges which they may choose to take in order to test their skills and courage. Playground equipment shall be carefully selected and installed, so that while presenting such challenges, it minimizes accidents and present no unseen hazards. Safety shall receive prime consideration whenever playgrounds are planned or upgraded.

The principal or designee shall ensure that playgrounds and other school facilities are regularly inspected, well maintained, and adequately supervised whenever in use by students during the school day or at school-sponsored activities. The principal or designee shall establish playground safety rules.

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 5144.1 SUSPENSION AND EXPULSION

The School Board recognizes that maintaining an environment which promotes learning and protects the health, safety, and welfare of all students may require the suspension or expulsion of a student from regular classroom instruction. District policies and school site rules shall clearly identify student behavior standards.

(cf. 5131 - Student Conduct)

(cf. 5144 - Discipline)

(cf. 6154 - Homework/Make-up Work)

The Superintendent or designee or principal may impose suspension when other means of correction fail to bring about proper conduct or for serious misconduct.

The School Board may expel a student for severe or prolonged breaches of discipline. Except for single acts of a grave nature, expulsion is usually used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to other students.

Suspended or expelled students shall be excluded from all school-related extracurricular activities during the suspension or expulsion.

The School Board shall provide for the fair treatment of students facing suspension and expulsion by affording them their due process rights under the law. The Superintendent or designee shall specify procedures for notices and appeals.

(cf. 3514 - Safety)

(cf. 5144.2 - Suspension and Expulsion/Due Process - Individuals with Exceptional Needs)

(cf. 6164.3 - Student Mental Health - Medication and Services)

Legal Reference:

ALASKA STATUTES

14.03.160 Suspension or expulsion of students for possessing weapons

14.30.045 Grounds for suspension or denial of admission

14.30.047 Admission or readmission, when cause no longer exists

14.30.172 Communications not prohibited

ALASKA ADMINISTRATIVE CODE

4 AAC 06.060 Suspension or denial of admission

4 AAC 07.010 - 4 AAC 07.900 Student rights and responsibilities

COURT DECISIONS

Goss v. Lopez, 419 U.S. 565 (1975)

Revised 01/07

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 5144 DISCIPLINE

***Note**: 4 AAC 07.010 mandates districts to adopt policies regarding student rights and responsibilities including substantive and procedural matters related to student behavior, treatment, and discipline. 4 AAC 07.010 further mandates a uniform discipline policy throughout the district and prohibits the use of corporal punishment. 4 AAC 07.050 requires Board reviewof these policies every three years.*

The School Board believes that one of the major functions of the public schools is the preparation of youth for responsible citizenship. The district shall foster a learning environment which reinforces the concepts of self-discipline and the acceptance of personal responsibility. Students are expected to progress from being adult-directed to self-directed with minimal application of disciplinary measures.

The Board recognizes that there must exist certain disciplinary policies and regulations relating to student conduct which delineate acceptable behavior and provides the basis for sound disciplinary practices within each school in the district in order to maintain an environment conducive to learning. These policies and regulations will be enforced fairly and uniformly and consistently without regard to race, creed, color or sex.

(cf. 5131 et seq. - Student Conduct)

The administration, teachers and classified staff share mutual responsibility for the enforcement of district policies and regulations pertaining to student conduct and safety. The Board shall give reasonable support and assistance to employees with respect to student discipline. The Board shall review its policies related to student rights and responsibility at least once every three years and shall modify its policies as needed in accordance with law.

The Board recognizes that not all students will adhere to district rules for appropriate behavior. Sufficient support services shall be provided so that continually disruptive students will not be returned to regular classes without some modification of behavior. Students may be assigned to other alternative programs or be subject to removal from school.

In an effort to establish disciplinary procedures that are effective in reducing student truancy and misbehavior and do not interrupt the educational process, the School Board, Superintendent, or designee may authorize in-school suspension as an alternative to out-of-school suspension. In-school suspension removes the student from the school social scene while still requiring him/her to maintain the same basic school day schedule and to keep up with required academic assignments. Failure to serve in-school suspension or removal from the in-school suspension program for disciplinary reasons shall result in out-of-school suspension or additional time assigned.

(cf. 5144.1 - Suspension and Expulsion)

Each principal shall publish school rules for student discipline which describe the school's behavior management plan and consequences for student misconduct. Special care shall be taken when developing school rules to solicit the views of the school community, including administrators, teachers, school security personnel, parents/guardians and students.

School site rules must be strictly based on district policy, regulation and state and federal laws and be enforced fairly and uniformly. The Superintendent or designee shall establish procedures for the approval of such rules.

***Note**: 4 AAC 07.030 requires districts at the beginning of the school year to make available to parents/guardians, students, and staff copies of district policies regarding student rights and responsibilities and to post such policies in accessible locations throughout the year.*

At the beginning of each school year, the Superintendent or designee shall ensure that every student and his/her parents/guardians are notified in writing of the availability of Board policies and administrative regulations related to student rights and responsibilities. Such policies shall be posted in accordance with law. (4 AAC 07.030)

Corporal Punishment

***Note**: The use of corporal punishment is prohibited in Alaska's schools. 4 AAC 07.010. Corporal punishment is defined as the application of physical force to the body of a student for disciplinary purposes. 4 AAC 07.900. In 2000, the state enacted a lawrequiring school districts 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 as described in a criminal statute, AS 11.81.430(a)(2). That statute provides for the use by a supervising teacher of reasonable and appropriate nondeadly force if authorized by school regulations adopted by the school board. AS 14.33.120(a)(4). The following standards are based upon guidelines found in AS 11.81.430 and 4 AAC 07.900, which excludes certain reasonable and necessary physical restraint from the definition of corporal punishment.*

Corporal punishment is prohibited by law as a disciplinary measure against any student. School administrators and teachers shall employ other means of disciplining students.

The prohibition on corporal punishment does not prevent the use of reasonable and appropriate force by a teacher or other

supervising employee which is necessary to maintain order or protect student welfare. Reasonable and necessary force or physical restraint against a student may be used to protect the student, or others, from physical injury; to obtain possession of a weapon or other dangerous object; to maintain reasonable order in the classroom or on school grounds; or to protect property from serious damage or destruction. The force shall not be greater than necessary to control the misconduct or dangerous situation. In no event may deadly force be used against a student.

(cf. 3514 - Safety)

(cf. 4158 - Employee Security)

Reporting to Law Enforcement

***Note**: Effective January 1, 2001, a teacher, teacher's assistant, administrator, or other employee responsible for students who, during the course of employment, observes a student committing a crime must report the crime to local law enforcement. AS 14.33.130. The obligation to report to lawenforcement 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.*

In addition to subjecting a student to discipline, any crime committed by a student while at school, on school grounds, or during any school sponsored activity on or off campus shall be reported to law enforcement. Criminal proceedings are independent of actions taken by the School District. The District may impose discipline for misconduct regardless of whether criminal charges are filed or a conviction is obtained. The Superintendent should ensure cooperation with law enforcement in the criminal investigation of students who commit crimes while under the jurisdiction of the school.

(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

14.33.120-.140 School disciplinary and safety program

ALASKA ADMINISTRATIVE CODE

4 AAC 07.010-4 AAC 07.900 Student rights and responsibilities

Revised 9/2000

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

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 - Organizations/Associations)

***Note**: Under the No Child Left Behind 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. Under NCLB, a school's policy must be in compliance with the current state of the law as identified in the U.S. Department of Education's Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools, released February 7, 2003. The following language expressly incorporates the Guidance.*

Student free speech extends to religious expression. It is the policy of the School Board not to prevent, or otherwise deny participation in, constitutionally protected prayer in district schools, consistent with guidance issued by the U.S. Department of Education and applicable judicial decisions interpreting the religion clauses of the First Amendment of the U.S. Constitution. This policy supersedes any other School Board policy that is inconsistent with it.

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. Kuhlmier, 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 No Child Left Behind Act of 2001 (P.L. 107-110)

Revised 1/04

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 5145.3 NONDISCRIMINATION

***Note**: 4 AAC 51.270 mandates districts to adopt policies to assure equal opportunities and nondiscrimination.*

District programs and activities shall be free from discrimination with respect to sex, race, color, religion, national origin, ethnic group, marital or parental status, and physical or mental disability. The School Board shall ensure equal opportunities for all students in admission and access to academic courses, guidance and counseling programs, athletic programs, testing procedures, vocational education and other activities.

(cf. 0410 - Nondiscrimination)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 5145.7 - Sexual Harassment)

Separate arrangements may be made for students according to sex during sex education programs and physical education activities involving bodily contact. (AS 14.18.050)

School staff and volunteers must be especially careful to guard against unconscious sex discrimination and stereotyping in instruction, guidance and supervision.

(cf. 6164.2 - Guidance Services)

Legal Reference:

ALASKA STATUTES

14.18.010 Discrimination based on sex and race prohibited

14.18.050 Discrimination in course offerings prohibited

14.18.090 Enforcement by board of education

ALASKA ADMINISTRATIVE CODE

4 AAC 06.520 Recreational and athletic activities

4 AAC 06.530 Guidance and counseling services

4 AAC 06.540 Course offerings

4 AAC 06.600 Definitions

4 AAC 51.270 Equal opportunities

Revised 9/97

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 5145.7 SEXUAL HARASSMENT

***Note**: In 1999, the U.S. Supreme Court ruled that a school district can be liable under Title IX when staff members ignore student-to-student sexual harassment. The court found that school districts can be liable when school officials knowabout and are deliberately indifferent to sexual harassment "so severe, pervasive, and objectively offensive that it can be said to deprive the victim of access to the educational opportunities or benefits provided by the school." This ruling makes it more important than ever to educate students and staff on preventing and handling student-to-student sexual harassment. By setting a liability standard based on "deliberate indifference," the Court has made it possible for school districts to mount a defense based on a policy defining and prohibiting sexual harassment and a grievance procedure that is readily accessible to students.*

***Note**: Districts should be aware that when a student misses school or withdraws from a course to avoid sexual harassment, he/she may be deprived of equal educational opportunities.*

The School Board recognizes that sexual harassment can cause embarrassment, feelings of powerlessness, loss of self-confidence, reduced ability to perform schoolwork, and increased absenteeism or tardiness.

To promote an environment free of sexual harassment, the principal or designee shall take appropriate actions such as removing vulgar or offending graffiti, establishing site rules, and providing staff inservice or student instruction and counseling. Teachers shall discuss this policy with their students in age-appropriate ways and shall assure them that they need not endure any form of sexual harassment.

(cf. 5131.5 - Vandalism, Theft and Graffiti)

(cf. 5137 - Positive School Climate)

The Board shall not tolerate the sexual harassment of any student by any other student or any district employee. Any student or employee who is found guilty of sexual harassment shall be subject to disciplinary action.

(cf. 4119.11 - Sexual Harassment)

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

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

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

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

(cf. 1312.3 - Complaints Concerning Discrimination)

Legal Reference:

COURT DECISIONS

Davis v. Monroe County Bd. of Educ., 119 S.Ct. 1661 (1999)

Ellison v. Brady, 924 F.2d 872 (9th Cir., 1991)

Franklin v. Gwinnett, 503 U.S. 60 (1992)

Meritor Savings Bank v. Vinson, 477 U.S. 57 (1986)

Revised 9/99

Adopted: February 3, 2014

BP 5145.11 QUESTIONING AND APPREHENSION

Law enforcement officers may interview students on school premises, as suspects or witnesses. When such an interview is requested, the principal or designee shall ascertain the officer's identity, official capacity, and the authority under which he/she acts. If the officer needs to interview the student immediately, the principal or designee shall accommodate the questioning in a way that causes the least possible disruption to the school process, gives the student appropriate privacy, and models exemplary cooperation with community law enforcement authorities.

***Note**: Since parents/guardians do not need to be informed or to give consent before interviews on school premises, the following paragraph is optional.*

Except when prohibited by law enforcement, such as in cases of child abuse or neglect, the principal or designee shall attempt to notify the student's parent/guardian when a law enforcement officer requests an interview on school premises.

At the law officer's discretion and with the student's approval, the principal or designee may be present during the interview.

When a site administrator releases a student into the custody of a law enforcement officer, he/she shall immediately notify the parent/guardian or responsible relative of the student's release and the place to which the student is reportedly taken, except when prohibited by law enforcement such as in cases of suspected child abuse.

Whenever a student is suspected of being a victim of child abuse and is being removed from the school premises, the Superintendent or designee shall give the telephone number and address of the student's parent/guardian to the law enforcement officer so that the appropriate authorities may contact the parent/guardian.

(cf. 5141.4 - Child Abuse and Neglect)

(cf. 5142 - Safety)

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 5145.12 SEARCH AND SEIZURE

***Note**: 4 AAC 07.010 requires districts to adopt policies regarding student rights and responsibilities. The U.S. Supreme Court decision New Jersey v. T.L.O., holds that the legality of a student search will depend on the reasonableness of the search. Determining the reasonableness of any search involves determining whether the search was justified at its inception and whether, as conducted, it was reasonably related in scope to the circumstances that justified the interference in the first place. Under ordinary circumstances, the search of a student by a school official is justified at its inception when there is reason to suspect that it will turn up evidence of a student's violation of the law or school rules. The search is permissible in scope when the measures adopted are reasonably related to the objectives of the search and not excessively intrusive in light of the student's age or sex and the nature of the infraction. The following sample policy may by revised as needed with advice from legal counsel.*

The School Board is committed to maintaining an environment for students and staff which is safe and conducive to learning and working. The Board recognizes that incidents may occur where the health, safety and welfare of students and staff are jeopardized and which necessitate the search and seizure of students, their property, or their lockers by school officials.

(cf. 5145.11 - Questioning and Apprehension)

The Board authorizes school officials to conduct searches when there are reasonable grounds or suspicion that the search will uncover evidence that the student is violating the law or the rules of the district or the school.

In determining whether reasonable cause for a search exists school officials shall consider:

1. The student's age and previous behavior patterns.
2. The prevalence and seriousness in the school of the problem to which the search was directed.
3. The urgency requiring the search without delay.
4. The substantive value and reliability of the information used as a justification for the search.
5. The location of the student at the time of the incident which gave rise to reasonable suspicion.

The Board urges that discretion, good judgment and common sense be exercised in all cases of search and seizure. Before searching a student's possessions, school officials will seek, but need not receive, the freely offered consent of the student. Whenever reasonably possible, a search of a student's person shall be conducted in the presence of the student's parent/guardian, a staff member, and/or the principal. The parent/guardian of the student being searched shall be notified by the district as soon after the search as possible.

The use of drug-detection dogs and metal detectors, or similar detection devices, may be used upon express authorization of the Board/Superintendent.

Because lockers are under the joint control of the student and the district, school officials shall have the right and ability to open and inspect any school locker without student permission when they have reasonable suspicion that the search will disclose evidence of illegal possessions or activity or when odors, smoke, fire and/or other threats to student health, welfare or safety emanate from the locker.

For health and safety reasons, a general inspection of school properties such as lockers and desks may be conducted on a regular, announced basis. Any items contained in a locker shall be considered to be the property of the student to whom the locker was assigned. Notice of this policy shall be given to all students when lockers are assigned. Notice will also be posted in prominent locations throughout the school.

(cf. 5131.6 - Drugs, Alcohol, Tobacco)

(cf. 5131.7 - Weapons and Dangerous Instruments)

Legal Reference:

ALASKA STATUTES

14.03.105 Search of school lockers

ALASKA ADMINISTRATIVE CODE

4 AAC 07.010 - 4 AAC 07.900 Student rights and responsibilities

COURT DECISIONS

New Jersey v. T.L.O., 469 U.S. 325 (1985)

Revised 9/99

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 5145.15 STUDENT AND FAMILY PRIVACY RIGHTS

***Note**: The No Child Left Behind Act of 2001 significantly changed the Protection of Pupil Rights Act, a/k/a the Hatch Amendments. The Protection of Pupil Rights Act nowrequires any school district "that receives funds under any applicable program [to] develop and adopt policies, in consultation with parents, regarding [statutory privacy rights]." (20 U.S.C. § 1232h(c)(1)). "Any applicable program" generally refers to any federal program administered by the U.S. Department of Education (20 U.S.C. § 1221(c)).*

The Board believes that personal information gathered from a student may be helpful or necessary to facilitate school safety, student welfare, or the continued success of academic programs. However, these goals must be balanced with the expectations of privacy of our students and their families. The following procedures shall be followed so that parents may make informed choices regarding the disclosure or collection of personal information from their student.

Student Surveys

***Note**: Both state and federal lawrequire prior written parental consent before certain surveys may be administered to students. The following policy sets forth the notice and consent provisions required by lawand identifies when parental consent and notice are required. Additionally, state lawprovides that no student may be required to participate in a questionnaire or survey if the student objects to participation. AS 14.03.110.*

The Board recognizes that student surveys administered in the public schools may be beneficial for the purposes of study, the improvement of education, for class assignment, and to assist in providing guidance or counseling services to students and their families. In administering surveys or questionnaires to the District's students, the District shall comply with state and federal laws concerning parental notice and consent.

Surveys which inquire into personal or private family affairs of a student which are not a matter of public record or subject to public observation will not be administered to students without prior parental consent. In addition, no student may be required to participate in a federal survey, analysis, or evaluation as part of any program administered by the U.S. Department of Education, without prior written parent permission, if that survey inquires into the following areas:

(1) political affiliations or beliefs of the student or student's parents;

(2) mental or psychological problems potentially embarrassing to the student or the student's family;

(3) sex behavior and attitudes;

(4) illegal, anti-social, self-incriminating and demeaning behavior;

(5) critical appraisals of other individuals with whom students have close family relationships;

(6) legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;

(7) religious practices, affiliations or beliefs of the student or the student's parent; or

(8) income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Annual Consent

The District may seek written parent/guardian permission, on an annual basis, for the administration of anonymous student surveys. Consent to anonymous surveys obtained annually will be valid until the beginning of the subsequent school year, or until written notice of withdrawal of consent is provided to the school principal. Parents or guardians shall receive at least two weeks' notice prior to the administration of an anonymous questionnaire or survey.

Consent for Surveys that are Not Anonymous

Prior to the administration of a survey that is not anonymous and which inquires into personal or private family affairs not a matter of public record or public observation, the District shall obtain written permission from the parent/guardian at least two weeks prior to the survey.

Notice Requirements

At least two weeks prior to the administration of a questionnaire or survey, whether anonymous or not, that requires parental consent as identified above, the school shall provide each student's parent or legal guardian with written notice explaining:

(1) how and where the parent may preview the survey;

(2) how the survey will be administered;

(3) how the survey results will be used;

(4) who will have access to the questionnaire or survey; and

(5) for those surveys which are not anonymous, explain that written parental consent is required before participation in the particular survey, and include a permission form to be returned by the parents, with instructions that the form must be returned at least two weeks before the survey.

Instructional Material

A student's parent(s)/guardian(s) may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

The term "instructional material" means instructional content that is provided to a student regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Physical Exams or Screenings

***Note**: The Protection of Pupil Rights Act states that student's parent(s)/guardian(s) may refuse to allowtheir child or ward to participate in "non-emergency, invasive physical examination or screening." (20 U.S.C. § 1232h(c)(2)(A)(ii).*

A student's parent(s)/guardian(s) may refuse to allow their child to participate in any non-emergency, invasive physical examination or screening that is: (a) required as a condition of attendance, (b) administered by the school and scheduled by the school in advance; and (c) not necessary to protect the immediate health and safety of the student, or of other students. The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

The above paragraph does not apply to any physical examination or screening that:

1. Is permitted or required by an applicable state law, including physical examinations or screenings that are permitted without parental notification.

2. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. § 1400 *et seq.*)

3. Is otherwise authorized by board policy.

(cf. 5141 - Health Care and Emergencies)

(cf. 5141.3 - Health Examinations)

(cf. 5141.31 - Immunizations)

(cf. 5131.61 - Drug/Alcohol Testing Policy)

Collection of Personal Information from Students for Marketing

The term "personal information" means individually identifiable information including:

(1) a student or parent's first and last name,

(2) a home or other physical address (including street name and the name of the city or town),

(3) a telephone number, or

(4) a Social Security identification number.

No school official or staff member shall administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or sale.

The above paragraph does not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other post-secondary education recruitment, or military recruitment.

2. Book clubs, magazines, and programs providing access to low-cost literary products.

3. Curriculum and instructional materials used by elementary schools and secondary schools.

4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.

5. The sale by students of products or services to raise funds for school-related or education-related activities.

6. Student recognition programs.

Legal Reference:

ALASKA STATUTES

14.03.110 Questionnaires and surveys administered in public schools.

UNITED STATES CODE

20 U.S.C. 1232h (Hatch Amendments)

No Child Left Behind Act, Title II, § 1061, P.L. 107-110 (2001), amending the Protection of

Pupil Rights Act, 20 U.S.C. § 1232h

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

Revised 1/03

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 5146 MARRIED/PREGNANT/PARENTING STUDENTS

Married, pregnant and parenting students in the district shall have the same educational opportunities as all students.

The School Board believes that pregnancy and parenting should not be a barrier to education or a reason for dropping out of school. Rather than ending the teenager's need for education, pregnancy and parenting increase the need to cope with adult responsibilities and to prepare for an economically self-sufficient future.

***Note**: Title IX of federal lawforbids sex discrimination in any school receiving federal assistance. No such school may deny participation in a class or extracurricular activity because of a student's pregnancy, childbirth, false pregnancy, abortion, parenthood or marital status unless the student requests otherwise. If a student's physician requires her to be absent for a period of time due to pregnancy, childbirth or abortion, the school must allowsuch leave and subsequently reinstate her to the status she had when the leave began. The school cannot require pregnant students to attend special programs for pregnant minors.*

The following paragraph represents possible program choices for this special, high-risk student group and should be modified to represent the programs currently provided in your school system.

The instructional program provided for pregnant students shall be determined on a case-by-case basis and shall be appropriate to the student's individual needs. The student may continue attending school in the regular classroom setting, may attend a separate program established for pregnant students, or may pursue a home instruction or correspondence study program.

Wherever possible, program staff shall work closely with the pregnant student's partner and/or parents/guardians and shall collaborate with local public and private agencies in order to expand the student's learning opportunities and support system.

After the birth of her baby, the student may:

1. Return to regular school program.

2. Remain in an alternative program.

3. Request exemption from attendance because of personal reasons which may relate to the care of the child.

(cf. 5112.1 - Exemptions)

Legal Reference:

Title IX, Education Amendments of 1972

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

BP 5147 DROPOUT PREVENTION

The School Board is deeply concerned about the many students who leave school without graduating. The Board particularly desires to provide a learning environment conducive to keeping in school those "high-risk" students who are susceptible to frequent absenteeism, truancy, or tardiness, or who have the potential to drop out because of pregnancy or marriage, financial needs, dislike of school, classes, or teachers, lack of basic skills, disciplinary problems, low self-esteem, emotional or physical problems, or feelings of alienation.

The Board sees every student as a valuable individual to be carefully nurtured and equipped to become a productive citizen. Because children all differ, variations of pace, topic and activity are needed to challenge and interest them. Besides seeking continual improvement in the quality and relevancy of our educational programs, the Board encourages the use of appropriate dropout prevention strategies at all age and grade levels.

The Board directs the Superintendent to implement this policy with parental and community involvement.

(cf. 5131.6 - Drugs, Alcohol and Tobacco)

(cf. 5141.51 - At-risk Youths)

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

(cf. 5113 - Absences and Excuses)

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

Bering Strait School District

P.O. Box 225 • Unalakleet, Alaska • 99684 • (907) 624-3611 • Fax 624-3099

Dr. Bobby Bolen, Superintendent

907-624-4261 • bbolen@bssd.org

TO: Bering Strait School Board Policy Committee

FROM: Dr. Bobby Bolen, Superintendent

RE: Policy Adoption – 5000's

DATE: December 10, 2020

Per Administrative Regulation 9311, Administration has reviewed Board Policy Sections 4000 – 5000. The Bering Strait School District subscribes to the AASB Policy Update Subscription. The FY21 recommended policy changes from AASB have also been reviewed and prepared for Board approval.

Board Policy	5000	5021	5030
	5040	5111	5111.2
	5112.1	5112.2	5112.5
	5112.6	5113	5117
	5118	5119	5121
	5123	5124	5125
	5125.1	5125.2	5125.3
	5126	5127	5128
	5131	5131.1	5131.4
	5131,41	5131.42	5131.43
	5131.5	5131.6	5131.62
	5131.63	5131.7	5131.9
	5132	5133	5136
	5137	5138	5141
	5141.21	5141.22	5141.23
	5141.31	5141.4	5141.41
	5141.51	5141.52	5142
	5142.3	5144	5144.1
	5145.11	5145.12	5145.15
	5145.2	5145.3	5145.7
	5146	5147	

Administrative Regulation	5030	5040	5111
	5111.2	5112.1	5112.2
	5113	5119	5121
	5123	5125	5128
	5131.1	5131.4	5131.41
	5131.43	5131.7	5141
	5141.21	5141.22	5141.23
	5141.4	5142	5144.1
	5144.2	5145.2	5145.7
Form (E)	5040	5125	5125.1
	5128	5141.21	5141.23
	5145.12		

RECOMMENDED ACTION: A motion to approve the above listed Board Policy Section 5000 at the Policy Committee's level for recommendation to the full school board as presented with no changes from current policy.

E 5040 STUDENT NUTRITION AND PHYSICAL ACTIVITY

Section 204 of PL 108-265 - June 30, 2004

Child Nutrition and WIC Reauthorization Act of 2004

IN GENERAL - Not later than the first day of the school year beginning after June 30, 2006, each local education agency participating in a program authorized by the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 *et seq.*) or the Child Nutrition Act of 1066 (42 U.S.C. 1771 *et seq.*) shall establish a local school wellness policy for school under the local educational agency that, at a minimum -

1) Includes goals for nutrition education, physical activity and other school-based activities that are designed to promote student wellness in a manner that the local educational agency determines is appropriate;

2) Includes nutrition guidelines selected by the local educational agency for all foods available on each school campus under the local educational agency during the school day with the objectives of promoting student health and reducing childhood obesity;

3) Provides an assurance that guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to subsections (a) and (b) of section 10 of the Child Nutrition Act (42 U.S.C. 1779) and section 9 (f) (1) and 17 (a) of the Richard b Russell National School Lunch Act (42 U.S.C. 1758 (f) (1), 1766 (a)), as those regulations and guidance apply to schools;

4) Establishes a plan for measuring implementation of the local wellness policy, including designation of 1 or more persons within the local educational agency or at each school, as appropriate, charged with the operational responsibility for ensuring that the school meets the local wellness policy; and

5) Involves parents, students, and representatives of the school food authority, the School Board, school administrators, and the public in the development of the school wellness policy.

