

Board Policy Review Committee

Wednesday, March 9, 2022 8:00 AM

District Office Conference Room, 2920 3.5 Nome-Teller Hwy, Nome, Alaska 99762

A. 0000 Series:

PHILOSOPHY-GOALS-OBJECTIVES AND COMPREHENSIVE PLANS

1. BP 0100 PHILOSOPHY
2. BP 0210 GOALS FOR STUDENT LEARNING

B. 1000 Series:

COMMUNITY RELATIONS

1. BP 1000 CONCEPTS AND ROLES
2. BP 1020 YOUTH SERVICES
3. BP 1100 COMMUNICATION WITH THE PUBLIC
4. BP 1112 MEDIA RELATIONS
5. BP 1120 PUBLIC INVOLVEMENT IN BOARD MEETINGS
6. BP 1140 RESPONSIBILITIES OF THE BOARD
7. BP 1150 COMMENDATIONS AND AWARDS
8. BP 1220 ADVISORY QUESTIONS
9. BP 1230 CITIZEN ADVISORY COMMITTEES
10. BP 1240 SCHOOL-CONNECTED ORGANIZATIONS
11. BP 1250 VOLUNTEER ASSISTANCE
12. BP 1260 VISITS TO THE SCHOOLS
13. BP 1311 PARTICIPATION IN COMMUNITY LIFE
14. BP 1312 PUBLIC COMPLAINTS CONCERNING THE SCHOOLS
15. BP 1312.2 PUBLIC COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS
16. BP 1312.3 PUBLIC COMPLAINTS CONCERNING DISCRIMINATION
17. BP 1312.4 PUBLIC COMPLAINTS CONCERNING ELEMENTARY AND SECONDARY EDUCATION ACT PROGRAMS
18. BP 1313 WILLFUL DISRUPTION OF THE SCHOOL
19. BP 1321 SOLICITATION OF FUNDS FROM AND BY STUDENTS
20. BP 1322 PUBLIC PERFORMANCES BY STUDENTS
21. BP 1325 ADVERTISING AND PROMOTION
22. BP 1325.1 COMMERCIALS
23. BP 1330 USE OF SCHOOL FACILITIES
24. BP 1331 MEMORIAL POLICY
25. BP 1400 RELATIONS BETWEEN OTHER GOVERNMENTAL AGENCIES AND THE SCHOOLS
26. BP 1410 INTERAGENCY COOPERATION FOR STUDENT AND STAFF SAFETY
27. BP 1700 RELATIONS BETWEEN PRIVATE INDUSTRY AND THE SCHOOLS

C. 2000 Series:

ADMINISTRATION

1. BP 2000 CONCEPTS AND ROLES
2. BP 2100 ADMINISTRATIVE STAFF ORGANIZATION
3. BP 2110 ORGANIZATION CHART/LINES OF RESPONSIBILITY
4. BP 2120 SUPERINTENDENT OF SCHOOLS
5. BP 2121 SUPERINTENDENT'S CONTRACT
6. BP 2122 SUPERINTENDENT OF SCHOOLS: JOB DESCRIPTION
7. BP 2123 EVALUATION OF THE SUPERINTENDENT
8. BP 2210 ADMINISTRATIVE LEEWAY IN ABSENCE OF BOARD POLICY
9. BP 2230 REPRESENTATIVE AND DELIBERATIVE GROUPS
10. BP 2250 ADMINISTRATOR-IN-CHARGE/ADMINISTRATOR'S DESIGNEE
11. BP 2300 CONFLICT OF INTEREST

BP 0100 PHILOSOPHY

In accordance with state education policy, the purpose of education is to help ensure that all students will succeed in their education and work, shape worthwhile and satisfying lives for themselves, exemplify the best values of society, and be effective in improving the character and quality of the world about them.

The School Board is committed to providing a program of instruction, which offers each child an opportunity to develop to the maximum of his/her individual capabilities. The School Board believes that all students can succeed regardless of their race, background or ability. Furthermore, the School Board believes that a culturally responsive education in which District staff practice a high level of cultural proficiency will honor and positively influence the opportunity for students of all cultures to become successful individuals, exemplifying positive values and improving communities and the world. School staff shall embody this philosophy in all district programs and activities.

Understanding and Supporting Healing

Intergenerational healing and racial equity are necessary to create successful outcomes for students and stronger, healthier communities. This involves recognition of the needs, resources, and contributions of students, families, cultures, and community, as well as the educational system made up of administrators, staff, teachers, the school board, and the land and structures comprising the public school system. Healing supports should be designed to have the following impacts: correct injustice and other wrongs, accurately represent history, educate educators to ensure an accurate understanding of history and protocols, establish schools as an Indigenous place and community, orient and welcome people to the land and place, create and implement healing in policies and partnerships, and integrate ceremony and protocol. Healing supports are intended to make reparations and new experiences within the educational setting.

The School Board strives to support all students to succeed by creating conditions for learning, teaching, and partnering in the schools. The District's policies and regulations should be considered, adopted, and implemented to further equity and nondiscrimination, cultural safety and responsiveness, student-centered learning and teaching, restorative or trauma sensitive practices, and collaboration with community.

