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400 - STUDENTS AND STUDENT SERVICES

410 Organization of Student Services

The Superintendent is responsible for a program of student personnel services in conformance with applicable state and federal regulations, and Board policies. The implementation of student personnel services may be delegated by the Superintendent to appropriate administrative personnel.
(Section 410 - Revised March 31, 2003)

411 Census and Attendance Services

There shall be maintained a continuous record of school age children enrolled in the Anchorage School District. The Superintendent shall establish procedures to promote school attendance including student counseling, parent information and education, and enforcement of attendance laws. Parents and students will be informed of these requirements on an annual basis through each school.

(Section 411 - Revised May 4, 1992)

(Section 411 - Revised March 31, 2003)

420 Philosophy and Objectives of Student Personnel

A major responsibility of the schools is to optimize educational opportunity. The schools shall, through the academic program and extra-curricular activities, help each student achieve to the maximum of his/her capacity and to progress in the acquisition of skills that will aid him/her to become self-directed in the learning process.

(Section 420 - Revised March 31, 2003)

430 Admission

431 Entrance Guidelines

The School District welcomes the enrollment of all students of school age who reside within the Anchorage School District boundaries.

(Section 431 - Revised March 31, 2003)

431.1 Resident Students

- a. Attendance in regular school programs in grades one

through twelve of the District and in any kindergarten or pre-school program organized by the District shall be without tuition for all children and youth whose parents/guardians reside within the limits of the District and who are of school age as set forth in Policy 440.1. (Section 431.1a - Revised March 31, 2003)

- b. A student over school age who has not been granted a diploma or equivalent may be permitted to attend school under special arrangements so long as such attendance does not prove detrimental to the welfare of other students. He/she may be required to pay tuition charges at the discretion of the Board.
(Section 431.1b - Revised March 31, 2003)
- c. Attendance in special programs and in summer school programs may be on a full or partial cost basis as may be determined by the Board.
(Section 431.1c - Revised March 31, 2003)

(Section 431.1d - Deleted May 4, 1992)

431.11 Part-Time Students

Students attending private educational institutions, a correspondence program, or a home school may enroll as part-time students in grades K-12, pursuant to AS 14.03.080 and AS 14.03.095. Part-time students must meet all conditions and terms of enrollment in courses that are met by full-time students. A student must be enrolled as a full-time equivalent student, as set forth in Section 431.12 in order to participate in extracurricular activities. The Superintendent shall be responsible for establishing administrative guidelines to implement the policy.

(Section 431.11 - Adopted August 25, 1997)

(Section 431.11 - Revised March 31, 2003)

431.12 Counting Students

- a. A middle school or high school student enrolled in four courses or more in a semester equals a 1.00 full-time equivalent student.
- b. A part-time students in middle school or high school will be

counted on a full-time equivalent basis as follows:

- (1) A middle/high school student enrolled in one course in a semester equals a 0.25 full-time equivalent student;
 - (2) A middle/high school student enrolled in two courses in a semester equals a 0.50 full-time equivalent student;
 - (3) A middle/high school student enrolled in three courses in a semester equals a 0.75 full-time equivalent student.
- c. An elementary student enrolled for four hours per day equals 1.0 full-time equivalent, (20+ contact hours per week).
- d. A part-time student in an elementary school will be counted on a full-time equivalent basis as follows:
- (1) An elementary student enrolled for one hour or less per day equals .25 full-time equivalent, (less than 10 contact hours per week);
 - (2) An elementary student enrolled for two hours per day equals .50 full-time equivalent, (10+ but less than 15 contact hours per week);
 - (3) An Elementary student enrolled for three hours per day equals .75 full-time equivalent, (15+ but less than 20 contact hours per week).

(Section 431.12 - Adopted August 25, 1997)

(Section 431.12 - Revised March 31, 2003)

431.2 Non-resident Students

- a. A non-resident student is defined as: a student who has no parent or legal guardian who resides in the district, and who is not in the custody of a resident of the District.
- b. A non-resident student may attend the schools of the District only upon payment of the established tuition rates.

- c. A non-resident student who is not under the supervision of a responsible adult or agency may not be enrolled.
- e. This policy is subject to applicable provisions of federal law.

(Section 431.2 - Addition March 31, 2003)

431.21 Policy Regarding Acceptance

Upon payment of the necessary tuition, a non-resident student may be accepted to a school provided there is sufficient space, capacity, and teachers to provide for proper instruction at that school.

(Section 431.21 - Revised March 31, 2003)

431.22 Tuition

Tuition rates for the District shall be those established by the State Department of Education and Early Development. All non-resident students attending schools of this District shall pay in advance the regular school tuition rate.

A tuition exemption may be granted students under conditions authorized by the Superintendent. (AAC 09.030)

(Section 431.22 - Revised March 31, 2003)

431.3 Physical Examinations

All students enrolling in public school for the first time shall present a statement of physical examination. A licensed physician, physician's assistant, or state authorized advanced nurse practitioner, may perform the required physical examination.

The physical examination shall be completed within twelve (12) months prior to first enrollment, or within 90 days after starting school. If, after request, the physical examination is not submitted within sixty (60) days after starting school, a certificated school nurse will complete a health screening. (AS 14.30.070)

All other students transferring into the District will receive, within 90 days, a health screening by a certificated school nurse which includes: a review of student health survey; screening tests for vision, hearing, tuberculosis; and an assessment of immunization status.

A parent and/or guardian will be notified of any health problems identified in a health screening performed by the District.

(AS 14.30.120)

(Section 431.3 - Revised June 23, 1986)

(Section 431.3 - Revised August 22, 1988)

(Section 431.3- Revised March 31, 2003)

431.31 Vision and Hearing Screening Examinations

A vision and hearing screening examination shall be given to each student attending school in the District. The examination shall be made within 90 days after entry and at regular intervals as specified in the health services manual. (AS 14.30.127)

(Section 431.31 Revised March 31, 2003)

431.32 Tuberculosis Screening Examination

Unless exempted by state regulations, a tuberculosis screening examination shall be administered within 90 days of enrollment to every student who enrolls in the District for the first time and to every student in those grades identified by state regulation. The health services manual establishes specific administrative procedures for tuberculosis screening.

(Section 431.32 - Revised March 31, 2003)

(Section 431.33 & 431.34 - Deleted March 31, 2003)

431.4 Immunizations

Prior to first entry into school, students shall be immunized appropriate to age according to state regulations. Before admission, the parent must provide an immunization record from a physician, health department, or other health care provider showing dates of required immunizations, or obtain required immunizations for the student, unless exempted by regulation.

(Section 431.4 - Approved June 23, 1986)

(Section 431.4 - Revised March 31, 2003)

432 Inter-District Agreements

The Board may enter into agreements with other school districts or agencies to provide more efficient or economical educational services for students as provided by Alaska State Statutes.