Added 2/06

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

Note: Under the Family Educational Rights and Privacy Act ("FERPA"), school districts may only disclose directory information without consent if they have given the parent or eligible student notice of the kinds of information the district designates as directory and an opportunity to opt out of directory information disclosures. The following is a sample notice, including an "opt out" form, which addresses both directory information and the disclosure of student information to military recruiters, colleges and Alaska scholarship programs. This form utilizes the Model Notice for Directory Information developed by the federal Family Policy Compliance Office.

NOTICE OF STUDENT DIRECTORY INFORMATION

The _____ School District ("District") has adopted a policy designed to provide parents and students the full protection of their rights under the Family Educational Rights and Privacy Act, also known as FERPA. A copy of the school district's policy is available for review in the office of all of our schools.

FERPA, with certain exceptions, requires your written consent prior to disclosure of personally identifiable information from your child's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local school districts receiving federal education funding to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the school district that they do not want their student's information disclosed without their prior written consent.[1]

The District may also disclose to the State of Alaska or the University of Alaska your student's eligibility for scholarship programs.

[1] These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908), as amended, and 10 U.S.C. § 503(c), as amended.

NOTICE OF STUDENT DIRECTORY INFORMATION (continued) E 5125.1(b)

The District has designated the following information as directory information:

Note: A school district may, but does not have to, include all the information listed below.

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Enrollment status
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- Scholarship eligibility
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

You have the right to refuse the designation of any or all of the categories of personally identifiable information as directory information with respect to your student provided that you notify the school district in writing not later than _____, 20___ of this school year. If you object to disclosure of some or all of this information, please complete and return the slip attached to this notice.

If you have no objection to the use of student information, you do not need to take any action.

NOTICE OF STUDENT DIRECTORY INFORMATION (continued) E 5125.1(c)

RETURN THIS FORM

_____ School District

Parental Directions to Withhold Student Directory Information, for 20__-20__ school year.

Student Name: _____ Date of Birth: _____

School: _____ Grade: _____

_____ _____

(Signature of Parent/Legal Guardian/Custodian of Child)

This form must be returned to your child's school no later than _____, 20___.

Parental Directions to Withhold Student Names, Addresses and Phone Numbers from Military Recruiters and Postsecondary Educational Institutions, for 20___ - 20___ school year. This does ☐, does not ☐ include my student's eligibility for University of Alaska scholarship programs.

Student Name: _____ Date of Birth:_____

School: _____ Grade: _____

_____ _____

(Signature of Parent/Legal Guardian/Custodian of Child)

This form must be returned to your child's school no later than _____, 20___.

Parental Directions to Withhold Student Names, Addresses and Phone Numbers from Alaska Challenge Youth Academy, for 20___ - 20___ school year.

Student Name: _____ Date of Birth:_____

School: _____ Grade: _____

_____ _____

(Signature of Parent/Legal Guardian/Custodian of Child)

This form must be returned to your child's school no later than _____, 20___.
Additional forms are available at your child's school.

E 5125 NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

***Note**: This annual notice complies with the Family Educational Rights and Privacy Act and is based upon the model FERPA notification developed by the federal Family Policy Compliance Office. Language has been added to the federal notice to comply with the following state laws: AS 14.43.930 requiring annual notice to parents regarding disclosure of student names for purposes of University of Alaska scholarship eligibility; 4 AAC 43.010 requiring disclosure of a student's eligibility for the Alaska Performance Scholarship Program; and AS 14.30.745 requiring annual notice to parents of disclosure of student information for purposes of Alaska Challenge Youth Academy eligibility.*

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. A copying fee will be charged in the amount of per page if copies are desired.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees or who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Other exceptions for disclosure without consent are detailed in FERPA and Board Policy and Administrative Regulation 5125.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school or district to comply with the requirements of FERPA. A complaint can be filed with:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-8520

In addition, you are entitled to notice of the following disclosures of student records:

1. Upon request, the district discloses education records without consent to officials of another school district or institution of post-secondary education where the student seeks or intends to enroll, or is already enrolled, if the disclosure is for purposes of the student's enrollment or transfer.

2. By September 15 of each year, the district will provide to 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. Release of a student's name to the University of Alaska will not be made if the parent or eligible student objects. An objection should be made in writing to the school principal.

3. By July 15 of each year, the district will transmit to the Alaska Department of Education and Early Development information on each graduating student's eligibility for the Alaska Performance Scholarship Program. This is a required disclosure that occurs without consent and without the opportunity to object.

4. By January 15 and July 15 of each year, the district will provide to the Alaska Challenge Youth Academy, operated by the Department of Military and Veterans' Affairs, a report containing the name, address, and dates of attendance of prior students ages 15 through 18 who appear no longer enrolled in any educational institution and who have not received a diploma or GED. Release of a student's information to the Alaska Challenge Youth Academy will not be made if the parent or eligible student objects. An objection should be made in writing to the school principal.

Revised 3/2013

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

ALASKA PERFORMANCE SCHOLARSHIP (APS)

Appeal Form for Public School Students

AS 14.03.113. District determination of scholarship eligibility.
A district shall provide a student with an opportunity to request that the district correct an error in the eligibility determination.

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

Last Name_____ First Name_____ M.I._____ DOB_____
Permanent Mailing Address_____ City_____ State_____

Zip_____ Home Phone_____ Cell Phone
_____Email_____

Which standardized college admission test or career readiness assessment did you take? **All tests must have been taken prior to high school graduation. Attach official score reports.**

My ACT (minimum 21) score is _____ My SAT (minimum 1450) score is_____
My WorkKeys (A combined score of 13 or higher, with no score below 4 in Applied Math, Locating Information, and Reading for Information.) scores are ____ ____ ____

APS requirements:
Review the APS qualification requirements for your graduation year at **APS.alaska.gov**
MY GPA _____
Date of High School Graduation_____
Your high school graduation year is based on an academic year of July 1 to June 30. For example, if you graduated on June 1, 2011, your graduation year is 2010-2011. If you graduated on December 1, 2012, you are the Class of 2013.

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

_____
_____
_____
_____
_____

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

- **ACT and/or SAT score report (s) (an official copy from the ACT/SAT)**
- **WorkKeys score (if taken outside of the school district)**
- **Statement**
- **Reviewed curriculum requirements for my high school graduation year.**

Student Signature_____ **Date**_____
If you are **unable** to contact your school district office, you may contact:
_____
(School District enter contact information above)

Students

Class of 2013 & Class of 2014
ALASKA PERFORMANCE SCHOLARSHIP
Eligibility Progress Checklist

APS Level 1 (up to $4,755 per year)	APS Level 2 (up to $3,566 per year)	APS Level 3 (up to $2,378 per year)
❑ Curriculum *and*	❑ Curriculum *and*	❑ Curriculum *and*
❑ GPA: 3.5 *and*	❑ GPA: 3.0 *and*	❑ GPA: 2.5 *and*
❑ ACT: 25 or SAT: 1680 *or*	❑ ACT: 23 or SAT: 1560 *or*	❑ ACT: 21 or SAT: 1450 *or*
❑ WorkKeys: 13 (no score below 4)*	❑ WorkKeys: 13 (no score below 4)*	❑ WorkKeys: 13 (no score below 4)*

To apply for the APS, students must complete a FAFSA (Free Application for Federal Student Aid) by June 30th of each year.

* A combined score of 13 or higher, with no score below 4, is required in Applied Math, Locating Information, and Reading for Information. Students with only WorkKeys scores can receive a Career/Technical Education (CTE) APS award which may be used to fund a certificate program but not an associate's or other degree.

Student GPA: _____ Student Test Score & Test Date: _____

Math & Science Curriculum

4 units Math				
4 units Science				
4 units Language Arts				
4 units Social Studies*				

** One unit in foreign language, Alaska Native language, fine arts, or cultural heritage may be substituted for one unit in social studies.*

OR

Social Studies & Language Curriculum

2 units World Language*				
3 units Math				
3 units Science				
4 units Language Arts				
4 units Social Studies				

** Two language units must be in the same language, and may be foreign language, Alaska Native language, or American Sign Language.*

12/27/2012

Find details and subscribe for updates at APS.alaska.gov

Alaska Commission on Postsecondary Education

ALLERGY/ANAPHYLAXIS ACTION PLAN

Student Name _____ D.O.B. _____Teacher _____
School Nurse Phone Number
Health Care Provider_____ Preferred Hospital_____
History of Asthma No Yes – Higher risk for severe reaction

ALLERGY: **(check appropriate)** To be completed by Health Care Provider
Foods (list):
Medications (list):
Latex: Circle: Type 1 (anaphylaxis) Type IV (contact dermatitis)
Stinging Insects (list):

RECOGNITION AND TREATMENT

Chart to be completed by Health Care Provider ONLY	**Give CHECKED Medication**		
If food ingested or contact w/ allergen occurs:	EpiPen	Antihistamine	
No symptoms noted	Observe for other symptoms		
Mouth	Itching, tingling, or swelling of lips, tongue, mouth		
Skin	Hives, itchy rash, swelling of the face or extremities		
Gut+	Nausea, abdominal cramps, vomiting, diarrhea		
Throat+	Tightening of throat, hoarseness, hacking cough		
Lung+	Shortness of breath, repetitive coughing, wheezing		
Heart+	Thready pulse, low BP, fainting, pale, blueness		
Neuro+	Disorientation, dizziness, loss of conscience		
If reaction is progressive (several of the above areas affected), GIVE:			
The severity of symptoms can quickly change. +Potentially life-threatening			

DOSAGE

Epinephrine: Inject into outer thigh **EpiPen 0.3 mg** OR **EpiPen Jr. 0.15 mg** (see reverse for instructions)

Antihistamine: Benadryl _____ mg To be given by mouth *only if able to swallow*.

Other:_____

This child has received instruction in the proper use of the EpiPen. It is my professional opinion that this student **SHOULD** be allowd to carry and use the EpiPen independently. The child knows when to request antihistamine and has been advised to inform a responsible adult if the EpiPen is self-administered.

It is my professional opinion that this student **SHOULD NOT** carry the EpiPen.

Health Care Provider Signature _____ Phone: _____ Date _____

EMERGENCY CALLS

1. **Call 911**. State that an allergic reaction has been treated, and additional epinephrine may be needed.
2. Call parents/guardian to notify of reaction, treatment and student's health status.
3. Treat for shock. Prepare to do CPR.
4. Accompany student to ER if no parent/guardians are available.

PREVENTION: Avoidance of allergen is crucial to prevent anaphylaxis. Critical components to prevent life threatening reactions: √ Indicates activity completed by school staff

	Encourage the use of Medic-alert bracelets
	Notify nurse, teacher(s), front office and kitchen staff of known allergies
	Use non-latex gloves and eliminate powdered latex gloves in schools
	Ask parents to provide non-latex personal supplies for latex allergic students
	Post "Latex reduced environment" sign at entrance of building
	Encourage a no-peanut zone in the school cafeteria
	Other:

Side 2: To Be Completed by Parent/Guardian, Student and School

Allergy/Anaphylaxis Action Plan (*continued*) **Student Name_____ D.O.B._____**

Parent/Guardian AUTHORIZATIONS

I want this allergy plan implemented for my child; **I want my child to carry the EpiPen** and I agree to release the school district and school personnel from all claims of liability if my child suffers any adverse reactions from self-administration of EpiPen.

I want this plan implemented for my child and I **do not** want my child to self-administer EpiPen.

It is recommended that backup medication be stored with the school/ school nurse in case a student forgets or loses EpiPen and/or antihistamine. The school district is not responsible or liable if backup medication is not provided to the school/ school nurse and student is without medication when medication is needed.

Your signature gives permission for the nurse to contact and receive additional information from your health care provider regarding the allergic condition(s) and the prescribed medication.

Parent/Guardian
Signature:_____Phone:_____Date:_____

Student Agreement:

I have been trained in the use of my EpiPen and allergy medication and understand the signs and symptoms for which they are given;

I agree to carry my EpiPen with me at all times;

I will notify a responsible adult (teacher, nurse, coach, noon duty, etc.) **IMMEDIATELY** when auto-injector EpiPen (epinephrine) is used;

I will not share my medication with other students or leave my EpiPen unattended;

I will not use my allergy medications for any other use than what it is prescribed for.

Student Signature: _____ Date: _____

Back-up medication is stored at school Yes No
Approved by Nurse/Principal Signature: _____ Date:

DIRECTIONS FOR EPIPEN® USE
Pull off gray activation cap.
Hold Back tip to outer thigh (apply to thigh **ONLY**).
Press hard into outer thigh until auto-injector mechanism functions. Hold in place for 10 seconds.
Massage the injection site for 10 seconds.
Ones Epipen® is used, call 911/EMS. Take the used EpiPen to the emergency room with you.

STAFF MEMBERS TRAINED

NAME	TITLE	LOCATION/ROOM #	TRAINED BY

EMERGENCY CONTACTS

	NAME	HOME #	WORK #	CELL #
Parent/Guardian				
Parent/Guardian				
Other:				
Other:				

STUDENT ASTHMA
ACTION CARD

Name: _____ D.O.B. _____ Teacher _____
School Nurse: _____ Phone Number: _____
Health Care Provider Treating Student for Asthma: _____ Ph: _____
Preferred Hospital _____
My Personal Best Peak Flow Reading: _____ **(If Applicable)**

Green Zone: All Clear

- Breathing is easy. No asthma symptoms with activity or rest
  - Peak Flow Range: _____ to _____ (80 to 100% of personal best) *If applicable.*
    - **Pre-medicate if needed 10 to 20 minutes before sports, exercise or other strenuous activity.**
    - **Pre-exercise medications listed in #1 below.**

Yellow Zone: Caution

- Cough or wheeze. Chest is tight. Short of breath.
- Peak Flow Range: _____ to _____ (50 to 80% of personal best) *If applicable.*
- Medicate with quick reliever. Give medications as listed below.
- May re-check peak flow in 15 to 20 minutes.
- Student should respond to treatment in 15-20 minutes and return to green zone, if not contact parent.

Red Zone: Emergency Plan

- Call EMS if student has any of the following:
  - Coughs constantly
  - No improvement 15-20 minutes after initial treatment with medication
  - Hard time breathing with some or all of these symptoms of respiratory distress:
    - Chest and neck pulled in with breathing
      - Stooped body posture
      - Struggling or gasping
  - Trouble with walking or talking due to shortness of breath
  - Lips or fingernails are grey or blue
  - Peak flow below: _____ (50% of personal best) *If applicable.*
- Medicate with quick reliever. Give medications as listed below.
  - Re-check peak flow in 15 to 20 minutes.
  - Student should respond to treatment in 15-20 minutes.
  - Contact parent/guardian.

Emergency Asthma Medications – *to be completed by Health Care Provider*

	Name	Amount
1.		
2.		

Health Care Provider AUTHORIZATION:

- This Child has received instruction in the proper use of his/her asthma medications.
- It is my professional opinion that this student ***should/should not*** (circle one) be allowed to carry, store and use his/her asthma medications by him/herself.

Health Care Provider Signature: _____ Date:

Side 2 to be filled out by Patent / Guardian, Student, and School

Side 2: To Be Completed by Parent/Guardian and Student

STUDENT ASTHMA ACTION CARD (*continued)* **Student Name: _____ D.O.B. _____**

DAILY ASTHMA MANAGEMENT PLAN

- **Identify the things which start an asthma episode (If known, check each that applies to the student. These should be excluded in the student's environment as much as possible.)**

o Exercise	o Chalk dust/dust	o Food _____
o Strong odors or fumes	o Carpets in the room	o Molds
o Respiratory infections	o Animals _____	o Latex
o Change in temperature	o Pollens (Spring/Summer/Fall)	o Other _____

- **List all asthma medications taken each day.**

Name **Amount** **When to Use**

1._____
2._____
3._____

COMMENTS / SPECIAL INSTRUCTIONS

_____
_____
_____
_____

AUTHORIZATIONS

P**arent/Guardian:**

- o I want this plan to be implemented for my child in school.
- o I authorized my child to carry and self-administer asthma medications and I agree to release the school district and school personnel from all claims of liability if my child suffers any adverse reactions from self-administration and/or storage of asthma medications. Yes No
- o It is recommended that backup medication be stored with the school/ school nurse in case a student forgets or loses inhaler or inhaler is empty. The school district is not responsible or liable if backup medication is not provided to the school/ school nurse and student is without working medication when medication is needed.

Your signature gives permission for the nurse to contact and receive additional information from your health care provider regarding the asthma condition and the prescribed medication.

Parent/Guardian Signature: _____ Date: _____

Student Agreement:

- I understand the signs and symptoms of asthma and when I need to use my asthma medication.
- I agree to carry my medication with me at all times.
- I will not share my or use my asthma medications for any other use than what it is prescribed for.

Student Signature: _____ Date: _____

- Approved by School Nurse/School Principal Back-up medication is stored at Yes No

School Nurse/Principal Signature: _____ Date: _____

E 5141.23 PRECAUTIONS FOR INFECTIOUS DISEASE PREVENTION

***Note**: The following precautions should be established to prevent potential exposures to infectious diseases, whether or not casually transmitted.*

Handwashing is the single most important technique for preventing the spread of casually transmitted diseases. Hands should be washed thoroughly for 15 to 30 seconds with soap and warm running water, rinsed under running water, and thoroughly dried with paper towels:

1. Before eating, drinking or feeding.

2. Before handling food, clean utensils or kitchen equipment.

3. Before and after using the toilet or diapering.

4. After accidental contact with body secretions such as blood, urine, feces, mucus, saliva or drainage from wounds, or with soiled garments, equipment, diapers or menstrual pads.

Nonsterile disposable gloves should be worn when handling blood (such as providing care for nosebleeds, bleeding gums, cuts or wounds); blood-soiled items (such as menstrual pads, bandages or clothing); secretions (particularly from open sores or wounds); vomit, urine or feces; as well as surfaces, materials, and objects exposed to them.

Gowns or smocks should be worn if soiling of clothing by body fluids, secretions or excretions is anticipated. Hands should be washed thoroughly after removing gowns or gloves.

Personnel and students with open skin lesions (such as chapped or broken skin, eczema, sores, cuts or wounds) should particularly avoid contact with blood, blood-soiled items, or secretions, and should cover their lesions with occlusive dressings or gloves when possible.

Extraordinary care should be taken to prevent accidental wounds from potentially contaminated sharp instruments such as needles, scissors, or knives.

Food and drinks should not be shared. Separate eating utensils, glasses and cups should be used.

Sanitary conditions should be maintained throughout the facility, with established routines for frequently cleaning floors, sinks, faucets, table tops, door knobs, etc.

Surfaces contaminated with body secretions should be washed with soap and water and disinfected promptly with a freshly prepared solution of bleach (ten parts water to one part bleach) or other approved disinfectant. Disposable towels should be used whenever possible, and mops should be rinsed in the bleach solution.

Articles and clothing soiled with blood, vomit, feces, urine or other body discharges should be placed in leakproof plastic bags for proper disposal or washing.

Revised 12/04

Adopted: February 3, 2014

BERING STRAIT SCHOOL DISTRICT

STUDENT SEARCHES CHECKLIST E 5145.12(a)

This checklist is to be used in conjunction with a student search incident.

1. What factors caused you to have a reasonable suspicion that a search of this student, of the student's effects, will provide evidence that the student has violated or is violating the law or rules of the school?

   A. Eyewitness account:

      1. By whom _____
      2. Date/time _____
      3. Place _____
      4. What was observed _____
         _____

   B. Information from a reliable source:

      1. From whom information received _____
      2. Dated and time received _____
      3. How was information received _____
      4. Who received the information _____
      5. Described information received _____
         _____
         _____

   C. Suspicious behavior. Please explain:

      _____
      _____
      _____

   D. Date and time search was conducted _____

   E. Location (where search was conducted) _____

   F. Reason given to student for search _____

   G. Was student's consent requested? _____ Given? _____

2. Reasonableness of search in terms of scope and intrusiveness

   A. What were (are) you searching for? _____
   _____

   B. Age and sex of student _____

   C. Exigency of the situation _____

   D. What type of search was (is being) conducted?
   _____

   E. Who conducted (is conducting) the search? _____
   Position: _____ Sex: _____

   F. Who witnessed the search? _____

3. Explanation of search

   A. Describe the time and location of the search _____
   _____

   B. Describe exactly what was searched _____

   C. What did the search yield? _____

   D. What was seized? _____

   E. Was anything released to police? _____

   F. Were parents notified of the search, including the reasons and the scope? _____

Added 9/98

Northwestern Alaska Career and Technical Center

Douglas J. Walrath, Ph.D.
P.O. Box 131
Nome, AK 99762
Tel: 907-443-3507
Fax: 907-443-7076
http://www.nacteconline.org

Alaska Native Engineering Education Development (ANEED) Project

Overview

The ANEED Grant is pass through award, from Kawerak Inc., with NACTEC as the service provider delivering, and/or coordinating with post-secondary partners, the delivery of twenty PreK-12 grade STEM (Science, Technology, Engineering and Mathematics) engineering education services. This U.S. Department of Education, *Accessing Choices in Education* four-year, $4M grant award was developed to increase Math and Science proficiencies for NACTEC's school district partners.

Summary

ANEED grant funding will support the hiring of four new itinerant elementary education teachers who will be based out of NACTEC in Nome. ANEED itinerant teacher services are planned to provide six weeks of STEM-rich, hands-on engineering education services per year, per site, across BSSD. A new 5th grade ANSEP/NACTEC partnership program will be developed for a Nome-based, week-long transition program beginning in FY22. A new ANSEP BSSD/NPS Middle School Academy, to be chaperoned primarily by ANEED/NACTEC staff will be delivered in FY22-FY24. Transition programs from elementary to Jr. High, to High School, to college are intentionally planned to assist students with age-appropriate transitioning at each level.

Budget for FY21

As a service providing contractor for Kawerak Inc., the ANEED grant award to NACTEC is in the amount of $428,031.

Action Needed

A motion to approve the ANEED Grant for Bering Strait School District in the amount of $428,031

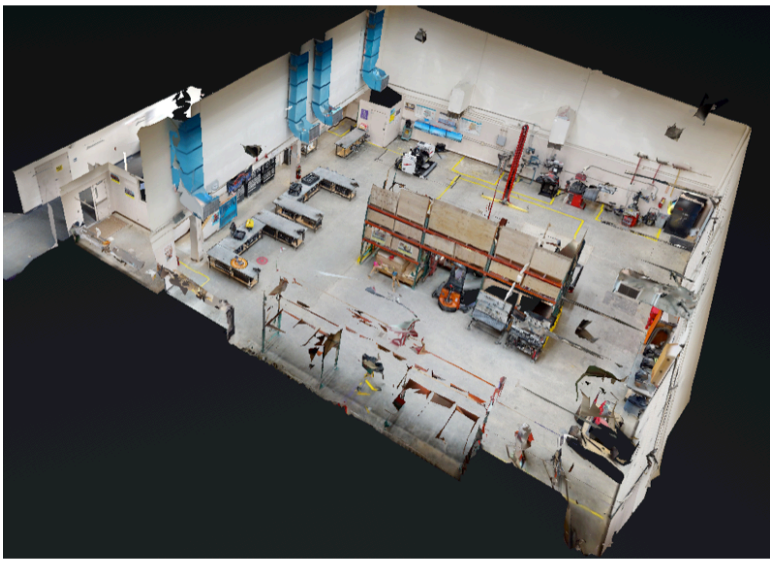
Northwestern Alaska Career and Technical Center

Douglas J. Walrath, Ph.D.
P.O. Box 131
Nome, AK 99762
Tel: 907-443-3507
Fax: 907-443-7076
http://www.nacteconline.org

NACTEC Quarterly Report
Bering Strait School District
February 4, 2021

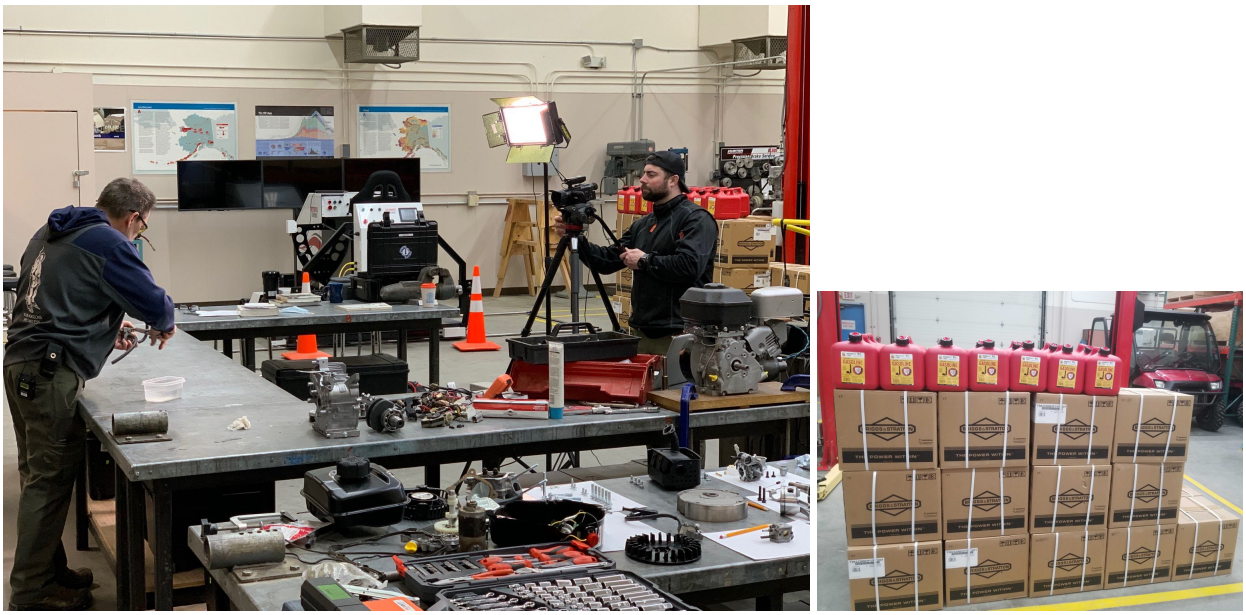
Due to COVID-19 NACTEC's variable term residential programming has been cancelled for the 2020-21 school year. NACTEC instructors are leading semester-based CTE courses for NBHS and have been made available for a menu of distance delivery, outreach, and BSSD support options in the 2nd semester. This report highlights a variety of alternate programming options NACTEC staff have been working on to support BSSD students.

