

**Petersburg School District
Employee Handbook
www.pcsd.us
2026-2027**

**Petersburg School District's Vision:
Inspiring our students to become
responsible and healthy citizens,
positively contributing to
our global community.**

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PREFACE

This handbook is intended as a method of communicating general district information, rules and regulations. It is not intended to either enlarge or diminish any Board policy, administrative regulation, or negotiated agreement.

The following person has been designated to coordinate compliance with these legal requirements, including Title VI, Title VII, Title IX and other civil rights or discrimination issues, the Americans with Disabilities Act, Health Insurance Portability and Accountability Act (HIPAA) and Section 504 of the Rehabilitation Act of 1973, and may be contacted at the district office for additional information and/or compliance issues:

Robyn Taylor, Superintendent.

BOARD GOALS

2023-2028 Strategic Plan:

Vision: Inspiring all to become responsible and healthy citizens, positively contributing to our global community.

Mission Statement: Petersburg Schools will advocate for continuous growth, promote a healthy environment and provide diverse educational opportunities, where all students achieve.

FOCUS AREAS:

Well being of staff and students

Student, Family, and Community Engagement

Internal and External Communications

Pathways and diverse learning opportunities for students

Updated November 2023

Board Members

2026-2027

Sarah Holmgrain, President	sholmgrain@pcsd.us
Carey Case	ccase@pcsd.us
Katie Holmlund	kholmlund@pcsd.us
Kari Petersen	kpetersen@pcsd.us
Marc Taylor	mtaylor@pcsd.us

PETERSBURG SCHOOL DISTRICT ORGANIZATION

District Office

Robyn Taylor, Superintendent (supt@pcsd.us)

P. O. Box 289

201 Charles W Street

Petersburg, AK 99833

Telephone/FAX: 1-877-526-7656

Cell Phone: 907-209-3680

Mara Lutomski, Superintendent/Board Administrative Assistant

Brad King, Grade 6 – 12 Principal

Heather Conn, Grade K – 5 Principal

Jaime Cabral, Grade 6-12 Assistant Principal/Activities Director

Aaron Buller, Director of Maintenance/Custodial Services

Shannon Baird, Director of Finance

Stephanie Owens, Accounts Payable

Cyndy Fry, Special Education/Assessment Director

Carlee Johnson-McIntosh, Director of Child Nutrition

Jon Kludt-Painter, Instructional Technology Director

Petersburg High School

Brad King, Principal (bking@pcsd.us)

Jaime Cabral, Assistant Principal/Activities Director (jcabral@pcsd.us)

P. O. Box 289

109 Charles W Street

Petersburg, AK 99833

Telephone/FAX: 1-877-526-7656

Mitkof Middle School

Brad King, Principal (bking@pcsd.us)

Jaime Cabral, Dean of Student Development/Activities Director (jcabral@pcsd.us)

P. O. Box 289

500 North 1st Street

Petersburg, AK 99833

Telephone/FAX: 1-877-526-7656

Rae C. Stedman Elementary School

Heather Conn, Principal (hconn@pcsd.us)

P. O. Box 289

303 Dolphin Street

Petersburg, AK 99833

Telephone/FAX: 1-877-526-7656

GENERAL INFORMATION

ASSOCIATIONS (EMPLOYEE)

Associated Teachers of Petersburg (ATP) is the bargaining unit for certificated staff.

2026-2027 President: Alice Cumps (Petersburg High School): acumps@pcsd.us

A copy of the current ATP/PSD negotiated agreement may be found on the Staff Resources page of the district website.

Petersburg District Support Personnel (PDSP) is the bargaining unit for all classified staff.

2026-2027 President: Nancy Curtiss (Petersburg High School): ncurtiss@pcsd.us

A copy of the current PDSP/PSD negotiated agreement may be found on the Staff Resources page of the district website.

ASSOCIATION (EMPLOYEE) LIAISON MEETINGS

Once per month representatives of the ATP (Associated Teachers of Petersburg) and the PDSP (Petersburg District Support Personnel) meet informally with the Superintendent. The purpose of these meetings is to discuss issues of current importance to the respective associations and/or the district.

BOARD MEETINGS

Regular Board meetings are held once a month on the third Tuesday of the month (except in July). Meetings begin at 6:00 pm. All regular and special meetings of the Board are open to the public unless as otherwise provided by law. Board minutes may be found on the district website at www.pcsd.us.

DISTRICT OFFICE HOURS

The district office, located at 201 Charles W. Street, Petersburg, AK 99833 is open on weekdays between the hours of 8:00 am and 4:00 pm.

Telephone: 1-877-526-7656

E-mail communications may be sent to Mara Lutomski: exec@pcsd.us

PROGRAM CONTACTS

A variety of special programs are available for our students. For information contact the following individuals:

Athletics and Activities	Jaime Cabral
Counseling	HS/MS Rachel Etcher ES David Fonken
Curriculum	Brad King
Emergency Response Team	Robyn Taylor
English Language Development	Cyndy Fry
Federal Programs	Robyn Taylor

Library/Media	Carissa Cotta Jill Lenhard
Migrant Education	Carlee Johnson-McIntosh Heather Conn
Physical Education	Tyler Thain/Shalie Dahl-Moore
Special Education	Cyndy Fry
Title I Reading	Heather Conn
Music/Performing Arts	Chelsea Corrao

DISTRICT OPERATIONS

ABSENCES – STUDENTS

BP 5121 Grades/Evaluation of Student Achievement

The School Board believes that students and parents/guardians have the right to receive course grades that represent an accurate evaluation of the student's achievement. Teachers shall evaluate a student's work in relation to standards which apply to all students at his/her grade level, not in relation to the work of other students in one particular class.

Grades should be based on impartial, consistent observation of the quality of the student's work and his/her mastery of course content and objectives as demonstrated through classroom participation, homework and tests. The student's behavior and effort may be reported in separate evaluations, not in his/her academic grade.

In order to promote self-esteem and experiences of success, students in kindergarten through third grade shall receive narrative performance or skill-based evaluations rather than letter grades.

Students in kindergarten through fifth grade shall receive narrative performance or skill-based evaluations rather than letter grades.

The Superintendent or designee shall establish and regularly evaluate a uniform grading system. Principals shall ensure that student grades conform to this system.

If a student misses class without an excuse and does not subsequently turn in homework, take a test or fulfill another class requirement which he/she missed, the teacher may lower the student's grade for nonperformance. Teachers shall inform students about the class grading system at the beginning of the semester.

ACCIDENT/INCIDENT REPORTS

Accidents or incidents involving staff or students occurring on district property or during the course of school-sponsored activities, including field trips and other away events, **must** be reported to the building principal immediately and then sent to the district office for record keeping. Accident report forms are available at the District Office and at each School Office.

ANIMALS IN THE CLASSROOM

Due to health and allergy concerns, the building administrator is required to approve any animal brought into the buildings while students are present.

CASH IN DISTRICT BUILDINGS

Money collected by staff as a result of fundraisers or other school related purposes is to be deposited in the school office whenever the sum accumulated in any one day by a class, staff member or others exceeds \$50. For security reasons, at no time are amounts in excess of \$50 of money to be kept overnight or held during holidays or for long periods of time in classrooms. Money is to be counted before being deposited to verify that deposit actually agrees with the amount received.

CERTIFICATE REQUIREMENTS

Certificated staff is required to submit copies of all certificates and endorsements to the District Office. It is the responsibility of each certificated staff member to keep his/her license and all endorsements current. Certificated staff is cautioned that failure to maintain licensure and endorsements may invalidate their contract with the district. AS 14.20.010 requires certificated staff to possess a valid teacher certificate and that in no case may employment without a certificate last longer than three months.

