

## Board Policy Review Committee

Monday, August 18, 2025 9:00 AM

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

### A. **Call to Order**

### B. **AASB Policies for Review**

1. Instruction Sheet
2. AR 1250 Volunteer Assistance
3. (\*NEW\*) AR 1260
4. (\*NEW\*) BP 4180/4280/4380 Residency and Remote Work
5. (\*NEW\*) AR 4180/4280/4380 Residency and Remote Work
6. BP 5111 Admission
7. (\*NEW\*) AR 5128 Alaska Performance Scholarship Program
8. (\*NEW\*) E 5128 Alaska Performance Scholarship Appeal Form for Public Schools Students
9. BP 5138 Student Possession & Use of Portable Electronic Devices, Including Cellular Phones
10. (\*"REMOVAL"- NO CURRENT POLICY\*) AR 6146.3 College and Career Readiness Assessment Waivers
11. (\*"REMOVAL" - NO CURRENT POLICY\*) E 6146.3 Application for a Waiver
12. (\*NEW\*) BP 6151 Class Size

### C. **(\*NEW\*) Chapter 10000 Charter Schools**

1. 10000 Concepts and Roles
2. BP 10010 Establishment of Charter Schools
3. AR 10010 Organization of a Non-Profit Charter School
4. BP 10020 Charter School Application
5. E 10020 DEED Initial Charter School Application Form
6. BP 10021 Charter School Application Appeals
7. BP 10030 General Requirements
8. AR 10030.1 Organization of a Charter School
9. AR 10030.2 Operation of a Charter School
10. BP 10040 Academic Policy Committee
11. AR 10040.1 Code of Ethics
12. BP 10050 Principal/Head Teacher
13. AR 10050 Charter School Principal and Head Teacher Evaluation
14. BP 10060 Meetings
15. BP 10070 Review of the Charter School
16. AR 10070 Charter School Annual Review
17. BP 10080 Amendment of Charter and Termination of Contract
18. BP 10090 Communication

### D. **NPS Policies for Review**

1. BP 4161 Leaves  
BP 4261 Leaves and Absences  
BP 4361 Leaves  
BP 4161/4261 Leaves
2. BP 5123 Promotion/Acceleration/Retention

### E. **Adjournment**

**AASB POLICY REFERENCE MANUAL UPDATE SERVICE  
SUMMER 2025  
INSTRUCTION SHEET**

NOTE: This packet includes only those policy manual pages that have been revised, deleted or newly established. Full text pages are included and are to be substituted as indicated below.

For ease of School Boards, AASB has identified those portions of the Update that require formal Board action in order to implement the policy changes. This is indicated by a “Yes” or “No.” A “No” is used if changes have been made only to an AR or an Exhibit, or if policy changes are limited to explanatory notes, legal reference or cross-reference updates, or minor grammatical or stylistic changes that have not changed the policy meaning.

<b>REPLACE/ADD</b>	<b>FORMAL ADOPTION REQUIRED</b>	<b>DESCRIPTION</b>
<b><u>ARTICLE 1, Series 1000 – Community Relations</u></b>		
AR 1250	No	This update corrects a minor typographical error.
AR 1260	No	<p>***New Administrative Regulation***</p> <p>This new administrative regulation provides a model regulation for appropriate conduct on school grounds. It provides that visitors must comply with applicable rules, laws, and regulations, and that they may be subject to both short and long term removal if conduct does not meet these standards.</p>
<b><u>ARTICLE 4, Series 4000 – Personnel</u></b>		
BP 4180/4280/4380	Yes	<p>***New Board Policy***</p> <p>This policy formally establishes that employees may be permitted to work remotely, if permitted by the District.</p>
AR 4180/4280/4380	No	<p>***New Administrative Regulation***</p> <p>Related to the above policy, this model regulation provides rules for employees who are remotely working. It may be modified to fit individual district needs.</p>
<b><u>ARTICLE 5, Series 5000 – Students</u></b>		
BP 5111	Yes	This policy update reflects current statutory rules on when a student may begin school, based on their age at admission. It also includes the statutory provision stating that students who are suspended or expelled are not guaranteed admission.
AR 5128	No	This regulation has been updated to reflect the current terms of the Alaska Performance Scholarship Program, following the adoption of HB 148 in 2024. It includes revisions to the GPA or test scores a student must achieve to qualify for

REPLACE/ADD	FORMAL ADOPTION REQUIRED	DESCRIPTION
		<p>for a scholarship, as well as revised scholarship amounts. It also simplifies and updates outdated language.</p> <p>Additional regulatory proposals to modify the curriculum requirements are under consideration. This model AR will be further updated should those regulations go into effect.</p>
E 5128	No	<p>This exhibit is a model appeal form for students denied a scholarship under the Alaska Performance Scholarship Program. It has been updated to reflect the changes discussed, above.</p>
BP 5138	Yes	<p>This policy makes a number of changes to the model cell phone policy, in light of HB 57. It provides districts several options on how to regulate cell phones in schools, and provides clarifying definitions.</p> <p>Policy regarding cell phone use will vary by district needs and intentions, and this model policy should be updated as desired.</p>
<p><b><u>ARTICLE 6, Series 6000 – Instruction</u></b></p>		
Remove AR 6146.3	No	<p>***Remove Administrative regulation***</p> <p>The regulation establishing the waivers in this AR have been repealed, and the AR should be removed.</p>
Remove E 6146.3	No	<p>*** Remove Exhibit***</p> <p>The regulation establishing the waivers in this Exhibit have been repealed, and the Exhibit should be removed.</p>
BP 6151	Yes	<p>***New Board Policy***</p> <p>This new policy establishes the class size requirement provisions that districts must create under HB 57.</p>
Remove and Replace BP/AR 6181 with Model Charter School Policy Series	Yes	<p>***Remove and Replace BP and AR 6181***</p> <p>A full updated charter school policy series, Chapter 10000 has been created, which will replace BP/AR 6181.</p>

Community Relations

**VOLUNTEER ASSISTANCE**

AR 1250

Note: This AR addresses some of the details associated with the use of volunteers.

This regulation provides the procedures for approving members of the public to serve as volunteers, including chaperones.

**Responsibilities of Principals:**

1. Coordinate the use of school volunteers.
2. Confirm that the school volunteer has completed the volunteer packet.
3. Require updated volunteer packets are received on the schedule set by the District.
4. Keep and maintain a register of volunteer activity at the school.
5. Inform volunteers of school rules and routines, answer questions, and provide volunteer support as appropriate.
6. When required to ensure the safety of students and the smooth operation of the educational program, principals may decline the services of any volunteer.
7. Determine which volunteers are required to complete mandatory reporting training and inform volunteers how to receive the training.

**Responsibilities of the District**

1. Develop a volunteer packet for individuals to use to apply as a volunteer.
2. Facilitate the volunteer approval process.
3. Verify the identity of the volunteer with a photo id.
4. Maintain the volunteer packet materials in the volunteer's file.
5. Review the background check and make an individualized determination about the volunteer in accordance with BP 4112.5 / 4212.5 / 4312.5.
6. Keep and maintain an approved volunteer list, with the dates that the background check was completed, in order for school principals to verify the eligibility status of volunteers.
7. Notify the volunteer of their eligibility status.
8. Notify volunteers when background checks need renewal.
9. Inform volunteers that they are subject to the District's policies and regulations where applicable.

**Responsibilities of Volunteers**

1. Complete the volunteer packet.
2. Obtain and pay for a background check.
3. Submit to the background check every two years.
4. Self-report any convictions that occur in the intervening time between background checks.
5. Recognize that they are neither employees nor an independent contractor and serve at the discretion of the District.

WORKSHEETS for the district policy committee:  
DISCARD WHEN FINISHED

Community Relations

**VOLUNTEER ASSISTANCE**

AR 1250(b)

**Mandatory Reporting Training**

Volunteers who interact with children for more than four hours per work-week are required to complete mandatory reporting training. This direction will be provided by the school principal.

Note: Pursuant to AS 47.17.020(a)(9), “volunteers who interact with children in a public or private school for more than four hours a week” must report child abuse and child neglect. AS 47.17.020(a) requires school districts to provide training to such volunteers on the recognition and reporting of child abuse and neglect.

*Created 08/2024 Updated 6/2025*

## **AR 1250 VOLUNTEER ASSISTANCE**

This regulation provides the procedures for approving members of the public to serve as volunteers, including chaperones.

### **Responsibilities of Principals**

- . Coordinate the use of school volunteers.
- . Confirm that the school volunteer has completed the volunteer packet.
- . Require updated volunteer packets are received on the schedule set by the District.
- . Keep and maintain a register of volunteer activity at the school.
- . Inform volunteers of school rules and routines, answer questions, and provide volunteer support as appropriate.
- . When required to ensure the safety of students and the smooth operation of the educational program, principals may decline the services of any volunteer.
- . Determine which volunteers are required to complete mandatory reporting training and inform volunteers how to receive the training.

### **Responsibilities of the District**

- . Develop a volunteer packet for individuals to use to apply as a volunteer.
- . Facilitate the volunteer approval process.
- . Verify the identity of the volunteer with a photo id.
- . Maintain the volunteer packet materials in the volunteer's file.
- . Review the background check and make an individualized determination about the volunteer in accordance with BP 4112.5/4212.5/4312.5.
- . Keep and maintain an approved volunteer list, with the dates that the background check was completed, in order for school principals to verify the eligibility status of volunteers.
- . Notify the volunteer of their eligibility status.
- . Notify volunteers when background checks need renewal.
- . Inform volunteers that they are subject to the District's policies and regulations where applicable.

### **Responsibilities of Volunteers**

- . Complete the volunteer packet.
- . Obtain and pay for a background check.
- . Submit to the background check every two years.
- . Self-report any convictions that occur in the intervening time between background checks.
- . Recognize that they are neither employees nor an independent contractor and serve at the discretion of the District.

### **Mandatory Reporting Training**

Volunteers who interact with children for more than four hours per work are required to complete mandatory reporting training. This direction will be provided by the school principal.

**Note:** Pursuant to [AS 47.17.020\(a\)\(9\)](#), “volunteers who interact with children in a public or private school for more than four hours a week” must report child abuse and child neglect. [AS 47.17.020\(a\)](#) requires school districts to provide training to such volunteers on the recognition and reporting of child abuse and neglect.

Adopted: December 10, 2024

**Nome Public Schools**

Community Relations

**VISITS TO THE SCHOOLS**

AR 1260

Building administrators shall ensure that prominent notices directing all visitors to sign in at the administrative office are posted at each entrance to the school building. Anyone who is not a regular staff member, approved volunteer, or student at the school is a visitor.

Visitor access to school buildings may be temporarily limited during emergency or safety drills, situations outlined in school safety plans, an emergency lockdown, periods of statewide testing, or other specific situations listed in District policy or building rules.