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

Legal References:

ALASKA STATUTES

[14.03.015](#) State education policy

[14.08.111](#) Duties

Revised 04/2019

Revised 04/2017

Adopted: June 10, 2003

Nome Public Schools

BP 0210 GOALS FOR STUDENT LEARNING

The School Board believes that a quality education provides an opportunity for each student to develop:

1. The concept of self-worth and the ability to exercise self-discipline.
2. A positive attitude toward responsible citizenship.
3. Mastery and a working knowledge of mathematics, technology, reading, language arts (including effective oral and written communication), the sciences, geography, history, government and citizenship, world languages and fine arts.
4. Skills and other competencies leading toward economic independence consistent with the individual's interests and basic potential.
5. Skills to think logically and critically.
6. An awareness and understanding of our country, state and regional history and ideals and its diverse ethnic, racial and cultural heritage.
7. An awareness and understanding of the heritage, ideals, and contributions of one's own and other cultures, races and countries.
8. The opportunity to develop the capability of students to appreciate beauty in literature, art, music and nature, and to recognize value and use creativity.
9. A recognition of the importance of physical and mental health and an understanding of skills for a healthy life.
10. An ability to adapt and participate constructively in a changing society.
11. An understanding of the relationship of people and his/her environment.
12. Moral and ethical values based on the rights and responsibilities of individuals and their relationships to each other.

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

Legal Reference:

ALASKA STATUTES

[14.03.015](#) State Education Policy

ALASKA ADMINISTRATIVE CODE

[4 AAC Chap. 4](#) Statewide goals

Revised 04/2017

Revised 11/2014

Revised 04/2014

Adopted: June 10, 2003

0210

Nome Public Schools

BP 1000 CONCEPTS AND ROLES

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

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

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

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

(cf. 1100 - Communication with the Public)

Legal References:

ALASKA STATUTES

[14.03.120](#) Education Planning

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

Revised 04/2019

Adopted: June 10, 2003

Nome Public Schools

BP 1020 YOUTH SERVICES

The School Board recognizes that large numbers of children live in poverty or neglect.

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

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

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

Revised 04/2017

Adopted: June 10, 2003

Nome Public Schools

BP 1100 COMMUNICATION WITH THE PUBLIC

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

The Superintendent or designee shall use various means of communication to keep the public aware of the goals, programs, achievements and needs of our schools. Members of the community shall have opportunities to become involved in the schools and to express their interests and concerns; and to review, evaluate, and plan the educational program that is being offered.

The district shall seek to communicate in ways that accommodate the needs of all members of the public, including those with disabilities and those who are non-English speakers.

(cf. [1000](#) - *Concepts and Roles*)

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

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

(cf. [0510](#) - *School District Report Card*)

Legal Reference:

ALASKA STATUTES

[14.03.120](#) Education Planning; Reports

ALASKA ADMINISTRATIVE CODE

[4 AAC 06.895](#) Report Card to the Public

Revised 04/2017

Revised 03/2015

Adopted: June 10, 2003

Nome Public Schools

BP 1112 MEDIA RELATIONS

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

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

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

(cf. 9320 - Board Meetings)

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

(cf. 1250 - Visits to the School)

(cf. 3515.2 - Intruders on Campus)

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

(cf. 9010 - Public Statements)

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

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

(cf. 1340 - Access to District Records)

(cf. 5125 - Student Records; Confidentiality)

Adopted: June 10, 2003

Nome Public Schools

BP 1120 PUBLIC INVOLVEMENT IN BOARD MEETINGS

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

(cf. 9320 - Meetings)

(cf. 9321 - Closed Meetings)

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9323 - Meeting Conduct)

(cf. 9323.2 - Actions by Board)

Adopted: June 10, 2003

Nome Public Schools

BP 1140 RESPONSIBILITIES OF THE BOARD

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

(cf. 9300 - Governance)

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

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

(cf. 1312 - Public Complaints Concerning the Schools)

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

(cf. 9010 - Public Statements)

Adopted: June 10, 2003

Nome Public Schools

BP 1150 COMMENDATIONS AND AWARDS

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

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

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

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

(cf. 4156.2 - Awards and Recognition)

(cf. 5126 - Awards for Achievement)

Adopted: June 10, 2003

Nome Public Schools

AR 1150 COMMENDATIONS AND AWARDS

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

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

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

Adopted: June 10, 2003

Nome Public Schools

BP 1220 ADVISORY QUESTIONS

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

Legal References:

ALASKA STATUTES

[14.08.71](#) Elections; advisory votes

Adopted: June 10, 2003

Nome Public Schools

BP 1230 CITIZEN ADVISORY COMMITTEES

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

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

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

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

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

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

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

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

(cf. [9130](#) - Board Committees)

Administrative Advisory Committees

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

The Superintendent or designee shall inform the Board when such committees are established and

shall describe their charges, size, term of office, and membership. The Superintendent or designee shall inform the Board of the persons appointed to such committees and any changes in committee membership or charge.