433 Transfer and Placement

433.1 Transfers

- a. Transfer students from public schools will be placed initially at the same grade level at which they would be placed by the previous school.
- b. Transfer students attending or having completed kindergarten or first grade in a private or home school will be placed 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. In case of question, it will be the responsibility of the parent to furnish proof of entry at a legal age. Otherwise, an entrance assessment may be required.
- c. Transfer students attending or having completed grade two or higher in a private or home school will be placed initially on the same basis as "a" above.

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.

(Section 433 - Revised August 25, 2003)

440 Attendance

440.1 Minimum Age

- a. Any child who is six years of age or who will become six years of age on or before September 1 of the school year shall be considered a child of school age, except that a child who will become five years of age on or before September 1 of the school year may be received into a kindergarten. (AS 14.03.070 & AS 14.03.080)

(Section 440.1 a - Revised 6/14/2004)

(Section 440.1 a - Revised 6/28/2004)

- 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 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 procedures to implement this policy. (AS 14.03.080 (c))

- 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 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. (AS 14.03.080 (e))

440.2 Maximum Age

- a. Generally, the maximum age for attendance in the District is nineteen (19) years of age, provided, the student has not completed the 12th grade. However, a 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. A student must agree to abide by rules and regulations as may be set forth. Tuition may be charged dependent on circumstances. 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); 4 AAC 06.076)

440.3 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 school shall present a birth certificate. No certificate appearing to be altered shall be honored.
- 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.

(Section 440 - Revised August 25, 2003)

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 14.30.010 - 14.30.030)
(Section 442 - Revised August 25, 2003)

442.1 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)

(Section 442.3 - Renumbered to 442.1 August 25, 2003)

443 Irregular Attendance, Truancy, and Tardiness

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 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 - Revised August 25, 2003)

443.1 Absenteeism and Tardiness

Removal of Students from Membership Rolls

- a. Any student with more than ten (10) consecutive days of unexcused absence without parent/guardian contact will be dropped from the District's rolls. The school will make and document reasonable efforts, including attempting to contact the parent/guardian, to return a student to full-time attendance prior to withdrawing the student for non-attendance unless otherwise required by state law. Student served by visiting teachers are not considered absent.
- b. The principal of each unit shall be responsible for monitoring student attendance and taking actions to discourage and minimize excessive absenteeism. If a student is absent an excessive number of times, excused or unexcused, the principal shall take appropriate action to determine whether the student is habitually truant and/or needs alternative services.

Any high school student who is absent ten (10) times, or an equivalent time, as determined by the superintendent or designee, 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 the student needs alternative services. Any senior high school student who is absent fifteen (15) times or equivalent time, as determined by the superintendent or designee, depending on school scheduling or more may be denied credit for that class and may be dropped from class rolls. Exceptions may be granted by the Superintendent (or designee) based on special circumstances reviewed on a case-by-case basis.

- c. 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.
- d. The Superintendent or designee shall establish 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.
 - (3) 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).
 - (4) Procedures to ensure that students experiencing difficulty with attendance are counseled in an attempt to alleviate the problem and determine appropriate means for dealing with the student.
 - (5) The school staff in cooperation with the parent or guardian will develop a plan for improving school 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 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).

(Section 443.1 and 443.2 - Revised January 27, 1997)

(Section 443.2 - June 22, 1998)

(Section 443.1 - Revised August 25, 2003)

(Section 443.1 - Revised August 28, 2006)

443.2 Truancy

- a. Truancy is defined as an unexcused absence of a student for a class or classes (middle level/secondary level), or at least a half-day (elementary level). Truancies shall be cumulative throughout the semester. Except in special circumstances, an absence from class or school by a student without the prior knowledge or consent of the student's parent/guardian will be considered truancy.
- b. Upon the first truancy by a student, the school shall warn that student and notify the student's parent/guardian of the situation.
- c. 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. 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. The student will be designated as habitually truant after four (4) processed truancies in a semester. There will be a maximum 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.
- 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

(Section 444.2 – Revised September 22, 2003)

444.21 Expectations for Zone Exemption

Any type of attendance area or zone exemption is subject to the following provisions:

- a. It is the parents' responsibility to provide transportation at their own expense; exceptions may be made on a case by case basis. Unless with an adult, a student must not walk or bicycle along or across a roadway designated by the school district as hazardous.
- b. Students must be delivered to school and leave school at times established by the principals.
- c. Any false statements will be subject to administrative review and appropriate action.
- d. Prior to enrolling a student in a school in another zone, the parents of the student must agree that the student will complete at least the current school year without requesting further zone exemption transfer unless the teacher, principal, and parent find the educational and emotional needs of the student are not being met.
- e. Students must meet the attendance and behavior standards of the admitting school.

(Section 444.231 – Revised March 9, 1998)

(Section 444.231 changed to 444.21 – Revised September 22, 2003)

(Section 444.21 – Revised August 27, 2007)

444.22 Academic Program Need

A student may enroll in a school out of the student's regular attendance area in order to take advantage of an academic program which meets the student's educational needs and which is not available in the regular attendance area or if the student is entitled to transfer under federal law.

(Section 444.21 - Revised March 9, 1998)

(Section 444.21 changed to 444.22 – Revised September 22, 2003)

444.23 Change of Residence

The Board believes that student achievement is enhanced when students remain in the same school. Students should be given every opportunity to remain in the same school throughout an academic year.

If, after the official count day, parents/guardians move out of the attendance zone, the parents are encouraged to keep their children in the school of initial registration until the end of the school year and a zone exemption is not required. Parents/guardians will notify the principal of the school of any change of address. A zone exemption will be required for the following school year.

(Section 444.22 changed to 444.23 - Revised September 22, 2003)

(Section 444.221 - Revised March 9, 1998)

(Section 444.221 - Deleted September 22, 2003)

(Section 444.222 - Deleted September 22, 2003)

444.24 Boundary Changes

When the School Board changes attendance boundaries, no zone exemptions for the affected schools will be allowed for one school year, with the following exceptions:

1. Students in the final grade of elementary, middle, and high school.
2. Students enrolled on a continuing basis in a specific educational program that is not offered at the new attendance area school.
3. For extreme hardship related to a student's educational program, medical condition, or the family's personal situation.
4. In order to utilize program space for an under-utilized or under-enrolled schools.

Applications for exemptions will be filed with the school principal, but will be approved only after a full review by the appropriate Instruction Division Executive Director and the Assistant Superintendent.