**Conduct on School Property**

The District expects civility, mutual respect, and orderly conduct among all individuals on District property or at a school event. No person on District property or at a school event shall:

1. Injure, threaten, harass, or intimidate a staff member, student, sports or activities official or coach, or any other person;
2. Damage or threaten to damage District property or another's property;
3. Violate any state or federal law or regulation, or district policy.
4. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal substances;
5. Impede, delay, disrupt, or otherwise interfere with any school activity or function, including using cellular phones in a disruptive manner;
6. Make a video recording in the classroom without prior approval of the building principal and classroom teacher.

The principal has authority to request that any unauthorized person, or visitor engaging in unacceptable conduct, leave the school grounds or school event. The principal further has authority to request assistance from law enforcement if any person refuses to leave school grounds upon request, or creates a disruption. The principal or designee shall notify the Superintendent's office immediately if such a situation develops.

Created 6//2025

WORKSHEETS for the district policy committee:  
DISCARD WHEN FINISHED

Personnel

**RESIDENCY AND REMOTE WORK**

BP 4180/4280/4380

Note: This model policy is adopted from a policy created by the Dillingham City School District.

The Board recognizes the educational and economic benefits that result from district personnel residing within the boundaries of the school district. The Superintendent or designee may determine that the best candidate for certificated or administrative position does not plan to maintain primary residency within the boundaries of the school district. In order to hire or continue the employment of such a candidate, the Superintendent or designee shall seek approval from the Board. The Superintendent or designee shall develop procedures to implement this policy.

Created 6/25

WORKSHEETS for the district policy committee:  
DISCARD WHEN FINISHED

Personnel

**RESIDENCY AND REMOTE WORK**

AR 4180/4280/4380

Note: This model regulation is adopted from a policy created by the Dillingham City School District.

**Purpose**

To establish a process by which the District may allow an employee to work from home or another approved location on a full-time or part-time basis, hereafter referred to as “remote work” or “telecommuting.”

The District requires its employees to report to their designated work location. However, the Superintendent may decide that the best candidate for a certificated or administrative position may not reside or plan to reside within the boundaries of the district. Pursuant to BP 4180/4280/4380, the Superintendent may seek approval from the Board to hire or continue the employment of such a candidate.

**Procedure**

Any employee seeking to remote work or telecommuting must enter into a written remote work agreements. A request for remote work or telecommuting will be evaluated based upon the following factors:

- The essential job duties of the employee’s position;
- The employee’s reasonable likelihood to be able to successfully perform the essential job duties and responsibilities from an alternate work site; and
- The supervisor’s reasonable likelihood to ensure the employee completion of the essential job duties and responsibilities at an alternate worksite.

Remote work or telecommuting is not designed to be a substitute for childcare or care of a dependent family member. Any employee approved for remote work or telecommuting is obligated to perform the essential job duties and responsibilities of the employee’s position.

A remote work agreement must be in writing, and signed by the employee, their immediate supervisor, and be approved by the Superintendent. The agreement must specify the number of days and hours worked each week. During working hours, the employee shall be accessible by phone and email within a reasonable time period during the agreed upon work schedule based on Alaska Standard Time. The district will not pay for voice and/or data communication charges.

Unless otherwise specified in the written agreement, a remote work employee is responsible for providing office equipment and workspace and is responsible for maintenance and repair of any office equipment. Any district materials in the alternate work site remain the property of the district and must be kept secure and confidential. Any materials containing student records or personnel records must be maintained in a lockable file cabinet or other location that cannot be accessed by any family, guests, or other occupants at the approved alternate worksite.

The district retains the right to inspect remote work site locations for the purpose of determining that the site is secure and safe, and that the employee is performing the essential job duties and responsibilities of the employee’s position and complying with the terms of the remote work agreement.

Out-of-pocket expenses for office supplies will not be reimbursed unless the employee obtains prior, written authorization from a supervisor.

The district assumes no liability for injuries occurring in the employee's approved alternate worksite outside the agreed-upon work hours. The district is not liable for loss, destruction, or injury that may occur in or to a remote work employee's alternate work site. This includes family members, visitors, or others that may become injured within or around a remote work employee's alternate work site.

It is the responsibility of a remote work employee to determine any income tax implications of a remote work agreement. The district will not provide tax guidance to remote work employees and does not assume any additional tax liabilities through the approval of a remote work agreement. All employees are encouraged to consult with a qualified tax professional to discuss any potential income tax implications from remote work agreements.

Created 6/2025

WORKSHEETS for the district policy committee:

DISCARD WHEN FINISHED

Students

**ADMISSION**

BP 5111(a)

Note: Pursuant to 4 AAC 06.060, authority to deny admission to a student is vested with the School Board. The following sample policy authorizes the Superintendent or designee to deny admission to children who don't meet established entrance requirements.

The School Board believes that all children should have the opportunity to receive a free appropriate public education. Staff shall encourage parents/guardians to enroll all school-aged children in school.

The School Board reserves the right to verify the residency or anticipated residency of any student and the validity of any affidavit of guardianship. These admission policies are not intended to be a barrier to the enrollment and retention of homeless children and youth.

The Superintendent or designee shall verify compliance with all entrance requirements established by law or School Board policy.

*(cf. 5112.6 - Education for Homeless Children and Children in Foster Care)*

*(cf. 5112.1 - Exemptions from Attendance)*

*(cf. 5112.2 - Exclusions from Attendance)*

*(cf. 5116 - School Attendance Boundaries)*

*(cf. 5117 - Interdistrict Attendance)*

*(cf. 5141.3 - Health Examinations)*

*(cf. 5141.31 - Immunizations)*

Note: A child who is six years of age on or before September 1 following the beginning of the school year, and who is under the age of 20 and has not completed the 12<sup>th</sup> grade, is of school age. AS 14.03.070. The school year begins on July 1 and ends June 30. ~~Pursuant to AS 14.03.080, the School Board may admit children under school age who meet School Board standards of mental, physical, and emotional capacity necessary to perform satisfactorily in school and may admit children under school age to kindergarten, as provided below. In 2003, the legislature amended the early entrance statute for the purpose of clarifying that two-year kindergarten programs are not authorized. Districts with early entry into kindergarten must have an educational program prescribing that under school age students advance through the curriculum or grade level by the following school year. This is a programmatic requirement and is not meant to limit individualized student assessment. In 2004, the early entrance statute was again amended to provide School Boards with the option of delegating early entrance decisions to the Superintendent or designee. The School Board may establish a kindergarten class for children who are five on or before September 1 following the beginning of the school year; must admit children under school age who move into the district and who were previously enrolled in public school in another district or state; and may admit students over school age and charge them tuition.~~

WORKSHEETS for the district policy committee:

DISCARD WHEN FINISHED

Students

**ADMISSION** (continued)

BP 5111(b)

A child five years of age on or before September 1 may be admitted to kindergarten. The School Board authorizes the admission of students under school age who are at least four years of age at the beginning of the school year, provided they exhibit the mental, physical, and emotional capacity ~~the ability~~ to perform satisfactorily, including advancement through the curriculum or grade level by the following year. The Superintendent or designee is delegated authority to make early-entrance determinations. Students under school age who were previously enrolled in public school shall be admitted to school at the grade level determined by the Superintendent or designee. ~~(AS 14.03.080)~~

Students subject to suspension or expulsion under AS 13.03.160 in the District or another district are not guaranteed admission.

*Legal Reference:*

ALASKA STATUTES

*14.30.010 When attendance compulsory*

*14.03.020 School year*

*14.03.070 School age*

*14.03.080 Right to attend school*

*14.30.045 Grounds for suspension or denial of admission*

*14.03.160 Suspension or expulsion of students for possessing weapons*

ALASKA ADMINISTRATIVE CODE

*4 AAC 06.055 Immunizations required*

UNITED STATES CODE

*42 U.S.C. 11432 - 11433 McKinney-Vento Homeless Assistance Act*

*Revised 3/20176/2025*



## **BP 5111 ADMISSION**

**Note:** Pursuant to [4 AAC 06.060](#), authority to deny admission to a student is vested with the School Board. The following policy authorizes the Superintendent or designee to deny admission to children who don't meet established entrance requirements.

The School Board believes that all children should have the opportunity to receive a free appropriate public education. Staff shall encourage parents/guardians to enroll all school-aged children in school.

The School Board reserves the right to verify the residency or anticipated residency of any student and the validity of any affidavit of guardianship. These admission policies are not intended to be a barrier to the enrollment and retention of homeless children and youth.

The Superintendent or designee shall verify compliance with all entrance requirements established by law or School Board policy.

*(cf. 5112.6 - Education for Homeless Children and Youths)*

*(cf. 5112.1 - Exemptions from Attendance)*

*(cf. 5112.2 - Exclusions from Attendance)*

*(cf. 5141.3 - Health Examinations)*

*(cf. 5141.31 - Immunizations)*

**Note:** A child who is six years of age on or before September 1 following the beginning of the school year, and who is under the age of 20 and has not completed the 12<sup>th</sup> grade, is of school age. [AS 14.03.070](#). The school year begins on July 1 and ends June 30. Pursuant to [AS 14.03.080](#), the School Board may admit children under school age who meet School Board standards of mental, physical, and emotional capacity necessary to perform satisfactorily in school and may admit children under school age to kindergarten, as provided below. In 2003, the legislature amended the early-entrance statute for the purpose of clarifying that two-year kindergarten programs are not authorized. Districts with early entry into kindergarten must have an educational program prescribing that under school age students advance through the curriculum or grade level by the following school year. This is a programmatic requirement and is not meant to limit individualized student assessment. In 2004, the early entrance statute was again amended to provide School Boards with the option of delegating early entrance decisions to the Superintendent or designee. The School Board may establish a kindergarten class for children who are five on or before September 1 following the beginning of the school year; must admit children under school age who move into the district and who were previously enrolled in public school in another district or state; and may admit students over school age and charge them tuition.

A child five years of age on or before September 1 may be admitted to kindergarten. The School Board authorizes the admission of students under school age who exhibit the ability to perform satisfactorily, including advancement through the curriculum or grade level by the following year. The Superintendent or designee is delegated authority to make early-entrance determinations. Students under school age who were previously enrolled in public school shall be admitted to school at the grade level determined by the Superintendent or designee. ([AS 14.03.080](#))

Legal Reference:

ALASKA STATUTES

[14.30.010](#) When attendance compulsory

[14.03.020](#) School year

[14.03.070](#) School age

[14.03.080](#) Right to attend school

[14.30.045](#) Grounds for suspension or denial of admission

ALASKA ADMINISTRATIVE CODE

[4 AAC 06.055](#) Immunizations required

UNITED STATES CODE

[42 U.S.C. 11432-11433](#) McKinney-Vento Homeless Assistance Act

Revised 05/2017

Revised 03/2015

**Nome Public Schools**

**ALASKA PERFORMANCE SCHOLARSHIP PROGRAM**

AR 5128(a)

The Alaska Performance Scholarship Program provides scholarships for high school graduates who are Alaska residents to attend a qualified postsecondary institution in the State of Alaska. The district is required to determine student eligibility for the three levels of scholarships available. The district must then notify the Alaska Department of Education and Early Development of each qualifying student's eligibility.

**Eligibility Determinations**

The principal or designee of each high school shall determine scholarship eligibility for each graduating student by application of the following criteria.