CHILD ABUSE REPORTING

BP 5141.4: Child Abuse and Neglect

***Note:** AS 14.08.111 and AS 14.14.090 require districts to provide mandated reporters training for the recognition and reporting of child abuse. Pursuant to AS 47.17.020 teachers and school administrators are mandated to report child abuse.*

All employees, coaches and volunteers who work with children at school more than 4 hours a week who have reasonable cause to suspect child abuse or neglect have a legal duty to report to the nearest office of the Department of Health and Social Service immediately. The reporting duties are individual and can not be delegated to someone else.

District employees shall cooperate with the child protective agencies responsible for reporting, investigating and prosecuting cases of child abuse.

***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.*

AR 5141.4 Child Abuse and Neglect Duty to Report

All employees, coaches and volunteers who work with children at school more than 4 hours a week who have reasonable cause to suspect child abuse or neglect have a legal duty to report to the nearest office of the Department of Health and Social Services immediately. The reporting duties are individual and cannot be delegated to someone else.

Reporting Procedures

1. Any employee or volunteer may report known or suspected child abuse or neglect, by telephone to the nearest office of the Department of Health and Social Services. This phoned report must be followed by a faxed or electronically submitted written report of harm.

2. If contact cannot reasonably be made with child protective services and immediate action is needed to protect the child, the employee or volunteer shall make the report to a peace officer.
3. In addition to reporting to child protective services, employees or volunteers may report harm from known or suspected child abuse or neglect 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 or volunteer 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. School employees and volunteers are required to cooperate and collaborate with child welfare agencies and law enforcement to provide the pertinent information needed to protect the health and safety of children.
5. School district employees and volunteers should not contact suspects, nor should the victim be interviewed beyond the initial information disclosed.

Legal Responsibility and Liability

1. Mandatory reporters are not civilly or criminally liable for filing in good faith, a required or authorized report of known or suspected child abuse or neglect, or for participating in related investigative or judicial proceedings.
2. A mandatory reporter who fails or refuses to report an instance of child abuse or neglect and knew or should have known that the circumstances gave rise to the need for a report, is guilty of a misdemeanor.
3. When two or more mandatory reporters have reasonable cause to suspect child abuse or neglect, and when there is agreement among them, the 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 and neglect is an individual duty and no supervisor or administrator may impede or inhibit such reporting duties. Furthermore, no person making a good faith report shall be subject to any sanction.

(cf. 5145.11 - Questioning and Apprehension)

Confidentiality

All school district employees are required to protect students' rights to privacy and confidentiality. As such, all information and reports regarding child abuse or neglect shall be treated as confidential and shall be maintained in a safe place. No employee shall make available, or allow access to the written information to other students, staff or members of the public, except as required by school rule, Board Policy or law.

The principal/site administrator shall maintain the confidentiality of all reports of child abuse and neglect received, other than making the reports available to the appropriate agencies to which the reports were initially made. The principal/site administrator shall make provisions to protect and to maintain as confidential, the identity of the employee, employees or volunteers making the report.

Office of Children's Services at 800-478-4444 or ReportChildAbuse@alaska.gov

The Petersburg Police Department **may** also need to be contacted 772-3838. If a child is in imminent danger 911 should be called immediately.. The building principal shall also be immediately informed of the report.

Written documentation of this report must be completed and submitted to the building principal who will inform the district office. Forms are available in the office or at dfcs.alaska.gov/ocs/Documents/OCS-Report-Form.pdf

Alaska law recognizes these types of abuse:

1. Physical
2. Neglect
3. Mental injury
4. Threat of harm
5. Sexual abuse and sexual exploitation

CLASSROOM SECURITY

When leaving the classroom, locker room or other work area at the end of the day, staff assigned to that work area are responsible to turn out the lights, close and lock all windows, and secure all doors. Rooms shall **not** be left unsecured for custodial cleaning.

For security reasons, the district requests that all staff refrain from keeping personal items of value in or about their desks. Students should be instructed to leave valuables at home. The district will not be responsible for the loss of or damage to personal property due to such causes as fire, theft, accident or vandalism.

COMMUNICABLE DISEASE/BLOODBORNE PATHOGENS/INFECTION CONTROL PROCEDURES

Infection control procedures, including provisions for handling and disposing of contaminated fluids have been established through Board policy and administrative regulations for staff and student protection.

All staff shall comply with measures adopted by the district and with all rules set by the Alaska State Health Division.

COMPLAINTS

BP 1312.1 Public Complaints Concerning School Personnel

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

The District will respond to complaints concerning school personnel, investigate as appropriate, and take action as may be necessary or advisable to resolve the concern. Complaints should follow the complaint filing and resolution process set forth in administrative regulation.

The process for complaints concerning school personnel, will be administered in a fair and nondiscriminatory manner on behalf of both the complainant and the personnel involved.

AR 1312.1 Public Complaints Concerning School Personnel

The School Board seeks to ensure that complaints by the public are addressed equitably, regardless of ethnicity, race, disability, gender identity, sexual orientation, religious or cultural preferences, familial status, or socioeconomic background, of the complainant or the personnel at issue. In order to promote fair and constructive communication, the following procedures shall govern the resolution of complaints. Every effort should be made to resolve a complaint at the earliest possible stage. Individuals are encouraged to attempt to verbally resolve concerns with the staff member directly.

In order to ensure fair and equitable access to the complaint process, the district may assist a complainant in the complaint process and resolution efforts. Assistance can include, but is not limited to, cultural support, age appropriate support, and disability accommodation that will assist complainants with oral and written communications related to the complaint and resolution processes.

All written complaints regarding district personnel, other than administrators, shall be initially filed with the principal or immediate supervisor. If the complaint regards a principal or central office administrator, the written complaint shall be initially filed with the Superintendent or designee. If the written complaint concerns the Superintendent or designee, it shall be initially filed with the School Board President. If the complaint is also against the district, the principal or designee shall provide a copy of the complaint to the district compliance officer so that appropriate procedures may be followed.

If the complaint cannot be resolved informally by the persons involved, the complainant may submit the complaint in writing to the appropriate individual as identified in the paragraph immediately above. When necessary, the district shall assist in the preparation of the written complaint so as to meet the requirements of this regulation. The administrative staff shall inform the complainant that such assistance is available if he/she is unable to prepare the written complaint without assistance. A written complaint must include the name of each employee involved and a brief but specific summary of the complaint and the facts surrounding it. It must also include a specific description of any prior attempts to discuss the complaint with the employee involved and the failure to resolve the matter.

The principal or immediate supervisor shall investigate and attempt to resolve the complaint to the satisfaction of the person(s) involved. If the complaint is resolved, the principal will so advise all concerned parties, including the Superintendent or designee.

If the complaint remains unresolved after review by the principal or the immediate supervisor, the principal shall refer the written complaint, together with a report and analysis of the situation, to the Superintendent or designee. Complainants should consider and accept the Superintendent or designee's decision as final.

Except when a complaint is directed against the Superintendent or designee, no party to a complaint may address the School Board. School Board members shall make every effort to not prejudice themselves by listening to or discussing the matter of the complaint with any other School Board members, staff, students or public prior to receiving the Superintendent's report and formally meeting as a Board on the issue.

All parties to a complaint, including the school administration, may be asked by the School Board to attend a School Board meeting, or part of such meeting, for the purpose of presenting all available evidence and allowing every opportunity for explaining and clarifying the issue. The decision of the School Board following the hearing shall be

final. Complaints before the School Board concerning an employee that may tend to be prejudicial to the employee's reputation or character shall be addressed in executive session of the School Board.

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

Staff Complaints

Staff member complaints contending a violation, misinterpretation or inappropriate application of district personnel policies and/or administrative regulations should be directed to the building principal or immediate supervisor for informal discussion and resolution. If the complaint is not resolved informally, staff, in accordance with Board policy and administrative regulations, may initiate formal complaint procedures.

