

ANCHORAGE SCHOOL DISTRICT
ANCHORAGE, ALASKA

ASD MEMORANDUM #7 (2003-2004)

August 25, 2003

TO: SCHOOL BOARD

FROM: OFFICE OF THE SUPERINTENDENT

SUBJECT: REVISIONS TO SCHOOL BOARD POLICY 433-443.2 STUDENTS
AND STUDENT PERSONNEL SERVICES (SECOND READING)

RECOMMENDATION:

It is the Administration's recommendation that the School Board approve on Second Reading, the attached proposed changes to School Board Policy 433-443.2, Student Services.

PERTINENT FACTS:

The School Board reviewed the proposed changes at their meeting on May 19, 2003, (Memorandum #295), but took no action and referred the issue back to the policy sub-committee for further review. The School Board Policy Subcommittee reviewed the proposed changes at their meeting on June 24, 2003, and agreed to forward the attached proposed policy changes to the full School Board for approval. Many of the recommended changes to the Student Services section of the Policy Manual were made to clarify language and/or make the existing language more grammatically precise. The motion passed on First Reading at the School Board Meeting on August 11, 2003, by a vote of 7-0.

In section 433.1, Transfers, some language was deleted to be inclusive of students both inside and outside of Alaska. The second section "b" was deleted entirely and section "c" became the new "b." That section was reworded to be more grammatically precise.

Section 433.2, Placement, was deleted with the exception of paragraph "c" which was moved under 433.1, Transfers.

Section 433.2, Final Placement, was added to better clarify final student placement versus an initial placement and/or student transfer.

In section 440, Attendance, 441, Ages for, and 441.1, Statutory Requirements, were both removed and a 440.1, Minimum Age, is the heading. Language was deleted

from 440.1, paragraph "a", to make the sentence more grammatically precise. Alaska Statute (AS 14.03.070) was added as a reference for this section.

In section 440.1, paragraph "b", in the first sentence, ". . . at the discretion of the School Board if the child. . ." was deleted. In that same sentence the following was added, ". . . as shown by satisfying criteria recommended by the Superintendent and approved by the Board. The next sentence language was added to specify that the School Board is delegating responsibility to the Superintendent as permitted by state law to determine whether a child satisfies the criteria. In the last sentence, "procedures" was substituted for regulations.

In section 440.1, paragraph "c", language was added to clarify if a child had been enrolled in another district or state or private school in another state.

Section 440.1, paragraph "d" was added to clarify admission to special education preschool programs.

Section 440.2, Maximum Age, paragraph "a", clarifies maximum age for attendance and takes into consideration state law regarding the High School Graduation Qualifying Examination.

In section 440.2, Maximum Age, paragraph "b", the following was added to the first sentence, ". . . receive education services by submitting a statement of reasons for the request." "Services may be provided through secondary school attendance or other means at the discretion of the Superintendent or designee" was added as the second sentence in this paragraph. The following was deleted, " continue secondary school attendance or to enter secondary school stating reasons for such attendance." The third sentence was reworded to state, " A student must agree to abide by reasonable rules and regulations as may be set forth." The fourth sentence was reworded to clarify language on charging tuition.

Section 440.2, paragraph "c" was added to clarify maximum age for attendance for a student with disabilities. Alaska Statutes (AS 14.03.070 and 4AAC06.076) were added for reference purposes.

In section 440.3, Evidence of Age, paragraph "a", there were deletions and the rewording of the last sentence to clarify the language and be more precise.

Section 440.3, Evidence of Age, paragraph "d" was added to indicate that the requirements listed in this section could be waived by the principal under circumstances established by the Superintendent.

In section 442, Parental Responsibility for Compulsory Education, a sentence was added to indicate that students also share in the responsibility to attend school.

The headings for sections 442.1, Compulsory Attendance and 442.2, Violation of Compulsory Attendance, were eliminated. The next section is now 442.1, Report of Violations and Procedures. There was no change to that section.

The section 442.4, Policy on Parent Involvement was moved to the 800 section of the Policy Manual.

In section 443, Irregular Attendance, Truancy, and Tardiness, the heading 443.1, Intent was eliminated. A sentence was added at the beginning of the paragraph to emphasize the importance of regular school attendance and appropriate student behavior and its impact on successful educational advancement.