(Section 444.232 - Revised March 9, 1998)

(Section 444.24 - Revised September 22, 2003)

444.25 Temporary Boundary Changes

When temporary boundary changes are made to attendance areas, the Superintendent has discretion to grant zone exceptions.
(Section 444.25 Added September 22, 2003)

445 Records

445.1 Attendance Records

Each school shall keep complete and accurate records for each student enrolled. Specific provisions pertaining to student records are contained in section 343.3 of this policy manual.

445.2 Records and Students Withdrawing

The Board believes that student achievement is enhanced when students remain in the same school throughout the full school year. Completion of the academic year provides the opportunity for learning the entire curriculum, and provides teachers and parents a more accurate assessment of student performance. A student required to take final exams benefits academically by remaining enrolled in his or her courses until the finals are given at the end of the semester.

- a. When a student withdraws at any time during the regular school year and prior to the final three weeks, report cards will be given to the student or his/her parents/guardians with the grades earned up to that date.
- b. When an elementary or middle school student withdraws during the two weeks of school preceding the final week, the report will be given to the student or his/her parent/guardian with the grades earned up to that date.

In addition to the above action there will be placed on the report the following written statement: "If (Name of Student) had remained in this school to the end of the term, he/she would have been (promoted or retained)."

- c. Final week of school - when an elementary or middle school student withdraws during the final week of school either of the following actions will be taken:

- (1) Reasons beyond the control of the parents - if, in the judgment of the school principal, the reasons (which must be presented in writing) as set out are clearly beyond the control of the parent, the child will remain on the attendance rolls during the final week and will be marked absent. If it is necessary for the student to hand in some work or take tests before leaving, advance arrangements should be made. The final report card will be completed at the end of the school year and mailed to the parent in a self-addressed envelope, and will indicate "promoted" or retained" as the case may be.
 - (2) Reasons within the control of the parent - If, in the judgment of the school principal, the written stated reasons are within the control of the parent, the student will be withdrawn from the attendance rolls and the procedure as set out in "b" above will be followed.
- d. The Board recognizes that certain circumstances do not make it possible for all high school students to complete the closing days of school in our District. Extenuating circumstances, other than relocation, posing extreme personal hardship will be handled on an individual basis by referral to the Director of High School.
- (1) A student who must leave one of our high schools will be assisted in the completion of the school year. Students who must withdraw early are required to have their parent or guardian contact the school to show the necessity for the withdrawal. The classifications for high school whose parents/guardians are relocating are as follows:
 - a) Students relocating outside the District before the last twenty days of school will be given withdrawal grades to date and the student must report to the receiving school for completion of the school year and for credit from the new school.
 - b) Students relocating outside the District during the last twenty days of school will be given

withdrawal grades to date and enrollment in the new school is recommended. If enrollment is not possible, arrangements will be made for the student to take final exams with the new district or appropriate agency.

- (2) Final exams cannot be taken early.

(Section 445 - Revised January 12, 2004)

450 Student Rights and Responsibilities

450.1 Statement of Rights and Responsibilities

The ASD Statement of Rights and Responsibilities is adopted as School Board Policy on matters pertaining to student rights, responsibilities, and discipline. In any case of conflict between the Statement of Rights and Responsibilities and any other District policy or procedure, the Statement of Rights and Responsibilities shall take precedence unless specifically limited by the other Board policy.

450.2 Copy of Statement of Rights and Responsibilities

A copy of the Statement of Rights and Responsibilities shall be made available to each student, employee, and any other person required by state law at the start of each school year. [4AAC 07.030]

Superintendent will implement procedures to ensure the distribution and dissemination of the Student Rights and Responsibilities document and the information contained therein. Special attention will be given to the development of procedures appropriate to elementary, middle level, and senior high students.

450.3 Age of Majority

- a. Alaska law states that those 18 or older have all legal rights to control their affairs as well as all the responsibilities of citizens of full age, unless otherwise set forth in statute.
- b. Except as required by law, the District does not track student age for purposes of consents, waivers or releases. When the District requires consent for educational decisions or for participation in activities, the District will request parent/guardian

consent regardless of student age. However, if a student is age 18 or older and the parent/guardian declines to make the decision, or the student chooses to make his or her own decision, the District will honor the student's decision, unless otherwise required by law or court order. If the District conditions student participation on a waiver or release of liability, it must be signed by a parent/guardian for students under 18. If the student is age 18 or older, the District will condition the student's participation on the student signing the waiver or release

(Section 450 - Revised June 14, 1993)

(Section 450 - Revised May 23, 2005)

(Section 450.3 - Added February 24, 2009)

451 Disciplinary Actions

Disciplinary action can range from an oral warning to expulsion. The ASD will try to apply discipline that is progressive in most situations. However, the disciplinary action applied in any particular case will depend upon the specific circumstances, and ASD reserves the right to apply whatever disciplinary action is appropriate in each case. The appropriate level of discipline requires professional judgment and should be based on an individualized evaluation of the conduct and the student involved. The factors that may be considered include, but are not limited to the following:

1. The potential for harm;
2. The student's prior disciplinary record; or lack of any prior offense;
3. Discipline imposed on others in similar situations;
4. Maintaining an appropriate educational environmental; and
5. Other relevant factors or circumstances.

451.1 Suspensions

The principal or designee has the authority to suspend students in accordance with the Statement of Rights and Responsibilities. These suspensions include in-house and out-of-school suspensions. In all cases, the Superintendent or designee retains the authority to review, revise, or impose disciplinary action. (See Appendix A)

451.2 Expulsion

Students may be expelled only upon action by the School Board. The grounds for expulsion are as provided in A.S. 14.30.045 and described in more detail in the Statement of Rights and Responsibilities. Expulsions may be accomplished only in accordance with the procedures established in the Statement of Rights and Responsibilities. The Board may set a minimum expulsion time for serious offenses.

(Section 451.2 - Revised January 12, 1998)

451.21 Programs for Long-Term Suspension or Expelled Students

The School Board may establish or approve a program or programs to provide educational instruction and other services, as it deems appropriate, to students who have engaged in conduct that has resulted in long-term suspension or expulsion from their current program. The Superintendent or designee shall establish eligibility criteria for participation by any student in any such program.

(Section 451.21 - Approved June 11, 2001)

451.22 Admission After Expulsion

A letter of application must be submitted for reinstatement. It must include evidence of completion of the requirements for re-admittance that were stated in the expulsion letter from the Board. It must also include a statement from the student as to why he or she wants to return and what he or she has learned from the expulsion and the events leading up to the expulsion. The administration may set additional conditions and requirements prior to consideration for reinstatement. The parent or guardian and the student requesting reinstatement will be required to meet with the Superintendent or designee for a formal discussion prior to reinstatement. The Superintendent or designee will determine appropriateness of reinstatement and school placement and make a recommendation to the School Board. Expelled students seeking admission to the District will be admitted only by action of the School Board. [Upon re-admission, written conditions related to placement and attendance will be formulated. Continued permission to attend school will depend on adherence to those written conditions.] move this sentence to Rights and Responsibilities

(Section 451.21 - Revised May 19, 1997)

(Section 451.21 - Approved as Section 451.22 - June 11, 2001)

451.3 Suspension or Expulsion of Special Education Students

The Superintendent shall establish uniform procedures that ensure the right of a special education student to an appropriate education when suspended or expelled.