COMPUTER USE

Staff shall use the district's network and Internet access system for activities related to the management or instructional needs of the district or to conduct research related to education consistent with the district's mission and goals. Personal use must be limited and consistent with the general use guidelines as noted in District Policy. E-mail and Internet use can, and will, be monitored to assure appropriate use.

Staff violating computer or network system policies and guidelines shall be subject to discipline up to and including termination of employment. Violations of law will be reported to law enforcement authorities and violations of applicable Alaska Professional Teaching Practices Commissions will be reported to Alaska PTPC.

CONFERENCES (PARENT/TEACHER)

Conferences between teachers and parents are essential to the district's efforts to further understanding and close cooperation between the home and school. Conferences are an opportunity for constructive, mutual exchange of information and ideas for the welfare and continued academic growth of the student.

Occasionally, teachers or parents may arrange for conferences outside regularly scheduled conference dates, to meet more immediate communication needs. Teachers should be prepared to provide after-school or preschool time to meet with students and/or parents as necessary.

CONFIDENTIALITY

BP 4119.23 Unauthorized Release of Confidential Information

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.

Any employee who releases confidential district information without appropriate authorization shall be subject to disciplinary action up to and including dismissal from district service.

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.

CONTRACTS AND COMPENSATION

Contracts will be issued and compensation for all certificated employees will be determined in accordance with the negotiated agreement. Digital copies of the ATP and the PDSP contracts may be found on the Staff Resources Page of the district website.

COPYRIGHT

BP 6162.6 Use of Copyrighted Materials

All district staff shall adhere to the provisions of the federal copyright law and maintain the highest ethical standards in using copyrighted materials. The district shall provide no legal support to any employee who violates the copyright law. Willful infringement of this law by students or staff may result in disciplinary action.

The School Board recognizes that computer software piracy contributes to higher costs and decreases commercial incentives for the development of quality educational computer software. In circumstances where the interpretation of the copyright law is ambiguous, the district shall determine appropriate use of computer software by referring to the license agreement and/or policy statements contained in the software packages used in the district. Computer-related instruction for students and staff shall address the ethical and practical problems caused by software piracy.

The Superintendent or designee shall maintain procedures to discourage violation of all copyright laws and prevent illegal copying activities.

AR 6162.6 Use of Copyrighted Material

Each employee making a reproduction shall first determine whether the copying is permitted by law based on the guidelines below. If the copying is not permitted according to these guidelines, the principal/designee may request permission to reproduce the material from its copyright holders.

Requests for permission to use copyrighted materials shall include the following information:

1. Title, author(s), editor(s) or publisher, producer(s) or distributor.
2. Edition, copyright and/or production year.
3. Exact amount of material to be used (i.e., lines, pages, running time, etc.).
4. Nature of the use (i.e., how many times, when and with whom the material will be used).
5. Number of copies to be made.
6. How the material will be reproduced.
7. If an initial contact was made by phone, the request shall also include the name of the initial contact person.

The following guidelines differentiate between permitted and prohibited uses of printed material. Staff should consult with the principal/designee regarding appropriate use of sheet and recorded music, videotapes, films, filmstrips or slide programs, off-air taping (radio or television), and computer software.

Printed Materials

Permitted Use:

1. Single copies at the request of an individual teacher:
 - a. A chapter of a book.
 - b. An article from a magazine or newspaper.
 - c. A short story, short essay or short poem, whether or not from a collective work.
 - d. A chart, graph, diagram, drawing, cartoon or a picture from a book, magazine or newspaper.
2. Multiple copies at the request of an individual teacher for classroom use, not to exceed one copy per student in a course:
 - a. A complete poem if less than 250 words and if printed on not more than two pages.
 - b. An excerpt from a longer poem, not to exceed 250 words.
 - c. A complete article, story or essay of less than 2,500 words.
 - d. An excerpt from a larger prose work not to exceed ten percent of the whole or 1,000 words, whichever is less, but in any event a minimum of 500 words.
 - e. One chart, graph, diagram, cartoon or picture per book or magazine issue.

All preceding copies must bear the copyright notice. They may be made only at the discretion of the individual teacher on occasions when a delay to request permission would preclude their most effective instructional use.

Prohibited Uses:

1. Copying more than one work or two excerpts from a single author during one class term.
2. Copying more than three works from a collective work or periodical volume during one class term.
3. Copying materials for more than one course in the school where the copies are made.
4. More than nine sets of multiple copies for distribution to students in one class term.
5. Copying used to create, replace or substitute for anthologies or collective works.
6. Copying of "consumable" works such as workbooks, standardized tests, answer sheets, etc.
7. Copying that substitutes for the purchase of books, publishers' reprints or periodicals.
8. Repeated copying of the same item by the same teacher from term to term.

The above prohibitions do not apply to current news magazines and newspapers.

CORPORAL PUNISHMENT

The district strictly prohibits the use of corporal punishment in any form. Corporal punishment is defined as the willful infliction of, or willfully causing the infliction of physical pain.

A staff member is authorized to employ physical force (restraint) when, in his/her professional judgment, the physical force is necessary to prevent a student from harming himself/herself, others or doing harm to district property.

Corporal punishment does not include physical pain or discomfort resulting from or caused by:

- Training for or participation in athletic competition voluntarily engaged in by the student;
- Recreational activity voluntarily engaged in by the student;
- Physical exertion shared by all students in a teacher- directed class activity, which may include, but is not limited to, physical education exercises, field trips, or vocational education projects;

- Physical restraint or the use of aversive techniques as a part of a behavior management program in a student's individualized education program that has been signed by the parents and is carried out according to district procedures.

CRISIS RESPONSE TEAM

The District and each school shall have a crisis response team in order to respond quickly and responsibly to emergencies, disasters or other crisis. The Superintendent or designee shall develop and maintain a crisis response plan utilizing the Incident Command System (ICS) for handling all foreseeable emergencies and disasters. All employees shall receive instruction regarding these plans. Employees shall be trained annually in emergency procedures and crisis response, including evacuation and lockdown drills.

CURRICULUM

Petersburg School District maintains a regular cycle of curriculum alignment for all content areas K-12. Using the Alaska State Standards, collaborative grade level and content level teams develop frameworks to guide instruction planning and instruction delivery. Curriculum guides reflect a consistent and coherent structure for the education of district students. Curriculum guides may be found on the district website.

The curriculum established for the courses and grade levels of the district provides the flexibility necessary to meet the individual needs of students and their divergent learning rates and styles. Deviations from established curriculum, textbooks and instructional materials are not permitted without building principal approval. Teachers with questions should contact the building principal.

Though teaching methodology may vary, classroom instruction is expected to reflect best practices consistent with research on effective instruction.

Curriculum Adoption Cycle AR 6141

2026-2027 Language Arts
2027-2028 Science
2028-2029 Physical Education/Health/Foreign Language
2029-2030 Fine Arts/Career & Technical Education
2030-2031 Mathematics
2031-2032 Social Studies

Resources will be identified and purchased the year following completion of the subject area curriculum.

DRUG FREE WORKPLACE

BP (E) 4020 Notice to employees

STAFF IS HEREBY NOTIFIED that it is a violation of 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.

EMERGENCY CLOSURES

In the event of hazardous or emergency conditions all district schools or selected schools or grade levels may be closed or schedules altered to provide delayed openings of school and/or early dismissal of students as appropriate.

If a delayed start is announced, school will begin at 10:00 a.m., indicating a 2-hour delay. Breakfast will not be served. Staff should not report to work until 9:30 a.m. to allow district, borough and state employees adequate time and space to work through the reason for the delayed start..

A phone tree will be distributed to all staff for use in the event of delayed openings or school closures. Additionally, school closure information is announced through the school district's messaging system, posted on the District Web Page. (www.pcsd.us), and on the local radio.