Section 443.1, Absenteeism and Tardiness, was renumbered. In paragraph "a", language was changed for clarification and the reference to the Department of Education was deleted. In paragraph "b", language was changed for clarification purposes. In paragraph "c", language was added to clarify attendance for students in other than traditional schedules. In the last sentence, "special" was substituted for "extenuating." In paragraph "e", subsection 2 was reworded, a grammatical change was made in subsection 4, the correct Anchorage Municipal Code was reference in subsection 5 along with some grammatical changes, and subsection 6 was deleted.

Section 443.2, Truancy, was renumbered. In paragraph "a", language was deleted to better define "truancy." Other clarifying language was added to the paragraph. There were no changes to paragraphs "b", "c", and "d." The word "maximum" was substituted for "limit" in paragraph "e." The Anchorage Municipal Code was corrected at the end of paragraph "e."

Section 443.2, Paragraph f was added. It states, " A truant student or a parent or guardian responsible for the student may be cited under AS14.30.020 for each five days of a student's unlawful absence." This paragraph was added to indicate that a student or parent or guardian might be cited for a student's unlawful absence in accordance with Alaska Statue.

Section 443.4, State Law, was eliminated.

Attachment

Prepared by: Jan Christensen, Assistant Superintendent, Instruction

Approved by: Carol Comeau, Superintendent

433 Transfer and Placement

433.1 Transfers

- a. Transfer students from public schools ~~outside of Alaska who have been regular students entered in accordance with applicable state laws or regulations~~ will be placed ~~accepted~~ initially ~~within the school year in the District schools~~ at the same grade level at which they would be placed by the previous school.
- ~~b. Transfer students from kindergarten or first grades in private and denominational schools in Alaska which have complied with Chapter 42.100, DOE Rules and Regulations shall be eligible to transfer during the school year to the same grade in the District if the child has originally entered at an age in accordance with State law.~~
- b.e. Transfer ~~S~~students attending or having completed ~~transferring from~~ kindergarten or first grade in a private ~~and denominational~~ or home schools ~~outside of Alaska into the District~~ will be placed ~~accepted~~ initially on the same basis as above if the child had originally entered at an age legal for public school students in the state or district of last residence. ~~provided that the legal age of entrance of the State or District from which they are transferring will be the governing factor.~~ In case of question, it will be the responsibility of the parent to furnish proof of entry at a legal age. ~~of the entrance age basis and/or that the school is state approved.~~ Otherwise, an entrance assessment may be required.

433.2 Placement

- ~~a. A student who has completed the first grade in a state-approved private or denominational school either in Alaska or outside and whose age of entrance was in compliance with state law shall be eligible for entrance in a second grade.~~
- ~~b. If the first grade entrance was not at an age in compliance with state law, Chapter 42.100, DOE Rules and Regulations;~~

~~provides that an entrance assessment examination may be required.~~

~~— In the District, such students will be registered in grade one. The parents of such students will be required to see the school psychologist who will arrange for administering appropriate tests. The result of such tests will be made available to the unit principal who will determine whether grade placement shall continue to be grade one or shall be advanced.~~

~~— Final placement determination will be made not later than the beginning of the third week of school, provided that the necessary testing has been completed.~~

- c. Transfer ~~Any~~ students attending or having completed grade two or higher in a private or home school ~~in a state approved private or denominational school within or outside Alaska~~ will be placed initially on the same basis as "a" above. ~~may transfer to the same grade or enter the next higher grade in the District. If the school is not state approved the student may be required to take examinations to determine grade level placement. (Chapter 42, Section 60; DOE Rules and Regulations)~~

433.2 Final Placement

Final placement determination will be made not later than the beginning of the third week of school, unless the necessary testing could not be completed. If initial placement appears to be academically or socially inappropriate, the school will conduct an assessment in consultation with the parents/guardians to determine final placement.

440 Attendance

~~441~~ Ages for

~~441.1~~ Statutory Requirements

~~440.11.11~~ Minimum Age

- a. Any child who is six years of age or who will become six years of age before August 15 ~~next following the beginning~~ of the school year shall be considered a child of school age, except that a child who will become five years of age before August 15 ~~following the beginning~~ of the school year may be received into a kindergarten.

