

THE LAKE AND PENINSULA SCHOOL DISTRICT
Work Session AGENDA
November 6, 2023, 1:00 PM

Agenda

- | | |
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| 1. Resolution 24-01 Reemployment of Retired Teachers - Updated | 2 |
| 2. 23-24 Marigold Awards | 4 |
| 3. Policy Updates - 2nd Reading | 5 |



THE LAKE AND PENINSULA SCHOOL DISTRICT

101 Jensen Drive
King Salmon, AK 99613
907-313-3841

1617 S Industrial Way #1
Palmer, AK 99645
907-745-7090



RESOLUTION #24-01

A RESOLUTION BY THE LAKE AND PENINSULA SCHOOL DISTRICT AUTHORIZING THE PARTICIPATION IN THE SB 185 REEMPLOYMENT OF RETIRED TEACHERS

WHEREAS, the Lake and Peninsula School District, located in the Lake and Peninsula Borough in Alaska, requests to enter into an agreement to allow the reemployment of retired teachers. Members retired under AS 14.25.110 (a) who are reemployed by a School District under AS 14.20.136 will: not become an active member; continue to receive retirement benefits from the plan and benefits through reemployment by the School District; will not pay contributions under AS 14.25.050; and will not accrue additional service credit during the period of reemployment. Members who retired under AS 14.25.110 (a) and are reemployed by a School District under AS 14.20.136 are eligible to waive employer health coverage if the employer's health insurance policies allow for participant waiver/opt-out. Also, the active health coverage must be offered equally to all rehired retirees.

1. Who can participate:

- Members of AS 14.25.009-14.25.220 (TRS DB) and/or members of 14.25.310-14.25.590 (TRS DCRP) are allowed to participate ("School District" has the meaning given in AS 14.30.350. Members of Borough SD, City SD, Recognized Education Attendance Area, Mt. Edgecumbe, State Centralized Correspondence Study Program can participate). Where the contract for reemployment may not exceed 12 months.

2. Who cannot participate: University, SESA, or State of Alaska employees are excluded from participation.

3. Requirements – Rehired Retiree:

- No prearrangement of reemployment prior to retirement.
- Member must meet Bona Fide Separation rules:
 - 60 days of separation of employment if the member is at least 62 years of age or
 - Six months of separation if the member is less than 62 years of age

4. Requirements – Employer:

- Publicly advertise the position for 10 business days and actively recruit to fill the position by hiring a person other than a member who is retired under the Defined Benefit Plan established in AS 14.25.009-14.25.220. 2
- Provide the Administrator of the Plan (DRB) with:
 - A copy of adopted resolution



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- An initial report identifying every rehired member who is retired and an annual yearend report to summarize all requirements as stated in #3 & #4.
- Describe the circumstances of the shortage that necessitated the rehire; and actions taken by the School District to comply with the School District Policy adopted under requirements of this section.
 - The employer is liable for employer contributions by applying 12.56% to the total base salaries paid by the employer to active members and members of system and members retired and reemployed under AS 14.20.136 and including any adjustments to contributions required under AS 14.25.173 (a) “Adjustments”.
 - These requirements do not apply to a member who is eligible for restoration of tenure rights under AS 14.20.165.

The Lake and Peninsula School District Board of Education authorizes and directs the Lake and Peninsula School District to:

Initiate an Agreement between the Lake and Peninsula School District and the State of Alaska; Department of Administration PASSED, APPROVED AND ADOPTED BY THE Lake and Peninsula School District Board of Education this _____ day of _____, 2023

(School Board President)

Date

(Signature of TRS Administrator)

Date

2023 LPSD Marigold Award Nominations

Each year, LPSD Marigold Award nominees are submitted by LPSD staff, and then six are voted on by the LPSD School Board. We are grateful to have Marigolds among our staff, supporting, nurturing, and encouraging others around them to be and do their very best.



Kate Cornell - Newhalen School Teacher

Sara Erickson - Chignik Lagoon School Teacher

Christian Meneskie - LPSD Distance Program Teacher

Marina McGourty - Kokhanok School Teacher

Marli Nikolaus - LPSD Distance Program Teacher

Kacy Lou Leyba - LPSD School Counselor

Michelle Hughes - Newhalen School Teacher

Tracey Thomas - LPSD Special Education Teacher

Shakim Blackwell - Nondalton School Teacher

Fall 2023 AASB Policy Update Recommendations for Adoption

BP 1330 - *Recommendation to adopt as stated by AASB, including optional language:*

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

BP 3513.3 - *Recommendation to adopt Option 1 as it is the language we have adopted in the past*

Choose “does” for the sentence “This prohibition *does* apply to any private residence owned or leased by the district for housing purposes.”