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

(cf. [2230](#) - *Representative and Deliberative Groups*)

Expenses, Travel, Reimbursement

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

(cf. [4133/4233/4333](#) – *Travel Expenses*)

Legal References:

ALASKA STATUTES

[14.08.115](#) Advisory School Boards in Regional Educational Attendance Areas

[14.12.035](#) Advisory School Boards in Borough School Districts

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

Revised 04/2017

Adopted: June 10, 2003

Nome Public Schools

BP 1240 SCHOOL-CONNECTED ORGANIZATIONS

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

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

(cf. 1321 - Solicitation of Funds)

(cf. 3290 - Gifts, Grants and Bequests)

Adopted: June 10, 2003

Nome Public Schools

AR 1240 SCHOOL-CONNECTED ORGANIZATIONS

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

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

(cf. 1330 - Use of School Facilities)

Authorizations shall be automatically renewed each year. The organization shall annually inform the Superintendent of its current officers or contacts. The Superintendent or designee may recommend that authorizations be revoked by the Board if considered necessary.

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

(cf. 1325 - Advertising and Promotions)

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

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

Adopted: June 10, 2003

Nome Public Schools

BP 1250 VOLUNTEER ASSISTANCE

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

The Superintendent or designee may authorize the use of volunteers. The Superintendent or designee shall establish regulations to protect the safety of both students and volunteers.

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

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

Revised 04/2017

Adopted: June 10, 2003

Nome Public Schools

NOME PUBLIC SCHOOL DISTRICT
WAIVER OF LIABILITY FOR VOLUNTEERS

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

By executing this waiver, the volunteer:

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

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

Date Signature of Volunteer

Printed Name of Volunteer Witnessed by

BP 1260 VISITS TO THE SCHOOLS

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

(cf. 1112 - Media Relations)

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

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

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

(cf. 3515 - School Safety and Security)

(cf. 3515.2 - Intruders on Campus)

Revised 04/2019

Adopted: June 10, 2003

Nome Public Schools

BP 1311 PARTICIPATION IN COMMUNITY LIFE

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

(cf. 5137 - Positive School Climate)

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

(cf. 6141.3 – Multicultural Education)

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

District communications with the public should meet the following goals:

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

(cf. 5124 –Communication with Parents/Guardians)

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

(cf. 6145.5 – Student Organizations and Equal Access)

Adopted: June 18, 2019

Nome Public Schools

BP 1312 PUBLIC COMPLAINTS CONCERNING THE SCHOOLS

The School Board believes that a quality educational program is dependent upon a strong relationship with its communities. The School Board further believes that improved student success results when the district listens to complaints, considers differences of opinion, and resolves disagreements through an established, objective and culturally responsive process.

The Board encourages complainants to resolve problems early and informally whenever possible. The School Board expects that all district staff who respond to complaints and resolve problems will do so in a manner that is culturally responsive and is not influenced by discrimination or biases. If a problem remains unresolved, the individual should submit a formal complaint as early as possible in accordance with appropriate district procedures. District procedures shall be readily accessible to the public and if needed, should be available in languages which parents use and understand.

Individual Board members do not have authority to resolve complaints. If approached directly with a complaint, however, School Board members should also demonstrate cultural responsiveness while listening to the complaint and providing assistance by referring the complainant to the Superintendent or designee so that the problem may receive proper consideration and due process.

(cf. 1312.1 - Public Complaints Concerning School Personnel)

(cf. 1312.2 - Public Complaints Concerning Instructional Materials)

(cf. 1312.3 - Public Complaints Concerning Discrimination)

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

Legal References:

ALASKA STATUTES

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

ALASKA ADMINISTRATIVE CODE

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

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

UNITED STATES CODE

TITLE VI, CIVIL RIGHTS ACT OF 1964

TITLE VII, CIVIL RIGHTS ACT OF 1964, [42 U.S.C. 2000](#) et. seq. (Ch. 21)

TITLE IX, EDUCATION AMENDMENTS OF 1972

SECTION 504, REHABILITATION ACT OF 1973

CODE OF FEDERAL REGULATIONS

[34 CFR 200.74](#) and [Part 300](#)

UNITED STATES CODE

GENERAL EDUCATION PROVISIONS ACT, [20 U.S.C. 1221](#) *et. seq.*, especially:
FAMILY EDUCATIONAL RIGHTS AND PRIVACY RIGHTS ACT, [20 U.S.C. 1232g](#)

Reviewed 04/2019

Adopted: June 10, 2003

Nome Public Schools

BP 1312.2 PUBLIC COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS

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

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

(cf. 6161.11 - Supplementary Instructional Materials)

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

(cf. 1312.3 - Public Complaint Concerning Discrimination)

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

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

(cf. 6144 - Controversial Issues)

Revised 04/2019

Adopted: June 10, 2003

Nome Public Schools

AR 1312.2 PUBLIC COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS

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

Complaints must be presented in writing to the principal on the appropriate district form.

Complaints regarding printed material must specify the precise nature of the objection. The statement must be signed and identified in such a way that a proper reply will be possible.

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

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

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

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

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

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

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

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

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

State-Adopted Material

If the challenged material has been adopted by the State Board of Education, the

Superintendent or designee may forward the complaint, without action, to the Department of Education for reevaluation and decision.

