

CONCEPTS AND ROLES

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

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

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

(cf. 1100 – Communication With The Public)

Legal Reference:

Alaska Statutes

14.03.120 Education Planning

YOUTH SERVICES

The School Board perceives that increasing numbers of children live in poverty or neglect. Children who come to school with unmet physical, social and emotional needs are unable to devote themselves to learning. Our future depends upon these children becoming literate, independent and productive citizens. The Board believes that all aspects of a child's welfare must become our society's top priority.

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

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

COMMUNICATION WITH THE PUBLIC

Note: AS 14.03.120 requires every public school to prepare an annual report card on the school's performance and the performance of its students. The report must include: 1) information on accreditation; 2) results on non-referenced achievement tests; 3) results of state standards-based assessments in reading, writing, and mathematics; 4) a description of student, parent, community, and business involvement in student learning; 5) a description of the school's attendance, retention, drop out, and graduation rates; 6) the annual percentage of enrollment change. The report must be presented in a public meeting of parents, students, and community members. Comments from this public meeting must be submitted, along with the report, to the School Board.

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

The Superintendent or designee shall use all available means of communication to keep the public aware of the goals, programs, achievements and needs of our schools. Members of the community shall have opportunities to become involved in the schools and to express their interests and concerns.

The district shall seek to communicate in ways that accommodate the needs of all members of the public, including the visually or hearing impaired, those who do not understand English, and those who do not read.

(cf. 0420 - School-Based Management/School Advisory Boards)

(cf. 1000 – Concepts & Roles)

(cf. 1340 - Access to District Records)

(cf. 5145.6 - Notifications Required by Law)

(cf. 9320 - Board Meetings)

Legal Reference:

Alaska Statute

14.03.120 Education Planning

NOME PUBLIC SCHOOLS

Adopted: June 10, 2003

MEDIA RELATIONS

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

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

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

(cf. 9320 – Board Meetings)

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

(cf. 1250 – Visits to the School)
(cf. 3515.2 – Intruders on Campus)

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

(cf. 9010 – Public Statements)

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

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

(cf. 1340 – Access to District Records)
(cf. 5125 – Student Records; Confidentiality)

PUBLIC INVOLVEMENT IN BOARD MEETINGS

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

(cf. 9320 – Meetings)

(cf. 9321 – Closed Meetings)

(cf. 9322 – Agenda/Meeting Materials)

(cf. 9323 – Meeting Conduct)

(cf. 9323.2 – Actions by Board)

RESPONSIBILITIES OF THE BOARD

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

(cf. 9300 – Governance)

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

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

(cf. 1312 – Public Complaints Concerning the Schools)

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

(cf. 9010 – Public Statements)

COMMENDATIONS AND AWARDS

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

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

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

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

(cf. 4156.2 – Awards and Recognition)

(cf. 5126 – Awards for Achievement)

COMMENDATIONS AND AWARDS

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

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

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

ADVISORY QUESTIONS

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

Legal Reference:

ALASKA STATUTES

14.08.71 Elections; advisory votes

CITIZEN ADVISORY COMMITTEES

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

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

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

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

Note: AS 14.14.300 allows the appointment of persons 17-21 years of age to any advisory committee if recommended by a district committee on the involvement of young people in school governance established pursuant to AS 14.14.250.
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When committees are appointed, committee members shall receive a written statement including, but not be limited to:

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

CITIZEN ADVISORY COMMITTEES (continued)

8. The procedure to be used in the selection of the committee chairperson and other committee officers.

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

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

(cf. 9130 – Board Committees)

Administrative Advisory Committees

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

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

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

(cf. 2230- Representative and Deliberative Groups)

Expenses, Travel, Reimbursement

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

(cf. 4133/4233 – Travel; Reimbursement)

Community Relations

BP 1230(c)

CITIZEN ADVISORY COMMITTEES (continued)

Legal Reference:

ALASKA STATUTES

Advisory school boards in regional educational attendance areas

14.12.35 Advisory school boards in borough school districts

14.14.250 –14.14.310 Involvement of Young People in School Governance

ALASKA ADMINISTRATIVE CODE

4 AAC 34.060 Parent and community involvement

NOME PUBLIC SCHOOLS
Adopted: June 10, 2003

SCHOOL-CONNECTED ORGANIZATIONS

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

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

(cf. 1321 – Solicitation of Funds)