NACTEC in 3D – Although students can't travel to NACTEC this year, they will still be able to visit us in a virtual environment. Anchorage-based, Upper One Studios completed 3D scans of the NACTEC House and Auto Shop facilities in December. 50+ information tags will be inputted into the scans so that visiting guests can tour the facilities and learn more about CTE training programs, career skills, and life skills training while investigating areas of interest. Efforts in designing a new website to support virtual tours, as well as distance delivery of several CTE courses has been occurring since November.



Picture 1. 3D Scan of Auto Shop for Virtual NACTEC Tour (12/4/20)

Small Engine Repair – On January 5-7, 2021, Upper One Studio's videographer recorded 30+ video clips for a distance delivered Small Engine Repair course with Brian Marvin (Picture 2). The content will reside on the NACTEC website. Sites will select from 1 of 4 program delivery options: 1. Synchronous, 2. Asynchronous, 3. Hybrid instructional delivery, or 4. "Have site expertise -- we just need small engines and tools". Sites will collect a short two-page student application and send to Kevin Busk to initiate the process. (30) Briggs and Stratton engines have been purchased along with all the tools needed to support the course (Picture 3). Interested sites need to make outreach to NACTEC to receive resources and arrange the preferred instructional delivery option. Shishmaref has already begun with option #4, requesting engines and tools which have been sent out.



Picture 2. Upper One Studios Recording Asynchronous Small Engine Repair Clips (1/6/21)

Picture 3. Supplies Ready to Ship to Sites for the Small Engine Repair Course (1/14/21)

Introduction to Health Field – Vincent Villella Northwest Area Health Education Center (NW AHEC) is delivering semester-based, dual credit HLTH 105 courses for NBHS (7 students). BSSD had four students enroll. As three students dropped the course by the third day, one-on-one instruction was not viable to continue the course. Vince has other short duration suicide prevention and mental health certificated training options, for potential delivery to students and staff alike with AHEC support. Interested sites should contact Vince directly at the NACTEC office (443-7568) or vincent.villella@bssd.org

Intro to Aviation/Ground School: Kevin Busk and Chris Paskvan are available to support sites with Aviation training program interests. Teaching supplies to support courses were purchased for Teller (Dec)., Savoonga (January), with a Unalakleet request (pending), and Koyuk (Ground School) support. Aviation liaisons from all but Elim, Shishmaref and Shaktoolik have agreed to extra-duty contracts to oversee flight simulator usage. Pictured below, Kevin and Chris provide liaison training via Zoom to Jonah Tandog (TLA) and Brian Sierra (SMK), sharing how to use the Basic Aviation Training Devices, and troubleshooting as needed (Picture 4).

Picture 4. Aviation Liaison Training with SMK and TLA via Zoom (1/5/21).

Heavy Equipment Operator: Commercial vendor, Simformotion, fulfilled our request from Spring 2020 to develop a portable solution to bring Heavy Equipment Operator training to the village. A SimLite hydraulic simulator unit has been develop and a SimLite dozer is under development, anticipated for commercial release by March 30th. Each unit will ship in two Pelican hard cases to sites, with everything needed to begin training, including curriculum and a student training management program (SimU Campus). Each unit is

equipped with an Oculus headset for a virtual reality interactive, engaging experience. A grant through Alaska Community Foundation provided 75% of the funding to support equipment purchase. Upper One Studios recorded a video segment with Kevin Busk detailing the receiving, unpacking, and set-up process. NACTEC staff are able to connect remotely to assist site teachers interested in leading this training (Picture 5).

Picture X. Portable SimLite Hydraulic Excavator Training Unit for Village-based Training (1/7/21)

Maritime: AVTEC's Alaska Maritime Training is offering a five-day Introduction to Nautical Skills Fast Track (delivered on-site at school districts). This course is a prerequisite for students to qualify for entry into the AVTEC Young Mariner Program. NACTEC will provide funding support for student enrollment. One Koyuk student has expressed interest.

Jr. High Career Exploration: Purchasing teaching supplies (Snap Circuits, Aviation resources) is occurring in January to support distance engagement with BSSD sites. Flexibility has been built into the NACTEC staff schedule with potential for an AM or PM slot to deliver to sites interested in Career Exploration programs. We envision meeting with the same group of students, for one class period, multiple times per week. We will remain flexible to meet site interest/need. Brevig Mission has been the first site to express interest.

Site-based CTE: Brian Marvin has agreed, in a reserve contractual capacity, to bring CTE training to sites if such training is approved through all pertinent channels, e.g. School Board, village IRA, etc. Housing (school?) needs to be coordinated and agreed upon. Verification of COVID vaccination(s) would be a pre-requisite prior to such travel/training. Mr. Marvin could deliver high school training during day, and adult training in evening as NACTEC's *Alaska Construction Academy* funding would support such efforts.

Crosswind Simulator – A new training device was installed in NACTEC Auto Shop on October 31st. With 15' of side-to-side movement, this motion-based simulator allows students to practice "crabbing" landings in variable crosswind landing conditions. A motion-based helicopter simulator is scheduled for arrival this Spring, to be installed in the adjoining Auto Shop classroom.

Picture X. Aviation Ground School Crosswind Landing Training with NBHS (11/5/20).

NBHS Simulator Center – NACTEC sought and received permission to remodel a 22' x 24' book storage room, adjoining the NACTEC classroom, into a multi-purpose career exploratory simulator center. SimLite units, when not in rotation to BSSD sites, will be housed here. NSEDC funding has secured (5) Boating Skills Virtual Training, which can serve dual purpose training as Driver Education trainers. NACTEP funding will secure a networked instructor/trainee Basic Aviation Training Device pod of 5-6 flight simulators in the Spring of 2021. Facility renovation efforts are underway, with a March 2021 completion anticipated for new paint, carpet and electrical work. When we return to residential training, there will be many new resources awaiting BSSD student return!

---- End of Report --- DJW

BERING STRAIT SCHOOL DISTRICT

General (School Operating) Fund Budget
For the Six Months ended December 31, 2020

	FY2021 BUDGET	FY2021 ACTUAL	PERCENT of TOTAL
REVENUES			
Foundation revenue	27,296,817	15,415,668	56%
Federal Impact Aid	19,000,000	0	0%
TRS/PERS on behalf	2,955,000	1,477,500	50%
Rental Income	1,550,000	718,749	46%
Investment earnings	550,000	284,312	52%
Federal SLC (Internet subsidy)	5,720,000	2,860,000	50%
Other state and local revenue	300,000	30,910	10%
Medicaid and other	300,000	21,959	7%
Total revenues	57,671,817	20,809,098	36%
EXPENDITURES			
Teachers salaries	13,145,402	5,738,925	44%
Classified salaries	7,525,823	3,244,897	43%
Principal & managerial salaries	3,853,910	1,576,428	41%
Substitute salaries	474,810	119,092	25%
Employee benefits	13,402,567	4,535,408	34%
Sub-total personnel	38,402,512	15,214,750	40%
Audit services	70,000	58,418	83%
Communications	6,256,952	3,176,606	51%
Equipment	300,000	24,491	8%
Equipment- maintenance	275,000	41,691	15%
Insurance	900,000	1,130,591	126%
Legal services	80,000	26,414	33%
Other professional services	361,000	141,116	39%
Other purchased services	680,000	224,120	33%
Rentals	28,000	24,975	89%
Stipends	132,000	55,800	42%
Supplies - instruction	975,000	481,905	49%
Supplies - maintenance	750,000	291,270	39%
Travel	2,000,500	173,196	9%
Utilities - electricity	2,300,000	791,271	34%
Utilities - heating fuel	1,500,000	960,842	64%
Water/sewer/other utilities	900,000	369,765	41%
Other expenses	300,000	117,318	39%
Subtotal non-personnel	17,808,452	8,089,789	45%
Transfer to other funds	1,450,000	0	0%
Total transfers	1,450,000	0	0%
Total expenditures	57,660,964	23,304,539	40%
Excess/(deficiency) of revenues over expenditures	10,853	(2,495,441)	

CORPORATE OBLIGATION DETAIL

31-Dec-20

CURRENT INVESTMENTS

MATURITY DATE	DOCUMENT	INTEREST RATE	PRINCIPAL
6/15/2023	AFLAC	Variable	323,460.00
5/5/2021	American Express Credit	Variable	427,168.00
4/13/2028	Anheuser-Busch	Variable	294,740.00
10/1/2025	Applied Materials	Variable	285,663.00
3/15/2023	Avalonbay comm	Variable	313,119.00
1/11/2023	Bank of America	Variable	450,589.00
8/16/2023	Bank of NY	Variable	392,828.00
1/12/2026	Citigroup	Variable	340,908.00
12/15/2021	General Mills	Variable	509,640.00
3/1/2022	Gilead Sciences	Variable	305,655.00
11/15/2029	Intel	Variable	271,190.00
2/1/2024	JP Morgan	Variable	412,665.00
2/1/2025	Kimco Realty	Variable	382,575.00
5/3/2027	Lowes	Variable	280,478.00
4/10/2024	Metlife	Variable	274,770.00
7/28/2021	Morgan Stanley	Variable	308,820.00
5/25/2024	Prudential	Variable	385,242.00
6/12/2025	Reynolds American	Variable	284,748.00
3/1/2023	Starbucks Corp	Variable	316,905.00
3/15/2022	Unitedhealth Group	Variable	384,151.00
9/9/2024	Wells Fargo	Variable	465,464.00
	TOTAL CORPORATE OBLIGATIONS		$ ###########

BERING STRAIT SCHOOL DISTRICT
INVESTMENT ANALYSIS REPORT
########

INTEREST INCOME EARNED AS OF 12/31/20		$ ##########
DAILY AVERAGE FOR 182 DAYS		$ 1,562.16

CURRENT INVESTMENTS

MATURITY DATE	DOCUMENT	INTEREST RATE	PRINCIPAL
OPEN	lls Money Market	Variable	42,794.00
8/31/2021	JS Treasury Bill	Variable	86,062.00
11/15/2021	JS Treasury Bill	Variable	##########
12/31/2021	JS Treasury Bill	Variable	##########
1/31/2022	JS Treasury Bill	Variable	##########
1/31/2022	JS Treasury Bill	Variable	##########
3/31/2022	JS Treasury Bill	Variable	##########
7/15/2022	JS Treasury Bill	Variable	##########
9/30/2022	JS Treasury Bill	Variable	##########
2/28/2023	JS Treasury Bill	Variable	##########
8/15/2023	JS Treasury Bill	Variable	##########
8/15/2024	JS Treasury Bill	Variable	##########
3/31/2024	JS Treasury Bill	Variable	##########
8/15/2024	JS Treasury Bill	Variable	##########
2/15/2025	JS Treasury Bill	Variable	##########
11/30/2025	JS Treasury Bill	Variable	##########
12/31/2025	JS Treasury Bill	Variable	##########
1/31/2026	JS Treasury Bill	Variable	##########
2/28/2026	JS Treasury Bill	Variable	##########
11/15/2026	JS Treasury Bill	Variable	##########
2/15/2027	JS Treasury Bill	Variable	##########
5/31/2027	JS Treasury Bill	Variable	##########
8/15/2027	JS Treasury Bill	Variable	##########
9/30/2027	JS Treasury Bill	Variable	##########
11/15/2027	JS Treasury Bill	Variable	##########
11/30/2027	JS Treasury Bill	Variable	##########
8/15/2028	JS Treasury Bill	Variable	##########
11/15/2028	JS Treasury Bill	Variable	##########
2/15/2029	JS Treasury Bill	Variable	##########
5/15/2029	JS Treasury Bill	Variable	##########
8/15/2029	JS Treasury Bill	Variable	##########
5/15/1930	JS Treasury Bill	Variable	##########
5/15/1930	JS Treasury Bill	variable	##########
12/24/2024	FHLMC Bond	Variable	##########
4/14/2025	FHLMC Bond	Variable	##########
8/27/2025	FHLMC Bond	Variable	##########
9/12/2025	FHLMC Bond	Variable	##########
4/1/2026	FHLMC Bond	Variable	24,102.00
3/12/2027	FHLMC Bond	Variable	##########
11/1/2028	FHLMC Bond	Variable	##########
12/1/1930	FNIC Bond	Variable	##########
5/1/1931	FNIC Bond	Variable	##########
5/1/1938	FNMA Bond	Variable	3,802.00
2/1/1939	FHLMC Bond	Variable	##########
Various	porate obligations	Variable	##########

TOTAL INVESTMENTS	##########
CASH BALANCE	##########
TOTAL CASH AND INVESTMENTS	$ ##########

BERING STRAIT SCHOOL DISTRICT
QUARTERLY FINANCIAL STATEMENTS
FOR THE SIX MONTHS ENDED DECEMBER 31, 2020

REVENUES AND EXPENDITURES - ALL FUNDS

STATE FOUNDATION	$ 15,415,668
FEDERAL IMPACT AID	0
TRS/PERS ON BEHALF	1,477,500
CAPITAL PROJECTS	3,577,103
SPECIAL REVENUE FUNDS	1,825,651
RENTAL INCOME	718,749
INTEREST INCOME	284,312
FEDERAL SLC SUBSIDY	2,860,000
TRAVEL DEPARTMENT REVENUE	209,915
LOCAL and OTHER REVENUES	52,869
TOTAL REVENUES	26,421,767
SALARIES	13,035,802
FRINGE BENEFITS	3,633,333
PROFESSIONAL SERVICES	319,302
COMMUNICATIONS	329,334
INSURANCE	1,130,591
TRAVEL & STIPENDS	418,027
UTILITIES	2,140,105
RENTALS & OTHER SERVICES	414,150
TEACHING SUPPLIES	1,299,551
MAINTENANCE SUPPLIES	510,352
FOOD SERVICE SUPPLIES	1,126,188
EQUIPMENT	310,391
BUILDINGS & IMPROVEMENTS	3,091,851
OTHER EXPENSES	345,158
TOTAL EXPENDITURES	28,104,135
EXCESS OF REVENUES OVER EXPENDITURES	$ (1,682,368)

BERING STRAIT SCHOOL DISTRICT
QUARTERLY FINANCIAL STATEMENTS
December 31, 2020

BALANCE SHEET - ALL FUNDS

CASH & INVESTMENTS	$ 39,926,508
ACCOUNTS RECEIVABLE	200,665
INVENTORY	1,855,002
OTHER ASSETS	3,929,807
TOTAL ASSETS	$ 45,911,982

ACCOUNTS PAYABLE	$ 60,547
ACCRUED PAYROLL AND LIABILITIES	2,451,473
FUND BALANCE	43,399,962
TOTAL LIABILITIES AND FUND BALANCE	$ 45,911,982

DISTRICT OFFICE
BERING STRAIT SCHOOL DISTRICT
P.O. BOX 225
UNALAKLEET, AK 99684
(907) 624-3611

Memorandum

To: Bering Strait School Board **From:** Carolyn Heflin

Re: Curriculum and Instruction Update **Date:** February 4, 2021

Since the November 4, 20200 BSSD Board of Education meeting, the Curriculum and Instruction Department has been working on the following:

- State and National Conference Professional Development
  - 11 BSSD staff attended the National Council of Teachers of Mathematics (NCTM) Virtual Conference held in November
  - 8 BSSD staff attended the National Council of Teachers of English (NCTE) Virtual Annual Convention in November
  - 8 BSSD staff attended the National Council of Social Studies Teachers (NCSS) Virtual Conference held in December
  - 50 BSSD staff attended the RTI/MTSS Effective Instruction Virtual Conference
- BSSD Professional Development
  - 30 BSSD staff attended the Saturday Math PD Session on November 7, 2020
  - 37 BSSD staff attended the Saturday English Language Arts PD Session on November 14, 2020.
  - All BSSD administrators attended virtual leadership training on November 21-22, 2020.
  - 30 BSSD staff attended the Saturday English Language Arts PD Session on December 5, 2020
  - 60 BSSD stat attended the Saturday English Language Arts PD Session on January 16, 2021.
- Fast ForWord Intervention Training
  - 100% of K-5 staff attended Fast ForWord Intervention Training in December

    - Initial data indicate that students that completed one component of the program have already made a 0.8 year gain in the past four weeks. We will be reporting more student learning data on the Fast ForWord intervention in the future, including NWEA MAP correlation.

- Margaret A. Cargill Philanthropies (MACP) Grant Update
    - 1 classified staff received her teacher's certification and 3 classified staff are currently in their internships and on track to receive their teacher's certification this summer
    - 17 classified staff are currently enrolled in college courses towards receiving a B.A. degree in education.
    - 6 community members received their BSSD substitute teaching credential through Northwest Campus
    - 6 BSSD students are currently enrolled in one or more dual high school/college credit courses for semester 2
    - BSSD has been invited by MACP to reapply for another grant upon completion of the current grant.

As quarter three begins on January 4, we look forward to continuing our support of student instruction.

Decolonizing & Indigenizing Workshops

- Rethinking Thanksgiving: Changing the narrative about Native Americans in classrooms
  - Two powerful workshops in November, Tuesday afternoons
  - Vetted resources collected, shared on the Cultural Integration website
  - Three Sisters integrated Thanksgiving lesson/project (good replacement for turkey)
- Decolonizing Thanksgiving in your Classroom
  - Helen Thomas, Honkpapa Lakota educator
  - Amplify RJ (Restorative Justice)
- Decolonizing and Indigenizing Your Classroom with Helen Thomas and Amplify RJ
  - 26 registered from Bering Strait School District
    - 11 sites + NACTEC and District Office represented
    - 3 administrators (including myself)
    - 6 Indigenous educators (3 bilingual/bicultural teachers)
    - 3 counselors
    - 5 sites with multiple participants (largest is WBB with 5, GLV with 4)
  - Saturday mornings 8-10am (once a month)
    - Naming Settler Colonialism in Schools
    - Combating Indigenous Erasure in Curriculum
    - Developing an anti-Colonial Literacy
    - Respectfully Learning from Indigenous Knowledge Systems
    - Teaching to Affirm Indigenous Sovereignty

New Bilingual/Bicultural Staff

- Congratulations to Ethel Siqiñiq Kumluilnguq Fuller on her retirement in December
- Welcome to Gail Sipsugak Evan in Shaktoolik
- St. Michael IRA is hiring a bilingual/bicultural aide to support Pauline full time

Our Way of Life Honorarium/Language Mentor/Language Translator update

- Our Way of Life Honorarium (guest in the school)
  - 3 sites in Fall 2020
  - $1500 for Native Dancing
  - $600 for Skin sewing
  - $50 for general art
- Language Mentor or Translator
  - 7 fluent speakers mentored or translated (not including fluent staff)
  - 3 staff utilized program
  - Kigiqtaamiutun, Malimiut, Qawiaraq, Iŋaliq, Sitaisaamiutun dialects
  - $2130 total for Fall 2020 specifically for language

Igamsiqanaghhalek! Quyana cakneq! Quyanaqpak! Taikuu tani! Iliġanamiik! Thank you very much!

DISTRICT OFFICE
BERING STRAIT SCHOOL DISTRICT
P.O. BOX 225
UNALAKLEET, AK 99684
(907) 624-3611

To: Bering Strait School Board

From: Kris Busk, Director of HR

Re: FY22 Classified Reference Handbook Review

Date: February 4, 2021

The process of reviewing the Classified Reference Manual incorporated the collaboration of two separate groups of employees over the course of December and January. The groups consisted of long-time classified and certified employees that offered a wide variety of expertise and knowledge. The highlights indicate the additions or changes between the current Classified Reference Manual and the revised version. Each group was assigned a color that shows up as highlights in the manual and indicate a change. The next phase of the district's review is to submit the handbook to Alaska Public Entity Insurance (APEI) to review the document from a liability perspective.

It is the district's goal to have all the revisions completed by this spring and to bring the FY22 Classified Reference Handbook to the School Board for adoption in April.

Classified Reference Handbook

Bering Strait School District

Revised January, 2021

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Introduction

The purpose of this manual is to explain and to serve as the policies and procedures for classified employees and to ensure that classified employees are treated in a fair and equal manner regardless of location. Classified employees should read and become familiar with this manual. In conjunction with School Board policies

All employees upon hire will be given a copy of this manual. This manual will also be posted on the Bering Strait School District's website and available to all employees.

The Bering Strait School District

The Bering Strait School District extends over 50,000 square miles. There are 15 different schools within the district as well as the Northwest Alaska Career and Technical Education Center (NACTEC), located in Nome. The District Office is located in Unalakleet.

The classified employees in each community are vital to the successful day-to-day operations of BSSD. The classified employees serve the district in a variety of capacities, from instructional to office managerial to business and more. Each employee contributes their own expertise to meet the needs of the students within the district. The classified employees constitute the sustainable advocacy for a well-rounded and relevant education.

The Classified Reference Manual is a resource document that explains the benefits and professional expectations of classified employees within BSSD.

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School Calendars - MOVE

While there are some differences among school calendars, all calendars meet the requirements as stipulated in Alaska law and are approved by the Board.

Definitions of Terms

Unless the context requires otherwise, the definitions in this section govern the interpretation of this manual.

Casual Employee: means an employee that is employed on a contract basis to provide a specific service to the District. Such an employee receives a flat amount for said service and is not eligible for any other fringe or retirement benefits.

Class or Class Position: means one or more positions with similar duties and responsibilities, degree of supervision assigned or received, and entrance requirements. The same requirements as to education, experience, knowledge, and ability may be demanded of applicants, the same tests of fitness may be used to apply with equality to all positions in the class.

Classified Employee: means all non-certificated employees.

Full Monthly Pay Period: means a monthly pay period during which an employee is on pay status for not less than 15 working days.

Highly Qualified Status: means an employee hired to an educational aide position in a Title I School who meets the qualifications set by the State of Alaska Department of Education and Early Development. These employees have either earned an Associate's degree or higher, or 48 semester post-secondary credits, or they have passed the ParaPro Assessment. References: 4 AAC 04.220 and Alaska Department of Education & Early Development See Appendix A for the Instructional Paraprofessional Requirements Information Sheet.

Immediate Family: means spouse/partner, child, parent, sibling, grandparents, grandchildren, or anyone living in the employee's household.

Interim Employment: means

Organizational Unit: means a school or a division under the supervision of an administrator assigned by the Superintendent or his/her designee.

Pay Status: means a day during which an employee works, is on paid leave, or is on paid holiday.

Permanent Employee: means an employee, other than a probationary employee, who occupies a permanent classified position.

Performance Evaluation: means the periodic appraisal, in writing, on forms prescribed, of an employee's work performance.

Position: means a situation of employment in the District composed of specific duties and requiring full-time or part-time services.

Probationary Employee: means an employee who has been employed by the District in a *permanent* position and is in a training and initial evaluation program. This may be for an initial period not to exceed 90 calendar days, unless the supervisor recommends to the Superintendent an extension to the probationary period.

Promotion: means the change of an employee from a position in one class to a position in another class (with a higher salary range).

State: means the state of Alaska.

Substitution Appointment: means an appointment made to a position which is to be vacant for longer than one (1) month because of an authorized leave of absence where the incumbent has reinstatement rights.

Supervisor: means an employee duly authorized to direct the work of subordinate employees.

Temporary Worker: means an employee whose position with the District is only temporary or seasonal, not a *permanent* position. The exception is the Special Ed Aide 1:1 positions; these positions are eligible for benefits after a positive 90-day evaluation, however the position is still deemed temporary based on the student with whom they are linked.

Employment Policies

Equal Employment Opportunity

The School Board fully subscribes to the principle of the dignity of all persons and of their labors and will take affirmative action to ensure that applicants are employed and promoted without regard to their race, color, religion, sex (including pregnancy, transgender status, and sexual orientation), national origin, age (40 or older), disability or genetic information, in accordance with the Equal Employment Opportunity Commission and all applicable Federal rules and regulations which apply to R.E.A.A.'s in the State of Alaska. Every opportunity will be taken to assure that each applicant for a position is selected on the basis of qualifications, merit, and ability.

No person applying for a position in the District shall be asked to state his/her religious or political affiliation.

Non-discrimination

The Bering Strait School District affirms that no person shall, on the basis of race, color, religion, sex (including pregnancy, transgender status, and sexual orientation), national origin, age (40 or older), disability or genetic information be excluded from participation in, be denied benefits of, or otherwise subjected to discrimination under any education program or activity in the District consistent with Title IX/Section 504 of the Education Amendments of 1972, Title IV of the Civil Rights Act of 1964, and Americans with Disabilities Act of 1992.

Advertisement of Positions

Except for temporary positions and substitute appointments, all position openings shall be advertised **first to current employees for a period of not more than five (5) days and then if the position is still vacant, it will be advertised both in-district and out of district** via public media in the village where the vacancy occurs for a period of not less than 14 days. Advertisements will be posted in at least two public places (i.e., the post office, school, and village stores). Under emergency conditions, interim appointments to permanent positions may be made pending expiration of the advertisement period. If such interim appointment is made, all applications received during the advertisement period shall be considered prior to making a permanent appointment. Persons in interim appointment may or may not be applicants for positions.

A copy of the advertisement must be filed with the Director of Human Resources. The advertisement will state: Bering Strait School District is an equal opportunity employer.

Application Procedure

To be considered as an applicant for a classified position, a candidate must complete a written application using the approved form provided by the Bering Strait School District. A background check will be performed on all candidates who have applied. Application forms can be obtained from the principal of the local school or requested by emailing hr@bssd.org.