Adopted: June 10, 2003

Nome Public Schools

CITIZEN'S REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

Date: _____

TITLE: _____

AUTHOR: _____

PUBLISHER: _____ DATE OF EDITION: _____

Request received by: _____ Title: _____

Citizen's Name: _____ Phone: _____

Citizen Represents:

Himself/Herself: _____ Organization or Group: _____

1. To what do you object? (Please be specific: cite pages, tape sequence, video frame, and words)
2. What do you feel would be the result of reading/viewing this material?
3. For what age group would you recommend this material?
4. Did you read/view the entire selection?
5. If not, what percentage did you read/view, or what parts?
6. Is there anything good about this material?
7. What would you like the school to do about this material?
_____ Do not assign it to my child.
_____ Withdraw it from all students.
_____ Reevaluate it.
8. Are you aware of how this work has been assessed by literary critics?
9. What do you believe is the thesis of this work?
10. In its place, what work would you recommend?

Signature of citizen

Action taken: _____ Date: _____

NOME PUBLIC SCHOOLS

Adopted: June 10, 2003

BP 1312.3 PUBLIC COMPLAINTS CONCERNING DISCRIMINATION

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

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

(cf. 1340 - Access to District Records)

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

(cf. 5125 - Student Records)

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

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

(cf. 1312.1 – Public Complaints Concerning School Personnel)

(cf. 1312.2 – Public Complaints Concerning Instructional Materials)

(cf. 5141.4 - Child Abuse and Neglect)

Legal References:

ALASKA STATUTES

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

[14.18.020](#) Discrimination in employment prohibited

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

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

ALASKA ADMINISTRATIVE CODE

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

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

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

TITLE VI, CIVIL RIGHTS ACT OF 1964

TITLE VII, CIVIL RIGHTS ACT OF 1964

TITLE IX, EDUCATION AMENDMENTS OF 1972

SECTION 504, REHABILITATION ACT OF 1973

CODE OF FEDERAL REGULATIONS

[34 CFR 200.74](#) and [Part 300](#)

UNITED STATES CODE

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

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

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

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

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

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

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

Revised 04/2019

Adopted: June 10, 2003

Nome Public Schools

AR 1312.3 PUBLIC COMPLAINTS CONCERNING DISCRIMINATION

Compliance Responsibility

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

Superintendent
P.O. Box 131
Nome, AK 99762
907-443-2231

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

Filing of Complaint

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

Investigation of Complaint

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

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

Written Decision

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

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

Appeal to the Board

Within five days of receiving the district's written decision, the complainant may appeal the compliance officer's decision to the School Board. The Board shall consider the matter at its next regular Board meeting or at a special Board meeting convened in order to provide a Board hearing and written

district decision within 60 days of the district's initial receipt of the complaint or within an extended time period that has been specified in a written agreement with the complainant.

State or Federal Appeal

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

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

Adopted: June 10, 2003

Nome Public Schools

BP 1312.4 PUBLIC COMPLAINTS CONCERNING ELEMENTARY AND SECONDARY EDUCATION ACT PROGRAMS

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

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

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

(cf. 1312.1 - Public Complaints Concerning School Personnel)

(cf. 1312.2 - Public Complaints Concerning Instructional Materials)

(cf. 1312.3 - Public Complaints Concerning Discrimination)

Legal Reference:

ALASKA STATUTES

[14.03.123](#) - School and district accountability

ALASKA ADMINISTRATIVE CODE

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

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

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

UNITED STATES CODE

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

Added 3/2015

Nome Public Schools

AR 1312.4 PUBLIC COMPLAINTS CONCERNING ELEMENTARY AND SECONDARY EDUCATION ACT PROGRAMS

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

Informal Review of Complaints

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

Filing a Complaint

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

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

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

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

Investigation of Complaint

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

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

Written Recommendation

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

1. The complainant did not provide complete information for the investigator to review and therefore the Superintendent need not respond to the complaint. This finding does not bar the Superintendent from taking additional action based on the information already received; nor does it preclude the complainant from submitting a new complaint with the additional information, or from pursuing remedies available under state or federal law.
2. The complainant's allegations, even if true, do not establish a violation of [20 USC 6301-7941](#), [AS 14.03.123](#), or [4 AAC 06.800-899](#) and therefore the Superintendent need not respond to the complaint. This finding does not bar the Superintendent from rejecting the investigator's recommendation and taking additional action; nor does it bar the complainant from pursuing remedies available under state or federal law.

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

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

No Reprisals

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

Added 3/2015

Nome Public Schools

BP 1313 WILLFUL DISRUPTION OF THE SCHOOL

The School Board recognizes that parents, legal guardians, and other adults may not fully understand or disagree with the policies of the District or the actions of its employees.

The Board expects the staff and administration to respond to such concerns in a polite and professional manner. The Board also expects that parents and other adults will conduct themselves in an appropriate manner in their efforts to pursue such matters, including use of the District's complaint procedures.