(cf. 3290 – Gifts, Grants and Bequests)

SCHOOL-CONNECTED ORGANIZATIONS

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

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

(cf. 1330 – Use of School Facilities)

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

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

(cf. 1325 – Advertising and Promotions)

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

SCHOOL-CONNECTED ORGANIZATIONS (continued)

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

VOLUNTEER ASSISTANCE

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

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

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

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

NOME PUBLIC SCHOOL DISTRICT
WAIVER OF LIABILITY FOR VOLUNTEERS

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

By executing this waiver, the volunteer:

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

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

Date

Signature of Volunteer

Printed Name of Volunteer

Witnessed by

VISITS TO THE SCHOOLS

The School Board encourages parents/guardians and interested members of the community to visit the schools and view the educational program. The Superintendent or designee shall invite parents/guardians and the community to open house activities and other special events.

(cf. 1110 – Media Relations)

The Superintendent or designee shall establish procedures to facilitate visits during regular school days and register all visitors at the school office when entering school grounds.

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

(cf. 3515 – School Safety and Security)

(cf. 3515.2 – Intruders on Campus)

PUBLIC COMPLAINTS CONCERNING THE SCHOOLS

The School Board believes that the quality of the educational program can improve when the district listens to complaints, considers differences of opinion, and resolves disagreements through an established, objective process.

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

Individual Board members do not have authority to resolve complaints. If approached directly with a complaint, however, Board members should listen to the complaint and show their concern by referring the complainant to the Superintendent or designee so that the problem may receive proper consideration.

(cf. 1312.1 – Public Complaints Concerning School Personnel)

(cf. 1312.2 – Public Complaints Concerning Instructional Materials)

(cf. 1312.3 – Public Complaints Concerning Discrimination)

Legal Reference:

ALASKA STATUTES

Remedies (Sex or Race Discrimination)

ALASKA ADMINISTRATIVE CODE

4 AAC 06.560 – 06.580 Violations; Prohibition Against Sex Discrimination

4 AAC 52.500 – 52.629 Procedural Safeguards; Education for Exceptional Children

TITLE VI, CIVIL RIGHTS ACT OF 1964

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

TITLE IX, EDUCATION AMENDMENTS OF 1972

SECTION 504, REHABILITATION ACT OF 1973

34 CODE OF FEDERAL REGULATIONS 200.74 and Part 300

GENERAL EDUCATION PROVISIONS ACT, 20 U.S.C. 1221 *et. seq.*, especially:

FAMILY EDUCATIONAL RIGHTS AND PRIVACY RIGHTS ACT, 20 U.S.C. 1232g

NOME PUBLIC SCHOOLS
Adopted: June 10, 2003

PUBLIC COMPLAINTS CONCERNING SCHOOL PERSONNEL

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

(cf. 1250 – Visits to the School)

(cf. 1312 – Public Complaints Concerning the Schools)

(cf. 4112.6 – Personnel Records)

(cf. 9323 – Meeting Conduct)

Note: When public complaints include allegations of child abuse, it is imperative that school officials consult BP 5141.4 – Child Abuse and Neglect (Reporting Procedures). Though a district may implement its complaint procedures in such cases, the duty to report suspected child abuse comes first.

(cf. 5141.4 – Child Abuse and Neglect (Reporting Procedures))

Legal Reference:

ALASKA STATUTES

Government meetings public

PUBLIC COMPLAINTS CONCERNING SCHOOL PERSONNEL

1. In order to promote fair and constructive communication, the following procedures shall govern the resolution of complaints. Every effort should be made to resolve a complaint at the earliest possible stage. Complaints concerning school personnel should be made directly by the complainant to the person against whom the complaint is lodged. Parents/guardians are encouraged to attempt to orally resolve concerns with the staff member personally.
2. All written complaints regarding district personnel other than administrators shall be initially filed with the principal or immediate supervisor. If the complaint regards a principal or central office administrator, the written complaint shall be initially filed with the Superintendent or designee. If the written complaint concerns the Superintendent or designee, it shall be initially filed with the Board. If the complaint is also against the district, the principal or designee shall provide a copy of the complaint to the district compliance officer so that appropriate procedures may be followed.
3. If the complaint cannot be resolved informally by the persons involved, the complainant may submit the complaint in writing to the school principal or immediate supervisor. When necessary, the district shall assist in the preparation of the written complaint so as to meet the requirements of this regulation. The administrative staff shall inform the complainant that such assistance is available if he/she is unable to prepare the written complaint without help. A written complaint must include the name of each employee involved and a brief but specific summary of the complaint and the facts surrounding it. It must also include a specific description of a prior attempt to discuss the complaint with the employee involved and the failure to resolve the matter.
4. The principal or immediate supervisor shall investigate and attempt to resolve the complaint to the satisfaction of the person(s) involved. If the complaint is resolved, the principal will so advise all concerned parties, including the Superintendent or designee.
5. If the complaint remains unresolved after review by the principal or the immediate supervisor, the principal shall refer the written complaint, together with a report and analysis of the situation, to the Superintendent or designee. Complainants should consider and accept the Superintendent or designee's decision as final.