**A. Course Work Requirements**

Note: The following curriculum requirements are in place for students graduating from high school in and after ~~2015~~2024. Qualifying units of credit shall include a student's completion of a high school level course in an earlier grade if: 1) the course meets content standards for a grade 9-12 course; 2) is within a qualifying curriculum (math, science, language arts, etc.); and 3) appears on the student's high school transcript. A course does not satisfy the requirements of this section, regardless of the course name unless it is: 1) a college or industry preparatory course; and 2) meets or exceeds the standards and grade level expectations in *Alaska Standards: Content and Performance Standards for Alaska Students*. An advanced placement and international baccalaureate course meets curriculum requirements and is considered an approved course as fully stated in 4 AAC 43.030.

The Alaska Performance Scholarship may be awarded based on a student's completion of either a math and science curriculum track, or a social studies and language curriculum track.

**~~2015 and after~~ Curriculum Requirements**

~~Students graduating in and after 2015~~ Graduating students in 2024 and beyond must meet the following curriculum requirements to qualify for all scholarship levels (Achievement, Performance, and Honors):

Math and Science Curriculum:

1. Math – 4 units of credit, consisting of either four units selected from the following courses or a combination of three units selected from the following courses and an additional course approved by the department:
  - i. algebra I;
  - ii. algebra II;
  - iii. geometry;
  - iv. trigonometry;
  - v. pre-calculus;
  - vi. calculus;
  - vii. calculus II;
  - viii. statistics.

**ALASKA PERFORMANCE SCHOLARSHIP PROGRAM**

AR 5128(b)

2. Science – 4 units of credit, consisting of either four units selected from the following courses or a combination of two units selected from the following courses and two additional courses approved by the department:
  - i. physical science;
  - ii. earth science;
  - iii. biology;
  - iv. chemistry;
  - v. physics;
  - vi. marine biology;
  - vii. anatomy and physiology.
  
3. Language arts – 4 units of credit, consisting of either four units selected from the following courses or a combination of three units selected from the following courses and an additional course approved by the department:
  - i. composition;
  - ii. American literature;
  - iii. world literature;
  - iv. speech and debate;
  - v. advanced composition;
  - vi. creative writing;
  - vii. British literature.
  
4. Social studies – 4 units of credit, one unit of credit in a foreign or Alaska Native language, fine arts, or cultural heritage may substitute for one of the four units of credit of social studies; at least two units of credit must be from the following courses, with any remaining credits from courses approved by the department:
  - i. World history;
  - ii. American history;
  - iii. geography;
  - iv. American government/civics;
  - v. economics;
  - vi. Alaska history;
  - vii. western or eastern civilization;
  - viii. psychology;
  - ix. sociology.

*Social Studies and Language Curriculum*

1. Math - 3 units of credit, consisting of either three units selected from the following courses or a combination of two units selected from the following courses and an additional course approved by the department:
  - i. algebra I;
  - ii. algebra II;
  - iii. geometry;
  - iv. trigonometry;

Students

- v. pre-calculus;
- vi. calculus;
- vii. calculus II;
- viii. statistics.

**ALASKA PERFORMANCE SCHOLARSHIP PROGRAM** (continued)

AR 5128(c)

2. Science – 3 units of credit consisting of either three units selected from the following courses or a combination of two units selected from the following courses and an additional course approved by the department:
  - i. physical science;
  - ii. earth science;
  - iii. biology;
  - iv. chemistry;
  - v. physics;
  - vi. marine biology;
  - vii. anatomy and physiology;
  
3. Language arts – 4 units of credit consisting of either four units selected from the following courses or a combination of three units selected from the following courses and an additional course approved by the department:
  - i. composition;
  - ii. American literature;
  - iii. world literature;
  - iv. speech and debate;
  - v. advanced composition;
  - vi. creative writing;
  - vii. British literature;
  
4. Social studies – 4 units of credit, consisting of either four units selected from the following courses or a combination of three units selected from the following courses and an additional course approved by the department:
  - i. world history;
  - ii. American history;
  - iii. geography;
  - iv. American government/civics;
  - v. economics;
  - vi. Alaska history;
  - vii. western or eastern civilization;
  - viii. psychology;
  - ix. sociology.
  
5. Foreign, Alaska Native or American sign language – 2 units of credit in the same language.

**ALASKA PERFORMANCE SCHOLARSHIP PROGRAM (continued)**

AR 5128(d)

Note: A district that offers courses meeting the requirements for APS but that do not clearly fall within the course names found above may seek approval from the Department to have those courses approved for APS purposes. 4 AAC 43.030(j).

**B. Grade Point Average and Standardized Examination Scores**

In addition to the curriculum requirements above, students must meet certain GPA ~~and-or~~ standardized examination score requirements. It is the student's responsibility to provide proof of results achieved on one of the standardized examinations required for scholarship eligibility. GPA ~~and-or~~ test scores determine a student's level of eligibility for each of the three scholarships set forth below:

1. Alaska Performance Honors Scholarship

Grade Point Average: 3.5 or higher

or

Test Scores: ACT composite score of 25 or higher; or  
SAT combined score of ~~1680~~ 1210 or higher; or  
A combined WorkKeys score of ~~13-18~~ or higher, with no single score lower than 46, in each of the following:

1. applied mathematics
2. reading for information
3. locating information

Note: The Alaska Performance Honors Scholarship has an award level of ~~\$4,7557,000~~.

2. Alaska Performance Achievement Scholarship

Grade Point Average: 3.0 or higher

or

Test Scores: ACT composite score of 23 or higher; or  
SAT combined score of ~~1560~~ 1130 or higher; or  
A combined WorkKeys score of ~~13-15~~ or higher, with no single score lower than 45, in each of the following:

1. applied mathematics
2. reading for information
3. locating information

Note: The Alaska Performance Achievement Scholarship has an award level of ~~\$3,5665,250~~.

3. Alaska Performance Opportunity Scholarship

Grade Point Average: 2.5 or higher

or

Test Scores: ACT composite score of 21 or higher; or  
SAT combined score of ~~1450~~1060 or higher; or  
A combined WorkKeys score of ~~13-12~~ or higher, with no  
single score lower than 4, in each of the following:

1. applied mathematics
2. reading for information
3. locating information

Note: The Alaska Performance Opportunity Scholarship has an award level of ~~\$2,3783,500~~.

Note: A student who qualifies for one of the above scholarships using the WorkKeys examination must use the scholarship award in a career and technical program that results in the award of a certificate. 4 AAC 43.020(d).

**Notice to Parents/Guardians of Eligibility Determination**

**Option 1:**

The principal or designee shall provide written notice to all parents/guardians, or to students if 18 or older, of the eligibility determination, or how they may learn the eligibility determination. The notice should also explain how a parent/guardian or eligible student may challenge this determination.

**~~Option 2:~~**

~~The principal or designee shall provide written notice to all parents/guardians, or to students if 18 or older, of how they may learn the eligibility determination. The notice should also explain how a parent/guardian or eligible student may challenge this determination.~~

**Permanent Record**

Once eligibility levels are determined, the district will record the level of eligibility on each qualifying student's permanent record. No notation should be made for those students who are not eligible for a scholarship award.

**Annual Transmittal of Records**

No later than July 15 of each year, the district will transmit an electronic version of each graduating student's permanent record that describes the student's eligibility for the Alaska Performance

WORKSHEETS for the district policy committee:

DISCARD WHEN FINISHED

Students

Scholarship Program. This is a mandatory reporting obligation and parents/students may not opt out of this disclosure.

## **Appeal Procedures**

The district provides the following appeal process for students who believe an error has been made regarding a student's eligibility for an Alaska Performance Scholarship. A student can request that the district review the determination of whether or not he or she is eligible or, if eligible, the level of scholarship available.

### A. Appeal Form

To request an appeal, a student must complete the Alaska Performance Scholarship Appeal Form for Public School Students. [E 5128] The form requires:

1. Name, mailing address, and contact information;
2. Eligibility information in the form of official examination scores and an official transcript indicating courses taken and GPA and/or test scores;
3. A statement explaining why the student believes the eligibility determination is in error; and
4. All documents, papers, or other materials that support a reversal or modification of the eligibility determination.

Students who have questions about the form or require assistance should contact a counselor or principal at the student's high school.

Students must complete the Appeal Form and provide supporting documents as soon as possible after receiving notice of his or her eligibility determination. No appeals will be considered unless submitted within thirty (30) days of receiving the district's eligibility determination, absent unusual circumstances that prevented a timely appeal.

### B. Appeal Process

1. Student submits the completed Appeal Form and supporting documentation to \_\_\_\_\_ [identify appropriate school official to process appeals].
2. The district will designate a reviewer to review and decide the appeal.
3. The reviewer will consider all information submitted and issue a determination of whether or not the student meets scholarship eligibility, and if eligible, the student's level of eligibility.
4. The reviewer's determination is the final decision of the district.
5. Notice of the district's decision will be sent to the student no later than thirty (30) days after the student submits a timely appeal.
6. If the reviewer determines that scholarship eligibility was incorrect, the district will notify the Alaska Performance Scholarship Program of the correct eligibility determination and revise the student's transcript to correctly identify APS eligibility.

Note: Effective June 6, 2015 the regulation providing for a grace period and waiver of curriculum requirements was repealed and a new section added to provide for students to request a scholarship eligibility extension. 4 AAC 43.035 (repealed); 4 AAC 43.045 (extensions of eligibility period). An extension of scholarship eligibility does not permit a student to receive a scholarship for more semester hours than is permitted under AS 14.43.825.

### **Extension of Scholarship Eligibility**

The district should notify appropriate students about the availability of a scholarship eligibility extension that may be granted by the Alaska Commissioner of Education. Upon request, the Commissioner may grant a student who has previously been determined eligible for a scholarship under APS, a scholarship eligibility extension. Such an extension allows a student to remain eligible for a scholarship for longer than six years after the date of the student's graduation from high school.

To qualify for an extension of scholarship eligibility, a student must:

1. Submit a written request to the Commissioner *no later than* 30 days before the student's period of scholarship eligibility under 14.43.825(b) is set to expire; and
2. Submit with the request a signed statement from the institution of higher learning in which the student is admitted or enrolled attesting that the student has experienced or is experiencing an enrollment delay due to the availability of coursework required by the degree program the student is pursuing, and that the enrollment delay is beyond the student's control.

Revised 3/20166/2025



## ALASKA PERFORMANCE SCHOLARSHIP (APS)

### Sample Appeal Form for Public School Students

\_\_\_\_\_ School Year Only

#### AS 14.03.113. District determination of scholarship eligibility.

A district shall provide a student with an opportunity to request that the district correct an error in the eligibility determination.