When a position becomes vacant and is approved for continuation, the principal and/or supervisor will review all applications on file at the expiration date of the 5-day posting and the 14-day posting period, if necessary. The principal and/or supervisor will select the best applicant(s) to be interviewed. **DELETED: Information on hiring Maintenance staff**

The principal and/or supervisor will forward the recommendation in a written statement to the Director of Human Resources. The written statement shall include the name of the person and the qualifications this person possesses for the position and the hire date.

Appointments

Only the Superintendent or their designee can recommend an individual to be considered for appointment by the Bering Strait School District's Board of Education.

Upon official action by the School Board, the Superintendent or designee shall notify the appropriate principal and/or supervisor of the acceptance for appointment or rejection of the candidate. The official probationary period, pending school board approval, will begin retroactive to the date of hire. No principal and/or supervisor can appoint or promise approval of appointment of a candidate. Reference BP 4212

Probationary Period

Each employee new to a permanent position shall be subject to an initial probationary period not to exceed 90 calendar days. At the end of the probationary period, the employee will be evaluated utilizing the Classified Performance Evaluation Report.

At the end of the initial probationary period, an employee with an approved performance evaluation of "Requires Improvement" shall be terminated or, at the discretion of the supervisor, an employee with a "Requires Improvement" evaluation may be granted an extended probationary period not to exceed 90 calendar days.

If at the end of the extended probationary period, an employee with an approved performance evaluation of "Meets Standard" or "Exceeds Standard," the employee may remain, or otherwise the employee shall be terminated.

Discretionary Appointment

The Superintendent or designee may appoint an employee above the step for which he/she normally would qualify if, in the judgment of the Superintendent or their designee, the employee's work experience or qualifications merit advance placement on the salary schedule.

Reappointment

An employee who is reappointed to a position after an employment separation or after having served in a different position may, at the discretion of the Superintendent or their designee, be reinstated at the same placement on the salary schedule as previously held.

Promotion

All other things being equal, current permanent classified employees shall be given preference in filling a vacant position if the position is at a higher classification than that currently held by the employee.

A promoted employee shall be placed on the salary schedule so that there will be no reduction in the rate of pay.

Demotion

The Superintendent or their designee may demote a classified employee for just cause which includes, but is not limited to, failure of the employee to achieve a satisfactory performance rating during the probationary period; poor performance rating in a current permanent position; elimination of a position(s) in the District; or a change in the District's finances. The employee shall, before the action is taken, be furnished with a statement in writing, setting forth the reason(s) for the demotion. Reference BP 4218.

The employee is entitled to a hearing before the Superintendent or his/her designee, as prescribed in the Complaint Procedure. If the employee is vindicated as a result of the hearing, he/she shall be reinstated with full back pay and benefits. Reference BP 4144/4244/4344 and AR 4144/4244/4344.

Separation from Employment

1) **Retirement**

   Except as otherwise provided in these rules, a classified employee covered by the Public Employees' Retirement System or Teachers' Retirement System, is eligible for retirement as provided by the Retirement System. An employee must notify the

Superintendent or their designee in writing **no later** than 30 days prior to the date of separation. It is the responsibility of the classified employee to initiate contact with the State of Alaska Retirement system.

2) **Resignation**

An employee may resign from the District by presenting a resignation in writing to their supervisor. An employee shall not be considered to have resigned in good standing if he/she fails to give their supervisor at least 14 calendar days written notice. A copy of the resignation shall be supplied by the supervisor to the Superintendent or their designee. The Superintendent or designee shall make such investigation as he/she deems warranted for the purpose of verifying the facts given as reason(s) for the resignation.

3) **Termination**

Employment termination occurs when:

a) The services of a temporary employee are no longer needed by the District;
b) A new employee is not continued at the end of the probationary period;
c) A permanent employee is dismissed.

Prohibitions and Penalties

Securing of Position: No classified employee shall give, render, pay, offer, solicit, or accept any money, service, or other valuable things in connection with any appointment, any promotion, or any advantage in a classified position.

Non-discrimination Practices: BSSD and its employees adhere to Title VII of the Civil Rights Act of 1964, which prohibits employment discrimination on the basis of race, color, national origin, sex, and religion; and the Age Discrimination in Employment Act of 1967, which prohibits employment discrimination on the basis of age against persons 40 years of age and older. In addition, Titles I and II of the Americans with Disabilities Act prohibit discrimination on the basis of disability.

Fraud: No classified employee or applicant for a classified position shall make false statements, certifications, appointments, or evaluations under any provision of the personnel rules or in any manner commit fraud preventing the impartial execution of the personnel rules. Reference BP 4119.21/4219.21/4319

Rights of Others: No classified employee shall defeat, deceive, or obstruct a person in his/her right to examination, eligibility, certification, appointment, or promotion under these rules.

Information from Applicant: No classified employee shall request or suggest that an applicant for classified employment provide information concerning the applicant's

religious, opinion, their ancestry, their membership in fraternal organizations, their political convictions, or their ethnic origin (except as required to meet Equal Employment Opportunity requirements).

Outside Employment: No classified employee shall engage in or accept private employment, or render services for private interest when such employment or service is incompatible with the proper discharge of his/her official duties. No classified employee shall solicit, negotiate for, or promise to accept employment by, or anything of substantial value from, any person, firm, or company with which he/she or his/her organization's unit is engaged in the transaction of business on behalf of the District or which may be affected by his/her official action.

Investments in Conflict with Official Duties: No classified employee shall invest or hold any investments directly, or indirectly, in any financial business, commercial, or private transaction, which creates a conflict with his/her duties.

Use of Information: No classified employee shall use information peculiarly within his knowledge or purview concerning the property, government, or affairs of the District to advance the financial or other private interests of himself/herself or others.

Gifts of Favors: No classified employee shall be a party to the purchase, or influence the purchase, of goods or services for the use of the District from any person, company, or business in which he/she has substantial financial interest unless approved in advance by the Board.

Conflict of Interests: No classified employee shall engage in any business or transaction or shall own a financial or other private interest, direct or indirect, which is in conflict with the proper discharge of his/her official duties.

Interpretations: At the request of any concerned classified employee or on their own motion, the Superintendent or his designee shall render interpretive opinions regarding the application of the rules in Section Employment Records. Insofar as possible, all such opinions shall be worded so as not to disclose the identity of any individual seeking an opinion. All such opinions shall be published and kept current as a supplement of the personnel rules.

Code of Ethics: All employees will abide by the District's code of ethics as described in the Board Policy 4119.21/4219.21/4319.

Employment Records

1) Limited Public Access

Access to personnel files is limited to the following persons during regular business hours:

a) The person named on the individual file folder has limited access only to his/her own file;
b) Federal and State Department of Education Officials (for audit purposes only); and
c) District Administrators:
    - Superintendent
    - Assistant Superintendent
    - Program Directors
    - Personnel Officers
d) Principals and principal/teachers may have access only to their assigned sites or file folder.
e) Any other persons with a legitimate request for non-confidential materials (that does not include examinations, evaluations, personal history, etc.) may have access to a specific information form in the files, must provide a written permission note from the Superintendent or designee, and check in with the personnel officer. Reference BP 4112.6/4212.6/4312.6

2) **Confidential Records**

Examination materials, performance evaluations, personal histories, and other confidential materials so designated shall be kept in confidential personnel files. Prior to inclusion of any material in a classified employee's personnel file that may be construed as derogatory evidence that the employee received a copy of the material is required. A classified employee has the right to have included in his/her personnel file, a rebuttal of any derogatory material placed in the file. A classified employee, or his/her authorized representative, shall be allowed to examine the contents of his/her personnel file during regular office hours in accordance with such procedures as the Superintendent or his designee may establish.

3) **Individual Classified Personnel Files**

Each classified employee shall have an official file maintained in the District Office. This file shall include, but not be limited to:

a) Application form;
b) Payroll information;
c) Emergency contact;
d) Evaluation form;
e) Letters of commendation and/or reprimand;
f) Other items as deemed necessary by the Superintendent or designee; and
g) Contracts, if appropriate.

Employee Compensation and Benefits

Compensation

1) Total Compensation

The salary paid to the classified employee shall represent the total compensation for the employee, exclusive of reimbursement of official travel. Except otherwise provided in these rules, or upon prior approval by the Superintendent or his/her designee, no employee shall receive pay from the District in addition to the salary authorized under the salary schedule for services rendered by him/her either in the discharge of his/her ordinary duties or any additional duties which may be assigned to him/her or which he/she may volunteer to perform.

When an employee works for a period less than the regularly established number of hours per day, days per week, or weeks per month, the amount paid shall be proportionate to the time actually worked.

2) Hourly, Part-Time, and Partial Monthly Rates

An employee hired on a monthly salary who works less than a full monthly pay period will be paid a proportional part of his/her monthly salary based on the hourly rate.

3) Overtime Compensation/Permanent or Probationary Employees

Overtime is any work in excess of eight (8) hours in a workday or forty (40) hours in a calendar week. An employee who is normally eligible for overtime, in accordance with the overtime rule, shall be compensated for such excess hours worked at one and one-half (1-½) times the hourly rate. An employee who is not normally eligible for overtime compensation may be compensated for overtime upon prior approval of the Superintendent or his/her designee. Overtime compensation shall be included on the regular monthly paycheck.

a) Temporary/Casual Overtime Compensation

Overtime is any work in a calendar week in excess of 40 hours. An employee who is normally eligible for overtime, in accordance with the overtime rule, shall be compensated for such excess hours worked at one and one-half (1-½) times the hourly rate established above. An employee who is not normally eligible for overtime compensation may be compensated for overtime upon prior approval of the Superintendent or his/her designee. Overtime compensation shall be included on the regular monthly paycheck.

b) Compensatory Time

If both the employee and supervisor agree to compensatory time over and above a 40-hour workweek, compensatory time may be granted. Compensatory time must be equal to time and one-half overtime and must be approved in writing by the Superintendent or his/her designee.

4) **Monthly Pay Period**

The monthly pay periods are between the first and fifteenth of each month and sixteenth and the end of each month.

5) **Pay Days**

Employees shall be paid twice a month. The pay days will be on the fifteenth and the last day of the month. First and last paychecks are delayed by two (2) weeks.

6) **Merit Step Increase**

An employee is entitled to a merit step increase for each consecutive year of service, so long as the final approved performance evaluation of the year rates the employee either "Meets Standard" or "Exceeds Standard." Merit step increases will be granted on July 1 of each year. To be eligible for a merit step increase, an employee must have been on permanent status by April 1 of the year in which the merit step is to take place.

7) **Housing**

Based on availability of space, itinerant licensed employees may be provided housing in the Bering Strait School District trailer in Unalakleet. The rental rates will be set by July 1 of each fiscal year.

Career Incentive Program

Classified employees who are enrolled and actively participating in an approved teacher training program leading to a Bachelor's Degree and teacher certification, or to a degree directly related to their area of job assignment, may be placed upon the Career Incentive Program (CIP) portion of the salary schedule. Placement will be at the Superintendent's approval and based upon official transcripts sent by the college or university at the employee's request and expense. It will also be based upon official verification of prior work experience as an educational aide or in the area of job assignment.

Transcripts documenting earning at least three (3) credit hours per year in an approved certification program and active participation shall arrive in the District Office before October 10th of *each year*. Prior to that time, placement will be made for the current school year based on semester hours on file and verified service. Placement as of

October 10th will then be adjusted and applied retroactively to the first day the employee worked of the current school year. If an employee fails to obtain the required credits, they will not be dropped from the CIP schedule, but will not advance until they have made up the credits. Credits earned during the school year may count towards placement for the subsequent school year. Placement will be adjusted once annually.

Explanation of Ranges 1 and 5
Starting instructional classified staff will be given step increases through step 8. In order to move from range 1 to range 2, they will have to have 18 hours of college credit. No advancement will be made beyond range 2, step 8, without the required college credit.

Employees grandfathered onto the schedule will be placed at the next highest step but will not advance unless they acquire three credits per year to move on. If an employee fails to obtain the required credite, they will not be dropped from the schedule, but will not advance until they have made up the credits.

- Years in one range to not carryover to the next range. Employee must complete at least 140 days of work as a permanent employee to receive step increment.
- Starting Bil.Bic Instructors will be placed on this step due to job qualification requirements. However, vertical advancement will not be awarded until the required credit hours are earned.

2) **Bilingual/Bicultural Instructor**

Bilingual/Bicultural instructional employees who work in positions designated as Bilingual/Bicultural instructor positions will be placed on the Instructor portion of the salary schedule for the amount of time they spend each day as a Bilingual/Bicultural Instructor (the remaining time each day will be paid at the appropriate aide level if less than a full day). This position requires a limited certificate by the Department of Education (Locally Recognized Expert). Placement will be at the Instructor I level or higher on the salary schedule based on official transcripts sent by the university at the employee's request and expense. Only courses directly relating to education or an approved teacher training program will apply toward salary placement or advancement. Also, placement will be based on official verification of prior work experience as an educational aide or instructor.

Transcripts documenting placement and the limited certificate shall arrive in the District Office before October 10th. Prior to that time, placement will be made for the current school year based on semester hours on file and verified service. Placement as of October 10th will then be adjusted and apply retroactively to the first day the employee worked in the current school year. Credit earned during the school year may count towards placement the subsequent school year. Placement will be adjusted once annually. Failure to obtain a limited certificate will result in temporary suspension without pay until the limited certificate is received.

3) **Bilingual/Bicultural Coordinator**

Classified Bilingual/Bicultural employees who work in positions designated as Coordinator, will earn an hourly salary comparable to that of the base salary for certified teachers. This position requires a limited certificate for authorization.

4) **Locally Recognized Expert Designation and Application Procedure**
In order for a person to be recommended for a position as Bilingual/Bicultural instructor they must meet the qualifications listed in the Locally Recognized Expert Job Description. The process of application is as follows:

i. Employment in or recommendation for a position as Bilingual/Bicultural Instructor.

ii. Recommendation by the local site administrator, local Advisory Education Committee (AEC), program director, and Superintendent.
iii. Recommendation to the Alaska Department of Education by the Superintendent. Submission of an application, resume, application fee and letter of endorsement from the Superintendent to the Alaska Department of Education, Certification Office.
iv. Limited Certificate must be renewed every five (5) years.

REMOVED: Pay Scale - will be posted on the website

Paid Holidays

1) Paid Holidays

All classified employees, except temporary employees, casual employees, new probationary employees, and non-highly qualified permanent employees, shall be granted the following paid holidays:

- Independence Day
- Labor Day
- Thanksgiving Day
- The day after Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- New Year's Day
- Memorial Day

2) Holidays on Scheduled Days Off

If a holiday falls on a Saturday, the Friday preceding shall be designated as the holiday. If a holiday falls on a Sunday, the following Monday shall be designated as the holiday.

3) **Rescheduling of Holidays**

With the written permission of the supervisor, a classified employee may be permitted to reschedule a holiday to a mutually agreeable date. Also, the supervisor may require a classified employee to work on a holiday.

4) **Work on Holidays**

If a classified employee is required to work on a holiday, he/she shall be compensated at the appropriate overtime rate for the actual hours worked as set by the FLSA.

Observance of religious holidays not listed above

5) **Eligibility**

In order to be eligible for holiday pay, a classified employee must be on pay status for the scheduled work hours on the days immediately preceding and following the holiday.

6) Itinerant Shift-work Employees

Itinerant Shift-work Employees earn annual vacation leave proportional to employees working the traditional workweek. In order for an Itinerant Shift-work Employee to be eligible for paid holiday, the employee must be on pay status and work their scheduled workday immediately prior to and following the paid holiday. If the paid holiday falls on a day when the employee is off-shift, the paid holiday will take place at the beginning or end of the following prior shift.

Annual Vacation Leave

1) **Accrual**

Permanent classified employees who were hired before July 1, 1997 will accrue annual leave according to the following schedule:

Years of Service	0-8	9-16	17+
Leave Days Accrued Per Month	1.25	1.5	1.75
Also defined as hours per hours worked	.0577	.0692	.0808

Classified employees who are hired after July 1, 1997 will accrue annual leave according to the following schedule:

Years of Service	0-4	5-8	9-16	17+

Leave Days Accrued Per Month	1	1.25	1.5	1.75
Also defined as hours per hour worked	.0462	.0577	.0692	.0808

The employee must be approved by the BSSD Board of Education for permanent status and highly qualified in order to begin accruing leave. Leave accrual begins 90 calendar days after the employee is hired.

Leave is accrued up to 40 hours per week. Any hours worked over 40 hours does not accrue additional leave.

Annual leave can carry over year-to-year or be cashed out at the end of the school year prior to May 15.

2) **Use**

Accrued annual leave may be used on the approval of the supervisor. Whenever possible, it is recommended that employees request using leave two (2) days prior.

The personnel/payroll clerk shall maintain a leave record for each permanent classified employee and such record shall be subject to annual audit and approval by the Superintendent or his/her designee.

Sick Leave

1) **Accrual**

Classified employees, except as otherwise provided herein, shall accrue sick leave at the rate of .06140 hours per hour worked. Also defined as 1.33 days for a full month worked. Also defined as 9.98 hours for each 162.50 hours worked.

An employee appointed to a temporary position, probationary position, or non-highly qualified employee shall not accrue sick leave credit.

Sick leave can be carried over; however, sick leave will not be paid out at the end of employment.

There shall not be accrual of sick leave during any monthly pay period in which an employee is absent without approved leave.

A false statement by an employee regarding sick leave shall be considered grounds for immediate dismissal without ten (10) working days notice or severance pay. A doctor's certificate may be required by the Superintendent or his/her designee, to determine an employee's fitness to return to work for absences in excess of three (3) days.

The employee must be approved by the BSSD Board of Education for permanent status and highly qualified in order to begin accruing leave. Leave accrual begins 90 calendar days after the employee is hired.

Leave is accrued up to 40 hours per week. Any hours worked over 40 hours does not accrue additional leave.

2) **Availability of Sick Leave**

In order to be eligible for sick leave, an employee must notify his/her supervisor prior to the start of the workday.

Sick leave shall be used only in the following instances:

Sick leave will be granted when the supervisor is satisfied that the absent employee is actually sick or injured or that his/her presence on the job could jeopardize the health of fellow employees, students, or himself/herself.

Sick leave may be granted for a medical or dental appointment.

If the absence exceeds three (3) consecutive working days, the supervisor may require a doctor's statement indicating the employee's fitness to return to work. Sick leave may be granted for illness within the employee's immediate family, who live in the employee's household and require the attendance of the employee. The employee is entitled to take up to five (5) days of accrued sick leave at the death of a member of the immediate family.

3) **Payment (in conjunction with workers compensation)**

An employee whose absence has been approved as being justified under the above rule shall be paid for such time lost, to the extent that the employee has sick leave accrued, at the employee's current salary, less the amount of any time loss payments made to the employee under the Alaska Compensation Act. Deduction from pay for absence on account of illness in excess of sick leave accrued shall be refunded at the end of the fiscal year if the sick leave balance as of June 30 is in excess of the deficit accrued during illness.

4) **Sick Leave Bank (ENTIRE SECTION)**

An eligible employee has the option to donate one (1) day of their sick leave to the bank on September 30th of each year, or within 30 days of full-time employment.
Membership to the bank will continue each year unless he/she sends a written request to be withdrawn from the Sick Leave Bank prior to September 15 of the current year. If the bank has a balance of 100 or more days at the beginning of the year, only employees new to the plan will have sick days deducted.

In the event the Bank becomes depleted during the school year, each member of the bank will donate an additional day up to a maximum donation of two (2) days per participating employee. Employees in the plan with no sick leave days available to donate and employees who are on leaves of absence will donate the required days on their first day of employment of the next school year.

An employee withdrawing from the bank shall not be refunded any donated days.

The total number of days available for withdrawal in any one-year will be no more than 120 days.

A member will not be able to use days from the Bank until his/her own leaves are depleted.

A member may only withdraw sick leave bank days up to a maximum of 15 days per year.

An employee using sick leave bank days will not have to replace those days except as required as a regular contributing member of the Bank.

Use

Sick leave days can only be withdrawn from the Bank for the life-threatening illness/injury of the individual member, or immediate family, except for parental leave of up to 10 days to leave the village for the birth of a child.

Requests for use of Bank days must be accompanied by a letter from the attending physician or health aide acting in consultation with a physician. Additionally, requests must be approved by the HR Department.

Family Leave

The Family Medical Leave Act (FMLA) and the Alaska Family Leave Act (AFLA) entitle eligible employees to take up to 12 to 18 weeks of unpaid, job protected leave each calendar year. The employee must meet certain eligibility requirements.

A classified employee who has been employed at least 35 hours a week for at least six (6) consecutive months or for at least 17.5 hour a week for at least 12 consecutive months immediately preceding the leave is eligible for family leave.

Family leave for these purposes can be for a total of 18 work weeks within a 24-month period:

1) The employee's own serious health condition.

2) To care for the employee's child, spouse, or parent who has a serious health condition.

Family leave for these purposes can be for a total of 18 workweeks within a 12-month period:

3) Pregnancy and childbirth, or
4) Adoption of a child, other than the employee's stepchild.

The employee must give reasonable and practicable prior notice of the expected leave for family needs. This leave shall be charged first to **sick leave,** and if that is not sufficient, then to **annual leave**, and then to **leave without pay**.

Upon conclusion of family leave, the employee shall be returned to the position when the leave began or to a substantially similar position unless business circumstances have changed to make it impossible or unreasonable.

If a parent or a child of two eligible employees has a serious health condition, the District will not grant family leave to both employees simultaneously.

An employee who fails to return within the prescribed time limit shall be presumed to have resigned unless he/she had applied for, and had been granted, leave without pay for an additional period.

The Superintendent, or designee, from time to time, may require that the employee submit a statement from the attending physician or from a designated doctor. In the event of a failure or refusal to supply such statement or if the statement does not clearly show sufficient disability to preclude the employee from the performance of his/her duties, the Superintendent or designee may cancel such sick leave and require the employee to report for duty on a specific date.

Parental Leave (As part of FMLA)

Deleted statement that limits usage of up to five days.

This leave shall be charged first to **sick leave**, then if that is not sufficient, then to **annual leave**, and then to **leave without pay**.

Court Leave

An employee, except a temporary employee, new probationary employee, or a non-highly qualified permanent employee, who is called to serve as a juror or is subpoenaed as a witness by a court of competent jurisdiction in the employee's place of residence, shall be entitled to court leave.

Court leave shall be supported by written documents such as a subpoena, Marshall's statement of attendance, statement of compensation for services, per diem, and travel.

The employee shall turn over to the District all monies received from the court as compensation (except per diem and travel) for service, and in turn shall be paid their current salary while on court leave. This section does not apply when the employee is a defendant.

Military Leave

An employee, except a temporary employee, new probationary employee, or a non-highly qualified permanent employee, shall be entitled to military leave of absence with pay, to serve in the Armed Forces of the United States and shall be entitled to the re-employment benefits granted under Section 9 of the Universal Military Training and Service Act, as amended, 50 USC Section 459.

- An employee, except a temporary or probationary employee, who is a member of a reserve component of the United States Armed Forces or the National Guard is entitled to a leave of absence with pay, time, or performance rating on all days during which he/she is ordered to training duty, as distinguished from active duty with troops, or at field exercises, or instruction.

The employee shall turn over to the District all monies received from the U.S. Armed Forces or National Guard as compensation earned (except per diem and travel) and in turn shall be paid their current salary while on leave.

Other Leaves of Absence Without Pay

MOVED: While on approved leave of absence without pay in excess of 10 days, the employee shall not be entitled to fringe benefits such as health/accident insurance, retirement, social security, workers' compensation, etc.

Employees may be granted leave without pay, not to exceed a total of ten (10) working days in any fiscal year, for any compelling reason, at the discretion of the supervisor.

Employees may be allowed to be absent from duty without pay in excess of ten (10) working days. A written request must be approved by the Superintendent or his/her designee.

Cancellation of Leaves of Absence

All leaves of absence without pay shall be subject to the condition that the Superintendent or his/her designee may cancel the leave at any time upon prior written notice to the employee specifying a reasonable date of termination of the leave, if he/she finds that the employee is using the leave for purposes other than those

specified at the time of approval. If the employee fails to report to duty on the specific date or at the end of the leave of absence, he/she shall be presumed to have resigned not in good standing.

Administrative Leave for Classified

Only the Superintendent or his/her designee may grant administrative leave. Principals are authorized to be the designee if the following conditions are met:

- A maximum of 12 days per site in one calendar year.
- Stipends and other compensations must be turned in to the District for paid leave.
- Leave which benefits the school program or is community service, i.e., election business or Native Corporation board business.

Such leave will be considered only if it will result in benefit to the District and will not cause hardship or loss to the District.

Other Benefits

1) Health, Accident, and Life Insurance Coverage

All classified employees, except temporary, casual, new probationary, and non-highly qualified permanent employees, whose regularly assigned work week is 30 or more hours are eligible for health, accident, and life insurance coverage. Optional additional coverage may be made available to classified employees at the premium cost.

If, at the end of the ninety (90) calendar day probationary period, the employee receives a “Meets Standard” or “Exceeds Standard**”** on their evaluation, and the employee otherwise qualifies, the employee shall be considered a permanent employee eligible for all appropriate benefits including leave accrual, health insurance coverage, and holiday pay.

Health benefits will begin the first day of the month following the day that employee is approved for permanent employment. All other benefits will begin on the 91st day of employment pending approval to permanent status by the School Board.

2) Workers’ Compensation

All classified employees shall be covered with Workers’ Compensation insurance as required by the Workers' Compensation Act.

3) **Flexible Benefits Plan**

All classified employees, except for temporary, casual, new probationary, and non-highly qualified permanent employees, shall have the option to participate in the flexible benefits plan. Contact the local site administrator or the Bering Strait School District Business Manager at 907-624-4256 for further information.

Retirement Plan

The retirement plan, Public Employees' Retirement System (PERS) is an important employee benefit. Employees may receive a PERS information handbook by contacting:

Public Employees' Retirement System (PERS)
The Division of Retirement and Benefits
Juneau, AK 99811-0203
Phone: 1-800-821-2251
Email: doa.drb.mscc@alaska.gov

PERS-General Information

1. Vested

To become vested in PERS, a classified employee must have an assigned work of 30 hours or more of work per week. An employee must work a minimum of 15 hours a week for a permanent position to be enrolled in PERS.