PUBLIC COMPLAINTS CONCERNING SCHOOL PERSONNEL (continued)

However, the complainant, the employee, or the Superintendent or designee may ask to address the School Board regarding the complaint.

6. Except when a complaint is directed against the Superintendent, no party to a complaint may address the Board, either in closed or open session, unless the Board has received the Superintendent or designee's written report concerning the complaint.
7. Complaints before the Board concerning an employee that may tend to be prejudicial to the employee's reputation or character shall be addressed in executive session of the Board. All parties to a complaint, including the school administration, may be asked to attend a Board meeting or part of such meeting for the purpose of presenting all available evidence and allowing every opportunity for explaining and clarifying the issue. The decision of the Board following the hearing shall be final.

(cf. 9321 – Executive Sessions)

PUBLIC COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS

The School Board takes great care in the adoption of instructional materials and is aware that all adopted materials may not be acceptable to all students, their parents/guardians, or other district residents.

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

(cf. 6161.11 – Supplementary Instructional Materials)

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

(cf. 1312.3 – Public Complaint Concerning Discrimination)

The Board believes the Superintendent and staff are well qualified to consider complaints concerning instructional materials. Complainants are advised to consider and accept the Superintendent or designee's decision as final. However, if the complainant finds the decision of the Superintendent or designee unsatisfactory, he/she may request that the matter be placed on the agenda of a regular Board meeting.

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

(cf. 6144 – Controversial Issues)

PUBLIC COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS

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

Complaints must be presented in writing to the principal on the appropriate district form. Complaints regarding printed material must specify the precise nature of the objection. The statement must be signed and identified in such a way that a proper reply will be possible.

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

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

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

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

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

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

PUBLIC COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS

(continued)

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

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

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

State-Adopted Material

If the challenged material has been adopted by the State Board of Education, the Superintendent or designee may forward the complaint, without action, to the Department of Education for reevaluation and decision.

CITIZEN'S REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

Date: _____

TITLE: _____

AUTHOR: _____

PUBLISHER: _____ DATE OF EDITION: _____

Request received by: _____ Title: _____

Citizen's Name: _____ Phone: _____

Citizen Represents:
Himself/Herself: _____ Organization or Group: _____

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

Signature of citizen

Action taken: _____ Date: _____

PUBLIC COMPLAINTS CONCERNING DISCRIMINATION

The School Board recognizes that the district has primary responsibility for ensuring that it complies with state and federal laws and regulations governing educational programs. The Superintendent or designee shall establish procedures to investigate and seek to resolve complaints alleging unlawful discrimination related to educational programs and activities.

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

(cf. 1340 – Access to District Records)

(cf. 4112.6 – Personnel Records)

(cf. 5125 – Student Records)

(cf. 4144,4244,4344 – Complaints)

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

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

(cf. 1213.1 – Complaints Concerning School Personnel)

(cf. 1213.2 – Complaints Concerning Instructional Materials)

(cf. 5141.4 – Child Abuse and Neglect (Reporting Procedures))

Legal Reference: (See next page)

PUBLIC COMPLAINTS CONCERNING DISCRIMINATION (continued)

Legal Reference:

ALASKA STATUTES

14.18.010 *Discrimination based on sex and race prohibited*

14.18.020 *Discrimination in employment prohibited*

14.18.090 *Enforcement by State Board of Education*

Remedies (Sex or Race Discrimination)