EMPLOYEE ASSISTANCE PROGRAM

Please refer to the current health insurance benefit summary for information on any existing employee assistance program. The district covers the cost of health insurance for July and August with the good faith understanding that the employee will return to work at the beginning of the next school year. **In the event that an employee does not return to work, he/she will be obligated to pay the full premium for health insurance; premium costs change in July.**

EVALUATION OF STAFF

The purpose of the district's evaluation program is to aid in continued professional growth and to determine performance responsibilities. The district's program also provides for the assessment of classified employees and current performance of their job assignments.

The district's program is designed to provide an opportunity for staff to set goals and objectives and receive administrator responses to them; to have peer assistance to aid teachers to better meet the needs of students as appropriate; to have formal and informal observations to assess the performance of duties and job responsibilities.

FACILITY CARE AND USE - STAFF

Candles and Other Flame Related Issues

For safety reasons, use of candles for effect or scent is not permitted in any school building, classroom, or office. Use of candles and other fire related (propane torches, Bunsen burners, etc.) is permitted only for specific learning tasks and under proper adult supervision.

Coffee makers, individual water heaters

For fire prevention purposes the use of personal coffee makers, water heaters, heated teapots, etc. in individual classrooms is not permitted.

Summer Access

Summer access to buildings must be “approved” by the Director of Maintenance or the Superintendent in order to ensure proper accomplishment of summer maintenance and custodial tasks.

Use of District Property - Staff

Staff may check out certain items of district equipment. District equipment shall not be used for personal financial gain. An equipment use request must be submitted through the district’s facilities reservation system at <https://psd-facilities.rentmycampus.com/> and approved by the building principal or appropriate designee.

Use of nails, screws, etc. on walls

Do not drill holes in walls or use nails, screws, or other fasteners without prior approval from the Maintenance Department.

Staples should only be used on bulletin boards, cork boards, or the fabric-covered walls in the elementary school.

When attaching items to walls, use approved products such as 3M Command™ Strips or painter's tape. If you have questions about appropriate materials or methods, please contact the Maintenance Department before installation.

FACILITY USE - COMMUNITY

BP 1330: Use of School Facilities

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

AR 1330: Use of School Facilities

Requests to use school facilities shall be electronically submitted at psd-facilities.rentmycampus.com and approved prior to use. All users are expected to abide by the restrictions set forth in AR 1330: Use of School Facilities

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 04.16.80)
3. Facility use which represents a safety or security risk to the district is prohibited.
4. No partisan, sectarian or denominational doctrine may be advocated in school facilities during the hours the school is in session.

5. After use of partisan or religious activities, each group or individual shall police the use area to 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 facilities use request.

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 by the respective building principal. Groups or persons using school facilities under the provisions of this policy shall be liable for any property damage 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.

Note: Whenever a teacher's classroom may be used for a school or community event every effort will be made to notify the teacher so expensive equipment and other valuable items may be removed or securely stored.

FIELD TRIPS AND SPECIAL EVENTS

BP 6153: School Sponsored Trips

All trips involving out-of-state travel shall require the prior approval of the Board, by at least their April meeting for travel the following school year. Other trips may be approved by the Superintendent or designee.

Principals shall ensure that teachers develop plans which provide for the safety of students and their proper supervision by certificated staff on all school-sponsored trips. Other school employees and parents/guardians also may participate in this supervision and may be asked to attend preparatory training sessions and/or meetings.

In advance of a study trip, teachers shall determine educational objectives which relate directly to the curriculum. Principals shall ensure that teachers develop plans which provide for the best use of students' learning time while on the trip. Teachers also shall provide appropriate instruction before and after the trip.

BP 3541.1: School Related Trips

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

Transportation by Private Automobile

The Superintendent or designee may authorize the transportation of students by private automobile for approved field trips and activities when the vehicle is driven by an adult registered with the district for such purposes. Drivers shall be issued safety instructions and emergency information. All student passengers shall provide permission slips signed by their parents/guardians.

Students are NOT permitted to transport other students in personal vehicles or school district vehicles for any school-related trip or event.

Drivers shall be required to possess a valid driver's license and liability insurance of at least \$300,000 per occurrence, but recommended up to \$1,000,000 per occurrence.

Owners, drivers and passengers shall be informed that the registered owner and his/her insurance company are responsible for any accidents which may occur. District personnel who frequently transport students in their private vehicles are urged to carry liability insurance of \$300,000 or more per occurrence.

A seat belt must be provided for each passenger. Trucks and pickups may not transport more persons than can safely sit in the passenger compartment.

Owners furnishing private vehicles shall not accept reimbursement from passengers in excess of the cost of operating the vehicle. Reimbursement for the use of private transportation may be made from district funds.

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

The Superintendent or designee may authorize the transportation of students by other private means for approved field trips and activities when an adult registered with the district for such purposes operates the vehicle. Operators shall be issued safety instructions and emergency information.

Operators must abide by the specific vehicle safety ratings such as passenger capacity, maximum speed and required safety equipment (helmets, life jackets, etc.)

FIELD TRIP AUTHORIZATION

The building principal may authorize field trips and other student activities involving travel when such trips or activities contribute to the achievement of desirable educational goals.

Requests must be submitted to the building principal well in advance of the proposed activity. All requests will be considered based on such factors as, availability of funds, the educational value derived, the safety and welfare of the students involved, impact on the regular school program and availability of appropriate supervision, either from within school staff or from volunteers.

Staff members must contact the school office for appropriate substitute and travel arrangements and related field trip procedures and forms.

The Board must approve out-of-state travel.

FUNDRAISING

BP 1321: Solicitation of Funds From and By Students

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

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 fundraising events involving students. The Superintendent or designee shall inform parents/guardians of the purpose of fundraisers sponsored by schools or school groups.

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 is 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 fundraising activities.

Fundraising – Administrative Rule (AR 1321)

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

Instructional Safeguards

The principal or designee shall limit fund-raising activities to appropriate time periods. The principal or designee shall ensure that parents/guardians are informed about school fund-raising activities. Individual awards or other incentives which identify donors/participants shall not be used. No student shall be required to raise a specified amount of money in order to participate in an activity sponsored by a school-related organization.

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.

Fundraising request forms are available in the school office.

All funds raised must be receipted and deposited to the school office.

BP 4135: Soliciting and Selling

Employees shall not solicit district students or their families with the intent to sell for personal gain, 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.

Staff shall not distribute promotional, political, controversial or other non-instructional materials unless approved by the Superintendent or designee.

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 done outside of school hours and off school premises.

FUNDS – STUDENT ACTIVITY

BP 3452: Student Activity Funds

Student organizations may raise and spend money in order to promote the general welfare, morale and educational experiences of students. Student funds shall finance worthwhile activities which go beyond those provided by the district.

Student funds shall be managed in accordance with sound business procedures designed to encourage the largest possible educational return to students without sacrificing the safety of funds or exposing students to undue responsibility or unnecessary routine.

The Superintendent or designee shall be responsible for the proper conduct of all student organization financial activities and shall periodically review the organization's general financial structures and account procedures.

GIFTS

BP 3290: Gifts, Grants and Bequests to the District

The School Board greatly appreciates the support of community members and may accept suitable donations on behalf of the district. All donations greater than \$5,000 shall be brought before the Board. The Superintendent or designee may apply for special revenue grants.

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

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

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

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

BP 4138: 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.

GUEST SPEAKERS/CONTROVERSIAL SPEAKERS

Teachers may use guest speakers from time to time, when such use is consistent with educational goals and with a demonstrable relation to the curricular or co-curricular activity in which the participating students are involved. Teachers are to inform the building principal of the date, time and nature of the presentation whenever such use is planned.

Guest speakers should represent various approaches or points of view on a given topic in order to afford students a more comprehensive understanding of the issue.