2. Contribution for PERS

Classified employees contribute 6.75% of his/her gross income to PERS. In addition to this, the Bering Strait School District contributes an amount in accordance with Alaska State Statutes of each classified employees' salary to PERS in the employee's name.

Employees hired after July 1, 2006, without prior PERS service shall contribute 8% of his/her salary to the PERS defined contribution plan. Employees hired after July 1, 2006 who have had PERS and have not refunded their PERS account shall contribute 6.75% of his/her salary under the defined benefit plan.

3. Retirement Option

PERS offers various retirement options. Before choosing any option, an employee should personally discuss options with a PERS representative at 1-800-821-2251.

4. Social Security

Your PERS retirement benefit is in addition to your social security benefit. Your FICA deduction is our contribution to social security.

5. Early Retirement

Early retirement is a choice that may be applied to any retirement option. Early retirement means that as long as you are vested, you may choose to retire at any time after the age of 50 instead of 55.

By requesting Early Retirement before full retirement age, your monthly benefit will be reduced. Consult a PERS retirement counselor if you are considering Early Retirement.

Travel Operational Procedures

Travel Requests

Prior to travel, on official District business (during which any District funds are involved), an employee must have the supervisor authorize the trip, list the proper funding source account code, initial, and date approval of the trip.

All out-of-district travel must be approved by the Superintendent or his/her designee.

Regulations

The following regulations apply to travel on District business:

1. Procurement

Once an approved request is received in the District Office, the designated District travel officer will then schedule the approved travel. It will be paid for out-of-pocket by any employee with travel advances. Travel may be charged to the District by the travel officer, or those authorized, for those employees without travel advances. Only those individuals authorized can charge to the Bering Strait School District. A desired change in itinerary or air taxi must be requested through the District Office. Individuals changing their own travel will be obligated to pay for it and are also subject to disciplinary action.

2. Routing and Air Taxi Service

Travel shall be by the most direct and efficient means. Air travel will be by seat fare or charter, whichever is the least cost to the District while permitting the accomplishment of the District business.

3. Privately Owned Auto

When the use of an employee's own automobile is in the best interest of the District, the employee will be reimbursed at the rate of current approved federal rate per mile.

4. Taxi (or other app-based transportation service) Transportation

Fares shall be reimbursed when necessary for the conduct of District business. Whenever feasible, shuttle buses should be used instead of taxis.

5. Special Transportation

When it is necessary to hire a boat, snow machine, or other special conveyance, an explanation of the circumstances must be submitted.

Food Expense Reimbursement

Within thirty (30) days of completed travel, employees on travel status and whose food is not provided for by the District, are entitled to food expense reimbursement at the following rates:

Breakfast = $15.00
Lunch = $20.00
Dinner = $35.00

Whenever possible, the District tries to provide up-front compensation for District-related travel. Employees, by prior agreement, may be permitted to travel on official District business for which either no or limited expenses are reimbursed.

Food expense reimbursement is only granted when the task requires staying overnight away from home village and upon written permission from the Superintendent or his/her designee.

When traveling in the District, employees shall make appropriate meal payments to the schools or other individuals providing meals.

Lodging Expenses

With prior approval, lodging expenses are reimbursable for actual expenses extended at a commercial facility. Receipts must be submitted with Travel Request Report forms for reimbursement.

Reimbursement for Travel Expenses

Within thirty (30) days of completed travel, employees completing approved travel on District business should complete the itinerary, and expenses claimed sections of the Travel Request Report form; sign and submit to the designated travel administrator at the District Office. Receipts should be attached for all claimed expenditures (hotels, taxis, fees, admission, tuition, etc.). Receipts are not required for the employee's food and reimbursement for meals will be based upon the above approved rate in Section IV. B. Food Expense Reimbursement.

Work Rules and Disciplinary Procedures

Work Hours

1. Hours of work
   a. Minimum Work Day for Full-Time employees
   A minimum of six (6.0) hours, exclusive of a one-half (0.5) hour lunch break constitutes full-time employment. Anything less than six (6.0) hours per day is part-time.

   Hours for full-time work days vary from six (6.0) to eight (8.0) hours per day. Time reported on an hourly basis shall be reported to the nearest fifteen minutes or quarter hour. Time sheets vs Kronos

   b. Scheduled Hours of Work
   Each supervisor, with prior approval of the Superintendent or his/her designee, shall establish the scheduled work hours for classified employees under his/her supervision. Hours shall not be less than the minimum hours described above in 1. a

   c. Minimum Work Week for Full-Time Employees
   Thirty (30.0) hours of actual attendance on duty shall constitute the minimum work week for full-time classified employees with due allowance for authorized holidays and leaves of absence with pay.

   d. Normal Work Week
   The normal workweek shall consist of five consecutive workdays between Sunday midnight and the following Sunday midnight, excluding employees on a shift-work schedule.

   e. Call-back
   A maintenance worker who receives a call back to perform emergency work such as heat, fire, water, etc. will be compensated for their hours with a minimum of 2-hours regardless of the time spent on the task.

2. Excessive absenteeism, patterns of absenteeism, unapproved absence, and tardiness will result in disciplinary action.

3. Employees may be required to keep a timesheet with the amount of time worked each day. Supervisors will check for accuracy and sign the timesheet prior to each pay period.

4. Employees who may be required to leave their workstation to perform work duties at another location (building) are required to keep their immediate supervisor informed of their whereabouts during the work day.

5. Except in emergency situations, employees are not to use the telephone system for personal business. No employee, under any circumstances, is permitted to make long distance calls without advance supervisory approval.

6. Employees are not permitted to leave their workstation for the purpose of conducting personal visitation with other employees at their workstations during work hours.

7. No employee is permitted to bring relatives, friends, or pets not identified as registered service animal to his/her workstation during work hours.

8. Employees requesting to use annual leave time must submit their request on the appropriate form to the immediate supervisor two days prior to the date of the leave requested.

9. Any classified employee who defies a supervisor's directive or who is disrespectful to a supervisor, another employee, or the public, may be disciplined or dismissed.

10. Prior to the close of each work day, each employee will be responsible for securing and leaving his/her workstation in a neat and orderly fashion.

11. BREAKS

Discipline Procedures for Classified Personnel

1) Purpose

The purpose of this section is to outline standard disciplinary procedures to be used with classified employees. It is important to standardize these procedures so that fair and equitable action is taken throughout the District for similar offenses. Naturally no rule applies to each and every situation, therefore, a supervisor must exercise judgment in determining appropriate action to take. In determining appropriate action to take, the supervisor should:

a. Check the employee's past work performance, especially to determine if there has been a pattern of infractions;
b. Determine the seriousness of the infraction; and
c. Obtain the facts surrounding the particular infraction.

2) Disciplinary Actions

There are five distinct disciplinary actions that a supervisor can take. Normally, the actions will follow in the progression as listed. However, some infractions, due to their seriousness, require the more severe disciplinary actions regardless of an employee's past performance.

a. Oral Reprimand

Oral reprimand should be issued when a classified employee ignores or violates work rules or procedures. Oral reprimand can be issued for a variety of reasons including, but not limited to: use of improper language, excessive tardiness or absence, negligence to notify supervisor when leaving workstation, carelessness in performance of duties, etc. When a supervisor delivers an oral reprimand, a notation must be made on the Oral Reprimand form and placed in the employee's personnel file. The purpose of the notation is to document that the employee has been notified of an infraction, but the infraction was not serious enough for more formal disciplinary action.

b. Written Reprimand

Written reprimands are issued when an infraction occurs which is serious enough that the supervisor wants written documentation. Written reprimands must be reduced to writing in the District's Written Reprimand form. The written reprimand must be shared with the classified employee and the employee must have the opportunity to add his/her comments to the written reprimand form before this form is placed in the employee's personnel file.

c. Suspension

A suspension is a very serious form of discipline as it results in the loss of pay to the employee. A classified employee may be suspended without pay for up to five (5) days on the first suspension, and up to ten (10) days in subsequent suspensions. When a supervisor recommends a suspension without pay, the supervisor must first contact the Superintendent or his/her designee to obtain authorization for the suspension. This contact can be done by telephone to expedite the procedure.

After authorization for the suspension is secured, the supervisor will fill out the Suspension Notice form. The supervisor will meet with the classified employee. The classified employee must be provided an opportunity to respond in writing on the Suspension Notice form. If the classified employee disagrees with the suspension, he/she may use the complaint procedure.

An immediate suspension pending an investigation of facts may be utilized in cases of serious incident or behavior on the part of the employee.

d. Reduction of Classification

If a classified employee is continually guilty of rule infractions or receives a poor performance evaluation, the supervisor may recommend that the classified employee be reduced to a lower job class or salary wage, when applicable. The following procedure will be used:

1. The supervisor will complete the Reduction of Classification form and meet with the classified employee to review the reasons for the reduction in job class of salary range. The supervisor must list what job responsibilities the classified employee must improve to regain his/her current job class and salary rage. The classified employee may write a rebuttal on this form.

2. A copy of the Reduction in Classification form must be forwarded to the Superintendent or his/her designee who will make the final authorization of the classification reduction.

3. If the classified employee disagrees with the reduction, he/she may use the complaint procedure.

e. Dismissal

An employee may be dismissed when repeated infractions of rules and regulations occur, when other disciplinary actions fail to correct behavior, when a classified employee disobeys or is disrespectful to superiors, when infractions of a serious nature occur for the first time or for any other just cause as judged by the Superintendent or his/her designee. Only the Superintendent or his/her designee can authorize a dismissal. The employee shall be advised in writing of the reason for the dismissal of the Notice of Dismissal form. The immediate supervisor or the Superintendent or his/her designee may initiate the dismissal process.

The following procedure may be used:

1. The supervisor considering dismissal shall meet with the classified employee. The supervisor shall give the employee oral or written notice of the charges against him or her and an explanation of the supervisor's evidence. The supervisor shall then give the employee an opportunity to respond with an explanation.

2. If the supervisor recommends dismissal, he/she will complete the Notice of Dismissal form and meet with the classified employee. The classified employee will be given the opportunity to respond in writing on the form.

3. The supervisor recommending dismissal will notify the Superintendent or his/her designee of said action. The Superintendent or his/her designee must approve the dismissal before it is official.

4. A dismissed employee is entitled to due process through the use of the complaint procedure. If an employee is vindicated through this process, he/she shall be reinstated with full back pay and benefits.

5. If an employee is permitted to resign in lieu of dismissal, the supervisor shall notify the Superintendent in writing and shall set forth the reasons why the employee would have been dismissed had he/she not resigned. A resignation in lieu of dismissal shall be considered a resignation not-in-good standing.

Evaluations

No later than the end of the probationary period of employment, each classified employee shall receive a performance evaluation in a manner prescribed by the Superintendent or his/her designee.

Each classified employee shall be evaluated at least once a year or as deemed necessary as determined by the supervisor during the month of April, May, or June.

Each evaluation shall be discussed with the employee. The employee shall have the right to place written comments on the evaluation form and the employee shall receive a copy of the evaluation.

Each evaluation shall be reviewed by the Superintendent or designee and placed in the employee's personnel file. A written plan for improvement is required when "Requires Improvement" is marked on the evaluation.

An employee placed on a plan of improvement is not eligible for a step increase in the following year. Additionally, employees who are eligible to receive the in-lieu-of-step bonus the following year will not receive the bonus if they are on a plan of improvement.

If possible, an exit interview should be conducted with a departing employee.

See Appendix B for the Classified Evaluation Form

DELETED: Job Descriptions

Bering Strait School District Complaint Procedure

Complaint Procedure

Reference AR 4144/4244/4344

Employee to employee, or employee to supervisor

1) Purpose

The purpose of the Complaint Procedure is to resolve differences between employees and supervisors at the lowest administrative level as quickly and amicably as possible. The complaint procedure is a means to ensure that all classified staff, except for temporary, casual, and new probationary employees will have a due process and procedure to protect their rights.

2) Definitions

Complaint: A statement made by an employee that a controversy, dispute or disagreement exists between the employee and the supervisor.

Supervisor: An employee authorized to direct the work of subordinate employees.

3) Representative and Witnesses

At any step of the complaint procedure the complainant or supervisor may have representation. This may be a friend, confidant, or legal counsel.

4) Time Limits

All time limits shall be strictly adhered to except by mutual written consent of the parties. Failure of the complainant to adhere to timelines nullifies the complaint. Failure of a supervisor to adhere to timelines automatically entitles the complainant to appeal to the next higher supervisory level.

5) Reprisals

No reprisals shall be taken against an employee for participating in the complaint procedure.

6) Rights Guaranteed

By using the complaint procedure, an employee does not give up his/her right to seek relief through other administrative or legal channels where such channels have been established. However, if an employee has filed a complaint with other local, state, or

federal agencies for relief, the employee forfeits his/her rights to use the District's complaint procedure.

7) **Procedure**

a) Step One

The employee must initiate a complaint within five (5) working days of the date that the complainant knew or should have known of the action being complained. At this step, a good faith effort is required on the part of the complainant and the immediate supervisor to resolve the complaint through free and informal communications.

b) Step Two

If the complainant is not satisfied at Step One, he/she may appeal in writing to the immediate supervisor (or to the supervisor level where the cause for the complaint was initiated) within five (5) working days. The supervisor shall hold a hearing with the complainant within five (5) working days of receipt of the written complaint. A written decision will be rendered to the complainant within five (5) working days of the date of the hearing.

c) Step Three

If the complainant is not satisfied with the written decision rendered at Step Two, the complainant may appeal the decision in writing to the Superintendent or his/her designee within five (5) working days of receipt of the Step Two written decision. The Superintendent or his/her designee will set a hearing date within five (5) working days of the receipt of the written complaint. Because of travel considerations and costs, the Superintendent or his/her designee will conduct the hearing as soon as possible, but no later than sixty (60) days after the written complaint has been received. Within five (5) working days of the hearing the Superintendent or his/her designee will render a written decision. The decision of the Superintendent or his/her designee at Step Three will be final.

APPENDIX A – Instructional Paraprofessional Requirements Information Sheet

APPENDIX B – Classified Evaluation Form

TO: All Board Members
FROM: Dr. Bobby Bolen
DATE: February 4, 2021

RE: February Board Report

Good Afternoon School Board Members and Listening Audience

Covid-19

The first half of the year has gone relatively well considering all of the unique challenges COVID-19 has brought upon our state, our communities, and our educational systems. BSSD has been lucky this year with only a few positive cases spread throughout our 15 communities. The communities of Gambell and Stebbins both saw significant numbers of cases in the first semester which required the closing of each of the schools in those communities for 3 weeks and 4 weeks respectively. BSSD applied and received a calendar waiver in both cases, permitting both sites to continue on the same approved calendar as the rest of the district.

Upon return from the winter break, all schools opened in a modified “red” status, which I designated as “purple. This designation allowed for students and teachers returning from any travel to meet the travel restrictions of each community and still have student activity practices, tutoring, and special services as needed. In order to remain on “purple” status, there were no positive cases in the community. Most schools returned to “green” status on January 11, 2021. Shishmaref and Savoonga

both remained on “purple” status for one additional week, as those schools had a higher number of teachers that were required to remain on quarantine for 2 weeks following their return travel. Brevig Mission moved to “red” status just before the school was to move to “green” status, due to 3 new positive cases in the community just prior to the school reopening in “green”. Stebbins school has returned to a “modified “green” status in order to adequately mitigate social distancing and classroom operations at this time. Currently all schools are operating under “green” status. Pending any new positive cases in a community, there are currently no plans to move off of “green” status the rest of the FY21 school year.

CRESEL

The district is wrapping up its participation in the CRESEL Grant and focusing on sustaining the work without the grant. This year’s efforts in Culturally Responsive Embedded Social Emotional Learning continue in partnership between the counseling department, cultural programs, and AASB. Transforming Schools: A Framework for Trauma-Engaged Practice in Alaska was released this year to help schools approach this work in our unique state. This resource was introduced in depth with administrators at January Leadership.

The majority of the counselors attended the Social Emotional Learning (SEL) Champions gathering organized by AASB in October. Many continue to meet twice a month for continued work sessions on SEL/Trauma-Engaged practices and strategies to utilize in our schools.

Student Government was another focus of sustainability efforts for CRESEL this last year. Developing student leadership through student government not only prepares students for leadership roles in their communities after graduating, it opens the door to leadership now, both in the school and in the greater community.

School Improvement

14/15 schools have spent one day of professional development around the System for Success School Report 2018-2019. This professional development focused on understanding the report, use of data to create a needs assessment as well as the creation of a plan with future monitoring. The next professional development opportunity for the 6 BSSD Schools listed as CSI/TSI by the state will occur on February 5, 2020 in English

Language Arts. As a follow up with the board, the three schools that were listed as CSI graduation rate in the 2018-2019, due to using the same graduate cohort, had their status changed to correctly indicate they met their graduation rate.

Project Lead The Way

3 sites (Savoonga, Gambell, Stebbins) are in their 4th year for Middle School Project Lead the Way (PTLW). Savoonga is working with their 6th – 8th graders implementing the Automation and Robotics unit. Gambell is working with their 6th – 8th graders implementing a new unit Medical Detectives, which goes very well with the current pandemic occurring.

Stebbins is working with their 6th graders implementing the Design and Model unit.

The PTLW programs are part of our GEARUp Grant. Instructors have attended mandatory 2 week training programs over the summer which were held virtually this summer. Students have shown a lot of interest in the programs and we hope to continue implementing these throughout the duration of the grant.

ANSEP

Once again, middle school students from across the district have the opportunity to participate in the ANSEP Middle School Academy virtually this year. Interested schools are planning schedules to work with ANSEP trainers on a computer build with virtual instruction--computer components will be sent out prior to instruction.

Activities

Bering Strait School District Virtual Science Fair 2021

BSSD will be hosting its entire District Science Fair virtually this year. Students will create their “virtual trifolds” on google slides and then upload and narrate their science and engineering presentations using Voicethread, a multimedia presentation platform. Students will sign up for a specific time on zoom to interact with District judges for more in depth discussion. This is an expansion of earlier science fairs, when students at Diomede School participated “virtually.” Currently 12 schools have registered to compete. We are excited to see what science and engineering projects our students have been exploring.

Cheerleading

Even with the big Wrestling & Cheerleading event canceled we were able continue with a virtual cheerleading competition. We had eleven sites participate and send in video submissions for the following categories: Cheer & Dance Routine, Partner Stunts, All-American, and Spirit Cup. Videos were judged by a panel and we hosted two premieres on Facebook that showed all the submissions. At the end of each night we announced the award winners. Link to the awards

Link to the videos below (Partner stunts has copyright audio):
Cheer & Dance Routines
All-American

Academic Decathlon

The Academic Decathlon competition has been moved to the virtual world for district, state, and nationals. BSSD will have six schools participating in the competition. They are Elim, Savoonga, Shaktoolik, Shishmaref, Unalakleet, and White Mountain. The topic this year is the Cold War and the seven category tests will be done on an on-line platform. The essay will also be completed the same way but with our own judges that have volunteered to score them from around the district. Interviews and speeches will be conducted via Zoom, but students do have the option of sending a video of their speech earlier if they wish. The final day of competition will be on February 9, at 2:00 PM. We will welcome the public to join in and view the Super Quiz and Award ceremony. The Zoom link for the Super Quiz will be shared with Site ADs closer to the competition. With the competition being virtual we will have two teams of 9 students each competing at state on February 25 & 26.

Spelling Bee

Spelling Bee will also be competing in a virtual competition via Zoom. We are planning for video to be through the internet and encourage schools to call in for the audio. This hopefully will help any technical issues. We have ten schools participating in the District Bee. They are St. Michael, Unalakleet, Koyuk, Golovin, White Mountain, Shishmaref, Wales, Diomede, Teller, and Brevig Mission. The top three school spellers will move onto

the District Bee on February 20, at 2:00 PM. While the top speller from the District Bee will move onto the State Bee.

Skiing

Skiing is starting up across the district. Some sites have been out for a few weeks while some are just getting going. Ski events are still to be determined at this time.

Technology

Before Winter break all sites received the remaining certified teacher replacement computers. We are now working on replacing all older 2012/2015 computers that are being used by other staff at the sites. The DO staff that were using older devices were upgraded as well. With this computer refresh, our systems are up-to-date and allow for better inventory control, data security and streamlines the management of these devices.

Chase has worked with almost all sites to complete a battery backup test to ensure network connectivity stays active until the generators pick up the load during a power outage. This test has given us the information we need to refresh the batteries in these devices at some sites.

All testing servers are updated and WIDA and PEAKS content loaded. Tech Liaisons were asked to verify that all Chromebooks that will be used for testing are connected to WiFi and updated before Winter break.

We have started increasing our Ed Tech staff development. So far we have had three sessions: Google and Macbook basics, Introduction to Go Guardian and Smart Learning Suites. Hopefully these sessions will increase as we add staff to the department.

We were noticing Internet speed issues earlier this school year with our satellite sites (SHH, GAM, KTS, TLA, SVA, WAA, DIO). We had trouble tickets in with GCI, but we were not really seeing things get fixed. In October, BSSD escalated our concern to GCI upper management. With this escalation, GCI recognized they had a problem on their end and worked until winter break to resolve the problems. We have seen improvements at all sites except for Brevig Mission. We continue to work with GCI to correct this issue as well.

Wales' phone system went down in September and it was determined by the TeleAlaska technician that they needed a complete replacement. Wales' distribution equipment was dead. Instead of replacing the outdated equipment, we moved forward with replacing their phones with Allworx, IP based system. The replacement was completed last week, phones were operational until a catastrophic power failure at the GCI Earth Station (distribution center). GCI replaced this failed device yesterday and Internet and phone connectivity is confirmed at both Wales and Diomede.

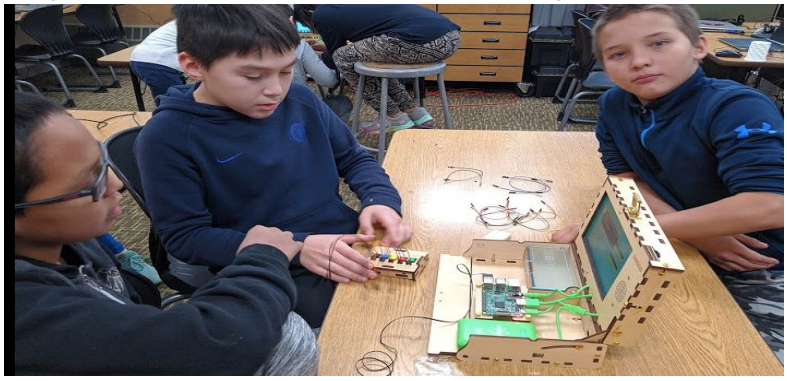
Most Tech Liaisons and Ed Tech staff will be attending the ASTE (Alaska Society for Technology in Education) virtual conference this year. This will allow for our Ed Tech and Tech Liaison staff to network with other districts, exchange ideas, learn new technologies and be aware of the current Education Technology trends.

Career and Technical Education Programs

The report below details activity that was in process as COVID-19 began to and still continues to shape our delivery of instruction. We are launching into the 2nd semester with renewed activity across the CTE spectrum. Sites are requesting support with consumables for wood and metal shop classes. We are expanding our FabLab capabilities into all classrooms with the addition of a newl 3D printer seen below in the section TOYBOX. Computer Science and all other Technical Ed. resources are available digitally and physically and are accessible to all schools.

Computer Science

Piper Computer kits were sent to all sites as a hands on resource for students to assemble and program/code using embedded instructional activities. We continue to offer these and other quality resources for students of all ages and abilities to interact with and learn skills and dispositions associated with computer science and STEM technologies.



Unmanned Aerial Vehicles (UAV)

We continue to expand opportunities in our UAV-CTE program introducing a drone racing curriculum from PCS Edventures. This curriculum introduces multiple cross curricular approaches to learning in an exciting and engaging format that invites stakeholder participation.

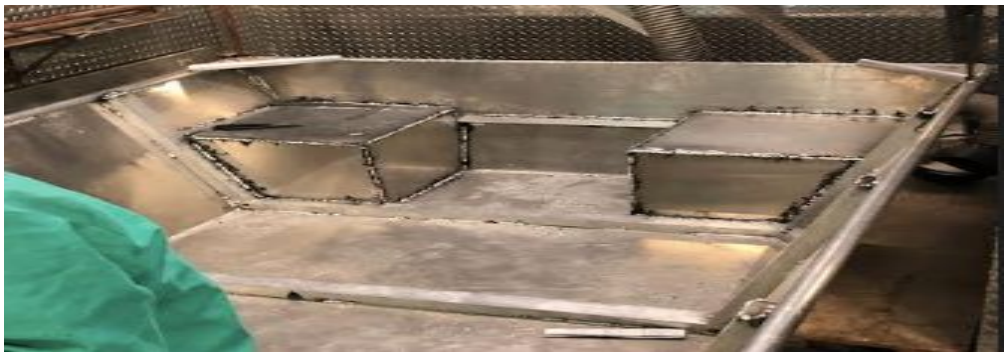
"Drones capture stunning aerial photography, save lives in modern day search and rescue missions, collect snot samples from whales for scientific research, inspect vast agricultural landscapes, survey crocodile-infested waters, thrill spectators in FPV racing, bring medical supplies to war-torn areas and deliver pizzas in New Zealand. The world has fallen in love with them, and we're sure your students will too. In *Discover Drones*, your learning environment will experience first-hand the technology that's been sweeping over the world. Starting with lessons in engineering and technology, students begin by building RubiQ, their modular, open-source training drone! After learning the safety regulations and procedures surrounding unmanned aerial vehicles, they'll then start with the basics of flight, first becoming comfortable on a training simulator before moving to line-of-sight piloting. After mastering RubiQ's controls, it's time for students to don their First-Person View (FPV) goggles, experiencing first-hand what STEM at 75 MPH is like!"-PCS Edventures

Woods/Metals/Small Engines

We are currently working to encourage community involvement in the shops by having our sites host an "Open House" inviting the community to drink and find out what's happening (past, current and future), ask questions and voice their comments. We are working to encourage wood shops around the district to work together with each shop building different parts to a larger project to be completed at sites around the district. The plan is to work into a district collaborative to make products of need such as team uniforms, tee shirts, sports awards, Ulus/Uluaq and many others and will integrate FabLab/MakerSpace contributions.