ALASKA ADMINISTRATIVE CODE

4 AAC 06.510 *Discrimination in hiring practices.*

4 AAC 06.560 – 06.580 *Violations; Prohibition Against Sex Discrimination*

4 AAC 52.500 – 52.629 *Procedural Safeguards; Education for Exceptional Children*

TITLE VI, CIVIL RIGHTS ACT OF 1964

TITLE VII, CIVIL RIGHTS ACT OF 1964

TITLE IX, EDUCATION AMENDMENTS OF 1972

SECTION 504, REHABILITATION ACT OF 1973

34 CODE OF FEDERAL REGULATIONS

200.74 and Part 300

GENERAL EDUCATION PROVISIONS ACT, 20 U.S.C. 1221 et seq., especially:

FAMILY EDUCATIONAL RIGHTS AND PRIVACY RIGHTS ACT, 20 U.S.C. 1232g

CIVIL RIGHTS RESTORATION ACT

20 U.S.C. 1683 et seq.

VOCATIONAL REHABILITATION ACT OF 1973, SECTIONS 503 AND 504

29 U.S.C. 791 et seq.

AGE DISCRIMINATION IN EMPLOYMENT ACT

29 U.S.C. 621 et seq.

VIETNAM ERA VETERANS ACT

38 U.S.C. 2011 et seq.

AMERICANS WITH DISABILITIES ACT

42 U.S.C. 12101 et seq.

PUBLIC COMPLAINTS CONCERNING DISCRIMINATION

Compliance Responsibility

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

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

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

Filing of Complaint

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

Investigation of Complaint

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

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

Community Relations

PUBLIC COMPLAINTS CONCERNING DISCRIMINATION (continued)

Written Decision

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

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

Appeal to the Board

Within five days of receiving the district's written decision, the complainant may appeal the compliance officer's decision to the School Board. The Board shall consider the matter at its next regular Board meeting or at a special Board meeting convened in order to provide a Board hearing and written district decision within 60 days of the district's initial receipt of the complaint or within an extended time period that has been specified in a written agreement with the complainant.

State or Federal Appeal

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

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

NOME PUBLIC SCHOOLS
Adopted: June 10, 2003

WILLFUL DISRUPTION OF THE SCHOOL

The School Board recognizes that parents, legal guardians, and other adults may misunderstand or disagree with the policies of the District or the actions of its employees. The Board expects the staff and administration to respond to such concerns in a polite and professional manner. The Board also expects that parents and other adults will conduct themselves in an appropriate manner in their efforts to pursue such matters, including use of the District's complaint procedures.

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

- (cf. 1260 - Visits to the Schools)*
- (cf. 3515 - School Safety and Security)*
- (cf. 3515.2 - Intruders on Campus)*
- (cf. 1312 - Public Complaints Concerning the Schools)*
- (cf. 1312.1 - Public Complaints Concerning School Personnel)*
- (cf. 5131.4 - Campus Disturbances)*

Legal Reference:

- ALASKA STATUTES
- AS 11.61.110 Disorderly Conduct*
- AS 11.61.120 Harassment*

NOME PUBLIC SCHOOLS
Adopted: June 10, 2003

SOLICITATION OF FUNDS FROM AND BY STUDENTS

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

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

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

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

(cf. 3452 – Student Activity Funds)

(cf. 1230 – School-Connected Organizations)

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

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

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

SOLICITATION OF FUNDS FROM AND BY STUDENTS

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

Instructional Safeguards

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

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

Student Safety

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

PUBLIC PERFORMANCES BY STUDENTS

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

(cf. 0100 – Philosophy)

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

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

(cf. 1325 – Advertising and Promotion)

(cf. 1330 – Use of School Facilities)

(cf. 6115 – Ceremonies and Observances)

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

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

ADVERTISING AND PROMOTION

Public Information

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

(cf. 0100 – Purpose)

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

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

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

(cf. 6145.5 – Student Organizations and Equal Access)

(cf. 6162.8 – Research)

Paid Advertisements

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

The district shall not accept advertising copy which:

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

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

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

ADVERTISING AND PROMOTION

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

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

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

COMMERCIALS

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

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

USE OF SCHOOL FACILITIES

Note: Under the No Child Left Behind Act of 2001, districts that make their premises and facilities available for use by youth and community groups must apply that policy equitably to all groups, including the Boy Scouts or other affiliated groups. Specifically, schools are prohibited from denying equal access to school facilities to the Boy Scouts or any other youth group “for reasons based on membership or leadership criteria or oath of allegiance to God and country.”