BP 3515.6 - *Recommendation to adopt as stated by AASB (with typo updates that Becca fixed!)*

BP 3522 - *Recommendation to adopt as stated by AASB*
LPSD currently does not have this policy

AR 3522 - *Recommendation to continue not to adopt*
LPSD currently does not have this AR

BP 3591 - *Recommendation to adopt as stated by AASB*
LPSD currently does not have this policy regarding electronic signatures (it is AASB’s 3590 Policy, but LPSD already has a BP with that number, so it was suggested we change this one to 3591)

BP 4113 - *Recommendation to adopt as AASB has presented with the following considerations:*

Updated title, note boxes, and reference to ESSA, leaving off the last sentence stating, “Teachers shall not be assigned outside the scope of their teaching certificates or their field of study except as allowed by law” so we can continue to assign generalist positions

BP 4158/4258/4358 - *Recommendation to adopt updated reference to ESSA*

BP 5125.1 - *Recommendation to adopt updated reference to ESSA*

BP 5127 - *Recommendation to adopt updated reference to ESSA and state all credits must be completed before a student can participate in graduation exercises.*

Fall 2023 LPSD Curriculum: Dual Enrollment/Dual Credit

BP 6146.1-3 - *College Coursework Transfer Equivalency for LPSD High School Credit.*

This policy allows students to receive credit for certain course credits earned through accredited institutions of higher education. Students are responsible for promptly submitting college course transcripts to the district's registrar and curriculum coordinator.

Document Status: Draft

AR Required: No

AR 3522 DISTRICT DATA PROTECTION PROGRAM

Note: This District Data Protection Program (DDPP) was developed by utilizing the National Institute of Standards and Technology (NIST) Common Security Framework (CSF). The following administrative regulation describes the framework and an outline of how a program may be implemented. This regulation may be modified to fit district needs.

Introduction

The District Information Technology (IT) Department (or contracted services) has a responsibility to protect sensitive District data to include financial, employee, and student data, while allowing for a positive learning environment. The objective is to employ technology resources that create equitable and accessible learning systems that make learning possible everywhere and all the time.

Section 1. Responsibilities

The District is responsible for providing the following activities in support of the District's data protection program:

Superintendent

- Superintendent periodically reports to the board regarding the function and performance of the DDPP.
- Shall appoint a Data Protection Leader (see activities below) who will provide an annual risk assessment to the board in support of a separate District Data Protection Program.
 - The designated Data Protection Leader shall have sufficient decision-making capabilities to effectively manage all aspects of the DDPP to include:
 - Executing emergency contracts in the event of a data breach.
 - Directing staff/faculty activities as required in support of the DDPP.
 - Directing or implementing changes to the network/operating environment as required. Provide incident information to Human Resources as needed.
- Shall participate in one "tabletop" disaster recovery exercise per year wherein a cybersecurity incident is simulated, and receive the report on the outcome of the exercise.
- Shall review an annual risk assessment and provide comments to the Data Protection Leader as required.
- Shall prepare a separately itemized annual security budget.

Data Protection Leader

- Shall be formally recognized as the District's Data Protection Program Leader.
- Shall be responsible for the design, architecture, implementation, program management and oversight of the DDPP on behalf of the District.

- Shall ensure that an annual Risk Assessment is prepared and delivered to the Superintendent in support of an Annual Security Budget Request.
- Shall be responsible for the maintenance and dissemination of all required security documentation to include training records, plans, policies, procedures, configurations, and standards applicable to the DDPP.
- Be responsible for conducting an annual tabletop exercise with the leadership simulating a Data Security Breach.
- Ensuring a successful restore from data backups on a quarterly basis.
- Shall lead annual security training for all staff and District personnel and maintain all training records as required.

Staff and Faculty

- Shall be responsible for completing all security training assignments in a timely manner.
- Maintaining all data in their purview in the manner directed by the Data Protection Leader.
- Reporting security incidents and problems in accordance with District policies and procedures.
- Comply with the District data security policies and procedures.