Prior to his/her participation, guest speakers are to be informed of the following regulations:

- Profanity, vulgarity and lewd comments are prohibited;
- Smoking is not permitted while speaking to or consulting with students;
- Sexist, racist remarks or derogation of any group or individual is prohibited.

Teachers responsible for inviting a particular guest speaker have the right and obligation to interrupt or suspend the presentation if the conduct or content being presented is judged to be in poor taste or endangers the health and safety of students or staff.

Board Policy 6144 – Controversial Issues

The School Board believes that students should have opportunities to discuss controversial issues which have political, social or economic significance and which the students are mature enough to investigate and address. The study of a controversial issue should help students learn how to gather and organize pertinent facts, discriminate between fact and fiction, draw intelligent conclusions, and respect the opinions of others.

The Board expects teachers to exercise caution and discretion when deciding whether or not a particular issue is suitable for study or discussion in any particular class. Instruction that involves controversial issues must be within the district content standards and curriculum. The overriding educational purpose of teaching about controversial issues must be student achievement in the academic subjects and students' civic development, rather than reaching conclusions as to the correctness of any particular point of view. The instruction must reflect due consideration of the maturity of the students, the values of the community, sound professional judgment, and coordination with the administration.

The Board also expects teachers to ensure that all sides of a controversial issue are impartially presented, with adequate and appropriate factual information. Without promoting any partisan point of view, the teacher should help students separate fact from opinion and warn them against drawing conclusions from insufficient data. The teacher shall not suppress any student's view on the issue as long as its expression is not malicious or abusive toward others.

Teachers sponsoring guest speakers shall either ask them not to use their position or influence on students to forward their own religious, political, economic or social views or shall take active steps to neutralize whatever bias has been presented.

In matters related to controversial issues and learning materials, the Superintendent and Board have final authority in deciding whether discussion of a controversial issue follows established professional ethics, content standards, and curriculum, and is appropriate for students.

HARASSMENT

BP 4119.12/4219.12/4319.12: Harassment

The School Board is dedicated to providing a safe environment. Harassment disrupts a student's ability to learn and a school's ability to educate. Personnel are expected to demonstrate positive character traits and values. Conduct and speech must be civil and respectful.

Personnel are prohibited from engaging in any form of harassment in any school-related setting, including but not limited to: school property, during school hours, on school buses, at bus stops, and at school-sponsored activities, events, or functions.

Harassment means and includes, but is not limited to, intimidation by threats of or physical violence; the creation 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.

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.

BP 5131.43: Harassment, Intimidation and Bullying

The 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.

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 in-service or 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

Harassment, Intimidation and Bullying Defined

Harassment, intimidation, or bullying means an intentional written, oral, electronic, or physical act, 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.

Cyberbullying

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 website 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 originated 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. Is of a criminal nature, including but not limited to, 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, when any kind of threat is communicated or when a hate crime is committed, this shall be reported to local law enforcement.

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.

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.

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 Board policy.

HEALTH EXAMINATIONS

BP 4112.4/4212.4/4312.4: Health Examinations

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, or as a condition of employment.

PSD requires all regularly employed personnel to undergo a health examination upon initial employment, at the employee's cost.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY (HIPPA)

The district will safeguard the protected health information of employees from use or disclosure that may violate standards and implementation specifications to the extent required by law.

"Protected health information" means individually identifiable health information that is (1) transmitted by electronic media; (2) maintained in electronic media; (3) transmitted or maintained in any other form or medium.

The electronic exchange of financial and administrative transactions related to an individual's protected health information shall meet the requirements of HIPAA, including national standards for transactions designed to ensure the security of health information created or received by the district.

Individuals with questions about how medical information may be used and disclosed and how to get access to this information, or with complaints about district compliance with HIPAA, should contact the Superintendent.

INSTRUCTIONAL RESOURCES

The Petersburg School Board is responsible for the approval of instructional materials. The Board delegates to the district professional personnel the authority for the selecting of instructional and library materials. Final decisions on purchases rest with the Superintendent or designee, subject to official adoption by the Board in the case of basic instructional materials. A quality educational program will meet requirements set forth in State statutes and will be designed using an outcome-based approach.

Students completing Petersburg School District's instructional program will:

- Be self-directed learners
- Demonstrate positive self-esteem and physical wellbeing
- Demonstrate critical and creative thinking skills
- Respond as informed ethical citizens to environmental, cultural, global and political issues
- Demonstrate literacy in communication, mathematics, technology, humanities and the arts

Instructional materials used in implementing the curriculum may include, but not be limited to: textbooks, anthologies, computer software, videotapes, audiotapes, periodic publications, online courses and packaged courses or units.

Instructional material will be classified into two groups: core and supplementary. Core instructional materials are defined as those adopted for district-wide use as a means of implementing an adopted curriculum. Supplementary instructional materials are materials used as secondary sources for implementing an adopted curriculum. They may be selected to enrich or extend the curriculum and include materials available in the instructional media centers.

JURY DUTY

Staff will receive full pay during periods when actually participating in jury selection, trial, or jury deliberations. Pay received for jury duty shall be turned over to the District. A substitute, if necessary, is paid by the District.

FOB'S AND KEYS

FOB's and Keys are issued to staff by the maintenance department or school designee. In order to protect property and to ensure the building is adequately secured when no authorized personnel are present, all staff is expected to follow key accountability procedures:

- All staff shall complete a key issue agreement prior to being issued a building/room access key(s).
- The duplication of keys is prohibited.
- Keys are not to be left unattended and shall be kept "on person" at all times. Avoid leaving keys on desks, tables, in mailboxes, unattended coat pockets, etc.
- Keys shall not be "loaned". **Staff must not provide keys to students** to "run errands", "unlock/lock" doors, etc. Keys may be checked out to non-staff at building administrator's discretion.

Lost or stolen keys must be reported to the building principal within 24 hours of discovery of the loss or theft so that measures may be taken to protect district property. Three days may be allowed for the finding or recovery of keys before any charges are assessed; depending on the security risk posed by the lost key as evaluated by District administration.

Upon completion of a lost or stolen key report form and submission of assessed fees, replacement keys will be issued.

Staff may retain assigned keys during the summer. (Note “summer access” under Facility Use above).

MAIL AND DELIVERY SERVICES

The interschool mail service is established for school-related purposes. It provides a central mailing service to expedite the distribution of materials and professional communications among schools and staff.

Recognized collective bargaining units may use the service in accordance with the terms of their negotiated agreements and Board policy on the use of school facilities.

MAINTENANCE/REPAIR WORK ORDERS

Requests for maintenance and repair work are submitted online.

To create your account use your Google PCSD login, [Login to Operations Hero](#)

If you are unable to log in, please contact Aaron Buller at facility@pcsd.us.

MATERIALS DISTRIBUTION

Requests of staff by individuals or groups to distribute pamphlets, booklets, flyers, brochures and other similar materials to students for classroom use or to take home are to be referred to the building principal. The principal will review the materials and proposed method of distribution and the superintendent and a decision made based on the educational concerns and interests of the district.

Media representatives are required to report to the building principal for prior approval before accessing students involved in the instructional programs and activities not attended by the general public.

Information obtained by media representatives directly from students does not require parental approval prior to publication by the media. Parents who do not want their student interviewed or photographed by the media may direct their student accordingly.

Staff may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information. Staff must check with the building principal or secretary before releasing student information to make sure the student’s parents have not requested such information to be withheld.

MEDIA RELATIONS

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.

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 that is private or confidential as identified by law and Board policy or administrative regulation.

NONDISCRIMINATION IN EMPLOYMENT

BP 4030: Nondiscrimination Notice

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, veteran status, or good faith reporting to the board on a matter of public concern.

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.