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

(cf. 0100 – Philosophy)
(cf. 0430 – Community School Program)
(cf. 6145.5 – Organizations/Associations)

Legal References:

ALASKA STATUTES

04.16.080 Sales or consumption at school events
14.03.100 Use of school facilities
14.36.010 – 14.36.070 Community schools

ALASKA ADMINISTRATIVE CODE

4 AAC 32.0100-32-030 Community schools

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

USE OF SCHOOL FACILITIES

Facility Use Restrictions

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

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

Facility Use Requests and Application Procedures

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

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

USE OF SCHOOL FACILITIES (continued)

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

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

Any group using school facilities shall be liable for any injuries resulting from its negligence during such use. The group shall bear the cost of insuring against this risk and defending itself against claims arising from this risk. The Superintendent or designee may require that groups using school facilities include the district as an additional insured on their insurance policies. The Superintendent or designee may require a hold harmless agreement when warranted by the type of activity or the specific facility being used.

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

**NOME PUBLIC SCHOOLS
Adopted: June 10, 2003**

ACCESS TO DISTRICT RECORDS

The School Board recognizes that state policy provides broad public access to district records. Public access shall not be given to records exempt from public disclosure by state or federal law or by the Board based on the need of the district to maintain confidential information.

(cf. 3580 – District Records)

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

(cf. 4119.23/4219.23/4319.23 – Unauthorized Release of Confidential Information)

(cf. 5125 – Student Records; Confidentiality)

(cf. 9011 – Disclosure of Confidential Information)

(cf. 9321 – Closed Sessions)

Any person shall have reasonable access, during regular business hours, to the public records of the schools and district. The Superintendent or designee shall establish regulations to authorize and facilitate public access to district records in accordance with law, to protect the security of district records, and to prevent interference with regular district operations.

The district may charge for copies of public records or other materials requested by individuals or groups. The charge, based on actual costs of duplication, shall be determined by the Superintendent or designee.

Legal Reference:

ALASKA STATUTES

09.25.120 – 09.25.220 Public Records Act

14.03.115 Access to school records by parent, foster parent, or guardian

14.14.090 Additional duties

14.20.149 Employee evaluation

14.43.930 Scholarship program information

23.40.235 Public involvement in school district negotiations

City of Kenai v. Kenai Peninsula Newspapers, 642 P2d 1316 (Alaska 1982)

Anchorage School District v. Anchorage Daily News, 779 P2d 1191 (Alaska 1989)

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act of 1974

ACCESS TO DISTRICT RECORDS

Any person may have access to and receive a copy of any identifiable public record. Requests for district records shall be submitted to the Superintendent or designee. District records shall be examined in the presence of the staff member regularly responsible for their maintenance and security or his/her designee.

Public records include any writings and records except:

1. records of vital statistics and adoption proceedings which shall be treated in the manner required by AS 18.50. (AS 09.25.120)
2. records pertaining to juveniles. (AS 09.25.120)
3. medical and related public health records. (AS 09.25.120)
4. records required to be kept confidential by a federal law or regulation or by state law, including but not limited to: (AS 09.25.120)
 - a. Personnel evaluation records (4 AAC 19.040 and AS 14.20.149).
 - b. Education records of students containing personally identifiable information. (20 U.S.C. 1232g)
 - c. Records regarding ongoing negotiations on a pending collective bargaining agreement, disclosure of which would impair the district's bargaining position. However, initial proposals, last-best-offer proposals, tentative agreements before ratification, and final agreements are all public documents which must be made available for inspection. (AS 23.40.235)

ACCESS TO DISTRICT RECORDS (continued)

- c. Records of contemplated purchase, lease, or acquisition of real property, or other property or services where release would impair the district's ability to obtain favorable terms in the transaction, or where the disclosure would provide the potential seller with an unfair competitive advantage.
 - d. Information obtained by the district's insurance carriers and their attorneys and agents regarding potential or pending claims against the district.
5. records compiled for law enforcement purposes, but only if disclosure would interfere with enforcement proceedings, would deprive a person of a fair trial, would constitute an unwarranted invasion of privacy, would disclose a confidential source, would disclose confidential techniques or law enforcement guidelines, or would endanger life or physical safety. (AS 09.25.120)
6. library records, names, addresses, or other personal identifying information contained in school library records, except as requested by the parent/guardian. (AS 09.25.140)

When authorized, an exact copy of any identifiable public record shall be provided upon request unless it is impracticable to do so. Computer data shall be provided in a form determined by the Superintendent or designee. Copies shall be furnished at cost as determined by the Superintendent or designee.