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

(cf. [1260](#) - Visits to the Schools)

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

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

(cf. [1312](#) - Public Complaints Concerning the Schools)

(cf. [1312.1](#) - Public Complaints Concerning School Personnel)

Legal References:

ALASKA STATUTES

[AS 11.61.110](#) Disorderly Conduct

[AS 11.61.120](#) Harassment in the Second Degree

Revised 04/2017

Adopted: June 10, 2003

Nome Public Schools

BP 1321 SOLICITATION OF FUNDS FROM AND BY STUDENTS

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

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

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

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

(cf. 3452 - Student Activity Funds)

(cf. 1230 - School-Connected Organizations)

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

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

The Superintendent or designee may limit fund-raising activities in order to prevent interference with the instructional program or to protect students from dangerous or unsafe situations. No students shall be barred from an activity because they did not participate in fund-raising activities.

Adopted: June 10, 2003

Nome Public Schools

AR 1321 SOLICITATION OF FUNDS FROM AND BY STUDENTS

All selling or soliciting activities must be approved by the Principal or designee before the activity. If the event involves a written contract with a commercial vendor, the contract shall be approved by the Superintendent or designee. The sponsor of fund-raisers involving students shall be identified in all solicitations.

Instructional Safeguards

The principal or designee shall limit fund-raising activities to appropriate time periods.

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

Student Safety

Students shall comply with all school safety rules. Students in grades K-6 shall not be involved in any door-to-door sales or solicitations.

Adopted: June 10, 2003

Nome Public Schools

BP 1322 PUBLIC PERFORMANCES BY STUDENTS

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

(cf. 0100 - Philosophy)

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

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

(cf. 1325 - Advertising and Promotion)

(cf. 1330 - Use of School Facilities)

(cf. 6115 - Ceremonies and Observances)

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

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

Adopted: June 10, 2003

Nome Public Schools

BP 1325 ADVERTISING AND PROMOTION

Public Information

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

(cf. 0100 - Purpose)

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

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

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

(cf. 6145.5 - Student Organizations and Equal Access)

(cf. 6162.8 - Research)

Paid Advertisements

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

The district shall not accept advertising copy which:

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

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

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

Adopted: June 10, 2003

Nome Public Schools

AR 1325 ADVERTISING AND PROMOTION

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

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

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

Adopted: June 10, 2003

Nome Public Schools

BP 1325.1 COMMERCIALS

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

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

Adopted: June 10, 2003

Nome Public Schools

BP 1330 USE OF SCHOOL FACILITIES

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

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

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

(cf. 0100 - Philosophy)

(cf. 0430 - Community School Program)

(cf. 6145.5 – Student Organizations and Equal Access)

Legal References:

ALASKA STATUTES

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

[14.03.100](#) Use of school facilities

UNITED STATES CODE

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

Revised 04/2019

Revised 03/2015

Nome Public Schools

AR 1330 USE OF SCHOOL FACILITIES

Facility Use Restrictions

1. Facility users must comply with all applicable state and federal laws, City and Borough ordinances, school district policies and rules, and rental agreement conditions.
2. Use or possession of alcoholic beverages and/or drugs is prohibited. ([AS 04.16.080](#))
3. Facility use that represents a safety or security risk to the district is prohibited.
4. No partisan, sectarian or denominational doctrine may be advocated in school facilities during the hours the school is in session.
5. After use of partisan or religious activities, each group or individual shall police the use area to ensure that partisan or religious information, literature, papers, or documents of any kind are removed from the facility use area.
6. Facility users are not to operate any school equipment or use facility areas other than that stipulated in the facility use request.

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

Facility Use Requests and Application Procedures

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

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

1. In-school uses (clubs, class events, etc.).
2. Contracted uses.
3. School support groups and youth groups.
4. Public agencies and public affairs groups.
5. Community recreational and cultural events.
6. Community religious or special interest events.
7. Private, nonschool-connected classes and educational events.
8. Profit-making or commercial events, out-of-town groups, etc.

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

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

Shop Use – Position Statement:

It is the belief of the district that all of its facilities are primarily constructed for the benefit of school age children. It is likewise realized that community use of school facilities enhances the overall attitude and

educational development of the school community.

Some facilities within the school can be used with little or minimal cost to the district. Other facilities, such as the vocational shop, are expensive to maintain. In addition, whenever power tools are used, there is always the danger of personal injury, thereby increasing the potential liability of the district.

In order to maintain shops and shop equipment, the district has developed the following shop use plans.

1. School related groups or individuals will be permitted reasonable use of shop facilities without charge.
2. Where feasible, community school shop usage will be coordinated with the site administrator.
3. In all situations, a supervisor approved by the site administrator shall be present. The groups or individuals using the shop facility will be responsible for the damage or loss to building or equipment. Any deviation from policy within this paragraph shall be only with the approval of the site administrator. Fees may be charged at the discretion of the site administrator.
4. Groups or individuals receiving permission are restricted to the dates and hours approved and to the building area and facilities specified, unless requested changes are approved by the site administrator.
5. Groups receiving permission are responsible for the judicious observance of local and state fire and safety regulations at all times.
6. The use of alcoholic beverages, profane language, or gambling in any form is not permitted in school buildings. Smoking on the premises is not permitted.
7. Tools, both hand and power, are not to be removed from the immediate school premises.
8. It is recommended that the site administrator develop further rules and regulations that apply to a specific building site.
9. Site administrator or designee shall successfully complete an equipment safety test prior to using the shop.
10. Usage of school materials is prohibited.