**The following information is required for the school district to evaluate your appeal to receive an APS scholarship. Complete this form and return it to your school district. Please print to ensure information is legible.**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_ DOB \_\_\_\_\_ AKSID \_\_\_\_\_

Permanent Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Did you meet the minimum GPA of 2.5, or test scores of ACT 21 or SAT of 1450-1060 or WorkKeys Level 13-12 (no score below a 4 in each subject area)? Yes \_\_\_\_\_ No \_\_\_\_\_

My ACT score is \_\_\_\_\_ My SAT score is \_\_\_\_\_ My WorkKeys score is \_\_\_\_\_ My GPA is \_\_\_\_\_

Did you meet the curriculum requirements for your class year? Yes \_\_\_\_\_ No \_\_\_\_\_

Were your requirements met by high school graduation? Yes \_\_\_\_\_ No \_\_\_\_\_

Provide a concise statement identifying the reasons supporting a reversal or modification of the school district's eligibility determination. **Note:** Failure to meet APS requirements for reasons other than those allowed for under the statutes and regulations governing the APS does not entitle the applicant to a reversal or modification of eligibility. You may use a separate sheet of paper.

Provide documents, papers, or other materials that support a reversal or modification of the districts eligibility determination. This may include:

- ACT and/or SAT score report (s) (an official copy from the ACT/SAT )
- WorkKeys score (if taken outside of the school district)
- Statement
- Transcript

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

School District Review and Signature \_\_\_\_\_ Date \_\_\_\_\_

School District should submit this Signature form and record change to:

Shari Paul, APS Program Coordinator  
Alaska Department of Education & Early Development  
P.O. Box 110500 Juneau, Alaska 99811-0500  
Phone: (800) - 441 - 2962/907.465.6535  
[ACPE@alaska.gov](mailto:ACPE@alaska.gov)/[shari.paul@alaska.gov](mailto:shari.paul@alaska.gov)

## **STUDENT POSSESSION & USE OF PORTABLE ELECTRONIC DEVICES, INCLUDING CELLULAR PHONES**

The School Board recognizes that many students possess and use cell phones and other portable electronic devices. These devices serve an important purpose in facilitating communication between the student and ~~his or her~~their family, as well as serving as tools to access electronic information. In the school setting, portable electronic devices are permitted so long as their use is consistent with this policy and does not interfere with the educational process or with safety and security.

*(cf. 5030 – School Discipline and Safety)*

### **Educational Uses**

In many instances, there is educational value in utilizing portable electronic devices in the classroom when such devices deliver content, and extend, enhance, and/or reinforce a student's learning process related to the student's learning style, the instructional objectives of the class and/or the learning environment. The appropriateness of in-class use of these devices consistent with the instructional objectives within instructional time will be determined by the classroom teacher with the approval by the building administrator.

Use of portable electronic devices for students with disabilities will be outlined in a student's Individualized Education Program (IEP) or Section 504 plan, as determined appropriate by the IEP or 504 Team.

*(cf. 6159 – Individualized Education Program)*

If use of a portable electronic device is required in individual instances (not provided for in an IEP or 504 plan) to assist a student with the student's education, permission must be obtained in writing from a building administrator prior to use of the portable electronic device at any time when such use would otherwise be prohibited by this policy. In case of an emergency, verbal permission by a teacher or administrator is required in situations where permission can be obtained.

### **Conditions of Use – Cellular Phones**

Note: School boards may select one of the two options for the use of cellular phones in schools. These conditions may be modified as desired.

**(Option 1):** High school students (grades 9 - 12) may use cellular phones and other personal portable electronic devices before and after school, during passing periods, and during the student's lunch period. Elementary and middle school students (grades K-8) may use such devices only before and after school. Devices should be powered off and put away at all other times.

**(Option 2):** Students may use cellular phones and other personal portable electronic devices only before and after school. Such devices should be powered off and put away at all other times.

WORKSHEETS for the district policy committee:  
DISCARD WHEN FINISHED

~~Students may possess and use portable electronic devices including, but not limited to, cell phones, smartphones, music players, tablets, laptops, etc., subject to limitations of this and other policies of the district.~~

Students

BP 5138(b)

**STUDENT POSSESSION & USE OF PORTABLE ELECTRONIC DEVICES, INCLUDING CELLULAR PHONES (continued)**

~~Portable electronic devices~~ Cellular phones shall ~~not be turned on or used in any way~~ be powered off: (1) during other school sponsored instructional time and supervised group activities during the school day (for example, student assemblies, awards, or other public ceremonies, etc.); ~~or (2) when their use is otherwise prohibited by school personnel.~~ , unless authorized by supervising personnel.

*(cf. 6116—Classroom Interruptions)*

Instructional time includes the entire period of a scheduled class and other time when students are directed to report to and participate in any instructional activity. The principal may establish, and school personnel may enforce, additional guidelines limiting or prohibiting the possession and use of portable electronic devices as appropriate to campus needs. The learning environment includes all times that a student is on school grounds during the school day and when school sponsored and supervised group activities are held.

**Note:** The following optional paragraph reflects the guidelines used by the Anchorage School District to specify permitted uses based on grade level. It may be revised or deleted as appropriate.

No student may use a cellular phone or portable electronic device in a manner, or at a time, that interferes with or is disruptive of another student's instructional time learning environment. The learning environment includes all times that a student is on school grounds during the school day and when school sponsored and supervised group activities are held. ~~High school students may use cellular phones and other portable electronic devices before and after school and during the student's lunch period. Elementary and middle school students (grades K-8) may use such devices only before and after school. Additionally, no student may use a cellular phone or portable electronic device in a manner, or at a time, that interferes with or is disruptive of other students' instructional time.~~

*(cf. 6116 – Classroom Interruptions)*

During the school day and ~~school sponsored activities~~ instructional time, students will comply with this policy and with administrative and staff member directives regarding use. Students are required to turn cell phones and other portable electronic devices over to school personnel when requested. Students who refuse to do so are subject to disciplinary action.

A cellular phone or portable electronic device that has been confiscated by the district and not turned over to law enforcement will be released/returned to the parent/guardian when no longer necessary for investigation or disciplinary proceedings. As appropriate, the cellular phone or portable electronic device may be returned directly to the student.

The district assumes no responsibility for loss or damage to personal property of students, including cell phones and other portable electronic devices, whether in the possession of students or if confiscated by school personnel pursuant to this policy.

WORKSHEETS for the district policy committee:  
DISCARD WHEN FINISHED

**STUDENT POSSESSION & USE OF PORTABLE ELECTRONIC DEVICES, INCLUDING CELLULAR PHONES (continued)**

**Prohibited Conduct**

Possession of a cellular telephone or other portable electronic device by students is a privilege. This privilege will be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of the device so as to violate the law or any other school or district rule. In addition to those conduct rules set forth elsewhere, the following actions are strictly prohibited and may result in disciplinary action:

1. Accessing and/or viewing an Internet site that is otherwise blocked to students at school.
2. Sending an e-mail, text message or other communication that harasses, intimidates, threatens, bullies, or discriminates against another individual.
3. Taking, sending, downloading or uploading a harassing, threatening, or inappropriate photograph of anyone.
4. Using a cell phone/smartphone or camera to take photos in a restroom, dressing room, or locker room, or to take a photo of any person who has requested that you not do so.
5. Using a camera or other recording device to record or capture the content of tests, assessments, homework, or class work without express prior permission from the instructor.
6. Hacking or intentionally obtaining, accessing, or modifying files, passwords, or data belonging to others.

**Exceptions and Permitted Use**

Nothing in this policy shall be interpreted to prohibit the use of cellular phones or other electronic devices when used for medical or translation purposes, or when a teacher or administrator of the school grants permission for a student to use a cellular phone or electronic device for educational purpose.

*(cf. 5131 – Conduct)*

*(cf. 5131.4 – Campus Disturbances)*

*(cf. 5131.41 – Violent and Aggressive Conduct)*

*(cf. 5131.42 – Threats of Violence)*

*(cf. 5131.43 – Harassment, Intimidation and Bullying)*

*(cf. 5131.9 – Academic Honesty)*

*(cf. 5137 – Positive School Climate)*

*(cf. 6161.4 – Internet)*

*(cf. 6161.5 – Web Sites/Pages)*

Students

BP 5138(d)

**STUDENT POSSESSION & USE OF PORTABLE ELECTRONIC  
DEVICES, INCLUDING CELLULAR PHONES (continued)**

**Searches**

The contents of a cell phone/smartphone, camera, or other portable electronic device may be searched to determine ownership, to identify emergency contacts, or upon reasonable suspicion that a school or district rule or the law has been violated.

*(cf. 5145.12 – Search and Seizure)*

Legal Reference:

ALASKA STATUTES

14.33.300 Wireless telecommunications device policy

Revised 3/2012

6/2025

## **BP 5138 STUDENT POSSESSION & USE OF PORTABLE ELECTRONIC DEVICES, INCLUDING CELLULAR PHONES**

The School Board recognizes that many students possess and use cell phones and other portable electronic devices. These devices serve an important purpose in facilitating communication between the student and his or her family, as well as serving as tools to access electronic information. In the school setting, portable electronic devices are permitted so long as their use is consistent with this policy and does not interfere with the educational process or with safety and security.

*(cf. 5030 - School Discipline and Safety)*

### **Educational Uses**

In many instances, there is educational value in utilizing portable electronic devices in the classroom when such devices deliver content, and extend, enhance, and/or reinforce a student's learning process related to the student's learning style, the instructional objectives of the class and/or the learning environment. The appropriateness of in-class use of these devices consistent with the instructional objectives within instructional time will be determined by the classroom teacher with the approval by the building administrator.

Use of portable electronic devices for students with disabilities will be outlined in a student's Individualized Education Program (IEP) or Section 504 plan, as determined appropriate by the IEP or 504 Team.

*(cf. 6159 - Individualized Education Program)*

If use of a portable electronic device is required in individual instances (not provided for in an IEP or 504 plan) to assist a student with the student's education, permission must be obtained in writing from a building administrator prior to use of the portable electronic device at any time when such use would otherwise be prohibited by this policy. In case of an emergency, verbal permission by a teacher or administrator is required in situations where permission can be obtained.

### **Conditions of Use**

Students may possess and use portable electronic devices including, but not limited to, cell phones, smartphones, music players, tablets, laptops, etc., subject to limitations of this and other policies of the district.

Portable electronic devices shall not be turned on or used in any way: (1) during other school sponsored and supervised group activities during the school day (for example, student assemblies, awards, or other public ceremonies, etc.); or (2) when their use is otherwise prohibited by school personnel.

*(cf. 6116 - Classroom Interruptions)*

Instructional time includes the entire period of a scheduled class and other time when students are directed to report to and participate in any instructional activity. The principal may establish, and school personnel may enforce, additional guidelines limiting or prohibiting the possession and use of portable electronic devices as appropriate to campus needs. The learning environment includes all times that a student is on school grounds during the school day and when school sponsored and supervised group activities are held.

Nome Beltz Jr./Sr. High and ACSA students may use cellular phones and other portable electronic devices before and after school and during the student's lunch periods. Elementary and students (grades K -6) may use such devices only before and after school. Additionally, no student may use a cellular phone or portable electronic device in a manner, or at a time, that interferes with or is disruptive of other students' instructional time.

*(cf. 6116 - Classroom Interruptions)*

During school and school sponsored activities, students will comply with this policy and with administrative and staff member directives regarding use. Students are required to turn cell phones and other portable electronic devices over to school personnel when requested. Students who refuse to do so are subject to disciplinary action.