As soon as possible upon receiving any request for a copy of records, the Superintendent or designee shall determine whether to comply with the request and shall inform the person making the request of his/her determination and the reasons for it. Any notification denying a request for public records shall state the reason for the denial and to whom the decision may be appealed.

(cf. 1312 – Complaints Concerning the Schools)

**Nome Public Schools
Adopted: June 10, 2003**

RELATIONS BETWEEN OTHER GOVERNMENTAL AGENCIES AND THE SCHOOLS

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

(cf. 1020 – Youth Services)

(cf. 9140 – Board Representatives)

(cf. 9311 – Board Policies)

The Superintendent or designee shall initiate and maintain good working relationships with representatives of other public agencies in order to help our schools and students make use of the resources which governmental agencies can provide. The Superintendent or designee shall ensure that agreements with other agencies which involve the exchange of funds or reciprocal services are executed in writing so that roles and responsibilities are clearly defined.

(cf. 3312 – Contracts)

Legal Reference:

ALASKA STATUTES

14.12.150 – 14.12.170 Regional Resource Centers Agency records

47.10.093 Disclosure of agency records.

47.10.090 Court records

INTERAGENCY COOPERATION FOR STUDENT AND STAFF SAFETY

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

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

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

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

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

**INTERAGENCY COOPERATION FOR STUDENT AND STAFF SAFETY
(continued)**

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

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

(cf. 3515 - School Safety and Security)

(cf. 5125 - Student Records)

(cf. 5142 - Safety)

Legal Reference:

ALASKA STATUTES

11.81.900 Definitions

14.12.150-14.12.170 Regional Resource Centers

14.33.120 School Disciplinary and Safety Program

14.33.130 Enforcement of Approved Program, Additional Safety Obligations

47.12.310 Agency Records

47.12.315 Public Disclosure of Information in Agency Records Relating to Certain Minors

47.10.093 Disclosure of Agency Records

47.10.090 and 47.12.300 Court Records

INTERAGENCY COOPERATION FOR STUDENT AND STAFF SAFETY

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

1. The Superintendent is designated to receive safety information regarding students, including notices of criminal conduct. A staff member having information about a student concerning a possible threat to safety shall immediately report such information to the Superintendent. The Superintendent will forward information from staff members or agencies to the designated administrator at the site attended by the student.
2. Each site shall develop a procedure for handling this information as it arrives.
3. One person at each school (principal, assistant principal, or counselor) shall be identified to handle the law enforcement notices.
4. The confidentiality of the student must be protected and disclosure of this sensitive information is not authorized except as set forth in these procedures.
5. The site administrator will review the information and share on a need to know basis with appropriate staff who work closely with the student.
6. These alerts shall be placed in the student's cumulative folder and transferred with the student if the student moves to another school.
7. If the school has other information which it thinks the law enforcement agency needs to be aware of regarding the student, this information should be relayed to the Superintendent who will then forward it to the appropriate agency.

**Nome Public Schools
Adopted: June 10, 2003**

RELATIONS BETWEEN PRIVATE INDUSTRY AND THE SCHOOLS

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

(cf. 1150 – Commendations and Awards)

Local employers are encouraged to serve on advisory committees, help design regular, vocational and technical programs, and provide needs assessments, program evaluations, and/or staff development for school managers and teachers. Businesses may also provide classroom assistance, individual tutoring, incentive and recognition programs, work experience opportunities, apprenticeship programs and employment opportunities. The Board recognizes that the success of business involvement depends largely upon the commitment of adequate staff resources to plan and implement such activities.

(cf. 1220 – Citizen Advisory Committees)

(cf. 1240 – Volunteer Assistance)

(cf. 6164.42 – Guidance Services)

(cf. 6178 – Vocational Education)

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

(cf. 3290 – Gifts, Grants and Bequests)

(cf. 6000 – Instruction)

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

(cf. 1250 – Visits to the Schools)

(cf. 6020 – Parent Involvement)

**Nome Public Schools
Adopted: June 10, 2003**