Revised 04/2019

Adopted: June 10, 2003

Nome Public Schools

BP 1331 MEMORIAL POLICY

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

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

Therefore, permanent memorials for deceased students or staff shall be limited in form to perpetual awards, scholarships or collections of books or items of historical or educational significance. Temporary school-wide memorials for deceased students or staff may include plaques or other displays which shall contain "in memory of," or similar language, and the deceased individual's name, date of birth and date of death. Memorials shall be limited to one per loss. Temporary memorials shall be removed from display at the end of the school year in which the death occurred and given to the family of the deceased.

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

Added 3/2016

Nome Public Schools

BP 1400 RELATIONS BETWEEN OTHER GOVERNMENTAL AGENCIES AND THE SCHOOLS

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

(cf. 1020 - Youth Services)

(cf. 9140 - Board Representatives)

(cf. 9311 - Board Policies)

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

(cf. 3312 - Contracts)

Legal References:

ALASKA STATUTES

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

[14.12.150 - 14.12.170](#) Regional Resource Centers

[47.10.093](#) Disclosure of agency records.

[47.10.090](#) Court records

[47.12.310](#) Agency records

Revised 04/2019

Adopted: June 10, 2003

Nome Public Schools

BP 1410 INTERAGENCY COOPERATION FOR STUDENT AND STAFF SAFETY

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

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

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

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

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

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

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

(cf. 3515 - School Safety and Security)

(cf. 5125 - Student Records)

(cf. 5142 - Safety)

Legal References:

ALASKA STATUTES

[11.81.900](#) Definitions

[14.12.150-14.12.170](#) Regional Resource Centers

[14.33.120](#) School Disciplinary and Safety Program

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

[47.12.310](#) Agency Records

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

[47.10.093](#) Disclosure of Agency Records

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

Adopted: June 10, 2003

Nome Public Schools

AR 1410 INTERAGENCY COOPERATION FOR STUDENT AND STAFF SAFETY

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

1. The Superintendent is designated to receive safety information regarding students, including notices of criminal conduct. A staff member having information about a student concerning a possible threat to safety shall immediately report such information to the Superintendent. The Superintendent will forward information from staff members or agencies to the designated administrator at the site attended by the student.
2. Each site shall develop a procedure for handling this information as it arrives.
3. One person at each school (principal, assistant principal, or counselor) shall be identified to handle the law enforcement notices.
4. The confidentiality of the student must be protected and disclosure of this sensitive information is not authorized except as set forth in these procedures.
5. The site administrator will review the information and share on a need to know basis with appropriate staff who work closely with the student.
6. These alerts shall be placed in the student's cumulative folder and transferred with the student if the student moves to another school.
7. If the school has other information which it thinks the law enforcement agency needs to be aware of regarding the student, this information should be relayed to the Superintendent who will then forward it to the appropriate agency.
8. Prior to any Child Protection Team (CPT) meeting, the District's representative to the CPT shall contact the Secretary of the CPT or other appropriate team member to obtain names of Nome Public School students who may be discussed at the meeting. Upon obtaining this information, the representative shall meet with the Superintendent to review and consider if the educational records of the student can be disclosed, discussed, or shared with the CPT in compliance with the confidentiality requirements of FERPA. If the Superintendent determines that there are educational records that cannot be disclosed, discussed or shared with the CPT, the representative, or other appropriate district personnel, shall contact the student's parents, or the student if over the age of 18, to seek written consent for the disclosure, discussion, or sharing of the educational records.

Revised 8/2011

Adopted: June 10, 2003

Nome Public Schools

BP 1700 RELATIONS BETWEEN PRIVATE INDUSTRY AND THE SCHOOLS

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

(cf. 1150 - Commendations and Awards)

Local employers are encouraged to serve on advisory committees, help design regular, vocational and technical programs, and provide needs assessments, program evaluations, and/or staff development for school managers and teachers. Businesses may also provide classroom assistance, individual tutoring, incentive and recognition programs, work experience opportunities, apprenticeship programs and employment opportunities.

The Board recognizes that the success of business involvement depends largely upon the commitment of adequate staff resources to plan and implement such activities.

(cf. 1220 - Citizen Advisory Committees)

(cf. 1240 - Volunteer Assistance)

(cf. 6164.42 - Guidance Services)

(cf. 6178 - Vocational Education)

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

(cf. 3290 - Gifts, Grants and Bequests)

(cf. 6000 - Instruction)

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

(cf. 1250 - Visits to the Schools)

(cf. 6020 - Parent Involvement)

Adopted: June 10, 2003

Nome Public Schools

BP 2000 CONCEPTS AND ROLES

The School Board expects the administration to promote the creation of the best possible educational program and to maintain an environment conducive to learning. The Superintendent shall provide the vision and educational leadership in this effort and shall give top priority to meeting the needs of all students and actively helping teachers raise academic achievement.

The Board may employ administrative and supervisory personnel to assist in the effective management of the district. The Board expects the Superintendent to recognize, develop and use the leadership abilities of staff.