Section 2. Framework

The District recognizes an effective data protection program is essential to protecting sensitive data and ensuring information technology enables a rich learning environment. The District Data Protection Leader is responsible for recommending and implementing appropriate controls to protect District information and resources. The data protection framework will employ a layered defense strategy with protocols to prevent, detect, and respond to potential threats. The core framework shall be implemented through a combination of Department people, processes, and technologies capable of meeting the requirements and standards. In addition, the Data Protection Leader will develop and maintain a District knowledge base that will act as a document and information repository for all District data protection related information. The following sections outline the core governance framework for the DDPP.

- Data Protection Governance
- Training
- Network Security
- Endpoint Security
- Application Security
- Data Security
- Identity & Access Management

Section 3. Data Protection Governance

The Data Protection Leader shall establish a governance structure to ensure the confidentiality, integrity, and availability of District systems and data. The Data Protection Leader shall maintain an electronic document repository with all required procedures, guidelines, and checklists including the following elements:

- **Data Protection Plan** — Develop and implement a DDPP that provides an overview of District data protection requirements and describes the controls, responsibilities, and expected behavior of individuals who access various systems. It shall include a 1-page training addendum outlining the training

requirements, tools, and calendar. The Data Protection Leader shall update the DDPP annually.

- **Incident Response Plan** — Develop and establish an incident response plan that provides a set of instructions to help staff detect, respond to, and recover from network security incidents and document the approved recovery process. The Data Protection Leader shall update the incident response plan annually.

Section 4. Training

The Data Protection Leader shall implement a district cybersecurity training program that is comprised of static and interactive cybersecurity training. The program will be designed to deliver a yearly training event at a minimum. The training program shall include at a minimum the following elements:

- **Training records** for all events that track who took the training, how they performed during the training and any remedial actions that were required.
- **Deliver an annual organization wide synchronous training** identifying the following:
 - The Data Protection Leader
 - Critical program standards
 - What to do in the event of a disaster or security incident
 - Attendance will be included in the report
- **Interactive Cybersecurity Training** may include but is not limited to:
 - Phishing testing
 - Social engineering testing
 - Games
 - Awareness posters
 - Integrated into in-service and continuing education processes
 - Videos

Section 5. Network Security

The Data Protection Leader shall implement adequate policies, procedures, and technical controls to protect the security of the network to include the following elements at a minimum:

- **Perimeter Security** — Develop and deploy network security devices and tools in such a manner as to ensure District data is appropriately protected from unauthorized use or access.
- **Network Design Documentation** — Develop and update network diagrams as needed and should include the following information at a minimum:
 - All entry points from the Internet
 - All firewalls, switches, routers, and wireless access points
 - Type, size, and bandwidth of all connections
 - External IP address and Internal virtual local area networks (VLANs)
 - Externally connected systems
- **Firewall Security** — Ensure the firewall configuration is documented and configured in accordance with District requirements. Policies for firewall rule changes, audit logging, and monitoring and managing perimeter and internal firewalls must be established and maintained at all times.
- **Remote Access** — Establish a secure process and deploy effective controls for remote access to District resources and monitor remote access through approved monitoring tools to prevent unauthorized access.
- **Router and Switch Security** — Develop standards and configure routers and switches in accordance with best practices. Switch and router configurations shall

be backed up as needed and routine audits should be conducted to ensure configurations are correct.

- **Wireless Security** — Enable and secure District wireless access points and networks in accordance with industry and manufacturer best practices.
- **Internet Use** — Will be monitored and managed in accordance with a District Internet Use policy and at a minimum filtered in accordance with legal requirements such as CIPA, HIPPA, etc.
- **Network Monitoring** — The District must maintain an appropriate network monitoring capability to detect, identify, respond, and recover from network security events.
- **Vulnerability & Patch Management** — The District must develop and maintain an effective vulnerability and patch management process. This process shall include capabilities to scan the network for vulnerabilities and ensure appropriate system/software patches have been implemented.
- **Ports & Protocols** — The District must develop and maintain a ports and protocols list to include permissible and blocked ports and protocols.