(Section 451.5 - Approved as Section 451.4 -June 11, 2001)

(Section 451 - Revised May 23, 2005)

452 Student Handbooks

In addition to the rights and responsibilities denoted in the Statement of Rights and Responsibilities, each school unit also issues a student handbook which contains rules and regulations that govern conduct in that school. A copy of the student handbook shall be made available at the start of each school year to each student and employee at that school. Each student handbook shall be consistent with Board policy and state law.

In addition to providing a copy of the student handbook to students each year, the staff at each school shall conduct a program to review and/or teach rights and responsibilities, including expectations, rules and consequences, to students annually.

(Section 452 - Revised September 12, 1983)

(Section 452 - Revised May 23, 2005)

453 Damage, Loss, and Non-Return of School Property

453.1 Liability of Parent/Guardian

If a student damages or destroys school property, the student's parents/guardians may be held responsible in accordance with the policies of the Board. Responsibility of parents/guardians includes financial liability as provided in A.S. 34.50.020 (a).

453.2 Liability of Student

A student may be held personally responsible to pay for District property damaged or destroyed as a result of negligence or intentional acts.

453.3 Student Use of and Liability for School Equipment and Supplies

- a. It is the policy of the Board to make available to students various equipment and supplies which may be checked out by individual students for use in connection with school programs. These items include, but are not limited to textbooks, library books and materials, band equipment, and athletic equipment and uniforms.
- b. The District may decline to check out equipment based on considerations of safety, risk of loss, and/or liability.
- c. It is the policy of the Board that the materials listed above be made available to students free of charge, so long as such materials and equipment are not misused, mistreated, destroyed, or stolen and are returned in a timely fashion so as to allow for use by other students.
- d. In situations where school supplies and equipment are not returned as required, the Administration shall take appropriate steps to ensure the return of, replacement of, or reimbursement for such supplies or equipment. Procedures may also be established for charging reasonable fines calculated to ensure the timely return of materials. Any such fines shall be established pursuant to a schedule that is made known to students prior to their checking out or taking responsibility for school property. These fines may be charged only as a means of ensuring proper use, care, and circulation of property.
- e. Before monetary sanctions are imposed, the school must first give written notice to a student/parent of the proposed monetary sanctions. The student or parent may appeal the proposed monetary sanction first to the unit principal, and then to the Superintendent or designee.
- f. Chronic or malicious destruction, loss, or theft of District property by any student constitutes a disruption of the educational process and may be grounds for suspension or expulsion. Normal procedures for suspension or expulsion shall apply.

(Section 453.3 – Revised January 12, 2004)

454 Corporal Punishment

Corporal punishment is prohibited in the Anchorage School District. Corporal punishment is defined as the application of physical force to the body of a student for the purpose of discipline. Use of appropriate restraint as set forth in Board policy is not considered corporal punishment.

(Section 454 - Revised June 23, 1986)

(Section 454 - Revised January 12, 2004)

(Section 454 - Revised December 12, 2011)

455 Trespassing

All persons are welcome on District property when they are there for legitimate purposes.

All persons other than staff (including students from other schools) must check in with the proper authority in charge, normally the school office, in order to establish the legitimacy of their presence, prior to proceeding to other areas of the school. Persons who do not have a valid reason for their presence, or who do not comply with school rules, may be denied access to the District property. Individuals who proceed onto District property without proper authorization shall be treated as trespassers and shall be subject to prosecution under relevant state statutes and/or municipal ordinances. (Section 455 - Revised January 12, 2004)

456 Student-Organized Extracurricular Clubs

Unit principals shall permit students to organize clubs within the following criteria:

- a. Students may organize extracurricular clubs provided that the club formation and activities are student-initiated and voluntary.
- b. The School District does not endorse or sponsor the meeting or activities of student-initiated clubs. Student clubs exist as an expression of individual rights and are the sole responsibility of the membership.
- c. Student clubs must have a club purpose statement and

constitution that are approved by the school principal prior to initiation of club activities. School administration will provide a standard format, requirements and advice on production of the purpose statement and constitution. All statements in the constitution must be correct and factual. The statements of purpose and constitution may not:

1. Exclude students from membership.
 2. Propose unlawful or violent acts.
 3. Propose or otherwise entail a violation of any of the criteria set forth in any policy of the Anchorage School District.
- d. Student clubs are expressly prohibited from the following:
1. Interfering with the orderly conduct of the school.
 2. Promoting, encouraging, or sanctioning activities that are unlawful.
 3. Abridging the constitutional rights of any person.
 4. Compelling a school agent or employee to attend a meeting that is contrary to the beliefs of that agent or employee.
 5. Engaging in hazing or initiation activities.
 6. Engaging in harassment or discriminatory activities.
- e. Membership in a student club is open to all students enrolled in that school.
- f. A student club shall have a school monitor who attends the meetings to ensure that school policies are not violated but who does not otherwise participate in the clubs.
- g. Club information shall be published regularly in the school newsletter. Parents with questions or concerns regarding a club should contact the principal. A student may not participate in a club/activity if the student's parent informs the principal that permission is denied.
- h. The activities of a student club shall take place only during non-instructional time.
- i. The school shall not expend public funds on the student club

beyond the incidental cost of providing the space for meetings.

- j. A student club may raise and expend funds for purposes endorsed in the club statement of purpose and constitution only.
- k. Non-school persons (i.e., persons who are neither students nor employees of the Anchorage School District) shall not direct, control, conduct, or regularly attend the meetings or activities of student clubs.
- l. The activities of school clubs will follow the sexuality education guidelines for instruction as adopted by the Board if school clubs present instructional material to the school population.
- m. The school principal retains the right to prohibit activities and meetings of clubs that violate Board Policies and Administrative Procedures.
- n. The school principal may disband a club which violates Board Policy. The club may appeal this decision through the Administration and up to the School Board. Students who continue to perpetuate a disbanded club or its activities will be subject to disciplinary action.
- o. Clubs that exist within a school but have not been approved as a student club will either seek that approval or disband. Students who continue to perpetuate the club or its activities will be subject to disciplinary action.

(Section 456 - Revised June 5, 2000)

(Section 456 - Revised January 12, 2004)

457 Prohibited Organizations and Groups

- a. Groups that initiate, advocate, or promote activities that threaten the safety or well being of persons or property at school or at school activities are determined to be detrimental to the education program of the school and are prohibited. Apparel, jewelry, accessory or grooming that implies or indicates that a person is a member of a

prohibited group is prohibited at school or at school activities.