The Superintendent or designee shall develop decision-making processes which are responsive to the school community and to the specific needs of individual students. He/she shall provide means by which staff, students and parents/guardians at each school may participate in decisions related to school improvement and matters which the Board identifies as appropriately managed at the school site level. The administration shall provide professional advice to the Board and to citizen advisory committees.

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

(cf. 1220 - Citizen Advisory Committees)

(cf. 2230 - Representative and Deliberative Groups)

(cf. 8000 - Advisory School Boards)

The Board desires to give all administrators the authority they need in order to carry out their assigned responsibilities. The Board shall clearly state what it expects of the Superintendent and shall evaluate him/her on how well those expectations have been met. In turn, the Superintendent or designee shall clearly state what is expected of all other administrators and shall evaluate how well those expectations have been met.

(cf. 4300 - Management, Supervisory and Confidential Personnel)

(cf. 4315 - Evaluation/Supervision)

(cf. 4319.3 - Duties of Personnel)

Legal References:

ALASKA STATUTES

[14.08.111](#) Duties (Regional School Boards)

[14.14.110](#) Cooperation with other districts

[14.14.130](#) Chief School Administrator

Adopted: June 10, 2003

Nome Public Schools

BP 2100 ADMINISTRATIVE STAFF ORGANIZATION

Authority originates with the publicly elected School Board and state laws and regulations. The Superintendent or designee may delegate authority and responsibility to the administrators and staff in accordance with law and Board policy.

The Superintendent shall organize the administrative staff in a manner which best enables the district to provide an effective program of instruction. He/she may adjust staff responsibilities to accommodate the district needs and/or individual capabilities.

(cf. 2230 - Representative and Deliberative Groups)

(cf. 4119.3 - Duties of Personnel)

Legal References:

ALASKA STATUTES

[14.08.111](#) Duties (Regional School Boards)

[14.14.130](#) Chief school administrator

Adopted: June 10, 2003

Nome Public Schools

BP 2110 ORGANIZATION CHART/LINES OF RESPONSIBILITY

All schools and departments shall form a single administrative system organized so that appropriate decision-making may take place at various levels in accordance with Board policy and administrative regulations. The Superintendent or designee shall maintain a current district organization chart, approved by the Board, which identifies lines of primary responsibility and the relationships between district positions.

The organization chart should clarify working relationships and functions. It is not intended to indicate all the lines of communication and cooperation which must exist to create successful and effective schools. The Superintendent or designee shall insure that all personnel understand to whom they are responsible and for what functions. Lines of responsibility should in no way prevent staff members at all levels from cooperating to develop the best possible school programs and services.

(cf. 2120 - Superintendent of Schools)

(cf. 2210 - Administrative Leeway in Absence of Board Policy)

(cf. 4119.3 - Duties of Personnel)

Adopted: June 10, 2003

Nome Public Schools

E 2110 ADMINISTRATION CHART

View or print [ADMINISTRATION CHART](#).

Nome Public Schools

BP 2120 SUPERINTENDENT OF SCHOOLS

The Superintendent is the chief executive officer and educational leader of the district. He/she executes all School Board decisions and is accountable to the Board for managing the schools in accordance with the Board's policies. He/she informs the Board about school programs, practices and problems and provides professional advice on items requiring Board action.

The Board delegates to the Superintendent the power to make decisions concerning internal operations of the district. The Superintendent may delegate to other school staff any duties imposed upon him/her by the policies or vote of the Board, as far as the law permits. This delegation of power or duty shall not relieve the Superintendent of responsibility for actions taken by his/her designees.

The Superintendent shall have general supervision of all personnel and shall develop and execute consistent, fair and fiscally sound personnel procedures and practices, including an evaluation program for all district employees. He/she shall oversee all financial operations of the district and actively seek out new funding sources for the schools.

The Superintendent shall take an active leadership role in the development and improvement of the instructional program. He/she is expected to create a feeling of unity and enthusiasm among students and staff for the accomplishment of district goals.

The Superintendent shall articulate educational issues and values before the community and other governmental agencies. He/she shall be accessible to community members and shall work with them to further the district's goals and build a strong, positive community attitude toward the school system.

The Board expects the Superintendent to remain current on educational thought and practices by reading educational publications, attending educational conferences, and visiting other school systems in the interest of improving the district's instructional program and overall operation. The Superintendent shall inform the Board and staff of new developments and significant events in the field of education.

(cf. 2122 - Superintendent of Schools: Job Description)

Legal References:

ALASKA STATUTES

[14.08.111](#) Duties (Regional School Boards)

[14.14.130](#) Chief school administrator

Adopted: June 10, 2003

Nome Public Schools

BP 2121 SUPERINTENDENT'S CONTRACT

Note: [A.S. 14.14.130](#) allows for the employment of a chief school administrator and permits the Board to employ a chief school administrator by contract. [AS 14.20.130](#) limits the employment contract for the Superintendent to a term of three years.

The School Board shall employ a Superintendent to serve as its chief administrative officer for a contract term of not more than three years. Prior to entering into an employment contract with the Superintendent, the Board shall have the contract reviewed by legal counsel.

The Board shall notify the Superintendent of its intention not to renew his/her contract early enough to ensure compliance with any notice requirements of the existing contract. Any extension of the life of the contract shall be contingent upon a satisfactory evaluation of the Superintendent's performance.