Section 6. Endpoint Security

The Data Protection Leader shall implement adequate policies, procedures, and technical controls that require endpoint device compliance before they are granted access to network resources. At a minimum the program will include:

- **Mobile Device Management** — Deploy network security devices and tools in such a manner to ensure District data is appropriately protected from unauthorized use or access and can be remotely managed.
- **Anti-Virus Protection** — Deploy effective anti-virus protection throughout the District. Update and monitor this program routinely.
- **Vulnerability & Patch Management** — Develop and maintain an effective vulnerability and patch management process. Include capabilities to scan endpoints for vulnerabilities and implement appropriate system/software patches.
- **Endpoint Monitoring** — Assess and deploy an endpoint solution that addresses malware exploits by observing attack techniques and behaviors. Coordinate enforcement with network and cloud security to prevent successful attacks.

Section 7. Application Security

The Data Protection Leader shall implement adequate policies, procedures, and technical controls that enable application security. At a minimum the program will include:

- **Software Inventory** — The Data Protection Leader shall develop and maintain a software inventory of applications, systems, and databases for the District.
- **Application Access Management** — The Data Protection Leader shall work with system owners to ensure appropriate application access controls are in place to protect information.
- **Data at Rest** — The Data Protection Leader shall implement data at rest controls as deemed appropriate in support of the District's risk appetite.

Section 8. Data Security

The Data Protection Leader shall implement appropriate policies and technical and physical controls to protect sensitive data. The Data Protection Leader shall work with data owners to identify sensitive data and implement controls to allow for the timely

detection, response, and recovery of unauthorized access or handling of sensitive data. At a minimum the program:

- **Cloud Security** – Shall develop and maintain a process for managing all cloud applications and identifying the types of data being stored.
- **Data Backup** – Shall develop, implement, and maintain data backup support based on coordinated Recovery Time Objectives (RTO) and Recovery Point Objectives (RPO) and outline off-site and off-line backup requirements.
- **Data in Transit** – Shall consider data in transit controls as deemed appropriate. Account for and maintain the specific controls for externally managed systems accessed by the district in the normal course of business. Examples of this may include the Criminal Justice Information Services (CJIS) which requires the Data Protection Leader to work with a Local Agency Security Officer (LASO) to implement compliant security measures and procedures.

Section 9. Identity & Access Management

The Data Protection Leader shall implement adequate policies, procedures, and technical controls that comply with an established framework, such as NIST, and/or best practices. At a minimum the program will:

- **User Management** – Develop and maintain a directory service to manage user access to various IT resources such as systems, devices, applications, storage systems, and networks. The directory service and associated automation should enable admins to control user access and on-board and off-board users to and from IT resources. The directory service must authenticate, authorize, and audit user access to IT resources.
- **Privileged Account Management** – Ensure appropriate application/system access controls for various applications, systems, and network administrators.
- **Least Privilege** – Implement the principle of least privilege across the enterprise.
- **Access Controls** – Implement district-wide role-based access controls.
- **Multi-Factor Authentication** – Assess and deploy multi-factor authentication as deemed appropriate.

(cf. 1340 and AR 1340 – Access to District Records)

(cf. 3580 and AR 3580 – District Records)

(cf. 3523 and AR 3523 – Employee Use of District Information Technology)

(cf. 3523.1 and AR 3523.1 – Blogging)

(cf. 3523.2 and AR 3523.2 – Social Media Use)

(cf. 4112.6 – Personnel Records)

(cf. 4119.23 – Unauthorized Release of Confidential Information)

(cf. 4119.25 and AR 4119.25 – Political Activities of Employees)

(cf. 4419.5 – Electronic Communications Between Employees and Students)

(cf. 5125 – Student Records)

(cf. 5145 – Anti-Bullying/Anti-Cyberbullying)

(cf. 6161.4 – Student Use of District Information Technology)

Legal References:

~~[47 U.S.C. 201](#) et seq., Communications Decency Act of 1995, as amended.~~

~~[20 U.S.C. 1232g](#), Federal Family Educational Rights and Privacy Act of 1974, as~~

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

~~amended. *Adopted 4/2022*~~

AASB POLICYREFERENCE MANUAL

9/92

Document Status: Draft

Policy Required: No

BP 1330 USE OF SCHOOL FACILITIES

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

Note: Pursuant to the Boy Scouts of America Equal Access Act, districts that make their premises and facilities available for use by youth and community groups must apply that policy equitably to all groups, including the Boy Scouts or other affiliated groups. Specifically, schools are prohibited from denying equal access to school facilities to the Boy Scouts or any other youth group “for reasons based on membership or leadership criteria or oath of allegiance to God and country.” According to Alaska’s uncodified law, a school district that violates this law risks losing state funding.