A cellular phone or portable electronic device that has been confiscated by the district and not turned over to law enforcement will be released/returned to the parent/guardian when no longer necessary for investigation or disciplinary proceedings. As appropriate, the cellular phone or portable electronic device may be returned directly to the student.

The district assumes no responsibility for loss or damage to personal property of students, including cell phones and other portable electronic devices, whether in the possession of students or if confiscated by school personnel pursuant to this policy.

### **Prohibited Conduct**

Possession of a cellular telephone or other portable electronic device by students is a privilege. This privilege will be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of the device so as to violate the law or any other school or district rule. In addition to those conduct rules set forth elsewhere, the following actions are strictly prohibited and may result in disciplinary action:

1. Accessing and/or viewing an Internet site that is otherwise blocked to students at school.
2. Sending an e-mail, text message or other communication that harasses, intimidates, threatens, bullies, or discriminates against another individual.

3. Taking, sending, downloading or uploading a harassing, threatening, or inappropriate photograph of anyone.

4. Using a cell phone/smartphone or camera to take photos in a restroom, dressing room, or locker room, or to take a photo of any person who has requested that you not do so.

5. Using a camera or other recording device to record or capture the content of tests, assessments, homework, or class work without express prior permission from the instructor.

6. Hacking or intentionally obtaining, accessing, or modifying files, passwords, or data belonging to others.

*(cf. 5131 - Conduct)*

*(cf. 5131.4 - Campus Disturbances)*

*(cf. 5131.41 - Violent and Aggressive Conduct)*

*(cf. (Broken Jump Link - 5131.42) - Threats of Violence)*

*(cf. 5131.43 - Harassment, Intimidation and Bullying)*

*(cf. 5131.9 - Academic Honesty)*

*(cf. 5137 - Positive School Climate)*

*(cf. 6161.4 - Internet)*

*(cf. 6161.5 - Web Sites/Pages)*

## **Searches**

The contents of a cell phone/smartphone, camera, or other portable electronic device may be searched to determine ownership, to identify emergency contacts, or upon reasonable suspicion that a school or district rule or the law has been violated.

*(cf. 5145.12 - Search and Seizure)*

Updated 2/2013

Adopted June 10, 2003

## Nome Public Schools

WORKSHEETS for the district policy committee:

DISCARD WHEN FINISHED

Instruction

~~COLLEGE AND CAREER READINESS ASSESSMENT WAIVERS~~ — ~~AR 6146.3(a)~~

Note: While taking a college and career readiness assessment is no longer a condition to a student receiving a secondary school diploma, school district's shall require all students in grade 11 and all students in grade 12 who have not previously done so, to take one of the assessments described in 4 AAC 06.717. Regulations governing waivers of this requirement are found at 4 AAC 06.721-.724.

~~Students are required to take a college and career readiness assessment, unless a waiver is approved. "Taking" this assessment means the student has received a valid score as reported by the assessment vendor. A college and career readiness assessment means the SAT, ACT or certain sections of the WorkKeys assessment. If a student takes the WorkKeys assessment, he or she must take the following sections: applied mathematics; reading for information; and locating information.~~

~~The Department of Education and Early Development will provide for the college and career readiness assessment to be administered one time per year at no charge to students. A student may take the assessments additional times at the student's expense.~~

~~A waiver may be granted in two instances: 1) when a student has arrived late into the Alaska public school system; or 2) in rare and unusual circumstances as defined by the Department of Education and Early Development.~~

**Procedures for Requesting A Waiver**

~~The district shall maintain in the district office and the office of its high schools a Department approved form for requesting a waiver of the college and career readiness assessment. A student must complete this form and include all required documentation. The waiver request will be considered by the Superintendent or designee who shall make a recommendation to the School Board for approval or denial of the waiver. The recommendation shall be based solely on whether the criteria for granting a waiver under state law has been met for the individual student. The School Board may not grant a waiver unless the student has demonstrated that all other state and district requirements for graduation will be met.~~

***A. Waiver for Late Arrival Into the School System***

~~A student arrives late into the state public school system if the student arrives in Alaska after the completion of all scheduled college and career readiness assessments in the student's year of intended graduation. A student who resides in the state but attends a private school or is home schooled and then transfers to the district after the completion of all scheduled administrations in the student's year of intended graduation may also be eligible for a waiver.~~

~~A student's request for a waiver must be submitted on the approved form, must demonstrate that the student has met all other requirements for graduation, and must include the following:~~

- ~~1. Documentation from the school in which the student is currently enrolled which identifies the student's initial enrollment date;~~

WORKSHEETS for the district policy committee:

DISCARD WHEN FINISHED

Instruction

**COLLEGE AND CAREER READINESS ASSESSMENT WAIVERS** — AR 6146.3(b)  
**(continued)**

2. ~~Documentation from the out-of-state school district, Alaska private school or home school program from which the student transferred, which includes both the enrollment date and exit date; and~~
3. ~~Documentation that verifies the date of the student's physical presence in Alaska prior to enrollment in any of the schools in the state. Verification may include: records or receipts of airlines, the Alaska Marine Highway System, or other carriers; hotel receipts; or affidavits or certifications by persons acquainted with or related to the applicant who have personal knowledge of the applicant's physical presence in Alaska.~~

***B. Waiver for Rare and Unusual Circumstances***

~~A waiver may be granted for a rare and unusual circumstance only if the circumstance is beyond the control of the student. Additionally, the timing of the circumstance must be such that no other recourse or remedy exists to address the situation before the student's expected graduation date.~~

~~A waiver may be granted only for the following reasons:~~

1. ~~The death of the student's parent or legal guardian occurring within the last semester of the student's year of intended graduation.~~
2. ~~A medical condition that is a serious and sudden illness or physical injury that prevents the student from taking the college and career readiness assessment and occurs in the last semester of the student's year of intended graduation. The waiver request must be supported by an affidavit or certification from the student's treating licensed medical provider that the diagnosed condition prevented the student from taking the assessment and was beyond the control of the student. The condition cannot be: 1) pregnancy or childbirth, unless the affidavit or certification verifies that an emergency occurred; 2) treatable depression, stress, or stress-related conditions, unless the affidavit or certification verifies that a qualifying emergency occurred; or 3) a condition caused by illegal alcohol or substance abuse.~~
4. ~~A disability arising in the student's high school career that arises too late to apply for a meaningful accommodation from the testing vendor. A waiver may be granted only if consistent with the student's IEP team recommendations and the student's principal and the district's superintendent support the waiver request.~~

WORKSHEETS for the district policy committee:

DISCARD WHEN FINISHED

Instruction

**~~COLLEGE AND CAREER READINESS ASSESSMENT WAIVERS~~ — AR 6146.3(c)  
(continued)**

5. ~~A significant and uncorrectable system error, including one or more of the following:~~
- a. ~~Completed exams are lost in transit between the school district and the testing vendor.~~
  - b. ~~The student's school or district failed to administer the assessment on a scheduled administration date.~~
  - c. ~~The student was unable to take an assessment or received an invalid score because of a technology failure.~~
  - d. ~~The student received an invalid score because the assessment was improperly administered or test security requirements were violated.~~

**~~School Board Action Approving or Denying A Waiver~~**

~~The School Board's decision approving or denying the request for a waiver will be in writing and delivered to the student by registered mail. The reasons for approving or denying the waiver will be stated in the written decision. The School Board may deliver courtesy copies of the decision to the student or the student's parents/legal guardians by other methods. The School Board will also provide a copy of the decision to the Department. The School Board's written decision will notify the student that denial of the waiver may be appealed to the Department of Education and Early Development.~~

Note: The following language can be used by the School Board in its written notice to comply with the requirement that the student be notified of the right to appeal in the event the School Board denies a waiver. 4 AAC 06.721 and 06.724. Any form of notification should include notice that the student only has thirty (30) days to appeal: "This decision may be appealed by the student, or student's parent or legal guardian, to the State of Alaska Department of Education and Early Development. Enclosed is the required form that must be used for an appeal. This appeal form must be postmarked no later than thirty (30) days from your receipt of this decision. State law requires that an appeal request state the grounds for the appeal, including a brief summary of the nature of the original waiver request and an explanation of how the School Board erred in denying the waiver. Also enclosed is a copy of 4 AAC 06.724 which further explains the appeal procedures."

~~Within twenty (20) days of an appeal being filed, the School Board shall forward to the Department the entire record of the student's waiver request, including the following documents:~~

- 1. ~~The student's waiver application and any supporting documents included in support of the waiver request;~~
- 2. ~~A copy of the School Board's graduation requirements; and~~
- 3. ~~A copy of the student's most current official transcript.~~

WORKSHEETS for the district policy committee:  
DISCARD WHEN FINISHED

Instruction

*Revised 3/2017*

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**AASB POLICY REFERENCE MANUAL**

**9/92**

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## **Application for a Waiver From Taking a College or Career Readiness Assessment Due to Late Arrival into the Alaska Public School System**

State of Alaska regulation 4 AAC 06.721 allows students to request a waiver from participating in the college and career readiness assessments (CCRA) if the student arrives late into the Alaska public system. The student must submit a waiver request to the local school board for consideration. A Student who receives a waiver from taking a CCRA must meet all other state and school district requirements for graduation in order to receive a high school diploma. **~~If the student does not meet all the school district requirements within the year of intended graduation (i.e., by June 30), the waiver expires and the student is no longer eligible.~~**

**Complete all items below and attach support documents as necessary before submitting this waiver request to the local school board.**

Current School District		
Student's Name		
Student Ten-Digit State ID Number		
Student's Grade Level		
Date Enrolled in District		
Date & Name of last School CCRA Administration		
Intended Year of Graduation		
		Provided
Documentation from current school	Enrollment records from <i>(School Name)</i> :	
	Enrollment date:	
Documentation from Previous private school, home school, or out-of-state school	Enrollment records from <i>(School Name and State)</i> :	
	Enrollment date:	
	Exit date:	
Documentation that verifies student's physical presence in Alaska	Indicate type of documentation presented: Transportation (airline tickets, etc.) Lodging receipts (hotels, etc.) Affidavit/certification (signed by relative or other person who can verify this student's presence in Alaska)	

**Waiver is:** \_\_\_\_\_ **Approved:** \_\_\_\_\_ **Denied:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
*Signature of Local School Board Authority* *Date*

*The governing body's decision approving or denying the request for a waiver must be in writing and shall be delivered by registered mail. The governing body shall also provide a copy of the decision to the department. The governing body shall state the reason for its decision in the written decision. In the event that a local school board denies a student's waiver from taking a college or career readiness assessment, the student may appeal the denial to the Department of Education & Early Development under 4 AAC 06.724.*

WORKSHEETS for the district policy committee:  
DISCARD WHEN FINISHED

Instruction

**CLASS SIZE**

**BP 6151**

The Superintendent or designee shall establish and make available to the public a target average class size for each grade level. The target average class size may not exceed the following:

- **Pre-Kindergarten through Grade 6: 23 students**
- **Grade 7 through Grade 12: 30 students**

The class size targets may exclude mixed grade classes and courses in art, library, music, computer science, vocational-technical, and physical education.