Grievance Procedures – ADA of 1990: Title IX, Section 504 and Title II

The Petersburg School District recognizes that in accordance with Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, a procedure is required whereby parents, employees and students can be assured of a prompt and fair disposition of their grievances.

These complaint procedures will be placed on the bulletin boards of the schools, in student handbooks, which will be distributed to students and parents, and staff handbooks.

A grievance as defined herein is a written complaint, registered by identifiable individuals, involving an alleged violation of the Federal laws or regulations governing Title IX, Section 504, and Title II by the local educational agency.

The right to file a complaint shall be afforded to any parent, employee, and/or student, and the general public and shall begin with a written statement by said parent, employee, and/or student alleging a violation of the Federal law or include, as a minimum, the following information.

- a. the name and address of the party or parties alleging the violation, and
- b. a description of the alleged violation of the Federal law or regulation by the local educational agency.

Persons who desire to register complaints relative to Title IX of the Educational Amendments of 1972 should direct these complaints or other inquiries to the Title IX Coordinator at:

Petersburg School District
Superintendent's Office
P.O. Box 289
Petersburg, Alaska 99833
Tel: 1-877-526-7656
Email: exec@pcsd.us

Persons who register complaints relative to Section 504 of the Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act of 1990 should direct these inquiries to the Section 504 Coordinator of the ADA Coordinator at:

Petersburg School District
Superintendent's Office
P.O. Box 289
Petersburg, Alaska 99833
Tel: 1-877-526-7656
Email: exec@pcsd.us

Upon receipt of a complaint, the Petersburg School District shall adhere to the following procedures:

1. The principal shall investigate the alleged violation in a prompt and thorough manner from the date it is received and shall render a written resolution of the complaint.
2. The principal shall provide an opportunity for the complainant or the complainant's representative, or both, to present evidence, including an opportunity to question the parties involved.
3. Upon receipt of the principal's resolution to the complaint, the party alleging the violation has the right to appeal this decision to the Superintendent within thirty (30) days. The superintendent will render a final decision within thirty (30) days from the date the appeal is received.

ORGANIZATION CHART

BP 2110: Organization Chart/Lines of Responsibility

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.

See Appendix B.

PAYROLL

Payroll is the last business day of the month. Teachers and Paraprofessionals that do not work all twelve months receive their June paycheck mid-June instead of at the end of the month.

Hourly employees are responsible for signing in and out at the electronic time clock kiosks located at each building. Both the employee and supervisor must verify their electronic time card and let their supervisor know immediately if there is an error with an entry. All overtime must be approved by an employee's direct supervisor PRIOR to overtime occurring. Copies of an employee's timesheet will be on file in the district office.

Direct Deposit is available for staff convenience; contact the Business Office for the enrollment procedure.

POLITICAL ACTIVITIES

BP 4119.25

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, board issue, or collective bargaining issue.

The 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.

PERSONNEL RECORDS

An official personnel file is established for each person employed by the district. A staff member's personnel file may contain such information as applications for employment, references, and records relative to compensation, payroll deductions, evaluations, complaints and written disciplinary actions.

All records containing medical condition information such as workers' compensation reports and release/permission to return to work forms will be kept confidential, in a separate file from personnel records.

Release of personnel records to parties other than those authorized to inspect them will be only upon receipt of a court order or legitimate required governmental audit purposes.

PURCHASE OF MATERIALS AND SUPPLIES

The District incurs no financial obligation unless an expenditure has been authorized in the budget, through a valid purchase order or as may otherwise be permitted by Board action and/or Board policy.

No purchase including purchases from student body funds will be authorized or reimbursed unless covered by an ***approved purchase order prior to the purchase***. Forms are available in each school office and the district office.

As a government agency, a school district must maintain very specific processes and controls regarding purchases of equipment, materials, and supplies. In accordance with state law, a certified accounting firm audits the District's expenditures and purchases annually.

NOTE: Purchases that do not follow established internal control (***per audit and government accounting requirements***) requisition procedures ***cannot*** be reimbursed.

Steps involved in making a purchase:

1. Prepare an electronic **REQUISITION FORM** (request to purchase) for proposed purchase by signing in to your individual user account in School ERP Pro (or work with a secretary or administrator to assist you.)
 - a. Use a vendor from the list of **approved** vendors, available in School ERP Pro. Check with the business office for approved vendors, or to get a new vendor approved. Use of approved vendors has provided significant savings in the price of items and shipping charges. Please check with the Business Office for procedural information or to check vendors.

- b. A **REQUISITION** is required for all purchases, including local vendors. If a purchase is made at a local store without following the requisition approval process the district cannot reimburse the purchaser for the purchase.
- c. ALWAYS ensure that “shipping” charges are correctly calculated for delivery to Alaska.
- d. Assign the account code and check fund availability
- e. If using an approved online vendor upload and attach a copy of the saved “cart” to the requisition form.

NOTE: If items in the “cart” are changed after approval of the requisition, the total expenditure cannot exceed the originally approved amount. If changes are made, send a copy of the new “cart” to the business office.

- 2. Principal reviews the requisition form, checks fund availability, if approved, processes the requisition and submits to the Business Office.
- 3. Business Manager verifies account code and fund availability.
- 4. Requisition submitted to Superintendent for approval. (**PURCHASE ORDER** [authorization to purchase] cannot be prepared before Superintendent signature). (This is an “internal control” audit function).
- 5. A **PURCHASE ORDER** (authorization to purchase) is now created.
- 6. Unless otherwise indicated the Business Office will not order the approved purchase. The Business Office will finalize purchases for submitted online carts through Amazon, Staples, or other approved e-procurement sites. (I.e., If the originator is using a district approved [**not personal**] online account, the saved “cart” in the district approved [**not personal**] online vendor account may now be processed using the assigned purchase order number).
- 7. **ARRIVAL** of purchased items. All packing slips or invoices are to be sent to the Business Office with the signature of the person verifying ordered items were received and indicating “**Approved for Payment**” **the day the item is received**. Back order items will be processed when they arrive. Send the packing slip or invoice for the portion of the order that was received.

RELEASE OF GENERAL STAFF INFORMATION

A staff member’s address, date of birth, social security number and personal phone number contained in personnel records maintained by the district is exempt from public disclosure. Such information will be released by the district only upon written permission of the staff member, unless otherwise exempted by law.

The district may disclose information about a former employee’s job performance to a prospective employer under the following conditions:

- Disclosure of information is upon the request of the prospective employer; or
- Disclosure of information is upon the request of the former staff member;
- The information is related to job performance;
- The disclosure is presumed to be in good faith.

The district will not disclose information that is knowingly false, deliberately misleading, rendered with malicious purpose or is in violation of the staff member’s civil rights.

RETIREMENT

To assist the district in its planning efforts, staff members considering retirement are encouraged to notify the district as early as possible, preferably at the beginning of the school year in which the retirement will take place.

SAFETY

BP 3515 School Safety and Security

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

SPECIAL EDUCATION/INDIVIDUALIZED EDUCATION PROGRAM

BP 6159: Individualized Education Program

Students with disabilities shall be placed in the least restrictive environment which meets their needs. The Board provides a full range of educational alternatives to facilitate this placement so that these students may interact with students without disabilities in an understanding, cooperative and mutually respectful environment. Students shall be placed outside of the regular classroom only when the student's specific needs cannot be met in that setting.

Upon the identification of a student with disabilities and a determination of student eligibility, the Superintendent or designee shall appoint an individualized education program (IEP) team. The team shall consider the student's needs, determine the content of his/her IEP, make placement decisions, and determine whether alternative assessments and curricular offerings are necessary and appropriate. Students and parents/guardians shall have the right to participate in the development of the IEP in accordance with law.

STAFF

Absences

Absences are reported and requests for leave are requested and processed through the online **Absence** Program (Frontline). Access to the program may be found on the **front** page of the PSD website (www.pcsd.us). Individual login information is available from the Finance Director at the District Office.