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

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

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

(cf. 0100 – Philosophy)

(cf. 0430 – Community School Program)

(cf. 6145.5 – Organizations/Associations)

Legal Reference:

ALASKA STATUTES

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

[14.03.100](#) – Use of school facilities

UNITED STATES CODE

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

Revised **09/2023**

AASB POLICYREFERENCE MANUAL

9/92

Document Status: Draft

Policy Required: No

BP 3513.3 TOBACCO-FREE SCHOOLS/SMOKING

OPTION 1: Tobacco-Free Schools

Note: The federal Every Student Succeeds Act prohibits smoking in district facilities. The following language extends this to prohibit tobacco use in school buildings, on school grounds and parking areas, at school events and in vehicles used for transporting students. The ability of the Board to adopt this following policy may be restricted by collective bargaining agreements.

The Board recognizes its responsibility to promote the health, welfare and safety of students, staff and others on district property and at school-sponsored activities. Ample research has demonstrated the health hazards associated with the use of tobacco products, including smoking and the breathing of second-hand smoke. As role models, district employees should demonstrate conduct that is consistent with school programs to discourage students from using tobacco products.

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

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

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

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

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

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

Note: Federal law does permit the use of tobacco products in a private residence. The following language clarifies whether or not your district will permit smoking in district-provided housing.

This prohibition does/does not apply to any private residence owned or leased by the district for housing purposes.

(cf. 5131.62 - Tobacco)

OPTION 2: Smoking

Note: The following optional policy establishes designated areas where employees may smoke. [A.S. 18.35.305](#) allows designated smoking areas if properly ventilated, located where minors are not permitted, and a collective bargaining agreement requires the designation of an employee smoking area. Federal law requires that the designated smoking area, if any, be outside district facilities.

The School Board recognizes that secondhand smoke is a major contributor to indoor air pollution and presents a health risk to all.

Smoking is prohibited in public schools and meetings except as allowed by law in private residences and designated employee smoking areas. District employees and adult visitors may smoke on school grounds in areas designated by the Superintendent or designee. Such areas shall be properly ventilated and prohibited to minors.

Legal Reference:

ALASKA STATUTES

[18.35.300-18.35.330](#) Health nuisances

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

Revised 09/2023

AASB POLICYREFERENCE MANUAL

9/92

Document Status: Draft

Policy Required: No

BP 3515.6 USE OF SCHOOL SAFETY VIDEO SURVEILLANCE MONITORING SYSTEMS

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

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

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

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

Use

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

Camera Placement

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

Security

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

enforcement personnel may review camera recordings, when available, to investigate criminal conduct.

Viewing of Video Recordings

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

Use of Video Recordings for Disciplinary Action

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

Retention of Video Recordings

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

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

Review

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

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

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

(*cf.* 3580 – District Records)

(*cf.* 5125 – Student Records)

Legal References:

UNITED STATES CODE

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

UNITED STATES CODE OF FEDERAL REGULATIONS

[34 CFR Part 99](#)

ALASKA STATUTES

[40.21.070](#) – Records Management for Local Records

[40.25.110-250](#) Public Records Act

ALASKA ADMINISTRATIVE CODE

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

Revised **09/2023**

**AASB POLICYREFERENCE MANUAL
9/92**

Document Status: Draft

Policy Required: No

BP 3522 DISTRICT DATA PROTECTION PROGRAM

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

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

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

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

(cf. 3580 and AR 3580 - District Records)

(cf. 3522 - District Data Protection Program)

(cf. 3523 and AR 3523 - Employee Use of District Information Technology)

(cf. 3523.1 and AR 3523.1 - Blogging)

(cf. 3523.2 and AR 3523.2 - Social Media Use)

(cf. 4112.6 - Personnel Records)

(cf. 4119.23 - Unauthorized Release of Confidential Information)

(cf. 4119.25 and AR 4119.25, Political Activities of Employees)

(cf. 4419.5 - Electronic Communications Between Employees and Students)

(cf. 5125 - Student Records)

(cf. 5145 - Anti-Bullying/Anti-Cyberbullying)