(cf. 2123 - Evaluation of the Superintendent)

Legal References:

ALASKA STATUTES

[14.14.130](#) Chief School Administrator

[14.20.130](#) Employment of teachers and administrators

Adopted: June 10, 2003

Nome Public Schools

BP 2122 SUPERINTENDENT OF SCHOOLS: JOB DESCRIPTION

The job of Superintendent entails many complex duties, some specified in law and some assigned by the Board. The Board shall provide the Superintendent with a job description that indicates his/her major responsibilities. The Board shall further define the Superintendent's responsibilities and duties through the adoption of Board policies.

The Superintendent may undertake outside professional activities such as speaking and writing, provided that the duties of his/her office receive adequate time and energy and always take precedence over any such outside activities.

(cf. 2000 - Concepts and Roles)

(cf. 2120 - Superintendent of Schools)

(cf. 2123 - Evaluation of the Superintendent)

Legal References:

ALASKA STATUTES

[14.14.130](#) Chief School Administrator

Adopted: June 10, 2003

Nome Public Schools

BP 2123 EVALUATION OF THE SUPERINTENDENT

The Board believes that an annual evaluation of the Superintendent's performance strengthens working relationships between the Superintendent and the Board. The evaluation process should clarify the Superintendent's role and give the Board and Superintendent an opportunity to jointly identify immediate priorities among the Superintendent's many responsibilities. Evaluations also should help the Board to monitor progress toward established goals and to set reasonable criteria for salary increases and/or contract extension.

The Board shall meet with the Superintendent to discuss the evaluation, including commendations in areas of strength and recommendations for improving effectiveness. The Superintendent and Board members shall agree upon an evaluation summary, which shall be signed by the Superintendent and Board President. Additional evaluations may be arranged at any time during the school year at the request of either the Board or the Superintendent.

(cf. 2121 - Superintendent's Contract)

The evaluation process shall be reviewed annually by the Superintendent and Board members to determine whether any of the following steps need improvement:

1. Developing or reviewing/revising the Superintendent's job description.
2. Adopting or reviewing/revising evaluation policy.
3. Establishing clear criteria to include progress on district goals.
4. Establishing or reviewing/revising the evaluation process.
5. Carrying out the evaluation.
6. Summarizing the results.
7. Discussing the results with the Superintendent.
8. Developing a plan for growth and improvement.

(cf. 9321 - Executive Sessions)

Adopted: June 10, 2003

Nome Public Schools

BP 2210 ADMINISTRATIVE LEEWAY IN ABSENCE OF BOARD POLICY

The Superintendent or designee shall have the power to act, within the parameters of law, in cases where action must be taken and where the School Board has not provided guidelines for administrative action. If the action necessitates the addition or revision of policies, the Superintendent or designee shall make the necessary recommendations to the Board.

It shall be the duty of the Superintendent or designee to keep the Board president apprised of any action taken in emergency situations as soon as practicable after its occurrence. The president shall use his/her discretion in informing the Board before its next regular meeting.

(cf. 9314 - Suspension of Policies, Bylaws, Administrative Regulations)

(cf. 9320 - Meetings)

Adopted: June 10, 2003

Nome Public Schools

BP 2230 REPRESENTATIVE AND DELIBERATIVE GROUPS

The Superintendent or designee may establish a management team, administrative councils, task forces, cabinets, or committees as needed to properly administer Board policies, improve the educational program and assist in district communication. The membership, composition, and responsibilities of these advisory groups shall be defined by the Superintendent or designee and may be changed at his/her discretion. Advisory groups shall channel their advice and recommendations through the Superintendent to the Board.

Expenses incurred for consulting services, materials and travel may be paid from the district's general operating funds only when within budgetary allotments and approved by the Superintendent or designee.

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

(cf. 1220 - Citizen Advisory Committees)

(cf. 8000 - Advisory School Boards)

Adopted: June 10, 2003

Nome Public Schools

BP 2250 ADMINISTRATOR-IN-CHARGE/ADMINISTRATOR'S DESIGNEE

The School Board recognizes that the Superintendent and the principal may be absent from the district and school site in the course of his/her professional duties or for other reasons. Therefore, the Board authorizes the position of administrator-in-charge/administrator's designee in order to provide proper supervision and maintain the continuity of the instructional program and school operations.

In the absence of the administrator, the administrator-in-charge/administrator's designee shall administer the school in accordance with Board policy, administrative regulations and procedures, and the law. The delegation of school site duties shall not relieve the regular administrator of the responsibility for actions by the administrator-in-charge/administrator's designee.

Adopted: June 10, 2003

Nome Public Schools

BP 2300 CONFLICT OF INTEREST

The School Board recognizes that certain positions may involve an employee's participation in decisions affecting his/her financial interests. Employees shall refrain from participating in official district financial decisions in which they have a substantial financial interest.

(cf. 3315 - Relations with Vendors)

(cf. 4112.8 - Employment of Relatives)

(cf. 9270 - Conflict of Interest Code)

Legal References:

ALASKA STATUTES

[29.20.010](#) Conflict of Interest

[14.12.090](#) Oath

Adopted: June 10, 2003

Nome Public Schools