In the event of an immediate need or emergency absence please contact the school Administrative Assistant or Principal at home. Each school building provides Administrative Assistant and Principal home contact information.

NOTE: It is **NOT** necessary to submit an absence request through Frontline for principal approved "in district" field trips where the teacher or assistant will be with the class.

All staff should have a basic substitute plan on file with the front office. Teachers should provide a copy of emergency lesson plans to the front office to always have on file. For all known absences, teachers will provide the Administrative Assistant and Principal with a copy of the substitute lesson plan.

Cell Phone Use

Cell phone use should be restricted to educational purposes during the employee's work time. Minor but frequent distractions such as texting, posting, and interacting on social media sites are disruptive to a safe and productive classroom environment, and constitute unprofessional behavior. Keep in mind that it is not appropriate for teachers/staff to use their personal smartphones to record children in the classroom. There are confidentiality issues related to pictures, video clips, and emails on personal devices. Employee use of personal devices should be limited to breaks or time outside the contracted work day.

Conduct and Responsibility

The manner in which Petersburg School District employees conduct themselves in person and online has an impact on students, parents, and other employees and on the community in general. It is expected that all staff will demonstrate a high degree of responsibility and conduct themselves in a professional manner at all times.

All employees are expected to:

1. Use time during working hours and during time on authorized leave for the intended purposes.
2. Maintain appropriate relationships with students and not use such relationships for any private advantage.
3. Distinguish between personal views and those of the District to avoid any possible misrepresentation of the District.
4. Influence colleagues through productive and professional relationships.
5. Represent work-related qualifications in a true and accurate manner.
6. Perform work in accordance with the employee's current job description, performance goals, and directive from the supervisor.
7. Perform all duties and responsibilities with reasonable care and at a level that is generally recognized in the profession as adequate and efficient under similar circumstances.
8. Perform at a level that justifies continued employment, renewal of contract, or election to contract status.
9. Perform all duties (regarding student and staff performance information) in a manner that exhibits strict confidentiality.
10. Discuss student and staff confidential information only in a private professional setting.

All staff are expected to conduct themselves in a manner that conforms to applicable job descriptions, Board policy and administrative regulations.

Additionally, all certificated staff are expected to adhere to the Standards for Competent and Ethical Performance of Alaska Educators (**20 AAC 10.020. CODE OF ETHICS AND TEACHING STANDARDS**)

Dress and Grooming

Staff are expected to be neat, clean and to wear appropriate dress for work that is in good taste and suitable for the job at hand.

Teaching, as a profession, demands setting a good example for students in every possible way. As adults and professionals, teachers are to be guided in their grooming habits by what is most generally acceptable in the local business and professional environment.

Ethics

Staff members are prohibited from engaging in, or having a financial interest in, any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as employees of the district.

This means that:

- Staff members shall not solicit for financial remuneration from students, parents or other staff;
- Any device, publication or any other item developed during the staff member's paid time shall be district property;

- Staff shall not further personal gain through the use of confidential information gained in the course of or by reason of their position or activities in any way.

Staff is prohibited from performing any duties related to an outside job during their regular working hours or during the additional time needed to fulfill the position's responsibilities. District facilities, equipment or materials may not be used in performing outside work.

Health and Safety

In order to assure the safety of staff and students, information and/or training as necessary is provided by the maintenance department (MSDS – Material Safety Data Sheets) to assist all staff to recognize and to respond appropriately to the presence of hazardous materials in the workplace, including proper handling, labeling, storage and disposal of such materials.

Community Activities - Involvement

The district encourages all staff to participate in community activities that have the improvement of the general welfare of the community, state and nation as their objectives.

Decision Making - Involvement

Staff is encouraged to participate in the decision-making process whenever practicable. Contact the building principal for additional information regarding possible building and district level committee opportunities that may be available.

Meetings

Staff meetings are scheduled for the purpose of organization and communication of business that typically cannot be handled through staff bulletins, electronic communication, departmental or committee structure.

Staff is expected to attend planned certificated or classified staff meetings unless prior arrangements have been made with the building principal. Professional conduct indicates that staff members are to schedule their time accordingly to not conflict with these meetings.

Parent Relations

The district encourages parents to be involved in their student's school experience. Teachers are advised that unless otherwise ordered by the courts, an order of sole custody on the part of one parent does not deprive the other parent of certain rights. It is the responsibility of the parent with sole custody to provide to the district any court order that curtails the rights of the non-custodial parent.

A non-custodial parent may receive and inspect the school records pertaining to their student and consult with teachers concerning their student's welfare and education.

Non-custodial parents will not be granted visitation or telephone access to their student during the school day. Students may not be released to the non-custodial parent without the written permission of the parent having sole custody.

In the case of joint custody, it is the responsibility of the parents to provide the district, in writing any special requests or clarifications in areas concerning the student and the district's relationship and responsibilities. Such information will be maintained on file in the office and provided to staff as appropriate.

Staff members with questions regarding custodial and/or non-custodial parent rights with respect to particular students should contact the building principal.

Protection

BP 4158/4258/4358 Employee Security (All Personnel)

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

Employees shall promptly report any student attack, assault or threat against them to the Superintendent or designee. The Principal or Incident Commander shall promptly report such instances to the appropriate local law enforcement agency.

Resignation

Per Board Policy 4217.2, 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.

A certificated staff member should provide notice as early as possible to the district when the staff member knows he or she does not plan to return for the following school year. Refer to the ATP negotiated agreement for more guidelines.

A classified employee is expected to give ample notice of intention to resign, normally no less than two weeks notice should be given. **If notice is given over the summer months the employee is responsible for repaying the district for any health or life insurance coverage costs.**

SUBSTITUTE SIGN-IN

Substitutes are required to sign in with Frontline at the office of the school they are working each day. The purpose of the sign-in is to ensure proper documentation of work for payroll purposes.

SUICIDE AWARENESS AND PREVENTION

Petersburg School District recognizes that suicide and other self-destructive behaviors vary in intensity from minor to life threatening. Therefore, staff members shall be made aware of their responsibilities in the event of a potential or imminent suicide incident. Petersburg School District encourages staff members who receive or discover information about a potential suicide to always be taken seriously. The district realizes responses will vary depending on the intensity of the behavior.

Three steps are vital in a suicide prevention program:

- Ensuring the short-term physical safety of the student;
- Communicating with appropriate school personnel, parent(s) and local support personnel and establishing an interim plan of action; and
- Referring to appropriate professionals or agencies and implementing a long-term plan of action.

If you have QUESTIONS OR CONCERNS, immediately talk to your principal or school counselor.

SUPERVISION OF STUDENTS

All staff are responsible for the supervision of all students while in school or engaged in school-sponsored activities.

All teachers are encouraged to be at the classroom door, prepared to greet students, prior to the arrival of students for classes.

Under no circumstances are classrooms or other areas where students are under the supervision of assigned staff to be left unattended while students are present. Teachers who may need to temporarily leave the classroom or their assigned duties in an emergency situation while students are present are expected to contact the office to arrange for temporary coverage.

During school hours, or while engaged in school-sponsored activities, students may be released only into the custody of parents or other persons as authorized in writing by their parent(s).

SURVEYS - STUDENT

BP 5145.15: Student and Family Privacy Rights

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 rights to privacy of 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.

Note: Both state and federal law require prior written parental consent before certain surveys may be administered to students. The following policy sets forth the notice and consent provisions required by law and identifies when parental consent and notice are required. Additionally, state law provides that **no student may be required to participate in a questionnaire or survey if the student objects to participation.**

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 that 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, antisocial, self-incriminating and demeaning behavior;

5. Critical appraisals of other individuals with whom students have close family relationships;
6. Legally recognized privileges 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;
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.