(cf. 6161.4 - Student Use of District Information Technology)

Legal Reference:

UNITED STATES CODE

47 U.S.C. 201 et seq., Communications Decency Act of 1995, as amended

20 U.S.C. 1232g., Federal Family Educational Rights and Privacy Act of 1974, as amended

47 U.S.C. 231 et seq., *Children's Online Privacy Protection Act of 2000*, as amended

Adopted 09/2023

AASB POLICYREFERENCE MANUAL

9/92

Document Status: Draft

Policy Required: No

BP 3591 ELECTRONIC SIGNATURES

District Use of Electronic Signatures

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

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

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

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

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

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

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

Parent/Student Use of Electronic Signatures

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

1. Such communication with signature, on its face, appears to be authentic and

- unique to the person using such signature;
2. The District is unaware of any specific reason to believe that the signature has been forged;
 3. The District is unaware of any specific reason to believe the document has been altered subsequent to the electronic signature; and
 4. The signature is capable of verification.

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

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

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

(cf. BP 3523 – Electronic E-mail)

(cf. BP 6161.4 – Internet)

(cf. BP 3580 – District Records)

Legal Reference:

ALASKA STATUTES

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

Adopted 09/2023

AASB POLICYREFERENCE MANUAL

9/92

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Policy Required: No

BP 4113 - CERTIFICATED PERSONNEL - ASSIGNMENT

Title has been updated. Original Title: ASSIGNMENT- CERTIFICATED PERSONNEL

Note: The following sample policy may be revised or deleted to reflect district philosophy. This subject area is covered by collective bargaining laws.

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

(cf. 4112.8 - Employment of Relatives)

Note: The following optional paragraph should be reviewed in conjunction with the district's collective bargaining agreement, if any, and revised or deleted as appropriate.

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

Legal Reference:

ALASKA STATUTES

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

[14.20.148](#) *Intradistrict teacher assignment*

[14.20.158](#) *Continued contract provisions*

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

UNITED STATES CODE, TITLE 20

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

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BP 4158/4258/4358 EMPLOYEE SECURITY

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

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

(cf. 5144 - Discipline)

(cf. 5142.3 – Restraint and Seclusion)

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

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

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

Legal Reference:

ALASKA STATUTES

[11.81.430](#) *Justification, use of force, special relationships*

[11.81.900](#) Definitions

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

[4 AAC 07.010-4 AAC 07.900](#) Student rights and responsibilities

UNITED STATES CODE

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

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AASB POLICYREFERENCE MANUAL

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Policy Required: No

BP 5125.1 RELEASE OF DIRECTORY INFORMATION

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

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

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

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

(cf. 5128 – Alaska Performance Scholarship)

Directory information may not include a student's social security number or student identification number, unless the student identification number qualifies as an electronic identifier. An electronic personal identifier is an ID used by a student to gain access to student electronic services such as on-line registration, on-line grade reporting, or on-line courses. These electronic personal identifiers may be disclosed as directory

information so long as the identifier cannot be used by itself to gain access to educational records but must be combined with a PIN or other access device.

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

By September 15 of each year, high schools must provide to the Board of Regents of the University of Alaska a list of names and addresses of students in the graduating class who meet scholarship eligibility requirements for each scholarship program. Opt out is allowed. [AS 14.43.930](#).

By July 15 of each year, school districts must determine scholarship eligibility for each graduating senior for the Alaska Performance Scholarship. Districts must record the eligibility level on the student's permanent record and forward it to the Department of Education and Early Development. Opt out is not permitted. [AS 14.03.110](#) and [AS 14.43.810-849](#).

By January 15 and July 15 of each year, school districts must provide student information to the director of the Alaska Military Youth Academy, a program operated by the Department of Military and Veterans' Affairs for the purpose of educating and training youth. Districts must provide the name, last known address, and dates of attendance of students between the ages of 15 and 18 who were enrolled but are no longer enrolled in the district, who have not obtained a diploma or GED, and for whom the district has no school transfer or graduation information. Optout is permitted. [AS 14.30.745](#).