- b. Participation in activities such as initiation, hazing, intimidation, or activities that can cause bodily danger, physical harm or mental or emotional harm, are prohibited.
- c. A student who displays symbols of prohibited groups, participates in activities identified with prohibited groups, or who participates in activities which intimidate another student are subject to disciplinary action.
- d. Groups that behave in the manner described in this section will be defined as gangs. Gang-behavior is prohibited at school and school activities.
- e. Inservice training will be provided to develop staff awareness and skills as appropriate.

(Section 493.1 - Revised June 22, 1992)

(Section 493.1 - Renumbered as 457 June 5, 2000)

(Section 457 - Revised January 12, 2004)

458 Student Government

The principal at each school shall encourage activities for students that support and promote the democratic process. Students at each school have the right to elect a representative student government if a sponsor is available and approved by the principal.

458.1 Student Advisory Board (See Policy 173.2.)

(Section 458 - Revised January 12, 2004)

459 Student Travel

The District may provide opportunities for student travel. Student travel is defined as leaving school campus under control of a school supervisor.

459.1 Behavior Expectations

Students participating in travel activities are to conduct themselves according to District and school guidelines. Failure to do so will

result in appropriate disciplinary action being taken by school officials.

459.2 Permission for Student Travel

Principal and parent/guardian permission is required before a student may travel. At the discretion of the principal, parent permission may be requested for a semester or school year for repeated travel.

(Section 459 - Revised January 12, 2004)

460 Out-of-District Travel by Students

- a. "Out-of-District" travel is travel by any means outside of Anchorage or the contiguous boroughs (Kenai and Mat-Su). Out-of-District travel also includes travel to a contiguous borough if students will remain away from their homes overnight in conjunction with the activity for which travel is undertaken.
- b. The District shall establish procedures for approving and/or funding, within budget limits, out-of-District travel by students and/or student groups. Travel may be approved where such travel fulfills a student need or provides an important benefit to the involved student(s) and to the District, and where the needs cannot be met or the benefits adequately provided locally. The procedures shall include consideration of the cost to the District relative to the educational or other program benefits, the priority of the activity and benefits relative to competing requests for travel and other budget considerations and the amount of school support required and its impact on other ongoing programs.

460.1 Approval of Out-of-District Travel

- a. A teacher and/or activity sponsor must submit a request for out-of-District travel by students to the appropriate administrator for initial approval. The proposal shall then be submitted to the appropriate Executive Director, or his/her designee, for final approval. Approval of the student travel must be received prior to the teacher or sponsor making commitments to students and/or parents about the travel, or making financial commitments.
- b. Out-of-District travel which falls within the purview of the

Alaska School Activities Association (AASA) must comply with both District and AASA requirements.

- c. Approval for programs which involve academic credit (e.g., Credit by Choice, supplementary field trips) must be obtained prior to the activity taking place. Credit after the fact may be approved by the Superintendent or designee in unusual circumstances.

(Section 460.2 - Revised June 22, 1992)

460.2 Funding of Out-of-District Student Travel

- a. At its discretion, the District may pay part or all of the costs of out-of-District travel and related expenses for approved activities. Decisions on funding shall not discriminate among students or groups of students on any impermissible basis (i.e., race, sex, religion, etc.).
- b. In situations where approval for out-of-District travel is sought, but District funding is not available to defray the cost of such travel, funds may be raised by the proposed participants and/or supportive groups to underwrite the cost of the travel. The proposed source of funds and/or manner in which funds are to be raised must be approved by the principal and respective elementary, middle level or secondary divisions prior to initiating fund raising activities.

(Section 460.3 - Revised June 22, 1992)

460.43 Criteria for Out-of-District Student Travel

All decisions relative to approval of out-of-District student travel and the funding for such travel shall be based on the following criteria. The application must document each requirement.

- a. Travel must be related to educational or approved activity programs.
- b. Travel must provide opportunities that are not available within the District. Priority will be given to those trips that do not interfere with the school calendar. While school is in session, trips related to academics will be limited to five (5) cumulative school days per year for each class or group.

Trips related to activities/athletic will be limited to three (3) school days per season. The Superintendent or designee may grant a waiver of this limitation with notification to the Board. Absences for trips initiated by an ASD program will be recorded as an activity absence. Absences for trips initiated for academic enrichment will be recorded as a prearranged absence. However, travel/trips during a period approved by the Superintendent for specialized instruction as part of a school's calendar (intensives) will not count toward the limit under this section.

- c. The number of adults participating in the travel to supervise students must be approved by Elementary, Middle Level or Secondary Education. The ratio of adult to students may vary depending on the activity. In general, a ratio of 1 to 10 is recommended. If the trip is not a part of the ASD educational program, any leave expenses incurred must be covered by fund raising activities, the ASD professional leave bank or LWOP/personal leave opportunities.

Coverage by an administrator or designee is required for all out-of-District trips.

- d. School programs for students not traveling must continue at the level expected if the trip did not occur. Applications must provide assurances that this will happen. Students traveling must maintain their overall educational program. It is highly recommended that students attend school while on these trips, whenever possible.
- e. The trip must be safe and adequate security must be provided. There must be assurance that adequate medical care is available. It is highly recommended that at least one chaperone have a current first aid certificate.
- f. The proposal must anticipate possible contingencies including potential liability, emergency situations, and provisions for disciplinary matters. Written parent or guardian permission must be secured.
- g. The impact of fund raising activities upon the students, the school, and the community must be reasonable and possible

within the target community. There must be a plan to handle the cancellation of a participant, the trip itself or other factors that might result in financial liability associated with the scheduled trip. Advance ticket purchases and other non-refundable deposits are not the responsibility of the Anchorage School district.

- h. Travel must be approved prior to encumbrance of advance ticket purchases. Trips outside the State of Alaska must be approved during or before the semester prior to the trip departure. Trips within the State of Alaska must be approved 30 days prior to departure.
- i. Applications must be complete when submitted. Failure to provide all information requested may result in denial of travel.

(Section 460.4 - Revised June 22, 1992)

460.5 Cancellation for Safety Reasons

Whenever the Superintendent or designee determines that dangerous conditions may affect the health, safety, or welfare of those traveling, the Superintendent or designee may withdraw approval for the trip. In making such decisions, the Superintendent or designee will consider any known travel advisories or restrictions issued by the Department of Homeland Security and the U. S. State Department. The District assumes no liability to anyone for reimbursement of costs or expenses incurred by any trip for which the Superintendent or designee withdraws approval.