Aluminum Boat Fabrication

We are in the process of developing an industry standard aluminum boat fabrication program that will lead to the production of the next generation of commercial fishing boats and subsistence craft for use in the regional fisheries. The outcome will be a structure and program that will function as a regional training center that expands upon the aluminum boat building in the shops of school sites.



TOYBOX 3D PRINTERS

Toybox is designed from the ground up for entertainment and ease-of-use. We enable kids to 3D print their own toys by providing an intuitive interface and a rich selection of high quality toys and content. By giving children the ability to create their own toys on the fly, we enable them to create richer adventures and stories with their toys.

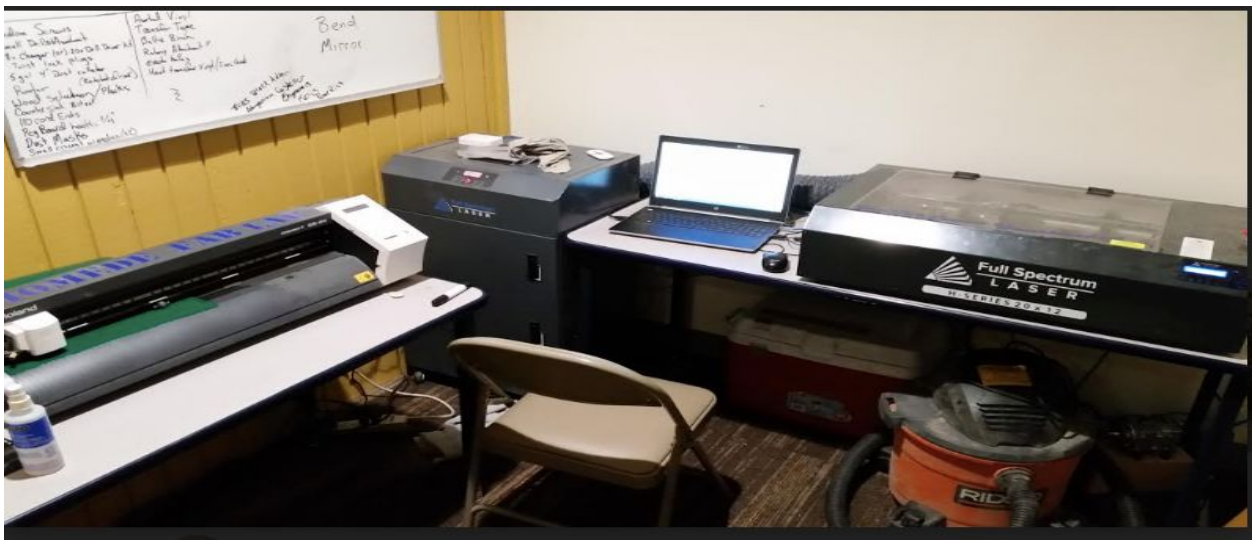
The opportunity to integrate this 21st Century STEM-CTE resource across all grades and content areas is unlimited. We are excited to watch this project blossoms in our schools.

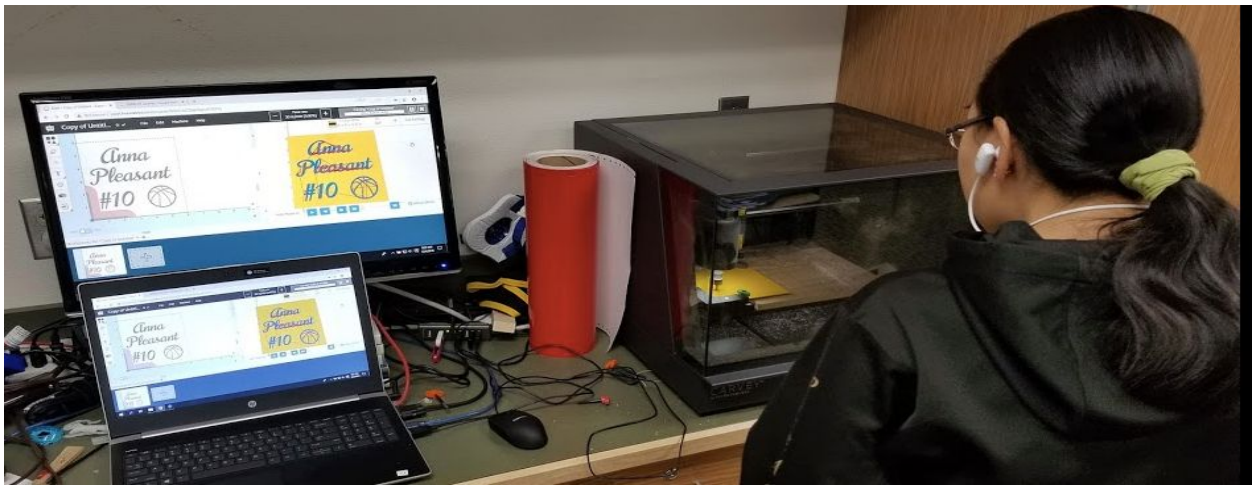
CAUTION
HOT NOZZLE

FabLab/MakerSpace

During the prior school year we introduced new Fab Labs in Teller, Little Diomede, Savoonga and Gambell giving us digital fabrication tools to expand student's skill sets and problem solving skills across the district. A few of our FabLab sites have created a small business and sell some of their goods (stickers, tee-shirts, sport awards) to help purchase future consumables. These programs have a multitude of cross-curricular opportunities with math, science, economics and other in a hand's on environment. Much like our pilot program in Unalakleet, these courses are creating a lot of student engagement and all around excitement.

KNOM visited the UNK FabLab this time in 2016 and did a feature article and radio broadcast which can be found on Alaska Public Media's website. We are seeking to coordinate a follow on article that describes the expansion efforts across the district and this program's impact going forward.
http://www.alaskapublic.org/2016/11/02/bering-strait-school-district-unveils-fab-lab-course-in-unalakleet/





Due to the success of this initial pilot program and those that have followed, we continue reaching out to all of our sites encouraging expansion of FabLab programs as a class or an after school activity.

knom RADIO MISSION

About Schedule Inspiration News Series Volunteer Contact Give

BSSD Making a Thousand Face Shields, Some Masks for NSHC Healthcare Providers

By Davis Hovey | April 22, 2020

https://www.knom.org/wp/blog/2020/04/22/bssd-making-a-thousand-face-shields-some-masks-for-nshc-healthcare-providers/

ALASKA ASSOCIATION for CAREER AND TECHNICAL EDUCATION
Bering Strait School District Career and Technical Education Program
2020-2021 COMMUNITY SERVICE AWARD

Alaska ACTE 2020 Award Winners

The Alaska Association for Career and Technical Education, AK ACTE, is proud to recognize these outstanding Alaskan educators, organizations, and sponsors for the 2020-2021 awards program. Congratulations to our outstanding CTE colleagues!

- **Community Service Award:** Bering Straits School District CTE Program for manufacturing Personal Protective Equipment for regional health care responders and providers, and seafood industry workers.

We have been encouraged as a State category recipient to submit the project to the National Selection Committee for Region V consideration.

Fine and Performing Arts Programs
Featuring student artwork, events, projects, and cross-curricular arts integration resources tied to language arts, science, math, & social studies. **Check out the BSSD Arts Webpage!**
https://sites.google.com/bssd.org/arts

Artist-in-Schools Residencies:
We have moved to virtual artist residencies this year. In part, due to funding from the AIS grant and New Visions we are able to offer this as an opportunity for each of our 15 sites. Despite intermittent closures, we have several planned for the spring and several others in the works. Over the first few weeks of January our first residency, a 2-week series of Zoom lessons in ceramics, was held in Sivungaq *(Savoonga).*

Art Programs
Kigigtaq *(Shishmaref),* Sivungaq *(Savoonga),* and Sivuqaq *(Gambell*) continue to have thriving full-time K-12 art programs with art teachers George Guyver, Aaron Freeman, and Britni Reeves, who joined our team last fall.

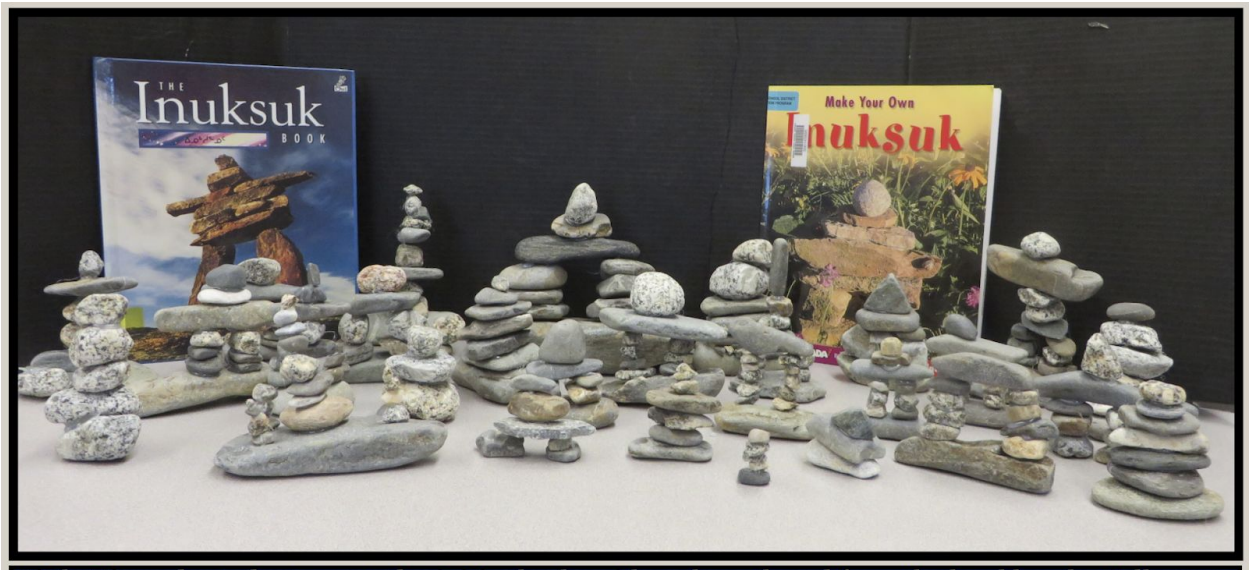
Kigigtaq *(Shishmaref)* students have been able to engage in ceramics with the addition of a new kiln this year and are also enjoying the benefit of a brand new art room in the main building. Art teacher, George Guyver, has collaborated with local artists as well as artists from around the state and

beyond to increase student access to an array of arts activities and opportunities.

Sivungaq *(Savoonga)* art teacher Aaron Freeman continues to engage students from K-12 in a variety of art mediums. He hosts a facebook page where community members can engage during times of distance learning and recently held a 2-week virtual residency with a ceramicist, Annette Bellamy, who is based in Anchorage.

In Sivugaq *(Gambell),* Brittni Reeves has joined the team, offering k-12 arts instruction and often collaborating with elementary teachers to bring arts into their classrooms. This year, Gambell students also completed their parka making project funded in part by the Ciri foundation and with instruction from Qaguus Kunuka *(Shem Rose)*, resulting in a new generation of successful parka makers on the island.

Around the district, our sites are alive with a growing number of elementary arts programs created by the cooperation of dedicated elementary teachers, and art clubs. In times of uncertainty, the self expression, deep thinking, and community formed through arts instruction and practice is more important than ever for our young people around the region.



Little Diomede students created mini-inuksuks with rocks gathered from the local beach. Fall 2020.

5th Annual BSSD Online Arts & Culture Show, which will be on display for the month of April on the BSSD Arts webpage. PreK-12th grade students as well as community members are encouraged to enter their artwork. You can view this and past shows here.

Project ARTiculate

The Project ARTiculate art kits are a part of a statewide effort to improve access to arts education. They provide complete arts units, integrating Social Studies, Science, ELA, and/or Math skills into lessons that work deeply on art appreciation and skills development. This year we held an optional staff PD that included training in three of these kits and had 96 staff participants attend from around the region, sparking a flurry of artwork around those themes.

SILKAT

In addition to having identified teacher leaders at each site, we have been able to send out materials kits for Silkat Arts and Culture units for K-12 projects at each site. This was funded in part through New Visions. SILKAT classes foster cultural responsiveness and researched-based educational best practice in participating teachers, principals, and paraprofessionals.

You can learn more about SILKAT, including the Arts and Culture Units, at the SILKAT Homepage.

Library and Media Service Programs

Archives

BSSD Media Services Has completed the archival project. The digitized videos and audio recordings are all available on the Media Services

Website, which is accessible from our district website through the Curriculum & Instruction Department link.

BSSD Media Center
The Pearson STEM kits have been added this year to the Media Center. A big thanks goes to Karen Beranek for her work in organizing them into media tubs for practical use by teachers. All of the tubs are now uploaded into the Follett Destiny system for check out.

Battle of the Books
Modeled after the organizational structure of the State Library Association, we added Grade Band Coordinators from the district office to distribute the burden and pleasure of organizing battles. Suzzuk continues as the District Coordinator, but coordinators for this year are:

3rd/4th Grades: Karen Beranek
5th/6th Grades: Luke McDonald
Middle School: Brianna Wheeler
High School: Suzzuk
K-2nd Grades: Suzzuk

We have an increase in site participation, with 14 of 15 sites signed up for Battle of the Books this year. Like last year, 7 sites have a coach for every grade band. Distribution of books presented challenges in every step of the process due to the current pandemic, but coaches have been gracious.

Battle of the Books practice and district battles began January 18th for 3-12 grades and will run for two weeks to ensure unexpected school closures due to COVID will not prevent a team from competing. At the time of this report was written, two schools were in that very situation and will get the opportunity to participate in a make-up battle. New this year, Final Battles will be scheduled the first week of February to continue providing the flexibility. Kindergarten to second grade battles will take place the week of February 8th and February 15th. Since they do not have state competition, we have the flexibility to conduct make-up battles with no limitations.

State Battles take place the last week of February. Many districts in the state are unable to participate this year or are greatly hindered by the pandemic, affecting the battles that are held. BSSD has been fortunate to allow full participation for all site and grade levels (even if getting books and in some cases, holding practices, might have been difficult.)

This year, digital books (kindle and/or audio) were made available through SORA by Overdrive. Next year, we plan to send two copies of all books to all sites at the start of the school year. We also will have the capability of purchasing digital books in Overdrive so that our students do not have to wait for them to become available.

AEC Training

This year's training was held January 20-21 in Unalakleet. Timi Tullus, Tiffany Jackson, and Jenni Lefing from AASB presented. It was a huge success with 11 schools with the district office participating with a total of 34 AEC members attending, including Principals and District Office staff, as well as 1 Regional School Board Member. Items included in the discussion and training were School Climate & Connectedness Survey, AEC Code of Ethics, Concepts & Roles of the AEC, and Powers & Duties of the AEC.

Special Education

Staffing/Related Services Update:

Currently, there are approximately 203 students receiving Special Education services with 10 current referrals in process. We have 21 Special Education teachers and 1 itinerant Special Education Facilitator located throughout our 15 school sites.

BSSD has contracted through SERRC-Alaska's Educational Resource Center for part time contracts for School Psychologist Services, and Occupational Therapist services. We also contract out with 1 individual School Psych, Speech Therapist, Occupational Therapist, Physical Therapist, and Board Certified Behavior Analyst.

We are hosting a Virtual Transition Camp in both February and March for students with disabilities in collaboration with Alaska Transition Outcome Project (ATP).

Upcoming Special Education Training

1. Alaska State Special Education Conference (virtual) in February
2. At least 1x/month meetings with Special Educators

Disproportionality:

Our District continues to work through disproportionality issues in the amount of students that we have identified as having Cognitive Impairments this year. The Special Education Department rolled out an initiative during the 2019-20 school year with Scientific Learning's Fast ForWord program. We saw great growth amongst our students and are pleased that this program has rolled out to all K-4 students in the district this year. Additional licenses are available for students in the intervention process through the Special Education Department.

Section 504

There are 13 students under Section 504 and have a site liaison at each of our 15 sites to help facilitate this process. Continued Professional Development is provided through online/telephonic one-on-one support this year.

Educators Rising

This year we have 13 of 15 sites with an Educators Rising sponsor. Students are currently registering to attend the State Conference and Competition (which may be virtual but may be in person.) The dates are February 28-March 2. This is the largest participation rate from our district at the state level. New this year - students compete in grade bands. The competitions are the same, but middle school students compete against each other, 9th & 10th grade students compete against each other, and 11th & 12th grade students compete against each other. We look forward to those results.

White Mountain School
100 Main Street
White Mountain, AK 99784

Randall Huffman, Chair
Jay Adams, Vice-Chair
Maayuk Adams
Emily Agloinga
Kriscilla Buck

1/25/2021

To the School Board of the Bering Strait School District,

White Mountain School has a lift station in the staff bathroom that essentially has to fight gravity to exhaust all the wastewater from all school bathrooms and kitchen water uphill and get into the main city water line which runs up and over the hill to the settling pond. The school has flooded on several occasions due to this design. There have been several temporary fixes installed over the last few years, but even as recently as last month, there was again a rising tide of "brown/black" water which came up into the hallway, the kitchen, and several classrooms with floor drains.

There was a project planned and even begun a few years ago to re-route the outgoing line so that it would leave the school and work with gravity to accumulate downhill in the city lift station along with the wastewater from the rest of the village. This project has not had any progress made after an initial exploratory hole was dug to find where the lines joined out by the road in front of the school. Materials were purchased and are on site for this change in sewage line layout.

The Advisory Education Council of White Mountain would like to encourage the School Board to help prioritize this project again for our community. Over the years the school has been closed for days as extra workers were brought in to clean up, remove and replace carpet, and sanitize as best they could for school to re-open. While we were not made aware of the costs, they must have been significant. There were also several late nights as maintenance and other staff cleaned up the mess with shop vacs.

Thank you for your consideration of our request and we look forward to progress on this very important project.

Sincerely,

Randall Huffman Lynette Adams

The White Mountain AEC

Agenda: AEC Meeting
Brevig Mission School
October 25, 2020

1. Welcome
2. Roll Call
3. Establishment of Quorum
4. Approval of Agenda
5. Approval of Minutes from Sept 14, 2020
6. Old Business
    1. Status of masks
    2. Health screenings
    3. AEC Election
7. New Business
    1. Green Schedule
        i. After school activities
    2. Site Staffing request
    3. Parent Teacher Conferences
    4. Covid Manual
    5. Chevak and Stebbins
    6. Open Gym
        i. Masks
        ii. Social distancing
        iii. Schedule
            1. Smaller grade groups
            2. Split HS girls and boys
        iv. Supervision
        v. Disinfecting
        vi. Set up/take down of the gym as a cafeteria
            1. tarps
    7. Orientation
    8. Sports
    9. Week after Christmas
    10. Message to students from the AEC

1. Public Comment - 3 uninterrupted minutes available for each speaker
2. Correspondence: 2 letters
3. Next meeting date: November 23rd

Meeting Minutes
Brevig Mission School
October 27, 2020

Members Present: William Kakoona, Jeffrey Tocktoo by phone, Renee Olanna, Ginger Crockett, Mary Pifer absent, Frieda Southall excused.

A. Old Business
    a. Masks: The school has continued to purchase a variety of types of masks for student and staff use. School encourages students to trade out masks and always wear a clean, dry mask
    b. There is a new digital temperature screener!
    c. The AEC election is happening today with the city election. Results should be in tomorrow
B. New Business
    a. We are on the GREEN schedule which means that after school activities starting up. Currently we have Youth Leaders, Volleyball and Cheerleading. Upward Bound and Mini-Community will be starting soon
    b. The site staffing request was completed. This year we will request additional hours for our 10 hour Cook I up to 20 hours, and for an additional 5 hours a week for our ½ time custodian.
    c. Parent Teacher Conferences are tentatively scheduled for November 17. This will be a Social Distancing Event without students. Parents will have a scheduled time slot. Health screenings and masks for everyone.
    d. AEC members received a copy of the KTS Covid Manual which lists the plans, routines and protocols for health and safety.
    e. General discussion about the situation in Stebbins and Chevak, and the need to be constantly preventative and safe.
    f. Open Gym discussion
        i. Masks will be work by everyone attending (except K-2)
        ii. Social Distancing will be maintained with no games with physical touch allowed
            1. Possible games might be shooting aroung, bump, around the world etc
        iii. Schedule will be adapted for groups of 21 or less. (Parents sitting quietly in the bleachers and supervising students will not count in this 21.) This is 25% of our gym capacity
        iv. Schedule will allow time for disinfecting the gym and equipment
        v. Problems left to solve:
            1. Take down and set up of cafeteria tables and tarps
            2. Groups of children pushing and playing at the doorway
        vi. Gym will not be opened at present due to the spike in cases statewide, and travelers coming in and out of the village. At the present time Brevig does not have a Covid Coordinator to monitor quarantine. Opening date will be discussed at our November meeting.
    g. Most of our teachers will be on quarantine after returning from Christmas Break. School will be on RED status for this quarantine week.
    h.
C. No Public Comment

KTB #2 10-25-20

1. Correspondence: a copy of two letters sent to the BSSD School Board were reviewed by the AEC.
2. Next meeting set for November 23rd

Agenda: AEC Meeting
Brevig Mission School
November 25, 2020

1. Welcome
2. Roll Call
3. Establishment of Quorum
4. Approval of Agenda
5. Approval of Minutes from Oct 27, 2020
6. Old Business
    1. Status of masks
7. New Business
    1. Welcome to Adrian
    2. AEC oath
    3. Site Staffing request
    4. Parent Teacher Conferences
    5. Attendance
        i. One extended family: 7 chronic
        ii. Family - 2
        iii. 6 individual children
    6. AEC Training January 21-22
    7. Sports
    8. Open Gym
        i. Masks
        ii. Social distancing
        iii. Schedule
            1. Smaller grade groups
            2. Split HS girls and boys
        iv. Supervision
        v. Disinfecting
        vi. Set up/take down of the gym as a cafeteria
            1. Tarps
    9. Christmas Program
    10. Week after Christmas

1. Public Comment - 3 uninterrupted minutes available for each speaker
2. Correspondence: none
3. Next meeting date: December 16th?

Meeting Minutes
Brevig Mission School
November 25th, 2020

Members Present: William Kakoona, Adrian Barr, Mary Pifer by phone, Ginger Crockett, Jeffrey Tocktoo on Quarantine, Frieda Southall excused. Guests: Winfred Olanna Jr. and Elmer Tocktoo III by phone

A. Old Business
    a. Masks: Most children are comfortable with the masks and things are going well. A few children are struggling and school is working to approach this from an encouraging, nurturing and instructional manner
B. New Business
    a. Welcome to Adrian Barr Sr. as our new AEC member
    b. AEC oath read aloud by all members
    c. Our Site Staffing request was submitted and will be reviewed by the Personnel Committee in December
    d. There are about 15-16 students who are rarely, if ever attending school. The situation with Covid-19 limits the interventions that can be done by staff. The general approach the school is taking is to communicate well, and in a positive manner with families and students at all times, to keep encouraging students and to look for ways to engage these students.
    e. AEC training will be January 21-22. Adrian and Alaky expressed interest in attending
    f. Sports paperwork and opinion sheet was completed and will be submitted by Ginger
    g. General discussion about open gym. The parameters decided at the October meeting were discussed and confirmed. Clarifications to the minutes were that at the present time we are not planning to have Open Gym for Adults. The option for Open Gym will be reviewed monthly. With the situation in Nome, and our proximity to Nome, there will be no Open Gym at present and this will be reviewed at our December 16th meeting.
    h. Holiday Program will be digital this year. Videos will be posted on You Tube and Facebook
    i. Week one of Semester two will be distance learning, as many teachers will be on quarantine.
    j. Discussion about what would happen at school if there was a case of the virus in town. The school would listen to all advice and guidelines from NSHC, and comply with any community mandates from the City or Traditional
C. Public Comment: none
D. Correspondence: none
E. Next meeting date: December 16th

Agenda: AEC Meeting
Brevig Mission School
December 16, 2020

1. Welcome
2. Roll Call
3. Establishment of Quorum
4. Approval of Agenda
5. Approval of Minutes from Nov 25th, 2020
6. Old Business
    1. Attendance: Struggling
7. New Business
    1. Personnel Committee
    2. AEC Training January 21-22
    3. Basketball Mitigation Plan
    4. OneTabs
    5. Open Gym
        i. Masks
        ii. Social distancing
        iii. Schedule
            1. Smaller grade groups
            2. Split HS girls and boys
        iv. Do we want to alternate Girls/Women and Boys/men
        v. Supervision
        vi. Disinfecting
        vii. Set up/take down of the gym as a cafeteria
            1. Tarps
    6. Holiday Program
    7. Week after Christmas

1. Public Comment - 3 uninterrupted minutes available for each speaker
2. Correspondence: none
3. Next meeting date: January 20, 2021

Meeting Minutes
Brevig Mission School
December 16th, 2020

Members Present: William Kakoona, Jeffrey Tocktoo, Adrian Barr, Ginger Crockett

A. Old Business
    a. Attendance: Attendance low with a number of families keeping their children home. The students who are coming are regular and have strong attendance.
B. New Business
    a. The Personnel Committe approved two of our recommendations for staffing and will be passing these on to the full board February 4th.
    b. January AEC Training: Alaky and Adrian will attend
    c. The KTS Mitigation plan has been approved by the district and was reviewed.
    d. OneTab learning devices have arrived and will be distributed to parents of PK-3rd graders along with a short training session in January.
    e. Open Gym will start on January 11th
        i. Masks will be worn at all times
        ii. Social distancing will be maintained by all individuals not actively playing
        iii. New schedule
            1. Smaller grade groups
            2. Time for disinfecting
            3. HS Girls and womens time together
            4. HS Boys and men's time together
                a. HS boys team will play first team
            5. Mens/Boys and Womens/Girls will alternate nights
        iv. A second staff member will be added using NSEDC funds
        v. The last group will set up the cafeteria area
        vi. A Newletter with parameters will be sent home
        vii. A quarantine list will be maintained.
    f. Holiday Program will be posted on Facebook and Youtube starting Thursday
    g. January 4th will be a Red week with homework packets and meals distributed Monday January 4th.