(AS 14.03.070 & 14.03.080)

- b. A child under school age who is a resident of this District may not be admitted to the public schools of this District unless the child ~~at the discretion of the School Board if the child~~ has the mental, physical and emotional capacity to perform satisfactorily for the educational program being offered, as shown by satisfying criteria recommended by the Superintendent and approved by the Board. To the extent permitted by state law, the School Board delegates the discretion to the Superintendent to determine whether a child satisfies the criteria. ~~It shall be the responsibility of the Superintendent to establish regulations~~ procedures to implement this policy.

(AS 14.03.080~~(c)~~^(e))

- c. A child under school age shall be admitted to school in this District provided he/she is a legal resident, if immediately before he/she became a resident of the District, he/she was: 1) legally enrolled in the public schools ~~of~~ in another district or state; or 2) enrolled in a private school in another state and had entered at an age legal for public school enrollment in that state. It will be the responsibility of the parent/guardian to provide proof that these requirements are satisfied.
- d. A child under school age who qualifies for special education or other state or federal programs or services may be admitted to a preschool program.

(AS 14.03.080-(e)^u)

440.21.12 Maximum Age

- a. Generally, ~~t~~the maximum age for attendance in the District is nineteen (19) years of age, ~~an elementary, middle level or secondary school of the District will be up to the twentieth birthday,~~ provided, the student has not completed the 12th grade. ~~H~~however, a ~~that the~~ student will be permitted to complete the semester in which the twentieth birthday falls. A student is not considered to have completed the 12th grade unless that student has passed the High School Graduation Qualifying Examination and has met all other graduation requirements.
- b. A student of twenty years of age or over may apply to receive education services by submitting a statement of reasons for the request. Services may be provided through secondary school attendance or other means at the discretion of the Superintendent or designee. ~~continue secondary school attendance or to enter secondary school stating reasons for such attendance.~~ A student must agree ~~Agreeing~~ to abide by ~~such~~ reasonable rules and regulations as may be set forth. ~~will be required.~~ Tuition may be charged dependent on circumstances. ~~Tuition may be charged dependent on circumstances of residence and permanenece.~~ A request may be denied if the Superintendent determines it

would not serve the best interest of the student or the District.

- c. The maximum age for attendance for a student with disabilities shall be consistent with state and federal law and the student's individual education plan.

(AS 14.03.070; 14.03.080, (b) ~~1b~~; 4 AAC 06.076)

440.31.2 Evidence of Age

- a. All students upon first entering a kindergarten or first grade in a school of the District and students first entering a second grade from a private ~~or denominational~~ school shall present a birth certificate. No certificate appearing to be altered shall be honored. ~~which shows erasures.~~
- b. If the parent cannot procure a birth certificate, notarized affidavits from three persons who have knowledge of the birth date will be accepted, provided, however, that at least one such affidavit be from an attending physician, a hospital official, or a responsible public official.
- c. A birth certificate may be required for any student entering the second grade or above if adequate evidence of age is not contained with the transfer record.
- d. The above requirements will be waived by the principal under special circumstances as established by the Superintendent.
~~Students may be suspended from school if a birth certificate or affidavits are not filed within thirty days of the date of entrance.~~

442 Parental Responsibility for Compulsory Education

Each parent or person having charge of a child within the compulsory attendance age shall be responsible for such child's regular and punctual attendance at school as required under provisions of the law. All students share this responsibility.

The administration shall enforce Alaska Statutes pertaining to compulsory education.

(AS ~~Sec.~~ 14.30.010 - 14.30.030~~50~~)

~~442.1 Compulsory Attendance~~

~~————(AS Sec. 14.30.010 - 14.30.03050)~~

~~442.2 Violation of Compulsory Attendance Laws~~

~~————(AS Sec. 14.30.020)~~

442.13 Report of Violations and Procedures

Principals shall report persistent violations to the Superintendent if notifications to and conferences with the parent/guardian have failed to produce necessary improvement. A supplemental memorandum documenting the case shall also be filed.