(Section 460 - Revised January 12, 2004)

470 Health and Welfare Services

471 Protection of Students

471.1 Dismissal of Students

- a. No school or grade may be dismissed before the established hour for dismissal except with the approval of the Superintendent or his/her designee.
- b. No teacher may permit any individual student to leave

school prior to the established hour of dismissal except by permission of the principal.

- c. A parent/guardian (or emergency contact) must be contacted before a student is sent home during school hours for any reason.
- d. No student will be permitted to leave school prior to the dismissal hour or at the close of school at the request of or in the company of anyone other than a school employee, police officer, court official, welfare or youth agency official, or the parent or guardian of the child, unless the permission of the parent or guardian has first been secured. Phone requests for dismissal or release should be checked by phone a few minutes after the original call. Requests by a police officer or other official for release of a child shall be honored only after notification of the parent or guardian unless there is presented an official court order for such release.
- e. Students may be excused from school to attend private classes of any kind by special permission of the principal. Such permission will be granted in cases where there is no interference with work of the school.

471.2 List of Names of Students

Senior high school principals may prepare a list of the names and addresses of potential graduates each year. This list may be released to organizations, agencies, institutions, or groups who, in the judgment of the Superintendent may offer opportunities or benefits to students. A student who does not wish to have his/her name and/or address on this list may prevent its inclusion as provided by Section 344.34 (h) of this policy manual.

471.3 Supervision of Students After Regular School Hours

No student or group of students shall remain in the school building after dismissal time except when under the supervision of an authorized person.

471.4 Student Interviews

- a. Any person who seeks to confer with a student in school or on the school grounds or to take a child from school, or who telephones or leaves directions as to where a student must meet another person, must provide positive identification to the principal before such a request can be granted. In every instance such requests should be referred to the principal or his/her assistant in charge. Principals are responsible for the enforcement of this regulation and for informing clerks, custodians, and teachers concerning the full implications of this rule.
- b. Individual students may not be interviewed by any person, except an employee of the District, without the approval of the principal, the permission of the parent/ guardian, if possible, and in the presence of the principal or his/her representative.
- c. No principal shall grant such an interview unless he/she deems it essential to the welfare of the student or as may be required by police, official agency, or court officials. When interviews are conducted by police, official agency, or court officials the principal should be present.
- d. Student interviews regarding child abuse and neglect must be conducted in accordance with Board Policy and State Law as per AS 47.17.027:

DUTIES OF SCHOOL OFFICIALS (AS 47.17.027)

If the department (DHSS) or a law enforcement agency provides written certification to the child's school officials that (1) there is reasonable cause to suspect that the child has been abused or neglected by a person responsible for the child's welfare; (2) an interview at school is a necessary part of an investigation to determine whether the child has been abused or neglected; and (3) the interview at school is in the best interests of the child, school officials shall permit the child to be interviewed at school by the department or a law enforcement agency before notification of, or receiving permission from, the child's parent, guardian, or custodian. A school official shall be present during an interview at the school unless the child objects or the department or law enforcement agency determines that the presence of the

Disadvantaged children who are in a state of poor health or in social conditions detrimental to their welfare will be referred to the proper service agencies. School personnel will cooperate with the various agencies in meeting the needs of these children.

472.3 School Lunch Aid

Free, or partially free, lunches may be furnished to a student whose parents/guardians are unable to pay for the costs of his/her lunches, subject to the limitations which may be established from time to time or by government regulations.

473 School Lunch Program

The District may operate lunchrooms in the schools for the benefit of the students and employees in such manner and under such conditions as the Board may from time to time direct and may operate mobile lunch units whenever such operations are deemed feasible.

474 Child Abuse or Neglect

474.1 Reporting

Employees of the District are required by law to report to the nearest office of the Department of Health and Social Services instances where in the performance of their professional duties, they have cause to believe that a child has suffered harm as a result of abuse or neglect. (A.S. 47.17.010 and 020)

474.2 Immunity

A person who, in good faith, makes a report of child abuse or neglect as provided above, is immune from any civil or criminal liability. (AS 47.17.050)

474.3 Administrative Procedures

The Superintendent may establish administrative procedures to implement the reporting of child abuse or neglect as provided herein and in A.S. 47.17.010 - 070.

475 Infectious Disease

Every child is entitled to a level of health which permits maximum utilization of educational opportunities. The Anchorage School District shall work cooperatively with the Municipality of Anchorage, Department of Health and Human Services and the Alaska Department of Health and Social Services to enforce and adhere to public health statutes and regulations for the prevention and control of diseases of public health significance in schools. The Anchorage School District shall maintain a Health Services Department which establishes specific procedures to ensure control of infectious diseases in the school setting.

(Section 475 - Revised June 22, 1992)

480 Safety and Safety Regulations

481 Responsibility

A school has the responsibility of setting up procedures and regulations to insure the safety of all children attending that school at all times. Precautions and techniques, needs and regulations will vary.

482 Emergency Notification

The Superintendent will develop and implement procedures both to initiate contact with parents/guardians, and to provide a way for parents/guardians to access information regarding serious incidents in schools.

(Section 482 - Added November 26, 2001)

482.1 Playground Supervision

To insure the safety of every child, principals shall provide for adult supervision of all school sponsored activities, whether on school grounds and in school areas or not, which occur before school, during recess and lunch periods, and after school.

482.2 Proper Maintenance of Grounds and Equipment

The principal or designated person shall make not less than one inspection per month of the playgrounds and the playground equipment. School employees and students shall be instructed to report dangerous and/or defective conditions of the grounds

and/or equipment, to the principal.

482.3 Eye Protective Devices

- a. The Board shall provide eye protective devices for the use of all students, teachers and visitors, when participating in courses and activities described in paragraph "c" below.
- b. Each employee charged with the supervision of courses and activities described in paragraph "c" below shall require that eye protective devices be worn by students, teachers and visitors.
- c. Eye protection devices shall be worn in courses including but not limited to: vocational and industrial arts shops and/or laboratories, chemistry and physics laboratories and at all times while the individual is engaged in or observing an activity, or using hazardous substances likely to cause injury to the eyes.
- d. Industrial quality eye protective devices which meet the standards of the American Standard Safety Code for head, eye, and respiratory protection shall be worn.

482.4 Administration of Medication

Designated school personnel may administer medication to a student only if the medication must be given during school hours to maintain sufficient health to participate in the school program. Procedures for administering medication shall be defined in a manual for school personnel on medication administration.
(Section 482.4 - Approved June 23, 1986)

483 Vehicular Safety

District staff shall avail themselves of every opportunity to instill in the minds of their students rules of safety. District staff should know the school policies on transportation safety and cooperate in the safety program.

483.1 School Buses

The Superintendent shall issue and publicize rules and regulations regarding bus safety. School buses shall be operated in a safe manner in accordance with the latest handbook for drivers of this

School District, the State of Alaska Student Transportation Manual and applicable Alaska Statutes. (See also Policy 452.3.)