The Superintendent or designee shall also establish a procedure to reduce class sizes when possible and appropriate.

Legal Reference:

ALASKA STATUTES

14.03.065 Maximum classroom size

Created 6/2025

## CONCEPTS AND ROLES

BP 10000

Charter schools are schools established under AS 14.03.250 that operate within the public school district. Charter schools are established upon the approval by the School Board and the State Board of Education of an application for a charter school. Charter schools shall operate under a written contract between the charter school and the School Board.

### **The School Board Shall:**

1. Prescribe an application procedure, including the formation of an Academic Policy Committee.
2. Make decisions on charter school applications in writing and issued within 60 days, including relevant findings of fact and conclusions of law.
3. Provide an annual program budget based on student enrollment.
4. Require that Academic Policy Committees support the mission and strategic plan goals of the District by communicating feedback to the School Board, including recommended responses and actions.

### **Role of the Superintendent**

1. Once the School Board has a decision in regards to a contract with the Charter School, they will work with DEED to communicate the decision of the Board in regards to the Charter School.
2. Work with the Principal and APC to ensure reports are timely to the School Board.
3. Ensure that the Charter is following their contract with the School District

To guide these efforts, the School Board adopts the following definitions:

"Employees" of charter schools are considered employees of the district with all rights guaranteed by their respective collective bargaining agreements unless specifically waived by mutual agreement between the appropriate bargaining unit and School Board.

"Principal" means a person selected by the Academic Policy Committee to select, appoint, or otherwise supervise employees of the charter school. This person is required to possess an Alaska Type B Administrative Certificate. The school district assumes no responsibility for employing this person after the termination of the charter school contract unless the person has tenure.

"Head Teacher" means a person selected by the Academic Policy Committee to select, appoint, or otherwise supervise employees of the charter school. This person is not required

to possess an Alaska Type B Administrative Certificate. If a type B is not possessed, the individual may not conduct certificated employee evaluations. The school district assumes no

**CONCEPTS AND ROLES**

BP 10000(b)

responsibility for employing this person after the termination of the charter school contract unless the person has tenure.

"Annual program budget" means the funding generated by students enrolled in the charter school as set forth in AS 14.03.260.

Note: Charter schools operating correspondence programs must comply with the requirements for state approval and operation as set forth in 4 AAC 33.405 – 4 AAC 33.490. Charter schools operating residential programs must comply with the requirements set forth in AS 14.16.100 and 4 AAC 33.090.

*Legal Reference:*

*Alaska Statutes*

*14.03.250-14.03.280 Charter Schools*

*AS 14.16.100 Application for residential school*

*Alaska Administrative Code*

*4 AAC 33.110-119 Charter Schools*

*4 AAC 33.405 - .490 Correspondence Study Programs*

*4 AAC 33.090 District-operated statewide and district-wide residential schools*

*Created 06/2025*

**AASB POLICY REFERENCE MANUAL**

**9/92**

## **ESTABLISHMENT OF CHARTER SCHOOLS**

BP 10010

The School Board shall give appropriate consideration to any charter school application, in light of its overall effect on the district's children and the proposed school's ability to function effectively and meet its goals. The School Board desires to support innovations which improve student learning and views charter schools as an opportunity to implement school-level reform. In accordance with law, the proposed charter must include descriptions of the vision, mission and goals of the charter school, the governance structure which will be used, the educational outcomes to be attained by students, and the method by which progress in meeting these outcomes will be measured. The mission of the proposed charter school must be compatible with the School Board's priorities and the existing mission statement and strategic plan of the district.

Charter school applications must be in accordance with AS 14.03.250. Charter school applications and renewals may be submitted at any time, however they must be received by the school district no later than October 1 preceding the school year for which applicants propose commencement of charter school operations. All applications will be subject to administrative review and comment prior to the School Board's review. A charter school shall begin operation as agreed with the School Board, but no later than the first day of the count period of the year approved for opening.

*Legal Reference:*

*Alaska Statutes*

*14.03.250 Application for Charter Schools*

*Created 06/2025*

**AASB POLICY REFERENCE MANUAL**

**9/92**

**ORGANIZATION OF A NON-PROFIT FOR A CHARTER SCHOOL** AR 10010

A district charter school may organize as a nonprofit corporation pursuant to the Alaska Non-profit Corporations Act (AS 10.20.005) Organization as a nonprofit corporation shall not affect the charter school's status as a public school in the District. A charter school organized as a nonprofit corporation, but not a distinct non-profit corporation organized to support the school, must include in its articles of incorporation a provision specifying that upon dissolution, voluntary or otherwise, assets of the corporation not required for discharge of existing liabilities and obligations of the charter school, shall be returned/transferred to the District.

*Created 06/2025*

**AASB POLICY REFERENCE MANUAL**  
**9/92**

## CHARTER SCHOOL APPLICATION

BP 10020

The following steps shall be followed in making an application for the establishment of a charter school, in accordance with AS 14.03.250 and 4 AAC 33.110. Applicants are cautioned that the Alaska Department of Education and Early Development has its own policies and deadlines, and to the extent the applicant's proposed charter school may be affected by those deadlines, the applicant should take those deadlines into account. The charter school application and proposed contract with the School Board shall comply with all application procedures and requirements as defined by AS 14.03.255, AS 14.03.250 and 4 AAC 33.110 and address all elements specified within the district policies and administrative regulations.

1. After receiving a Notice of Intent, the superintendent shall establish an administrative committee to meet with the charter school representatives to review the application procedures and requirements.
2. Following the initial meeting with the administrative committee, the charter school representatives shall prepare the application with all the required information and a proposed contract between the school and the Board, as well as the development of bylaws.
3. The contract between the charter school and the School Board shall reflect all agreements regarding the operation of the charter school. Any revisions of the terms of the contract may be made only with the approval of the School Board and charter school Academic Policy Committee. The contract will take effect upon the State Board of Education's approval of the application.
4. Following the timely receipt of the complete application form and the proposed written contract between the charter school and the School Board, the Board shall hold a public work session with the charter school representatives. During this work session, the charter school representatives shall present their proposal for a charter school and the contract with the School Board. The School Board and the charter school representatives may negotiate provisions of the contract during this meeting.
5. Following the work session the School Board shall place the charter school proposal on the agenda for a School Board meeting. A public hearing may be held prior to the approval or denial of the charter school application. The School Board will take action to approve or deny the request to establish the charter school.
6. Upon approval of a charter school application, the School Board will submit to the State Board of Education a copy of the charter school application and a report on the action taken by the School Board not later than 30 working days following the School Board's action, in accordance with 4 AAC 33.110(b).

*(cf. E 10020 - Sample Bylaws)*

Charter Schools

**CHARTER SCHOOL APPLICATION**

BP 10020

*Legal Reference:*

*Alaska Statutes*

*14.03.250-14.03.280 Charter Schools*

*Created 06/2025*

**AASB POLICY REFERENCE MANUAL**

**9/92**

Charter Schools

**DEED INITIAL CHARTER SCHOOL APPLICATION FORM**

E 10020

DEED provides a model initial application form for all proposed charter schools in Alaska.

The DEED Initial Charter School Application Form is available at:

[https://education.alaska.gov/alaskan\\_schools/charter](https://education.alaska.gov/alaskan_schools/charter)

*Created 06/2025*

**AASB POLICY REFERENCE MANUAL**

**9/92**

**CHARTER SCHOOL APPLICATION APPEALS**

BP 10021

If the School Board denies an application for a charter school, the applicant may appeal the denial to the Commissioner of Education and Early Development within 60 days of the School Board's denial, in accordance with AS 14.03.250(d). A decision of the Commissioner upholding the denial may be appealed by the charter school applicant within 30 days to the State Board of Education. If the Commissioner approves the application, they shall forward it to the State Board of Education for review and approval.

*Legal Reference:*

*Alaska Statutes*

*14.03.250(d) – Application for charter school*

*Created 06/2025*

**AASB POLICY REFERENCE MANUAL**

**9/92**

**GENERAL REQUIREMENTS**

BP 10030

1. A charter school shall comply with all district policies, regulations, and procedures, except to the extent that the charter school is specifically exempted from compliance under its charter school contract. For example, a charter school shall comply in all respects with district discipline policies and the district's accounting, purchasing, audit, and other fiscal procedures.
2. A charter school shall operate in compliance with state and federal laws, and with school district policies and administrative regulations.
3. A charter school shall comply with the provisions of collective bargaining agreements applicable to teachers or employees of the school, unless the district and the affected bargaining unit agree to an exemption from the agreement's requirements.
4. A charter school shall operate under the annual program budget established in the charter school's contract with the School Board.
5. A charter school may not be affiliated with a religious organization or promote religion or any particular religious ideology or philosophy.
6. Facilities: All charter school lease and purchase agreements will adhere to local laws and regulations. No lease agreement or purchase agreement may be entered into without the approval of the charter school's Academic Policy Committee and the Superintendent. A lease agreement will not be approved unless the agreement includes: a provision for termination of the lease agreement, without further financial obligation of the charter school or the district, in the event of a lack of appropriation/funding for the charter school or in the event of termination of the charter school's authorization to operate as a charter school. A charter school shall conduct its program in a facility that satisfies all health and safety requirements applicable to other district schools. A charter school shall have insurance that complies with district policy.
7. The charter school shall comply with the requirements of the district facility safety and security standards.
8. The charter school shall be designed to advance basic skills areas (mathematics, science, language arts, and social studies) appropriate to the age of students included in the program. The charter school disciplinary program shall enforce Alaska statutes, state and federal regulations, and district policies with respect to drugs, alcohol, weapons, tobacco, harassment, and violence.

**GENERAL REQUIREMENTS**

BP 10030(b)

9. The charter school shall participate in all academic reporting processes as required by the district policies and regulation and by Alaska statute.

10. The charter school shall participate in all tests and assessments required by either the State Department of Education and Early Development or the district unless the contract specifies otherwise.

11. A charter school shall not charge tuition to students who reside within the district. Fees collected in adherence with district policies and regulations and the charter contract, such as for supplies, educational enhancement, or activities, must be deposited in a district account.

12. A charter school operating as a correspondence program or a residential program shall comply with all requirements of Alaska statute and regulation.

*(cf. 3530 - Risk Management)*

*Created 06/2025*

## **ORGANIZATION OF A CHARTER SCHOOL**

AR 10030.1

A charter school operates as a school in the school district except a charter school:

1. Is exempt from the school district's textbook, program, curriculum, and scheduling requirements.
2. Is exempt from AS 14.14.130(c) which states "If the district employs a chief school administrator, the administrator shall select, appoint, and otherwise control all school district employees who serve under the chief school administrator subject to the approval of the School Board." The principal of the charter school shall be selected by the Academic Policy Committee.
3. Operates under the charter school's annual program budget as set out in the contract between the School Board and the charter school.
4. Shall designate a contact person for all communications between the charter school and the district administration.