(Section 442.3 - Revised January 27, 1997)

~~442.4 Policy on Parent Involvement~~ [MOVED TO 800 SECTION]

~~———— Given the key role of parents in promoting effective schooling, the Anchorage School District is assisting schools in developing comprehensive, continuing programs of parent involvement at all grade levels. The major goal is to promote greater student success in all curricular areas by making schools and parents more productive partners in their children's education. To support the mission of Anchorage schools to educate all students effectively, schools and parents must work as knowledgeable partners.~~

~~a. ——— Comprehensive programs of parent involvement require schools to involve parents at all grade levels in a variety of roles. These programs should be designed to:~~

~~(1) ——— Help parents develop parenting skills and foster conditions at home that support their children's efforts in learning.~~

- ~~(2) Provide parents with the knowledge of techniques designed to assist their children in learning at home.~~
- ~~(3) Provide access to and coordinate community and support services for children and families.~~
- ~~(4) Promote clear two-way communication between school and family about school programs and children's progress.~~
- ~~(5) Involve parents in instructional and support roles at the school.~~

- ~~(6) Support parents as decision makers and develop their leadership in governance, advisory, and advocacy roles.~~

~~These six types of involvement are not mutually exclusive and require a coordinated schoolwide effort. Success cannot be the sole responsibility of any single program (for example, Title I) or group of individuals. Although parents come to the schools with diverse cultures, languages, and needs, they overwhelmingly share the school's commitment to the educational success of their children. The District and schools, in collaboration with parents, must establish and develop programs and practices that enhance parent involvement and reflect the specific needs of students and families.~~

~~b. The District will support schools and programs in their efforts by:~~

- ~~(1) Publicizing its commitment to parent involvement in the public schools.~~
- ~~(2) Identifying promising programs and practices related to parent involvement.~~
- ~~(3) Targeting funds for the development of programs, demonstration projects, and evaluations.~~

- ~~(4) Providing technical assistance and support to develop effective parent involvement programs by:
 - ~~a) Disseminating information and research on parent involvement and effective practices;~~
 - ~~b) Developing in-service education programs on cultural awareness and parent involvement for teachers and administrators, that will assist in meeting the individual needs of diverse cultural and linguistic populations; and~~
 - ~~e) Working with colleges and universities that train teachers and administrators to develop effective pre-service programs in school and family connections.~~~~

 - ~~(5) Complying with state and federal parent involvement requirements by:
 - ~~a) Incorporating specific program criteria for effective parent involvement into the programs; (procedural manuals will include specific guidelines for parental involvement by program) i.e., Title 1, Bilingual Education, Indian Education, Migrant Education, Special Education, the Gifted Program, and Community Education Department; and~~
 - ~~b) Providing ongoing follow-up and evaluation of the parent involvement efforts as required.~~~~
- ~~(Section 442.4 - Added June 12, 1989)~~

443 Irregular Attendance, Truancy, and Tardiness

~~443.1 Intent~~

~~Successful educational advancement is enhanced by regular school attendance and appropriate student behavior.~~Regular school attendance and appropriate student behavior enhance successful educational advancement. While the responsibility for regular attendance and appropriate behavior lies with the parent/guardian

and the student, the schools also recognize an obligation to promote ~~and assure~~ these qualities. The Superintendent or designee shall provide uniform procedures to encourage regular attendance, deter excessive absenteeism, truancy and tardiness, and encourage appropriate behavior of all students. Special attention will be given to the development of procedures appropriate to the elementary, middle level, and senior high school students.

(Section 443.1 - Revised January 27, 1997)

443.12 Absenteeism and Tardiness

a. Removal of Students from Membership Rolls

Any student who is absent from school and cannot be contacted for the first ~~a period of~~ ten (10) or more consecutive school days may be dropped from the District rolls. Students served by visiting teachers are not considered absent. ~~(Department of Education Regulation 551-00, Pupil Accounting Manual)~~

b. Elementary and Middle School (pre-K through grade 8)

The principal of each unit shall be responsible for monitoring student attendance and taking actions to discourage and minimize ~~assuring that~~ excessive absenteeism. ~~does not occur.~~ If a student is absent an excessive number of times, the principal shall take appropriate action to determine whether ~~if~~ the student is habitually truant and/or ~~is in~~ needs alternative ~~of visiting teacher~~ services. ~~due to an extended illness or injury.~~

c. High School (Grades 9-12)