C. Public Comment: none
D. Correspondence: none
E. Next meeting date: December 16th

Aniguiin School

Aniguiin School

Advisory Education Committee

WHERE: Library
WHEN: Tuesday, Oct 13, 2020 at 4:00 PM
AGENDA:

1) CALL MEETING TO ORDER
2) PLEDGE OF ALLEGIANCE
3) Swearing in of new board members: Desiree Davison and Leigh Takak
4) ROLL CALL - Josephine Nakarak__, Judy Daniels___, ,Oscar Takak Sr.___,_Desiree Davison __, Leigh Takak __. Betty Hall_ ___.
5) PUBLIC COMMENT- None
6) APPROVAL OF AGENDA-
7) INTRODUCTION OF NEW TEACHERS- Barbara Baysinger, Mark Maxwell, Catherine York
8) STUDENT REPORT-. Erin Saccheus
9) PRINCIPALS REPORT- Mrs. Hall (attached)
10) DISCUSSION ITEMS-
11) AEC COMMENTS- DATE AND TIME OF NEXT MEETING ADJOURNMENT

10-13-20

Aniguiin School

Aniguiin School

Principal's Report

- We began our second week on low risk/green. Overall, things are going smoothly, but there have been some challenges. It's been very difficult getting many MS/HS students to keep their masks properly in the hallways and in some classes. We've spoken to them about why it's important repeatedly, and are hopeful they will begin to develop the habit of keeping them on. Another challenge has been the door in the morning where we are hand sanitizing, taking temperatures, and giving students masks. I've ordered a lot of new masks, and once they come in, we will begin to send masks home with students and require they have their masks on when they come in. It will make the process run more efficiently, especially when the weather turns colder. The other challenge is keeping students social distanced. In the MS/HS, it just impossible with the number of students we have and the amount of room
- We have started to run some extracurricular activities. So far, we have four battle of the books teams, two cheerleading squads, tutoring, educators rising, and volleyball, and our youth leaders are getting started. All students are required to wear masks and social distance at extracurricular activities.
- We have some staffing changes in the works. Violet is moving to Montana. Her position was opened internally. Susan Saccheus will be doing an internal transfer to the position. Susan's vacated position has been open internally for six days. Doris Kotongan will be doing an internal transfer to Susan's position. This means our four hour per day CTE position will be open tomorrow. I will post this to the public right away because no current employees are interested. Violet leaves October 23.
- The gym is still closed. Thank you for your guidance regarding this decision.

Aniguiin School

Aniguiin School

Advisory Education Committee

WHERE: Library

WHEN: Tuesday, January 12 at 3:30 PM

AGENDA:

1) CALL MEETING TO ORDER

2) PLEDGE OF ALLEGIANCE

3) ROLL CALL - Josephine Nakarak-___, Judy Daniels__, Desiree Davison__, Oscar Takak Sr.___Leigh Takak__. Betty Hall____.

4) PUBLIC COMMENT

5) APPROVAL OF AGENDA

6) APPROVAL OF Dec 15, 2020 MEETING MINUTES

7) PRINCIPALS REPORT- Mrs. Hall

8) DISCUSSION ITEMS: AEC training, 2nd AEC Input regarding basketball travel (survey).

9) AEC COMMENTS

10) DATE AND TIME OF NEXT MEETING _____

11) MEETING ADJOURNMENT

1-12-20

Aniguiin School

Aniguiin School

Principals Report

- Current staffing: We have had some unexpected absences after Christmas Break, which caused us to be closed for an extra two days because teachers had to quarantine. Brittany had a medical emergency and had to fly out, Jordan went with her. Kim had to take a child to dental in Nome. Samone had to have emergency surgery in Anchorage. Unfortunately there were complications and she won't be back for at least three weeks. Combine those absences with two teachers we expected to be in quarantine from Christmas break and two classified staff, we were unexpectedly short 8 staff members after Christmas.
- Open Gym: The IRA has agreed to fund an extra gym coordinator. We will open gym on Wednesday with many safety protocols and a new schedule. We modeled ours off of what Shaktoolik has been doing. (see handout)
- Basketball and ski start tomorrow. The board still hasn't given approval for travel.
- Michael Isom, our counselor, will be subbing in social studies until teacher returns.

GAM

DECEMBER 08, 2020
AEC MEETING MINUTES

Meeting called to order at 4:17 . Jodene and Yuka are excused. Roll call: Edna, Susan, John, Perry, Deb. Quorum established.
Adoption of agenda items: none. Committee members – Debbie's term up.
No meeting minutes.
Assistant principal report: Perry Duncan introduced himself.
Principal report: John read his report. Talked about students using masks. 2 teachers resigned at beginning of the year.
School board report – Aaron absent.
Next meeting date January 11, 2021 at 4:00 pm.
Meeting adjourned 4:40 pm.

Principal's Report to the AEC

GAM

Tuesday Dec. 8, 2020

Welcome back everyone. It's been an interesting start to this new school year.

- Students and staff are doing a great job of wearing masks and keeping things clean.
- We're still receiving supplies from the district like face masks, shields, dividers, etc.
- Unfortunately we had two teachers resign in the last couple of weeks.
- Both have already been replaced and they will be here for next semester.
- There's an AEC training virtual meeting in January 21-22. More info later.

Martin L. Olson School
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"Home of the Lynx!"

Telephone (907) 779 - 3021
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Alan Davis, Principal

Golovin AEC Meeting ~~Agenda~~ Minutes (PT)
Monday, December 7, 2020
6:00 p.m. ~ Library

1. Call to Order - Ruth called meeting to order at 6:06pm

2. Roll Call - All members noted as present

3. Vision Statement - Principal Davis read vision statement

4. Approval of Agenda for 12/7/20 - Annette moved agenda with noted correction. Brenda seconded.

5. Reading and Approval of Minutes from 11/2/20 - Annette moved and Donna seconded.

6. School Reports
   a. Student Council Report - on December 17th the students will take the trucks and sing Christmas carols to some households.
   b. Activities – Sue/Cherilyn - nothing to report at this time.
   c. Principal - Alan reported that the sprinkler Is having some low pressure Issues. It will be fixed In the next few weeks.

7. Old business
   a. Slippers for Steve - Thank you card was signed by students, staff and aec members and will be sent with the slippers to Steve this week.
   b. Christmas Program - 4th and 5th grade will make and deliver goodies for elders. Some grades may post videos to facebook.
   c. Open Gym - masks are required at all times In the gym - even while playing. AEC would like to see If Eleanor Is willing to open gym during Christmas break.
   d. Travel Re-entry - This Is In place for those returning to the village.
   e. NSEDC Request - Requests were put in to Replace equipment for open gym to reduce sharing of play equipment, acquire reading books for bi-cultural, and purchase ski equipment.

8. New Business
   a. Staffing for SY 22 - Alan and Ruth filled out staffing report. A request was put In for a certified SPED teacher as a stand alone position as well as a counselor on site, extended hours for the bilingual & shop teachers. (PP)
   b. School PPE - Plexiglass dividers are being Implemented, strict mask policy, foggers are being utilized regularly as well as steam cleaning.

The mission of the Martin L. Olson School is to ensure that all students are educated in a supportive nurturing environment to become unique, independent, productive citizens by providing quality academic programs stressing the basic skill areas of reading, writing, math and science that will provide career opportunities as well as traditional ways of living.

A.E.C. Members: Ruth Peterson– Chairperson; Donna Katchatag. - Vice Chairperson Willow Olson - Secretary; Annette Henry-Aukongak and Brenda Henry-members

12-7-20

c. Second Semester Start - Distance education will begin January 4th. Due to travel restrictions school will start In code red and then moves to green on the 11th assuming there are no active covid cases. Gym will remain open unless there are active cases.
d. AEC training - will occur Jan 21st and 22nd via zoom. Let Alan know If you want to participate.

9. Public Comments/Concerns - Frank mentioned that It seems cases are be contained to Nome. Long discussion was held regarding virtual college visits for high school seniors. Discussions moved to opening these visits up to other grades In hopes that students will be Interested In attending college from a younger age. That way they can start to prepare and think about their future goals.

10. AEC Comments/Concerns - It was noted that some high schoolers are wearing their masks Inappropriately. Alan says that they are continually working on compliance but overall things are going well. It was pointed out that the week of Jan 4th school work does need to be returned and that parents may not be aware of that fact. It will Impact the students grades.

11. Next Meeting - January 11th at 6pm

12. Adjourn - Donna moved to adjourn at 7:19

1.18.21

Martin L. Olson School
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Alan Davis, Principal

Golovin AEC Meeting Agenda

Monday, October 7, 2020
6:00 p.m. ~ Room 145

1. Call to Order – Ruth P. called the meeting order at 6:16

2. Roll Call – Ruth, Willow, Annette, DONNA

   Non members present – Principal Davis, Frank A. Brenda Henry, Sheri E., Karen R., Cherlyin Guy and students Donald, Cade and Olyvia

3. Vision Statement – statement read by Principal Davis.

4. Approval of Agenda for 10/7/20 – Moved by Donna, second by Annette

5. Reading and Approval of Minutes from 9/14/20 – ~~Remove "willow moved to adjourned"~~ from section 12. Moved by Annette, seconded by Donna

   Change "adjourned" to adjourn

6. Old business – Alan gave members the Green, Yellow and Red matrix used by the district or school opening. Alan followed up that Internet will be turned on at the superintendent discretion and they are trying to minimize crowds.

7. New Business
   a. AEC Election Results – placing & swearing in of new members. Brenda H. and Willow O. were elected with 38 votes each. Ruth commended Toby for his years of service.
   b. Election of Officers – Annette moved to leave all officers the same, Willow seconded. AEC Chair – Ruth P.
   c. Open Gym proposal – Student Council – Cade (student) presented for the student council to propose opening gym. The proposal would be for 40 minutes of gym for each grade with a 10 minute clean up. Donald (student) explained the rules. No one can participate if on quarantine. No one with a temperature. Masks required when no physically active. Olivia (student) continued that there would be no cabaret and bring your own water bottle. There will be no internet. Only guardians of those head start thru 3rd grade. Principal Davis explained it would open on Monday. Ruth asked if the worker is required to clean and the answer is yes. Shaktoolik used Cares act money to find a

10-7-20

second worker to help with the cleaning because it is a lot of work. They have a disinfecting fogger that the school will utilize.
Annette would like to see it specified that it is parents and grandparents that can bring their young child. Siblings often don't watch their younger siblings well.
Willow asked if there is a maximum number of people allowed in. Principal Davis will look at that and see if we need to institute a max number.
Donna and Annette would be in favor with stipulations.
Willow wondered if maybe a different or modified schedule such as 2 grades going a night or only having it 3 days a week.
Annette suggested doing away with adult gym. Willow agreed.
Ruth suggested moving the 8th grade over to the High School schedule.
Principal Davis just wants it clear that all students must leave the building.
AEC wants to move forward with the proposed schedule but eliminating the adults schedule and the Saturday schedule for right now just to see how it goes.
Annette made a motion to accept the schedule as proposed by the student council with the noted changes: No adult gym and No Saturday gym, parent or grandparent must be present for the younger ages. Donna seconded. The motion carried unanimously.

8. School Reports
   a. Sheri – Child Find, Surrogate Parenting – delayed until next meeting
   b. Alan – Principal's Report – Covid testing started today with 10-12 students (1 from each family group above 10 years old), as well as some staff getting tested.
   Annette inquired if this was the rapid test. Alan believed that the mail in test was utilized. Members would like to see rapid tests utilized or at least randomly utilized due to the long delay of mail in test results. The concern centers around the timing. It would take 7-9 days for the results of a mail in test and by then spread would be great whereas a random test would allow immediate action and keep the spread low. Principal Davis will inquire about utilizing random tests.
   c. Activities – Cherilyn – cross country is over with impressive results from our school especially with Ethan qualifying for state. Cheerleading has started and their will be a virtual competition on November 13th. Volleyball has started and there is interest in setting up some time for the community to play against the team so the team can get some experience. This may start as soon as October 17th. Basketball will begin in January.

9. Public Comments/Concerns - none

10. AEC Comments/Concerns – Ruth inquired about getting Steve a gift. Principal Davis will follow up.

11. Next Meeting – November 2nd at 6pm.

12. Adjourn – Ruth adjourned at 7:29pm

11.2.20

Martin L. Olson School
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Alan Davis, Principal

Golovin AEC Meeting Agenda
Monday, November 2, 2020
6:00 p.m. ~ Library

1. Call to Order – Ruth called meeting to order at 6:03

2. Roll Call – Ruth, Brenda, Willow and Annette are present. Excused absence – Donna
   Also in attendance – Principal Davis, Sue (teacher), Donald and Kaylee (students)

3. Vision Statement – statement read by Principal Davis

4. Approval of Agenda for 11/2/20 – Annette moved and Willow seconded

5. Reading and Approval of Minutes from 10/7/20 – correct the spelling of Annette's name under section 5
   Annette moved and Brenda seconded

6. Old business
   a. Gift for Steve Sammons – Alan has the slippers and get a card for the kids to sign and will send them out this week.
   b. Open gym – Gym has opened and has gone smoothly. Alan would like to look into getting a substitute in case Eleanor can't make it. AEC recommends that Alan move forward with hiring a substitute.
      i. Reword rule? – Suggested changing it from siblings not being allowed to bring their younger siblings in to gym – to no school aged siblings bring their younger siblings to gym. AEC recommends making the change.
      ii. Mask rule per ASAA? – ASAA is recommending mask usage during strenuous activity.

7. New Business
   a. Covid-19 procedures at the EDA building concerning ECE – A lot of people are hanging out up at EDA without wearing masks and Willow as a policy council member for head start has asked the head start director to ask the landlord for consistency.
   b. School procedures on readmission after travel – BSSD has said the school can be stricter than the district. Several AEC members want the district to utilize rapid testing rather than mail in testing. Alan will work with the newly hired NSHC staff member here

11-2-20

in Golovin to schedule testing on a schedule (space out staff testing) that makes sense to quickly detect COVID before it spreads.
Some members would like to institute a 2 negative test policy. One test on arrival in Nome and then one in the Golovin 7 days later. Alan will draft something for members to look at.

c. Cross Country Awards Ceremony – Tuesday at 3:15 is the awards ceremony. Parents are invited.
d. Christmas Program – BSSD does not want general public into the school. So the Christmas Program won't happen in the traditional sense. Willow suggested taking it virtual and post videos for all to see. Ruth suggested some sort of gift exchange amongst the school kids.

8. School Reports
   a. Student Council Report – Kaylee reported on the Student Council activities. Donald reported that they held a Halloween carnival raising $202.00 and will continue raising money for Student Council teeshirts.
   b. Activities – Sue/Cherilyn – Cherilyn ASAA has new mandates for masks. Cheer team is adjusting. Sports are being pushed back into spring.
   c. Parent Conferences – Will be held on November 13th. One set of parents with a teacher at a time.

9. Public Comments/Concerns – none noted.

10. AEC Comments/Concerns – Annette wondered if all money was accounted for. Willow suggests that for student activities that students not be left alone with money (have an adult with a student). Cherilyn said she tried to be present and paired two students

    Brenda will be out in January and February.
    Brenda would like to see Reports moved closer to the top of agenda. Alan will look at it.
    Willow asked about Thanksgiving. Alan said the school is not opening the doors yet.
    Willow suggested Voting tomorrow because there is a contest that the village with the highest percentage of voter turnout wins free Turkeys. Go Vote!
    AEC members encouraged the school to get ready to apply CBS funds from NSEDC for any of their student needs.

11. Next Meeting – December 7th at 6 PM

12. Adjourn – Ruth adjourned at 7:07

12.7.20

The mission of the Martin L. Olson School is to ensure that all students are educated in a supportive nurturing environment to become unique, independent, productive citizens by providing quality academic programs stressing the basic skill areas of reading, writing, math and science that will provide career opportunities as well as traditional ways of living.

A.E.C. Members: Ruth Peterson– Chairperson; Donna Katchatag. - Vice Chairperson Willow Olson - Secretary; Annette Henry-Aukongak and Toby Anungazuk-members

KKA

AEC BOARD AGENDA

10/15/20

1. Roll call

Meeting called to order at 7:14
Members present: Morris Nassuk, Audrey Nassuk, Wayne Nassuk and Melvin Otton
Established a quorum
Agenda approved as submitted

2. Oath of office to /Carolyn Dewey

3. Board re-organization

Melvin Otton was elected as Chairperson

Vice Chair. Wayne Nassuk and Morris Nassuk were nominated and a secret ballot was held: Wayne Nassuk was elected Vice Chairman

Secretary: Carolyn Dewey

4. Approval of the September Board meeting minutes

Corrections:
Secretary
In the yellow
Spell out names of days of the week

5. Public comments There were no public comments

KKA

6. Principal's report

A. Open Gym

Need to add more time for cleaning. Need to use assistant to help clean
More time for the smaller kids
Wrist temperatures
Enter front door, exit back door
Trial run
This is subject to change due to the uncertainties of the Cornavirus and upon infractions
Add if a family member is returning from Anchorage or other areas outside of the local region you will not be allowed in the school.
All family members must follow the local quarantine guidelines.
The purpose these guidelines are not to be punitive, but rather to keep everyone safe

B. First full week review

Add an hour to the cook

C. Charter school follow up

Tabled

D. VB moved to after Spring Break, BB January?

E. Teen Center update

Progress is being made and the City and the school Construction Class are working together
We hope to have the roof done before it gets too icy to work on the roof.

KKA

The building is being leveled

F. New Pre-School Teacher
Our substitute Pre-School teacher will be here in about a week

G. Good of the order
Nothing additional was brought up

7. Old Business
There was no old business

8. Board comments

Congratulations to Carolyn Dewey

9. Next meeting: November 10, 2020

10. Adjournment

The meeting was adjourned at 8:53

A.E.C. NOTES
October 28, 2020 in the MPR at 6:00pm SKK

1. Call to order

2. Roll call - **ALL PRESENT**

   a. Susan R. Nedza
   b. Betty Jackson
   c. Levi Cross
   d. Lydia Evan
   e. Katie Evan
   f. Randy Takak

3. Swear in new members – **ALL SWORE IN**

   a. Betty Jackson
   b. Levi Cross
   c. Lydia Evan
   d. Katie Evan
   e. Randy Takak

4. Approval of minutes – **N/A 1st meeting**

5. Public comments - **NONE**

   a. 3 minutes each for anyone signed in

6. Correspondence - **NONE**

7. Youth Leader Report

   a. Jordan Sagoonick attended with YL Advisor Brittany Deshner

      i. Jordan reported that the YL group planned Indigenous People's Day and it went well. He also stated that YLs are planning a Halloween Parade for this Friday and a March Against Domestic Violence on Friday November 6th . Jordan said YLs' goals are Community Outreach, School Spirit and Cultural Awareness.

SKK 10-28-20

ii. Principal Nedza reported that the hope is that Youth Leaders will participate at all AEC meetings and eventually have Student Gov't be active to train future leaders.

8. Principal Report

   a. School Start Up
      A. Covid created many new things to plan but overall things are going well and we are in a full school week schedule
      B. Sports are still being planned but need to wait for state and district guidelines for January and beyond
   b. Need for regular meetings and attendance at those meetings
      A. Important that we all attend and participate

9. Items for Advisory Education Committee Consideration

   a. Old Business - none
   b. New Business - staffing – discussed staffing report and the AEC does not want full positions or programs cut. If absolutely necessary cut as little as possible and look for other funds such as grants to help out.

10. Items for next meeting's agenda

   a. Some more budget details requested

11. Adjournment - Time and Place of next meeting.

   a. November 2nd at 6pm

AEC Minutes
2020-2021 School Year

Principal: Sean Mikels

Howard P. Weyiouanna Sr. -- Chairperson / **Richard Stasenko** -- Vice-Chairperson

Karla Nayokpuk / Eleanor Taft / Andrew Kakoona

14 October 2020 - Library - 3:30 P.M.

Call to Order: by Howard P. Weyiouanna Sr. at 3:41 P.M.

Roll Call: Members present included: Richard Stasenko, Howard P. Weyiouanna Sr., Karla Nayokpuk. Members absent included: Eleanor Taft and Andrew Kakoona. Administrations Present: Sean Mikels and Steve Ballende.

Introduction of Visitors: Ken Stenek (A.D.), Lisa Villano (Elementary SPED), Steve Ballende (Assistant Principal), and Shaun Milligan (Administrative Intern)

Approval of Agenda for 18 September 2020: by Rich Stasenko, Seconded by Karla Nayokpuk

Old Business: No Old Business

New Business:

A. Child find:
    a. Lisa Villano wants to make sure that the AEC is aware of the parameters and protocols of Child find. In particular, the goal of this program is to find and identify students with special needs. Lisa Villano passed out a handout to aid in her summarization of Child find.
B. Activities Director Report
    a. Most available coaching positions have been filled. We are hoping to finalize both the boy's and girls' basketball coaching positions.

SHH 10-14-20

b. Cross Country running is completed. Our young men and ladies worked hard all season long. Each of our runners set new personal best times and strived to meet their goals. Two boys and two girls from BSSD represented our District at Anchorage this past weekend. Although no Northern Lights qualified, we are still proud of their efforts.

c. Cheerleading has gotten underway. Allison Topkok is coaching the team and getting them ready for their virtual competitions in November.

d. Mixed-6 volleyball has been postponed until later in the spring by ASAA possibly starting in March and running through April.

e. Wrestling is still the riskiest sport to be considered and the BSSD Regional School Board will be discussing whether or not to allow wrestling to happen. ASAA is planning to start practices around the state on November 2 with a state tournament in Anchorage in late January.

f. We have a few applications for the administration to look over and interview for the basketball coaching positions. We hope to have the coaches selected soon. Practices are set to begin January 4th when we come back to school from Christmas Break. ASAA is planning a state tournament later in March-early April.

g. I am developing a site practice plan that will be a set of procedures/guidelines for coaches to follow to make sure practices are run in the safest manner possible. It will incorporate ASAA's COVID-19 guidelines and Shishmaref-specific policies.

h. I am still not sure how competitions might look or how student travel on a larger scale will happen for these team sports. Right now it is not really feasible with current quarantine restrictions.

i. This information was given, followed by a lengthy discussion of

C. Job Applications

a. Girls and Boys basketball coach positions.

b. Hired for the 1-on-1 position:

i. Sharla Iyatunguk

ii. Panel Interview - Has done a great job so far.

D. AEC Election Results

a. Results were definitive - Andrew Kakoona and Eleanor Taft were elected

SHH 10-14-20

b. Richard Stasenko mentioned that there were some issues with people being able to decipher the ballot. Next time administration should either bold or enlarge the font.
c. Richard Stasenko reviewed the election results.
d. Howard P. Weyiouanna Sr. motions to certify election results; Karla Nayokpuk seconds the motion
e. Andrew Kakoona and Eleanor Taft will be sweared-in at the next election meeting

E. Newsletter - Add AEC Meeting Date and Who's on AEC
   a. We will include this information in the next newsletter.
F. Remote Conference for AEC?
   a. Next meeting we will make sure to offer accommodations to AEC members who cannot make it.
G. Building Update
   a. Included in the Principal's Report
H. Principal's Report
   a. New Low-Risk Green Schedule
      i. Includes time for cleaning classrooms every day.
   b. COVID Testing
      i. All Staff must test at Clinic
      ii. Commend the clinic for their efforts in helping make testing happen.
      iii. We are testing students (10 and above) who OPT-IN
   c. Newsletters Mailed Out
      i. Other means utilized as well
      ii. Newest and most up-to-date COVID information is on the district website
   d. Building Project
      i. Made good progress on exterior and interior
      ii. Will officially leave Oct. 16th because of COVID restrictions
      iii. They will come back and finish the final touches after COVID restrictions lift
      iv. We still have housing issues. Administrators are still living in the building. The new portables might be finished in the next couple of

SHH 10-14-20

weeks. Steve Ballende is going to work on the former 6th grade portable with three local laborers. Hoping to see progress in the next week and be finished around Thanksgiving. Most of the carpenters in the community are working at other places but hoping to attract able carpenters.

v. The district hopes to demolish the trailer and to move the 6th-grade portable. The variance for the fire code is up at the end of construction. Administrators have come up with a plan to move the trailer forward and move the blue portable to the north in order to appease fire codes. The plan includes turning the art room into school housing as well. This should cover housing in the future.

vi. Next steps -

1. still navigating the testing process. Trying to work with HEPA laws.
2. Christmas Break Plan - Might have to go to red.
3. Teachers need to be done before Christmas break.
4. Richard Stasenko mentioned that AEC Members should test as well before AEC Meetings. There's a possible option for a teleconference as well if necessary.

Comments / Communications:

Richard Stasenko has stated that the church has been considering opening as well and has come up with guidelines. Karla Nayokpuk wondered if face shields are available. School is running low because of repeated requests for new face shields. Karla Nayokpuk says that someone she knows would like to wear a face shield because they are getting sores from masks. Steve suggests that people should wash masks and their faces more often. Karla Nayokpuk makes a comment that she really appreciates the agenda presentation and not having to take minutes. Happy birthday to Rich Stasenko!

Next Meeting Date: November 11th at 3:30 P.M. in the Library

Adjourn: Richard Stasenko motioned to adjourn at 4:40 P.M. Seconded by Karla Nayokpuk.

Shishmaref December 2020 AEC Meeting

No quorum was established for the December 2020 AEC meeting.