BP 6162.8: Research

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

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

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

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

TRAINING (REQUIRED)

Please visit: <http://www.eed.state.ak.us/mandatedtraining> for information about state mandated trainings.

Summary of State Mandated Trainings:

<u>Training</u>	<u>Time Requirement</u>
Drug & Alcohol Related Disabilities	Offered every 2 years, no less than 4 years
Domestic Violence and Sexual Assault	Offered every 2 years, no less than 4 years
Crisis Intervention/Mandt	Ongoing as required by District
Mandated Reporting of Child Abuse & Neglect	Within first 6 months of employment; then at least once every 5 years
Gender and Race Equity	Offered every two years, no less than 4 years
Suicide Awareness & Prevention	Offered every 2 years, no less than 4 years
Menu of Courses (Aides)	Ongoing as required by District
**Minimum 6 hours before or concurrent with providing direct or related services	
Precautions Against Bloodborne Pathogens	Annually
Crisis Response Planning	Annually
Employee Evaluation	Annually
Professional Boundaries (district requirement)	Annually

TOBACCO-FREE ENVIRONMENT

BP 3513.3: Tobacco Free Schools/Smoking/Vapes

In accordance with law and to promote the health and safety of all students and staff, the School Board prohibits smoking or the use of tobacco products, including vapes, anywhere and anytime on district property and in district vehicles, including athletic events and meetings where students are present, either in or out of town.

VACANCIES/TRANSFERS

Each association (ATP and PDSP) will be sent copies of vacancy notices when school is not in session. The President of each association will also receive an email informing him/her of the vacancy.

Announced vacancies for certificated and classified positions are also posted on the District Web Page. The superintendent may authorize voluntary and involuntary transfer of staff members or designee based on district personnel needs and in accordance with district procedures and negotiated agreements. Videos and Films

BP 6161.11: Supplementary Instructional Materials

Teachers may use supplementary materials that are relevant to curriculum objectives and appropriate for students' ages and abilities. By using such materials, teachers can introduce content and instructional strategies that enrich the curriculum, enhance learning, help students make critical judgments, and stimulate their intellectual growth.

When selecting supplementary materials for classroom use, teachers should carefully review them and provide appropriate introductory and follow-up activities. Supplementary materials should not supplant the use of basic texts or teaching activities. Films must be used within legal copyright limits.

Instructors may select and use films in the classroom with limits. Films will be thoroughly reviewed by the instructor **before** being used in the classroom.

The Board recognizes that commercially produced and rated films may have legitimate educational value, yet certain precautions should be exercised to ensure that their use is consistent with the district's educational standards. Permission from parents will be obtained on any potentially controversial films.

Students can be excused from these presentations if requested by parent/guardian or self, in which case an alternative educational activity will be made available.

VISITORS

BP 1260: Visits to the Schools

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

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 buildings.

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

VOCATIONAL EDUCATION

BP: 6178: Vocational Education

The Superintendent shall appoint a vocational education advisory committee as required by law to assist the district plan and evaluate vocational education programs. The committee shall include teachers and students representing each program area and employers and employees of the region served by the programs.

VOLUNTEERS

BP 1250: Volunteer Assistance

The School Board recognizes that volunteer assistance in schools can enrich the educational program, increase supervision of students, and contribute to school safety while strengthening the schools' relationships with the community. The 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.

All persons who wish to volunteer service with or around students must undergo a background check. Volunteers who do not have a background check on file must be in direct visual supervision of an authorized staff member.

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

WHISTLEBLOWER PROTECTIONS

BP 4030 E: Employee Notice Protection For Whistleblowers (All Personnel)

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](#) .

WORK HOURS

Classified Staff

Per FLSA (Fair Labor Standards Act), regular working hours, consistent with the number of hours approved to work, for all classified staff will be set by the building principal and approved by the Superintendent. The district appreciates dedicated and committed classified staff; however, classified employees are not to work before, beyond or outside their established working hours (overtime) without prior authorization from the building principal or special education director. The building principal or special education director will obtain Superintendent approval prior to authorizing overtime or extended work time. Submitted timesheets will accurately reflect time worked.

Failure to comply may result in disciplinary action in accordance with applicable provisions of Board policy, administrative regulations and negotiated agreements.

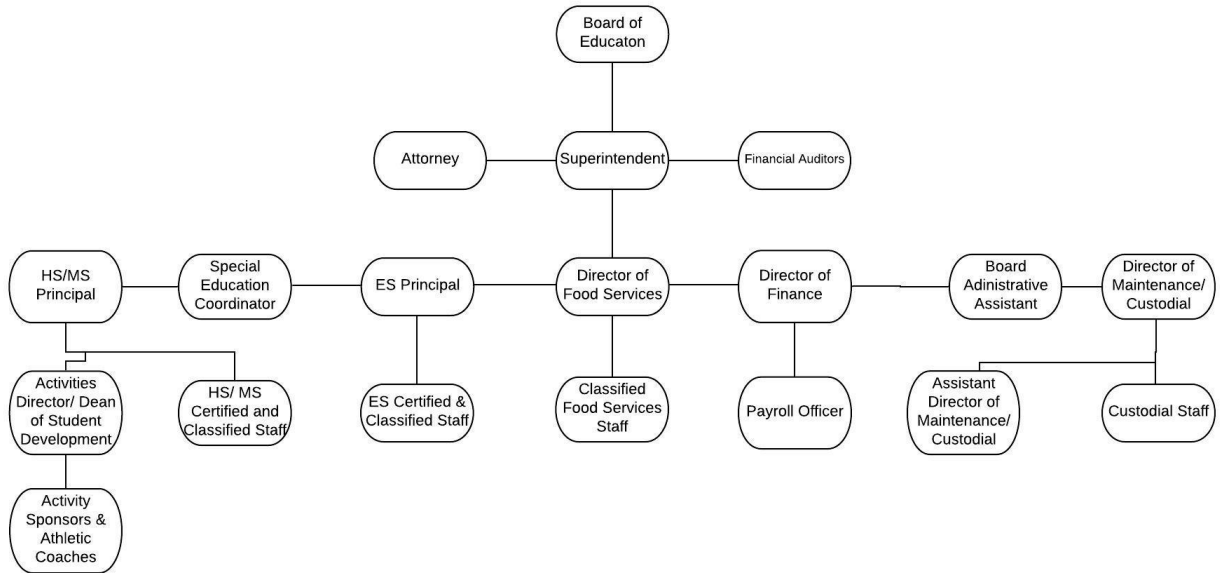
Certificated Staff

Excerpted from ATP Contract: The length of the workday shall be a minimum of 7.5 hours, these hours to be determined on a building basis. During the regularly scheduled lunchtime, teachers will be allowed a minimum thirty-minute lunch period free of student supervision, as provided by law.

Appendix A:
Organizational Chart

Petersburg School District
Organization Chart

Per Board Policy 2110



APPENDIX B: ACKNOWLEDGEMENT RECEIPT - HANDBOOK

ACKNOWLEDGEMENT OF KNOWLEDGE
AND UNDERSTANDING OF THE
2026-2027 HANDBOOK
FOR
PSD EMPLOYEES

Employee Name _____

School _____

I have received information about how to access the Petersburg School District Handbook for Employees on the District website (www.pcsd.us) under the heading "Staff Resources". I understand there are statute required notifications in the handbook and confirm I have thoroughly read the handbook and understand its contents and agree to abide by the rules, policies, and procedures set forth in the handbook.

I understand that the District reserves the right to modify and update the contents of this handbook. I also understand that this handbook in no way implies or guarantees a contract of employment.

Signed _____

Date _____

(Please return this signed and dated Acknowledgment of Receipt to the District Office)

Acknowledge receipt electronically by access this link: [Handbook Acknowledgement](#)