Any high school student who is absent ten (10) times, or an equivalent time depending on the school schedule, in at least one class will be placed on attendance probation. A determination will be made as to the cause and whether ~~if~~ ~~the~~ the student ~~should be deemed habitually truant or is in~~ needs alternative ~~of visiting teacher~~ services. ~~due to an extended illness or injury.~~ Any senior high school student who is absent fifteen (15) times or equivalent time depending on school scheduling or more will not be granted

credit for that class. Exceptions may be granted by the Superintendent (or designee) based on ~~extenuating~~ special circumstances reviewed on a case-by-case basis.

- d. ~~Any student~~ Any student who is late for class shall be noted as tardy. Sanctions for tardiness may be taken at the discretion of the unit administrator.
- e. The Superintendent shall establish uniform procedures to implement this policy. Those procedures shall include:
 - (1) A method which assures that students and parents/guardians are informed of the District's attendance policy.
 - (2) Guidance concerning case by case review for special circumstances.
 - ~~(2) A list of the considerations under which an absence may be attributed to extenuating circumstances and waived for the purposes of the application of this policy.~~
 - (323) A manner for notifying parents/guardians and students when a student's absenteeism approaches or exceeds acceptable limits and is considered habitually truant as defined in 443.3 (c).
 - (434) Procedures to ensure ~~assure~~—that students experiencing difficulty with attendance are counseled in an attempt to alleviate the problem and determine appropriate means for dealing with the student.
 - (545) ~~A procedure whereby~~ the school staff in cooperation with the parent or guardian will develop a plan for improving school attendance ~~for the student experiencing difficulties with attendance~~. If the student and/or parent/guardian is not willing to cooperate, or attendance does not improve to a satisfactory level, then the District will consider referring the student and/or parent/guardian to the Anchorage Police Department/Alaska State Troopers as a habitually truant student in violation of the Anchorage Municipal Code (AMC 8.75.065~~05.445~~).

~~(6) — A procedure through which parents/guardians and students may challenge any adverse decision arising out of this attendance policy.~~

(Section 443.2 - Revised January 27, 1997)

(Section 443.2 - June 22, 1998)

443.23 Truancy

- a. Truancy is defined as ~~a violation of the Compulsory Education Law of the State of Alaska (AS 14.30.010-020) by the~~ an unexcused absence of a student for a class or classes (middle level/secondary level), or at least a ~~half-day~~ half-day (elementary level). Truancies shall be cumulative throughout the semester. Except in special circumstances,
~~b. — Truancy is further defined as~~ an absence from class or school by a student without the prior knowledge or consent of the student's parent/guardian ~~or for reasons defined by administrative procedures of the District~~ will be considered ~~truancy~~.
- b.e. Upon the first truancy by a student, the school shall warn that student and notify the student's parent/guardian of the situation.
- c.d. Any additional truancy after warning and parental notice may result in a suspension of up to three (3) days. Further truancies may result in an additional suspension for the remainder of the grading period.
- d.e. A suspension under this section is subject to the procedures and appeal process contained in the Statement of Rights and Responsibilities (School Board Policy 450).
- e.f. The student will be designated as habitually truant after four (4) processed truancies in a semester. There will be a maximum ~~limit~~ of one (1) truancy recorded per day for the purpose of this section. After the designation of a student as habitually truant, the provision of notice of the designation and a determination of a lack of cooperation from either the parent/guardian and/or student in remediating the situation, the habitually truant student and/or

parent/guardian of the student may be cited under AMC 8.75.065~~8.05.445~~.

- f. A truant student, or a parent or guardian responsible for the student, may be cited under AS 14.30.020 for each five days of a student's unlawful absence.

(Section 443.3 - Revised January 13, 1997)

(Section 443.3 - Revised June 22, 1998)

~~443.4 State Law~~

~~The provisions of this policy regarding absenteeism and truancy are in addition to other approaches established by state law (see A.S. 14.30.010-020 and A.S. 47.10.010). School officials shall report suspected infractions of this state law to the Anchorage Police Department/Alaska State Troopers as appropriate under AMC 8.05.445.~~

~~(Section 443.4 - Revised January 13, 1997)~~