Anthony A. Andrews School

FRANK STANEK- PRINCIPAL
BRIAN WALSTON – ASSISTANT PRINCIPAL

Mary Long – Chair Person
Gilbert Lockwood – Vice Chair Person
Virginia Washington – Secretary
Alice Fitka – member
Richard Elachik - member

AEC Meeting – December 18th (Lunch)

Attendance: Mary Long, Virginia Washington, Alice Fitka, Gilbert Lockwood, Frank Stanek, Brian Walston, Richard Elachik

Minutes:

1. **Call to Order**
   Gilbert Lockwood called the meeting to order at 12:00 pm
   a. Alice Fitka ~ Invocation
2. **Welcome**
   a. New members welcomed
3. **Nominations**
   a. Alice nominated Mary Long for Chair. Richard nominated Vie-Chair. Virginia nominated for secretary. All members accepted nominations.
   b. Oath of Office read by new members – Richard Elachik/Mary Long
4. **Reports**
   a. Principal Report read.
5. **New Business**
   a. Open Gym discussed ~ No open gym until COVID is over.
6. **Day and Time – next meeting**
   a. Meetings will take place the third week of every month at 12:00 pm (lunch)
7. **Good of the Order**
   a. Nothing at this time
8. **Adjournment of the Advisory Education Committee**
   -Motion to adjourn given by Mary Long, 2nd by Richard Elachik. Motion carried. Meeting adjourned at 1:10pm.

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Gaetano Brancaleone III, Principal gbrancaleone@sva.bssd.org

Advisory Education Committee (AEC)

Friday, September 11, 2020 10:00 AM

Members: Mark Miklahook, Filma Nunguk-Toolie, Helen Kiyuklook, Sandra Gologergen, and Janice Gologergen

1. Call to Order

   Mark called the meeting to order at 10:19 a.m.

2. Roll Call

   Present: Mark Miklahook, Filma Nunguk-Toolie, Helen Kiyuklook, Sandra Gologergen, Janice Gologergen, Gaetano Brancaleone III
   Absent:

3. Approve Minutes from 3/4 meeting

   Janice made a motion to approve the minutes, Mark seconded and the motion carried.

4. Approve Agenda

   Janice made a motion to approve the agenda, Sandra seconded and the motion carried.

5. Principal's Report

   - SMART Start Plan
   - Medium Risk A/B Schedule – October 5th
   - Morning Screenings
   - Staffing Update
   - AEC Voting – Sept 20th

   AEC Questions

   - College Bound Kids – How can we support online classes?
   - Face Shields for students who struggle with masks
   - Absences for hospital trips – from date x to x – dates not being recorded correctly
   - Upcoming Vision Work
   - Take care of yourself, take care of each other, take care of this place mindset shift
   - It's going to be tough with the kids having been out of school for while
   - public at meetings – look into call in numbers
   - homeschooling question – not supported by BSSD

6. Counselor's Report
7. Youth Leaders Report
8. Organizations
9. Public Comments
10. New Business

We Believe That Every Student Can succeed!

Hogarth Kingeekuk Sr. Memorial School
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Gaetano Brancaleone III, Principal gbrancaleone@sva.bssd.org

9-11-20

11. Old Business

    - School Climate Survey Data from FY19
    (https://secure.panoramaed.com/aasb/understand?auth_token=beringstrait) – Public Link

12. Items for Next Meeting

13. Date for Next Meeting

    September 25th, 10:00 a.m.

14. Adjourn

    Filma made a motion to adjourn, Sandra seconded and the motion carried

Advisory Education Committee

WHERE: **Principal's Office**

WHEN: **Tuesday, October 19, 2020 3:45 PM**

Minutes:

1) CALL MEETING TO ORDER
- a. John Juvinall called the meeting to order
- b. Invest the AEC Oath to Anna Nashoanak, Peter Martin Sr., Virginia Tom

2) ESTABLISH A QUORUM
- a. Present: Anna Nashoanak, Peter Martin Sr., Virginia Tom, Delbert Acoman
- b. Absent/Excused:, Jean Ferris

3) ROLL CALL
- a. John took nominations for AEC officers.
- b. For Chairman was Ronald Kirk
- c. For Vice Chairman Delbert Acoman
- d. For Secretary Tia Katcheak.
- e. All nomination passed and were accepted to their new office

4) APPROVE AGENDA
- a. Anna to the meeting over and asked everyone to read the agenda. The agenda was approved.

5) APPROVE PREVIOUS MINUTES
- a. Anna had the members read the minutes and asked for a motion to accept the minutes. Motion was made and seconded to accept the minutes; the motion passed.

6) RECOGNIZE ANY VISITORS
- a. None

7) PUBLIC COMMENTS IF PRESENT
- a. None

8) BOARD COMMENTS

a. Peter Martin Sr. commented, "Good to be back on the board again."
b. Virginia asked about the school being a disaster center if the village floods.
c. John explained that school will be open there will be a VPO. The rule will be no intoxicated people will be allowed in the school.

9) PRINCIPAL REPORT

a. Monday October 30th at 6:00 PM Title 1 Parent meeting
    i. Door prizes will be $20 for the school concessions
b. November 2nd Parent Conference
    i. Anna asked if the parent conference could be changed to November 7th. The conference will be moved to the 7th.
c. There will be more conversation about the Siren Project in the near future.
d. AEC training in Unalakleet is going to be held in January

10) DATE AND TIME OF NEXT MEETING

a. November 16th 2020 @ 3:45 PM

11) MEETING ADJOURNMENT

a. Anna motioned the meeting adjourned at 4:10 PM.

Unalakleet Schools AEC Meeting

September 8, 2020

Call Meeting to Order: 6:30 PM by Kathy Commack.

Roll Call: Present AEC Members: Kathy Commack, Anne Ivanoff, Heather Jones, Sheri Ivanoff, and Matt Roesch.

Approval of Agenda: Heather moved to approve. Anne seconded.

Minutes: Matt moved to approve, Heather seconded.

Public Comments:

- Jodi Grewe and Samantha Razzo in charge of Unalakleet Schools 504 plan: Jodi for elementary students, Samatha for MS/HS. They will be handing out notices for Child Find in order to identify students who may be in need of special education. If anyone has a concern regarding a student who may be in need, they can contact Jessie Towarak (jtowarak@bssd.org) at the district office, or contact Jodi or Samantha at the school.

Student Government Report: None.

Activity Report: Jason Harris, Assistant Principal.

- CC Running is currently underway with excellent turnout. Runners wear masks before and after practice and during any team meetings. The district has designed "virtual-meets" with other schools. (Sept 12, 19, and Oct. 3).
  - Difficult in matching sites via virtual meets. Each course presents its own challenges —terrain, hills, etc. Teams will map out the course and send the info to the district. Coaches and athletic directors will figure out comparable courses.
  - State hasn't officially been cancelled, but how it will happen is still up in the air.
  - Jason mentioned that the Galena CC running team added a "track" season, even without a track. Cross Country runners could possibly travel to track meets to get some race experience.
- Wrestling has been cancelled for elementary and middle-school students. High school season is postponed.
- Elementary cheerleading will probably happen, with virtual competition.
- Mixed 6 is currently postponed.
- The district is still looking into E-sports. Staff is looking at ways to improve internet speed at sites.

Counselor's Report: Kristen McDonald, Counselor.

- Kristen is working to support teachers in preparation for school.
- Youth leaders won't be meeting at the onset of school.

Principal Report: Sharene Craft, Principal

- Last week, staff participated in district training. Lots of discussion on evaluations and curriculum.
- School opening information was sent home last week.

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- Safety precautions: A/B groups, school 9 - 1:30pm, students must wear masks into the building (3-12 grades, visors for younger students), students temperatures will be taken before they enter the building.
  - Quarantined students cannot attend school, but the school will deliver.
  - Cell phones are not allowed in the school this year.
- Community reopening survey;
  - 84 total responses.
    - 57% want to reopen full-time (green), 37% yellow (current opening), 6% red (closed).

- Sharene met with the staff and discussed the possibility of revising our reopening schedule. Staff agrees that opening in the yellow. Sharene recommends opening with the current yellow level, with the A/B schedule for the first week. Sharene recommends that the week of Sept. 21 open the school to all students, M-T, 9:00 - 1:30. The goal would be to transition to full-time school Oct. 5.
  - The gym will be kept closed. Cleaning time will be spent each afternoon, with a deep clean on Fridays for the first 3 weeks.
  - Anne asked if the district has looked into whether the CARES ACT might supply money for hiring additional staff so that teachers can spend their time teaching and planning, rather than cleaning.
  - Gym use: In Red, the building is closed down. In yellow, all students would have to have that same access; and staff are required on Fridays to do extensive cleaning.

Old Business:

- AEC Elections
  - One application submitted for 1 of the 3 open seats.

New Business: None.

Good of the Order:

- Matt asked for Sharene to respond to the question about using the gym for internet access and/or study halls. Sharene pointed out that during a red level, the building will be closed. During yellow, if the gym is open to some students, it needs to be open to all students. Logistically, it would not be possible to take that many students into the gym and expect school staff to monitor that number of kids while they are supposed be deep cleaning other parts of the building.
- Sheri is extremely happy about the prospect of MS/HS students bringing home Chrome books and flash drives with at-home instruction during periods of yellow or red school schedules.

Establishment of Next Meeting: October, 14 2020, 6:30pm.

Adjournment: Anne moved to adjourn, Heather seconded the motion. Adjourned 7:36 pm.

Unalakleet Schools AEC Meeting

October 14, 2020

Call Meeting to Order: 6:35 PM by Kathy Commack.

Roll Call: Present AEC Members: Kathy Commack, Anne Ivanoff, Sheri Ivanoff, Kerilee Ivanoff, and Matt Roesch.

Swearing in of New Officers: Kathy Commack, Sheri Ivanoff, and Kerilee Ivanoff.

Approval of Agenda: Anne moved to approve. Matt seconded.

Minutes: Matt moved to approve, Heather seconded.

Student Government Report: None.

Activity Report: Jason Harris, Assistant Principal.

- Cross Country season successful with virtual events throughout the district. Thanks to Coach Razzo and Brendan Ellis. Kanay advanced to the state championship where he ran a personal best time of 18:55.
  - Team has had a meeting and is actively making plans to work toward state tournament for 2021.
- State wrestling has been cancelled for the year due to pandemic. ASAA has cancelled all state meets for fall sports. ASAA might try to reschedule some in the spring.
- HS Wrestling and Volleyball have been postponed until the spring.
- HS Basketball first day of practice will be January 1 according to ASAA. Because of COVID pandemic, teams can practice 6 hrs/week before the official start of practice. Boys and Girls are putting in early practices according to safety protocols.
- School must turn in protocols to the superintendent Dr. Bolen.
  - No full-court basketball; masks must be worn when not playing; all coaches must have training complete; all students must have COVID-19 waiver completed; all students must have completed eligibility; locker room for bathroom breaks only, facilities sanitized after use; all dress/undress must happen at home; temp screening when entering the building; coaches must keep accurate attendance records; basketball must be sanitized after 14 mins of use;
- Track option for the spring still a possibility; Jason has spoken with Brendan Ellis about this possibility;
- Cheerleading will start soon pending participation protocols; events will be recorded via video and competitions will be virtual;

Counselor's Report: Kristen McDonald, Counselor.

- Mrs. McDonald is working with elementary with social and emotional skills;
- Submitted application for 5th graders to participate in Kids to College as previous years;
- Middle School: district Gear Up grant—post-secondary exploration; with the possibility of ANSEP not happening this year, Kristen is looking for post-secondary themed options to replace this missing experience;
- High School: two FAFSA deadlines coming up, meeting with parents;

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- High Schoolers participated in UAA college and career fair; event was virtual;
- Kristen will not lead Youth Leaders this year;
- MS/HS student government, Kristin will lead the student government elections and head the group;
- Youth Leaders planning a Halloween Parade instead of the Halloween Carnival.

Principal Report: Sharene Craft, Principal

- Sharene's big goal has been to better communicate with parents/community. The phone messaging system has been implemented;
- Second goal has been to improve literacy. Unalakleet schools has received a grant for two new positions;
- Tutoring will begin next week;
- Staff will test for Covid-19; every staff member over the course of the month;
- Paraprofessional schedule: historical each para has been assigned to the same classroom all year;
  - Elementary teachers have analyzed the Maps Test data to see which classes have the largest need for para;
- Teachers are looking at the Maps Test data and are making plans as to how to respond. Many teachers have sent home letters mapping out how their students spend their day;
  - Goal is to best respond with necessary interventions;
- Sharene is concerned about staff fatigue. Many teachers are covering multiple classrooms when staff is absent and substitutes cannot cover each class;
  - That said, Sharene is impressed with how the teachers are stepping up, putting in the extra effort and are refusing to lower their academic expectations;
- AC Student of the Month Milkshakes will be given out to every student at some point in the year;
- School is giving out Birthday Bags to students on their birthdays, ECE-12;
- Liz Ivanoff hired for MS/HS special education aide;
- Anne Ivanoff asked if there are plans for if/when Unalakleet Schools needs to go into the "red" risk level and shut down the school;
  - Teachers will not only send home review; teachers will conduct new instruction;
  - Each student will be given a computer; students will be given video recorded lectures/instruction they can take home via a flash drive or loaded onto their computer;
    - School has ordered 250 flash drives for sending home lectures/instruction;
  - Homework will be graded if the school has to shut down;
  - Sharene assures that staff/school is prepared to continue instruction at a high level of academic rigor and also utilizing methods/instruction that keeps the material interesting and relevant;

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Old Business:

- AEC Elections; Sheri moves to keep positions of Chair, Vice Chair, Secretary; AEC unanimously agree;

New Business:

- ECE Options for Fall 2020;
  - Maximum 10 ECE students in class at a time; staff is considering different options for scheduling the 4 yr. olds and 3 yr olds;
    - Current plan: 4 year olds attend M-Thursday, 3 year olds attend Friday;
    - Second option: A/B schedule, mixing 3s/4s;
    - Third option might be similar to last year's schedule: 4's 9am-1pm, 3's 2pm-3pm;
    - Priority is to get the 4-year-olds as much time as possible to get prepared for Kindergarten;
    - Challenge to create a schedule that allows for time to clean in between student groups;
    - Teachers prefer the current plan, 4s M-Thursday, 3s attend Friday;
      - Mrs. Martin emphasized the need to make up for lost time with the 4s in order to get them prepared for Kindergarten; also, it's important to utilize as much in-class instruction in case the school needs to go to a red risk level;
      - Mrs. Martin also mentioned that it is important to keep the two age groups separate as much as possible in order to meet each groups age-specific needs;
- Open Gym Options, Concerns, Funding Challenges
  - Challenges:
    - School is required to make sure everything is sanitized;
    - Limited numbers: 25% of normal gym capacity, 75 people maximum in the gym;
    - Open Gym facilitator would be required to do health screenings, monitoring, and also necessary sanitization between age groups, which often takes up to 30 minutes;
    - Open Gym employee is working to help fill in an additional janitorial work;
  - Other options:
    - Using open gym time to organize practice schedules for basketball and volleyball;
    - Elementary coaches could be invited to hold practices for their players in order to make up for the lost open gym;
    - Open Gym for elementary students on specific nights, grade levels for specific nights;
  - Matt is okay with some open gym activities as long as the school's risk level is in green; if risk level moves to yellow close down immediately;
  - Anne is extremely cautious about any level of open gym; does not support opening to the community; Anne emphasized that whoever is managing open gym must strictly follow protocols and rules in order maintain safety;

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- Kathy agrees with Anne about being cautious; would support parent volunteers to help manage the protocols;
- Kerilee agrees with Anne about proceeding with caution;
- AEC Recommends tabling the Open Gym discussion; create a few options during in the next month to discuss at the next meeting;
- AEC agrees that select sports groups should be allowed to start practice according to the protocols Jason mentioned during the activity report;

- School Sports Team Travel
  - Brendan Ellis: Activities department is putting together a plan for Spring travel for basketball and volleyball, submitting the plan to district admin and the school board;
    - Brendan Ellis asked the AEC for feedback on how the AEC feels about traveling out side of the region for sports travel. If we play within our region (BSSD) we will know protocol;
      - Selawik switched to 1A this year so they can play within the region;
      - Unalakleet could petition switch to 1A for 1 year in order to play with the region. If we do nothing, we are part of 2A for three more years starting in 2021;
      - AEC supports the idea of attempting to schedule out-of-region games if BSSD allows travel, and if the City of Unk quarantining rules change. Students cannot be expected to quarantine for each game;

Public Comments:

- Louisa Albright thanks Sharene for responding to her question about red risk level. She appreciates the communication from Sharene and the teachers. She received letters from teachers from this week and really appreciates the update on Maps Test. She also mentioned the clinic has see a lot of cases of sick kids this week, and it's a reminder to stay vigilant on watching for illness and keeping the school clean and procedures strict.
- Charice asked which 3-year-old schedule the AEC has recommended. The AEC supports the 1st option offered—M-Thursday 9am-2:30pm for 4s, Friday all day for 3s. Charice asked for clarification about why there is the 10 student rule for ECE. Sharene clarified that this rule has come from BSSD administration for all ECE programs in the district.

Good of the Order:

- Sheri is thankful to school, community leaders, clinic employees, for guidelines in place so that students are able to attend school.
- Kerilee appreciates attending her first AEC. She values the school and district's work in setting up guidelines and working hard to ensure safety while providing in-class instruction.
- Anne asked for a clarification about tutoring. Sharene mentioned that an extra 1/2 hour after school every day is available for students to get caught up on work. Tutoring is a separate time, 3-3:30pm. Additional extra tutoring will be made available two days per week during the evenings for HS and MS. A HS tutoring event began on Tuesday evening.
- Matt thanked Unalakleet administration for working hard to communicate with

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parents, and also thanked admin for encouraging teachers/staff to keep communication lines available.

- Kathy encouraged AEC members to better communicate with the community. Kathy mentioned that she is seeing fewer people and spending less time in public. It's important to solicit suggestions, especially regarding upcoming issues such as sports schedules and open gym. Perhaps we can put out information to community for ways for them to get in contact with individual members.

Establishment of Next Meeting: November 9, 2020, 6:30pm.

Adjournment: Anne moved to adjourn, Matt seconded the motion. Adjourned 8:56 pm.

Unalakleet Schools AEC Meeting

November 9, 2020

Call Meeting to Order: 6:36 PM by Kathy Commack.

Roll Call: Present AEC Members: Kathy Commack, Anne Ivanoff, Kerilee Ivanoff, and Matt Roesch. Sheri Ivanoff is excused.

Approval of Agenda: Anne moved to approve. Matt seconded.

Minutes: Anne moved to approve, Matt seconded.

Student Government Report: Victoria Fischer, President.

- Halloween Parade great success. 12 floats total. Donations came from AC. People have asked to make this a yearly event;
- Spirit Week;
- Election for student government, Victoria is president;
- Cultural dancing, student government is working with NVU and a Imamsuat dance group to help bring back cultural dance and teach dance to our peers;

Activity Report: Jason Harris, Assistant Principal.

- Cheerleading has begun, cheer routine virtual competition video submission due December 4;
- Gym Schedule:
  - High School and Middle School basketball teams practicing in 1 hour blocks, morning shoot around open to all HS students;
  - Jr. High Boys coach LA Commack, Jr. High Girls coach Mori Busk.

Counselor's Report: Kristen McDonald, Counselor.

- Continuing Social Emotional learning for elementary students; working on skill development and empathy
- High School FAFAS completed;
- UAF-NWC Virtual College and Career Event December 10;
- Thursday: post-secondary (college and career) presentations: APU, AK Christian College, Operators Union;
- UAF eCampus spring registration open today; Junior and Senior students can apply for the Spring semester;
- ACT: planned to host in February, the ACT group has put a hold on testing guidelines; most schools have postponed the requirement for ACTs as a result of the pandemic;
- National Honor Society—1 senior and 4 juniors applied to become NHS members; completing service hours;
- MS Student Government Election Results; MS meet Fridays after school, HS meets on Thursdays.

Principal Report: Sharene Craft, Principal

- Jason Harris received Alaska-Regional 1 Assistant Principal of the Year;

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- Not enough substitutes. Staffing difficulties with loss of teachers to illness, quarantining, etc.
- First week of school after the holiday break will be distance learning to allow for teacher quarantining.
  - Administrators will determine operational status for the second week in January based on how many staff members are available to return to the building;
- October 30 Unalakleet staff participated in BSSD Emergency Preparedness Procedures and Flip Chart Training;
  - Lock down procedures, etc;
  - Letter will be sent out to parents to help parents have conversations with their students to prepare them for practice lockdown drills;
- Parent/Teacher conferences will be held in the month of November in different formats. Sharene did not want to sacrifice a day of in-class instruction for conferences;
  - Every parent will receive a phone call from a their child(ren)'s teacher;
- October 23 Unalakleet staff participated in BSSD Suicide Prevention PD;
- Halloween Parade was a wonderful success, especially in navigating the difficulties of celebrating holidays during the pandemic;
- Ongoing monthly mandatory staff COVID testing going as planned. Staff and students receive routine tests.

Old Business:

- Open Gym Discussion;
  - Administration has decided to not host an Open Gym during evenings at this time. Sharene is struggling to staff the school day and cannot staff an open gym during the evenings.
  - Sharene and Jason are open parent proposals regarding ways to staff Open Gym options;

New Business:

- AEC & Principal FY21 Staffing Recommendations;
  - AEC reviewed FY21 Staffing Survey; AEC filled out the form, answering questions D-F the same as the FY20 survey;

Public Comments:

- Thurman Jack proposes that Unk graduates be allowed to use the gym and participate in HS Practices. These students would assist with practices and encourage current high school students. These college athletes are limited with resources in our small community while on home from break or home during the pandemic while universities are shut down.
- Louisa Albright suggests that instead of going red after the Holiday Break, have Unalakleet return to in-class instruction and skip Spring Break. Louisa's second comment is regarding her students and their time missing school. One student received ample guidance for his/her time away from school; the other student did not receive proper guidance/homework and was tested on material s/he did not receive while

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absent. Louisa hopes this discrepancy can be addressed for a more consistent treatment of absences.

- Matt received public comment from a parent: parent is glad the school is prioritizing in-class instruction over athletics/traveling/etc.

Good of the Order:

- UNK AEC email address, share with community to gather feedback and encourage public involvement, email address needs to be updated;
- Matt commented that the decisions about gym use for community members at this time are not a topic for the AEC to decide, Unalakleet admin has to make the decision that is best for the school and complies with current BSSD rules.
- Kathy asked about the possibilities of a Christmas Concert, virtual or otherwise. Sharene assured that the students are preparing for the concert, the delivery is uncertain.

Establishment of Next Meeting: December 7, 2020, 6:30pm.

Adjournment: Anne moved to adjourn, Matt seconded the motion. Adjourned 7:32 pm.

WMO

AEC Meeting Minutes 10/20

Meeting called to order by Randall Huffman at 7:45
Members present were Principal David Fair, Kriscilla (Pretty) Buck, Lynnette (Maayuk) Adams and Randall Huffman, Emily Agloinga (phone). Absent Jay Adams-(city meeting)

Adoption of agenda - motion by Pretty, 2nd Emily
Approval of minutes from 01/30/20- motion Pretty, Maayuk

Items from the Public - none

Personnel: Galsy (Yvonn) student teaching Jan, Intern possible sub

Activities -

1. Virtual Xcountry awards this month
2. Cheerleading videos due Nov 25
3. Cleaning school daily and heavy duty on Fridays
4. Masks and temp checks daily
5. Full school to start 10/5 - 9-3:30
6. When does VB start? What does it look like?
7. Rapid covid testing equipment not yet located (sent to clinic)
    i. opt -out forms for parents sent home

Items from the committee: discussion about open gym. Decided to wait. Lunch tables still in half the gym, weather still permitting outside play, snow coming for skiing activities...

Correspondence: none

Next meeting date: 11/23 7:30 (Monday

Motion to adjourn: 8:22 pm motion Pretty, , second Maayuk

WMO

AEC Meeting Minutes 11/23

Meeting called to order by Randall Huffman at 7:31
Members present were Principal David Fair, Kriscilla (Pretty) Buck, Lynnette (Maayuk) Adams (7:35) and Randall Huffman, Emily Agloinga Jay Adams

Adoption of agenda - motion by Pretty, 2nd Emily
Approval of minutes from 10/27/20- motion Pretty, Maayuk

Items from the Public - Foxes have been following kids on the way to school, discussion about request to provide rides to school - decided thats a city matter. Write letter of support to city to support it, and the shooting of foxes who have been getting bolder around houses. No Alaani games or pick name this year. No church programs, but city providing candy bags and backpacks for kids for Christmas

Personnel: Galsy (Yvonne) student teaching in her current job
Filled out and signed staffing recommendation form

Activities -

1. Cheerleading videos due Dec. 4
2. Cleaning school daily and heavy duty on Fridays
3. Masks and temp checks daily
4. AEC take out lunch provided 11/24
5. Online student activities form filled out
6. Covid plan discussion, RED status week of Jan 4-Jan 8

Items from the committee: discussion about open gym. Decided to wait. Lunch tables still in half the gym, weather still permitting outside play, snow coming for skiing activities...

Correspondence: none

Next meeting date: 12/14 7:00 (Monday

Motion to adjourn: 8:22 pm motion Pretty, , second Maayuk

WMO

AEC Meeting Minutes 12/14/20

Meeting called to order by Randall Huffman at 7:06
Members present were Principal David Fair, Kriscilla (Pretty) Buck, Lynnette (Maayuk) Adams (and Randall Huffman, Emily Agloinga Jay Adams (7:11)

Adoption of agenda - motion by Pretty, 2nd Emily
Approval of minutes from 11/14/20- motion Pretty, Maayuk

Items from the Public - questioning decision about sports travel next semester. Discussion was about the School Board gathering community input rather than a 'green light' that everything was opening back up. Suggestion to have kids make elders Christmas cards. Will vaccines be mandatory for teachers?

Personnel: Galsy (Yvonne) student teaching in her current job

Activities -

1. Videos of class Christmas songs to be made and posted this week
2. Cleaning school daily and heavy duty on Fridays
3. Masks and temp checks daily
4. s

Items from the committee: discussion about open gym. Decided to wait. Basketball practice will be on half court Lunch tables still in half the gym, weather still permitting outside play, snow coming for skiing activities...

Correspondence: none

Next meeting date: 1/25 7:00 (Monday

Motion to adjourn: 7:26 pm motion Pretty, , second Jay