483.2 Automobiles

Although the Board provides bus transportation for students with certain exceptions, it recognizes the necessity for some students to drive automobiles to school. Unit administrators or their designee may search vehicles parked on school property. All students who drive their own or their family's car to school regularly or part time are to register the car and obtain the necessary parking permit. As a condition to obtaining a permit, each student vehicle owner/operator shall be required to consent to the search of the automobile by school authorities if the school authorities wish to determine if the vehicle contains drugs, alcohol, weapons, or that any activity which is illegal or in violation of school policies or procedure is occurring or is about to occur or has occurred in the vehicle. Notification shall be provided at each school that the vehicles which do not display parking permits are subject to removal from the school property at the owner's expense. In the interest of safety, student driving practices shall be subject to strict control.

(Section 483.2 - Revised June 22, 1992)

483.21 Student Use and Parking

The principal shall establish rules and regulations outlining the use and parking of vehicles by students who operate automobiles and other motor vehicles on school property. A student's right to drive to school may be suspended for violation of these regulations.

483.22 Parent and Adult Transportation of Students

The Board recognizes the necessity of utilizing parent and adult transportation of students on an individual or pool basis to some school sponsored programs, i.e., field trips, etc. It shall be the principal's responsibility when establishing programs utilizing such transportation to determine:

- a. Whether the parent or guardian has given permission for the student to participate;
- b. Whether the driver has a valid drivers license and carries insurance.

483.3 Bicycles

Students may be permitted to ride bicycles to and from school subject to school regulations.

484 Fire Prevention

The principal will see that buildings are regularly inspected to detect fire hazards; and he/she will see that students are educated in the principles of fire prevention.

485 Civil Defense Activities

All school officials of the District shall cooperate with federal, state and local officials in planning and promoting civil defense activities in the event of man-made or natural emergencies.

486 Restraint and Seclusion

- a. To the maximum extent appropriate, the safety and welfare of students and staff should be secured through positive behavioral interventions. The use of physical restraint and seclusion is prohibited except in emergency situations as set forth below.
- b. Physical Restraint
 - 1. Physical restraint means the use of physical strength to significantly restrict the free movement of all or a portion of a student's body. Physical restraint is prohibited unless needed as an emergency response. A District employee may use reasonable and necessary physical restraint to control a student in order to protect the employee, the student, or others from physical injury; to obtain possession of a weapon or other dangerous object from a student; or to protect property from serious damage or destruction.

2. To the extent possible without compromising safety, other interventions should be attempted prior to the use of restraint. Restraint must be limited to that necessary to address the emergency and should be discontinued when the emergency no longer exists. Restraint may not be used as a form of discipline, to force compliance, or as a substitute for appropriate educational support.
3. Physical restraint must be implemented in a manner that protects the health and safety of the student and others. Restraint may not prevent the student from breathing or speaking. Prone or supine restraint, which occurs when the student is placed on his or her stomach or back, is expressly prohibited. A student's well-being must be monitored during restraint.

c. Seclusion

1. Seclusion is the involuntary confinement of a student alone in a room or area from which the student is prevented from leaving. Seclusion of a student is prohibited unless needed as an emergency response to protect the employee, the student, or others from physical injury; to prevent the use of a weapon or other dangerous object; or to protect property from serious damage or destruction.
2. Seclusion does not include time-outs, a student's voluntary choice to enter a secluded environment, detention or in-school suspension rooms that are utilized for instructional purposes, and other environments where a student is not alone in the room or where the student is not prevented from leaving. "Time-outs" are behavior interventions to provide a student with an opportunity to regain self-control or engage in problem solving where the student is separated from other students for a limited period in a setting that is not locked and from which the student is not physically prevented from leaving. Time-out includes placing a student in an area of the classroom where the student observes classroom instruction but does not participate.
3. Seclusion should be employed only when less restrictive interventions have been determined to be ineffective or inappropriate for maintaining safety. Seclusion should last only as long as necessary to resolve the actual risk of danger or harm,

or while awaiting the arrival of law enforcement or crisis intervention personnel. Seclusion should never be used as a form of discipline, to force compliance, or as a substitute for appropriate educational support.

4. While in a seclusion setting, a student must be *continuously* observed by an adult both visually and aurally for the entire period. Students must be provided necessities such as restroom breaks and food and water as needed. Any signs of medical distress should be immediately addressed. Seclusion must be sensitive to any particular vulnerabilities of the student and to the student's developmental level.
- d. The parent/guardian of a student who has been physically restrained or secluded shall be notified as soon as reasonably possible. Instances of physical restraint or seclusion shall be documented.
- e. The Superintendent or designee shall develop guidelines to implement this policy and shall provide for the training of staff members on positive support interventions, classroom management techniques, and skills to de-escalate student behavior. Training should include the safe use of restraint or seclusion in emergency situations, and procedures for documentation and parent contact. The form of training may vary depending upon the staff member's role and the instructional setting.
- f. This policy does not prohibit the inclusion of safe restraint or seclusion in a student's Individualized Education Plan or behavioral intervention plan if determined appropriate by the IEP team. However, in all instances, the use of physical restraint or seclusion must be in compliance with this policy.
- g. This policy is applicable to District employees. It is not intended to limit the use or type of restraint or seclusion by law enforcement personnel, including School Resource Officers, who may need to utilize these methods while on District property.

(Added section 486 - December 12, 2011)

490 Specific Student Matters

490.1 Student Publications

490.11 Purposes

The purposes of official student publications are to provide an instructional device for the teaching of writing, editing, all other journalistic skills, to provide a forum for the opinions and views of students, school staff, and members of the community, and to serve the school and the community by reporting various school activities.

490.12 Rights of Contributors to Student Publications

A student publication may print articles dealing with topics of interest to the contributors and the readers of such publications. Articles expressing opinions on any topic, whether school related or not, may be printed on the editorial page if such articles deal with topics which are of interest to both the contributor and the readers. The editorial board of the publication may, with the limitations established in this policy, determine the content and subject matter covered by the official student publication.

490.13 Responsibilities of Contributors to Student Publications

Contributors to student publications have the responsibility to:

- a. Submit articles which conform to good journalistic writing style.
- b. Rewrite and edit as required by the faculty advisor to improve the journalistic structure, grammar, punctuation, and overall quality of a story.
- c. Obtain the necessary permission and provide the appropriate attribution for any material derived from other sources.
- d. Sign all articles expressing an editorial opinion (except that editorials representing a newspaper position may be printed without signature if all members of the editorial board are identified elsewhere in the paper).
- e. Check facts and verify quotes.
- f. Provide space for rebuttals in cases where editorials or

articles on controversial issues are printed. (In such cases an effort should be made to allow the rebuttal to be expressed in the same issue, but otherwise not later than the next following issue of the publication.)