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

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

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

Legal Reference:

ALASKA STATUTES

[14.03.113](#) *District determination of scholarship eligibility*

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

[14.43.930](#) *Scholarship program information*

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

UNITED STATES CODE

[20 U.S.C. § 1232g](#)

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

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

ALASKA MUNICIPAL CODE

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

CODE OF FEDERAL REGULATIONS

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

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BP 5127 GRADUATION CEREMONIES AND ACTIVITIES

Note: The following policy suggests various options which may be modified to reflect district practice except that the U.S. Supreme Court has ruled that graduation ceremonies may not include school-sponsored prayers.

Note: Effective June 30, 2016, the requirement in [AS 14.03.075](#) that a secondary student take a college and career readiness assessment before being issued a diploma is repealed.

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

(cf. 6146.1 - High School Graduation Requirements)

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

Note: The following optional paragraph may specify whatever number of uncompleted credits the School Board wishes to allow or may be deleted.

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

Note: The following optional paragraph may be used to deny participation in graduation activities. School site rules should indicate what privileges may be denied for what reasons, and the means whereby students may appeal these decisions.

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

(cf. 5144 - Discipline)

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

ceremonies. Legal Reference:

ALASKA STATUTES

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

[14.03.090](#) Sectarian or denominational doctrines prohibited

UNITED STATES CODE

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

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

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

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9/92

Dual Enrollment and Dual Credit

BP 6146.1-3 LAKE AND PENINSULA SCHOOL DISTRICT DUAL CREDIT POLICY

College Coursework Transfer Equivalency for LPSD High School Credit

This policy provides students the opportunity to receive credit for certain course credits earned through accredited institutions of higher education. Students are responsible for submitting college course transcripts to the district's registrar and curriculum coordinator in a timely manner.

College courses must be "100" level and above for core academic courses (math, science, social studies/history, English, world language). Students completing college coursework will receive high school credit as follows:

- 0.5 high school credit for a one (1) or two (2) semester hour college course
- 1.0 high school credit for a three (3) or four (4) semester hour college course
- 1.5 high school credit for a five (5) or six (6) semester hour college course

Upon completion, an official transcript must be submitted to LPSD's District Registrar and Curriculum Coordinator and will be recorded on the student's transcript in the semester the final grade was issued.

- College course work courses may be used for specific curriculum credit and for elective Credit.
- Non-core academic classes (BBRCTE, and other courses already within dual credit agreement with LPSD) will be awarded credit according to established agreements or existing curriculum avenues. LPSD partners and credit agreements will be predetermined before the student begins the class.

Students taking distance learning or dual credit courses shall comply with all school rules, including student rights and responsibilities.

The following chart is a guideline for course equivalency with the University of Alaska classes. It is not exhaustive and other classes may be approved for graduation requirements at the Principal's and Curriculum Director's discretion.

LPSD and UA Equivalency Guide

LPSD Graduation Requirement	UA Equivalency Courses
Reading LV 9 Reading LV 10 Writing LV 9 Writing LV 10	WRTG 110- Intro to College Writing WRTG 111-Writing Across Contexts WRTG 211-Writing & the Humanities WRTG 212- Writing & the Professions WRTG 213- Writing & the Sciences WRTG 214- Arguing Across Context ENGL 200- World Literature ENGL 226- Survey of American Literature 1800-Present ENGL 261/270- Introduction to Creative Writing
Math LV 9 Algebra 1	Math 105- Intermediate Algebra Math 121- College Algebra for Managerial and Social Studies Math 151-College Algebra for Calculus
Math LV 10 Math LV 11 Math LV 12 Math Electives	Math 105- Intermediate Algebra Math 113- Concepts and Contemporary Application of Math Math 121- College Algebra for Managerial and Social Math 151- College Algebra for Calculus Math 152- Trigonometry Math 251/252- Calculus I/II STAT 252- Elementary Statistics
Science LV 10 Physical Science	PHYS 123/124- Basic Physics I/II (non-calculus intro) PHYS 211/212- General Physics I/II (calculus based)
Science LV 9 Biology	BIOL 102- Introductory Biology BIOL 111/112- Human Anatomy and Physiology I/II
Social Studies LV 11 World History	HIST 101/102- Western Civilization I/II HIST 105- World History I
Social Studies LV 10 US History	HIST 131/132- History of United States I/II
Social Studies LV 8A Alaska History	ANS 101- Intro to Alaska Native Studies ALST 300- Alaska Studies
Social Studies LV 8B US Government	PS 101- Intro to American Government
Electives	Any 100 level or above academic class