*Created 06/2025*

**AASB POLICY REFERENCE MANUAL**

**9/92**

**OPERATION OF A CHARTER SCHOOL**

AR 10030.2

A charter school shall:

1. Keep financial records of the charter school;
2. Oversee the operation of the charter school to ensure that the terms of the contract are being met;
3. Meet regularly with parents and with teachers of the charter school to review, evaluate, and improve operations of the charter school; and
4. Meet with the Academic Policy Committee at least once each year to monitor progress in achieving the committee's policies and goals.

*Created 06/2025*

**AASB POLICY REFERENCE MANUAL  
9/92**

**ACADEMIC POLICY COMMITTEE**

BP 10040

Charter schools shall establish an Academic Policy Committee. Each application for a charter school shall include a description of the Academic Policy Committee and its procedures. The Academic Policy Committee shall consist of parents of students attending (or planning to attend) the charter school, teachers at the charter school (or teachers who agree to teach at the charter school), and employees of the charter school (or employees who agree to work at the charter school). The committee composition details are documented in the By-Laws of the Charter School.

The Academic Policy Committee shall supervise the academic operation of the charter school and ensure the fulfillment of the mission of the charter school. The Academic Policy Committee will meet regularly and not less than four times during the academic year with teachers and staff to monitor progress in achieving the policies and goals established for the school and to review, evaluate, and improve its operations.

The Academic Policy Committee shall select the principal/head teacher of the charter school. The principal/head teacher shall select, appoint, or otherwise supervise employees of the charter school in accordance with District HR policies. If the person selected as the principal/head teacher by the Academic Policy Committee does not possess an Alaska Type B administrative certificate, the Superintendent shall designate an administrator to evaluate the certified staff/teacher(s) in the charter school.

The Academic Policy Committee will function according to the terms of law.

The Academic Policy Committee shall report directly to the Superintendent or designee.

*Created 06/2025*

**AASB POLICY REFERENCE MANUAL**

9/92

**CODE OF ETHICS**

AR 10040.1

Members of Academic Policy Committees (APCs) represent their charter school community. They are subject to the following code of ethics:

1. My school community has entrusted me with the educational development of the children and youth of this community;
2. The public expects my first and greatest concern to be in the best interest of each and every one of these young people without distinction as to who they are or what their background may be;
3. The future welfare of the school community, district, state, and of the nation depends upon the quality of education we provide in the public schools to fit the needs of every learner;
4. My fellow Academic Policy Committee members and I must take the initiative in helping all the people in this school community to have all the facts, all the time, about our school;
5. I must never neglect my personal obligation to the school community and my obligation to the district, state, nor surrender these responsibilities to any other person, group, or organization.

In view of the foregoing consideration, it shall be my constant endeavor:

1. To devote time, thought, and study to the duties and responsibilities of an Academic Policy Committee member, as outlined in our by-laws so that I may render effective and creditable service;
2. To work with my fellow Academic Policy Committee members in a spirit of harmony and cooperation in spite of differences of opinion that arise during vigorous debate of points at issue;
3. To base my personal decision upon all available facts in each situation; to vote my honest conviction in every case, unswayed by partisan bias of any kind; thereafter, abide by and uphold the final majority decision of the Academic Policy Committee and the School Board;
4. To remember at all times that as an individual I have no authority outside the meeting of the Academic Policy Committee, and to conduct my relationships with the school staff, local citizenry, media representatives and all other agencies or individuals on the basis of this fact.
5. To resist every temptation and outside pressure to use my position as an Academic Policy Committee member to benefit either myself or any other individual or agency apart from the total interest of the school;

**CODE OF ETHICS**

AR 10040.1

6. To recognize it is as important for the Academic Policy Committee to understand and evaluate the educational program of the school as it is to plan for the business of school operation;
7. To bear in mind under all circumstances that the primary function of the Academic Policy Committee is to recommend procedures by which the school is to be administered, but that the administration of the educational program and the conduct of school business shall be left to the employed principal or designee of the school and staff;
8. To welcome and encourage active cooperation by citizens, organizations and the media of communication in the district with respect to making recommendations on current school operations and proposed future developments;
9. Finally, to strive step by step toward ideal conditions for the most effective Academic Policy Committee service to my community, in a spirit of teamwork and devotion to public education as the greatest instrument for the preservation and perpetuation of our representative democracy.

*Created 06/2025*

**PRINCIPAL / HEAD TEACHER**

BP 10050

**Charter School Principal**

A charter school principal must possess a current Alaska Administrative Certificate and be either an existing principal in the district or be eligible for hire as a district administrator. A retired district administrator may serve as a charter school principal if the administrator left the district in good standing, had satisfactory performance evaluations, and has a current administrative certificate. The school district assumes no responsibility for employing this person after the termination of the charter school contract except as required by state statute and/or an applicable negotiated agreement.

If the charter school Academic Policy Committee desires to contract by addendum with a principal who is currently employed as a district principal, the superintendent's approval is required prior to entering into the contract.

**Charter School Head Teacher**

A charter school head teacher is not required to possess an Alaska type B administrative certificate. A head teacher must possess an Alaska type A certificate and be either an existing teacher in the district or be eligible for hire as a district teacher. A retired district teacher may serve as a charter school head teacher if the teacher left the district in good standing, had satisfactory performance evaluations, and has a current teacher certificate. The school district assumes no responsibility for employing this person after the termination of the charter school contract except as required by state statute and/or an applicable negotiated agreement.

*Created 06/2025*

**AASB POLICY REFERENCE MANUAL**

**9/92**

## **CHARTER SCHOOL PRINCIPAL AND HEAD TEACHER EVALUATION** AR 10050

### **Principal Evaluation**

The district will designate a qualified evaluator to conduct an evaluation of the charter school principal. The individual conducting the evaluation will meet the requirements of AS 14.20.149 and will utilize the district's administrator evaluation procedures.

The evaluator shall ensure that during the evaluation process, the Academic Policy Committee will have the opportunity to provide written information on the performance of the administrator, including the administrator's performance in meeting obligations set forth in school board policy and the charter school contract.

The district's evaluation of the charter school principal does not preclude additional assessment by the Academic Policy Committee regarding the professional performance of the principal. Any additional assessment should be arranged between the Academic Policy Committee and the principal.

Any members of charter school staff (classified or certified) who serve on the Academic Policy Committee shall recuse themselves from any votes, discussions, or other Academic Policy Committee proceedings pertaining to the principal's salary, contract, evaluation, and termination.

A copy of any additional assessment conducted by the Academic Policy Committee will be provided by the Academic Policy Committee to the district upon request.

### **Head Teacher Evaluation**

If the charter school administrator performs both administrative and teaching functions, the procedures for evaluation shall be those for a principal/administrator identified above. However, the district administration will determine an appropriate evaluation instrument that must be used for accurate evaluation of both teaching and administrative duties based on district performance standards.

### **Confidentiality of Evaluations**

The Academic Policy Committee is neither responsible nor authorized to take personnel actions with respect to any employee other than the Charter School principal/head teacher. Before receiving any information that is confidential under law or contract, each member of the Academic Policy Committee must sign a confidentiality agreement acknowledging and agreeing to abide by that confidentiality.

Certificated teacher evaluations are confidential and may not be publicly disclosed, including disclosure to members of the Academic Policy Committee, absent a written waiver signed and dated by the employee.

**CHARTER SCHOOL PRINCIPAL AND HEAD TEACHER EVALUATION** AR 10050

The Charter School principal/head teacher's evaluation conducted by the district may not be publicly disclosed without the written permission of the principal/head teacher but may be shared with the Academic Policy Committee without a waiver.

*Legal Reference:*

*Alaska Statutes*

*14.03.270(c) – Teacher or employee transfers, evaluations, and negotiated agreements.*

*Created 06/2025*

**AASB POLICY REFERENCE MANUAL**

**9/92**

**MEETINGS**

BP 10060

All meetings of the Academic Policy Committee (APC) shall comply with Alaska's Open Meetings Act. The Academic Policy Committee shall provide public notice of its meetings and allow for public participation at its meetings.

The Principal/Head Teacher or designee shall establish regulations to ensure compliance with law.

*Created 06/2025*

**AASB POLICY REFERENCE MANUAL**

**9/92**

## **REVIEW OF THE CHARTER SCHOOL**

BP 10070

Once approved by both the School Board and the State Board of Education, the charter school will be subject to an annual review of its operations and finances by the School Board. Annually, the charter school will submit a written report and make a presentation to the School Board and the public. This report will include information on the attainment of student performance expectations, meetings of the governing bodies of the charter school, descriptions of charter school activities, and other information of interest to the School Board.

If academic performance targets for student achievement are not reached by the identified timelines specified in the contract, the Academic Policy Committee must submit a Plan for Improvement, outlining activities for remediation, a process for monitoring the progress of the Plan, and a process for reporting progress of the Plan to the School Board.

If any allegations of noncompliance with the charter school contract are presented either during the annual review or at any other time, then the School Board, through the Superintendent or designee, shall investigate these allegations. Prior to terminating the charter school contract, the School Board and the charter school Academic Policy Committee shall attempt to remedy any violations of the contract. The School Board shall provide written notice to the charter school Academic Policy Committee of its intent to terminate the contract and the reasons therefore.

The Department of Education and Early Development may audit the charter school's program and may take any action necessary to ensure compliance with federal and state law, including the withholding of funding.

*Created 06/2025*

## **AASB POLICY REFERENCE MANUAL**

**9/92**

**CHARTER SCHOOL ANNUAL REVIEW**

Written Report:

Annually, the charter school will submit a written report to the district and the School Board no later than May 1 of each school year. The report will include:

1. A cover letter, including:
  - name of the charter school,
  - school year/annual report title, and
  - name(s) of person(s) responsible for report,
  - Vision and Mission statements and strategic plan goal areas.
2. Student achievement assessment results, including:
  - recommendations for remediation of poor student performance, and
  - school goal attainment;
3. Student enrollment and mobility data;
4. Descriptions of charter school activities;
5. Data on the meetings of the governing bodies of the charter school, including:
  - a list of the Academic Policy Committee meetings, including officers, and staff members by position,
  - minutes of the meetings,
  - current bylaws of the Academic Policy Committee,
  - a list of employees and job titles, and
  - a list of officers in any PTA/PTO or other parent organization;
6. Any major changes planned for the following school year including:
  - changes to the contract between the charter school and the district, and
  - modifications to the school's charter; and
7. Other information of interest to the school board and/or the school district administration.

Presentation to School Board:

Annually the charter school may make a presentation to the school board and the public. If presentations are requested by the board, they will be scheduled on a board meeting agenda in the spring of each year. Written reports will be received by the district prior to the charter school's presentation to the school board. Presentations will include student achievement results, highlights of the year, and changes being requested to the contract or charter.

**CHARTER SCHOOL ANNUAL REVIEW**

AR 10070

The school board will act on the charter school's contract renewal (including changes to the contract language and estimated budget) as required following the school's written report and presentation (if applicable).

*Created 06/2025*

**AASB POLICY REFERENCE MANUAL**  
**9/92**

**AMENDMENT OF CHARTER AND TERMINATION OF CONTRACT** BP 10080

A charter school may apply to the School Board for an amendment to its charter during the term of its contract. If the School Board approves the amendment, an amended contract must be executed to conform to the amended charter. The School Board must forward an amended charter and amended contract to the Department of Education and Early Development. A charter school may make minor changes to its program without review by the Department, if they are approved by the district. A change of program that involves the addition of an elementary or secondary program must be approved by the School Board and the State Board of Education and Early Development.

When the charter school updates their vision and mission statements or the strategic plan the Academic Policy Committee shall send this information to the School Board.

The School Board may terminate a contract with a charter school pursuant to the causes set forth in AS 14.03.256.

*Legal Reference:*

*Alaska Statutes*

*14.03.256 Charter school termination*

*Alaska Administrative Code*

*4 AAC 33.113 Amendment of Charter*

*Created 06/2025*

**AASB POLICY REFERENCE MANUAL**

**9/92**

**COMMUNICATION**

BP 10090

Charter schools are an integral part of the District. Open communication between the charter school and the district is essential to the effective functioning of each.

The District shall:

1. respond in a timely manner to requests for information from the charter school.
2. develop materials such as calendars, time lines, or forms to assist charter schools in meeting district deadlines and reports.
3. invite charter school employees to participate in district sponsored professional development workshops and programs.
4. Designate a contact person as the primary contact person between the charter school and the district administration.

The Charter School shall:

1. respond in a timely manner to requests for information from the district.
2. designate a contact person as the primary contact between the charter school and the district administration.

*Created 06/2025*

**AASB POLICY REFERENCE MANUAL**

**9/92**

## **BP 4161 LEAVES**

### **Certified Personnel**

The School board shall provide for employee absences as authorized by law and Board policy.

The Board recognizes the following justifiable reasons of absence:

1. Personal sickness or injury, pregnancy, jury duty, military service or emergencies beyond control;
2. Family illness, bereavement, religious observances and other personal reasons;
3. Situations stemming from occupational status such as attendance at meetings, conventions, inservice courses, seminars, etc.

Detailed information about the leave benefits provided shall be found in the negotiated employee agreement.

**Note:** *The Alaska Family Leave Act became law September 16, 1992, and applies to employers that have employed 21 or more employees for each working day during any period of 20 consecutive workweeks in the preceding two calendar years. Family leave includes at a minimum, "unpaid leave" for "serious" health conditions for a total of 18 weeks during any 12 month period, and unpaid leave for pregnancy and childbirth or adoption for a total of 18 work weeks within a 12 month period. Employees are entitled to apply accrued paid leave toward the unpaid leave time. Employers must allow employees to continue their existing health insurance coverage at the same level the employee had before going on leave.*

*However, the employee may be required to pay the premium cost for the continuation of the insurance coverage. The Commissioner of Education may approve a labor contract that does not meet the family leave requirements if the district can show a lack of qualified, available substitutes to replace a teacher on leave or a lack of available housing for replacement teachers who do not live in the community.*

Legal References:

### ALASKA STATUTES

[14.14.107](#) Sick leave and sick leave transfer

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

[23.10.500 - 23.10.550](#) Alaska Family Leave Act (renumbered)

ALASKA ADMINISTRATIVE CODE

[4 AAC 15.040](#) Sick leave

[4 AAC 15.900](#) Definitions

ALASKA ADMINISTRATIVE CODE

[4 AAC 09.020](#) Teachers entitled to pay

UNITED STATES CODE

Family and Medical Leave Act, [29 U.S.C. 2601](#) *et. seq.*;

CODE OF FEDERAL REGULATIONS

[29 CFR Part 825](#), amend. 2008

Adopted: June 10, 2003

**Nome Public Schools**

## **BP 4261 LEAVES AND ABSENCES**

### **Personal Illness**

1. All regular classified personnel working full time for the district shall be entitled to sick leave as provided in the current collective bargaining agreement.
2. Cash settlement shall be paid on termination of employment as provided in the Classified Employees Negotiated Agreement.
3. In case of serious illness, the employee's position shall be held open until it has been established by the employee or doctor that the employee will be unable to return to work, except that nothing shall prevent the employer from hiring temporary employees while regular employees are on leave. Specific details of the wick leave policy are spelled out in the collective bargaining agreement.
4. Sick leave shall be granted to employees who find it necessary to be home with a sick dependent or spouse. If the employee's absence exceeds three consecutive days, a physician's certificate may be required. Use of leave under this provision shall be charged against the accrued sick leave of the employee.

### **Bereavement**

Bereavement leave shall be provided as detailed in the Classified Employees Negotiated Agreement.

### **Sick Leave Bank**

A sick leave bank will be established to cover classified employees.

### **Maternity, Paternity and Adoptive Leave**

Maternity, paternity and adoptive leave shall be granted up to one (1) full year. Re-assignment upon return shall be considered in the light of vacancies existing at the beginning of the employing year and the employee's qualifications.

In all cases of pregnancy it shall be the responsibility of the employee to notify the Superintendent in writing by the end of the sixth month of pregnancy in order that an adequate replacement may be obtained.

Notifications of intent to adopt a child shall be in writing to the Superintendent as early as possible prior to the expected date of adoption.

Specific procedures are spelled out in the Statutes of the State of Alaska and administrative regulations of the school district.

**Personal Leave**

See the Classified Employees Negotiated Agreement.

**Annual Leave**

See the Classified Employees Negotiated Agreement.

Adopted: June 10, 2003

**Nome Public Schools**

## **BP 4361 LEAVES**

The School Board recognizes the need to provide for leaves which management, supervisors and confidential personnel may take for justifiable reasons as set forth in state law and regulation. Such leaves shall be authorized pursuant to Board policies and/or administrative regulations, and Board action or individual contract.

Certificated management and supervisory employees shall be entitled to those leave provisions provided in the certificated agreement unless otherwise specified in Board policy, administrative regulations or individual contract.

Classified management and supervisory employees shall be entitled to those leave provisions provided in the classified negotiated agreement unless otherwise specified in Board policy, administrative regulations or individual contract.

Legal References:

### ALASKA STATUTES

[14.14.107](#) Sick leave and sick leave transfer

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

[23.10.500 - 23.10.550](#) Alaska Family Leave Act (renumbered)

### ALASKA ADMINISTRATIVE CODE

[4 AAC 09.020](#) Teachers entitled to pay

Adopted: June 10, 2003

**Nome Public Schools**

## **BP 4161/4261 LEAVES**

The School Board shall authorize employee absences as provided by law and Board policy. The Board recognizes the following justifiable reasons for absence:

1. Personal sickness or injury, pregnancy, jury duty, military service or emergencies beyond the employee's control.
2. Family illness, bereavement, religious observances and other personal reasons.
3. Situations stemming from occupational status such as attendance at meetings, conventions, inservice courses, seminars, etc.
4. Other situations for which leave is provided by law.

**Note:** *The Alaska Family Leave Act became law September 16, 1992, and applies to employers that have employed 21 or more employees for each working day during any period of 20 consecutive workweeks in the preceding two calendar years. Family leave includes, at a minimum, "unpaid leave" for "serious" health conditions for a total of 18 weeks during any 12 month period, and unpaid leave for pregnancy and childbirth or adoption for a total of 18 work weeks within a 12 month period. Employees are entitled to apply accrued paid leave toward the unpaid leave time. Employers must allow employees to continue their existing health insurance coverage at the same level the employee had before going on leave. However, the employee may be required to pay the premium cost for the continuation of the insurance coverage. The Commissioner of Education may approve a labor contract that does not meet the family leave requirements if the district can show a lack of qualified, available substitutes to replace a teacher on leave or a lack of available housing for replacement teachers who do not live in the community.*

Legal References:

### ALASKA STATUTES

[14.14.107](#) Sick leave and sick leave transfer

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

[23.10.500 - 23.10.550](#) Alaska Family Leave Act (renumbered)

### ALASKA ADMINISTRATIVE CODE

[4 AAC 09.020](#) Teachers entitled to pay

### UNITED STATES CODE

Family and Medical Leave Act, [29 U.S.C. 2601](#) *et. seq.*;

CODE OF FEDERAL REGULATIONS

[29 CFR Part 825](#), amend. 2008

NATIONAL DEFENSE AUTHORIZATION ACT for fiscal year 2008, Public Law 110-181, § 585(a)

Adopted: June 10, 2003

**Nome Public Schools**

## BP 5123 PROMOTION/ACCELERATION/RETENTION

The School Board desires to see students progress with their peers through the school district's grade levels. To accomplish this, instruction should accommodate the varying interests and growth patterns of individual children and include strategies for providing extra attention or assistance when needed.

### Promotion

Students shall progress through the school district's grade levels by demonstrating growth in learning the required basic skills.

Progress toward high school graduation shall be based on the student's ability to pass the subjects and electives necessary to earn the required number of credits.

Students shall be assigned/promoted to the appropriate high school grade level in accordance with the number of credits attained by the student. Students may be promoted to the next grade level at mid-year (end of Semester 1) or end of year (end of Semester 2) if the student attains the required credits for promotion as outlined in the table below.

Freshmen	0 - 5 credit(s)
Sophomore	5.5 - 10.5 credits
Junior	11 - 16 credits
Senior	16.5+ credits

*(cf. 6146.1 - High School Graduation Requirements)*

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

### Acceleration

Acceleration is possible when high academic achievement is evident. However, the student's social and emotional growth shall be taken into consideration before placing him/her in a higher grade.

### Retention

The School Board recognizes that research indicates that very few children benefit from being retained during the elementary and middle grades. The Superintendent or designee shall promote alternatives to retention among certificated staff.

**Note:** *Strategies for reducing retention rates may include reading intervention programs, tutorial programs, and the use of ungraded schools, combination classes,*

*year-round education, and developmentally appropriate primary curriculum designed to meet the needs of children at their own developmental stage.*

**Note:** *The following paragraph requires the use of student study team when retention is recommended.*

When a teacher believes that retention is necessary to meet a student's needs, he/she shall ask the principal to establish a student study team to consider the child's academic, social and emotional performance. The student's parent/guardian shall be invited to participate on the student study team.

Under the Alaska Reads Act, a student retained due to a reading deficiency must be provided the process set forth in BP 6147 and [AS 14.30.765\(d\) – \(m\)](#).

*(cf. 5121 - Grades/Evaluation of Student Achievement)*

*(cf. 6141 - Curriculum Development and Evaluation)*

*(cf. 6147 - Alaska Reads Act Intervention Programs)*

*Legal References:*

ALASKA STATUTES

[14.30.760](#) *Statewide screening and support*

[14.30.765](#) *Reading intervention services and strategies; progression*

ALASKA ADMINISTRATIVE CODE

[4 AAC 06.400](#) *Statewide literacy screening and support*

[4 AAC 06.405](#) *Reading intervention services and strategies*

[4 AAC 06.410](#) *Individual reading improvement plan*

[4 AAC 06.415](#) *Student Progression*

[4 AAC 06.490](#) *Definitions*

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## Nome Public Schools