- g. Generally to be aware of and abide by the regulations and restrictions governing responsible journalism as defined by the American Society of Newspaper Editors.

490.14 Prohibited Material

The following types of articles and material shall not be allowed in student publications:

- a. Material which is libelous or which violates the rights of privacy.
- b. Material which is obscene, according to current standards in the community.
- c. Profanity or vulgar slang which is defined as language or other printed matter which would not be used in the Anchorage Daily News or the Alaska Star.
- d. Material which advocates the breaking of any law or School Board policy.
- e. Material which criticizes, demeans or attacks any race, religion, sex, ethnic group, physical or mental disability.
- f. Commercial solicitations, unless authorized by a unit administrator. Under no circumstances, however, will any advertisements or solicitations be permitted for cigarettes, alcoholic beverages, drugs or any other product or activity which is prohibited for individuals 18 years of age or younger.
- g. Any material the publication of which would create substantial disruption of the school. Substantial disruption is defined as the threat of physical violence in the school or community and/or the substantial disruption of the school's educational program.

- h. Endorsements of or solicitations regarding partisan causes, political candidates, or ballot measures. The publication may publish factual articles on candidates or ballot measures, including public opinion polls, provided that such material does not endorse any person or position, and provided further that a rebuttal opportunity is allowed.

(Section 490.14 - Revised November 12, 2007)

490.15 Determination of Appropriateness and Appeal Procedures

- a. The faculty advisor shall have the primary responsibility to review all material to determine whether it conforms with the requirements of this policy. The unit administrator or his/her designee may also review proposed material prior to publication.
- b. If the faculty advisor refuses to permit any material, the decision may be appealed to the unit administrator.
- c. In the case of either an appeal from a decision not to print by the faculty advisor or the original review by the unit administrator or his/her designee, a decision must be rendered within two (2) school days as to whether or not the material may be printed.
- d. No material submitted for publication may be censored or otherwise restricted except for the reasons provided in this policy. Nothing in this policy is intended to allow any censorship merely because some material is controversial or because it criticizes a particular school, school official or school procedure.
- e. If the unit principal determines that a particular article may not be published, the editorial board of the publication may appeal this decision to a publications board consisting of the principal or his/her designee, the journalism advisor, the editor-in-chief of the publication, a representative from the student government chosen by the student government organization, and a member of the unit parental advisory group (i.e., PTA) selected by the Committee. That committee shall meet to consider the dispute within two (2)

school days of the request by the editorial board of the publication. The publication board shall render its decision within 24 hours of its consideration of the disputed material.

- f. If either the editorial board of the publication or the unit administrator is aggrieved by the decision of the publication board, the decision may be appealed to the controversial material review committee (SBP S 341.3) and additional review shall be conducted pursuant to the established procedures provided for such review.

490.16 Sanctions

In any case where the school administrator proposes to sanction a student or students for violation of this policy, such sanction shall be imposed only pursuant to the Due Process procedures of the student on Student Rights and Responsibilities (SBP S 450).

491 Married and/or Pregnant Students

491.1 Married Students

Married students shall be entitled to equality of opportunity with respect to all curricular and extracurricular programs in the respective schools. Married students shall comply with all prevailing school regulations regarding transportation, housing, etc., as a participating member of all school-sponsored events.

491.2 Pregnancy

The District will provide, through the regular program or through the special services program, continuing educational opportunities for expectant mothers. Each principal and counselor is expected to assist students in specific categories to meet any special needs that may arise.

492 Student Deaths

In the event of the death of a student of the District it shall be the responsibility of the Superintendent's office to see that the following actions are taken:

- a. Prepare a letter to the parents of the student concerned expressing the sympathy of the Board and the school employees.
- b. Purchase an appropriate memorial book with appropriate bookplate, selected by the Resource Librarian.
- c. Place the memorial book in the library of the school last attended by the student.

493 Student Gifts to School Personnel

Student gifts to school personnel shall not be solicited by any employee of the Anchorage School District.

(Section 494 - Revised May 4, 1992)

494 Class Gifts to the School

The procedure described in Policy 833 (Gifts and donations to the School District) shall be followed.

495 Student Fees

A student supply fee may be asked of all students. Failure to pay the fee shall not affect the student's grade or participation in school.

Students may also be charged for supplemental materials for elective classes, and voluntary activities and materials, such as transcripts, participation in activities, and parking on school property. The Superintendent will establish whether a waiver may be requested for these fees. The Superintendent may also establish a cap on the amount of fees charged for the school year.

Students may be charged for those items that are personally consumed or are projects which when completed are taken home. Students may also be charged for the cost of a field trip. If a student is unable to afford the fee, a waiver or scholarship may be requested. The Superintendent shall establish administrative procedures for the collection of all student fees whether the fees are mandatory or voluntary.

(Section 496 - Revised November 25, 1996)

496 Personal Religious Observations

Personal religious observances shall be permitted in the schools of the District when it does not conflict with operation of the schools.

497 Fund Raising Programs

Fund raising by students should be handled in a manner that does not detract from or significantly impact the educational day. Groups are encouraged to keep fundraising to a minimum. Door-to-door sales or solicitation by students is strongly discouraged. While we want students to be involved in projects that support their school and community, guidelines are needed to avoid undue pressure on students and/or families.

Organizations that are legally separate entities that work within the School District (such as PTA, PTSA, Booster Clubs, Alumni Clubs) and have their own guidelines for fund raising activities may conduct fund raising activities. These organizations need the approval of the school principal for fund raisers that will be using District facilities for any part of the activity.

Students shall not be requested to contribute to or to participate in any organized drive to raise funds for any third party group or purpose either on, in or about the school premises.

Charitable fund raising programs, such as canned food or used clothing drives, Alaska Zoo animal sponsorships, and Walk for Hope, should be related to the school or class curriculum or goals. There should be a clear statement given to all students and parents as to who will benefit from the fundraising activity. These activities may be sponsored by a teacher or class or grade level, the student council, the faculty, or the whole school with the approval of the principal prior to beginning the activity. There shall be no academic or other consequence to a student who chooses not participate. Comparisons between schools will be discouraged. Any activity to benefit an organization that is not on the approved master list, which is updated annually, must also be approved by the Superintendent or designee.

Fund raising activities to benefit the students and/or the school need approval of the school principal. This includes activities of advisory groups, student clubs and teams.

A charitable organization which wishes to solicit contributions of staff members must make formal application to the Superintendent or designee, demonstrate compliance with established criteria and receive School Board approval.

(Section 498 - Revised January 12, 1998))

498 School Pictures

In the elementary schools, time will be allowed for the taking of individual and group pictures.

PTA's may sponsor school picture programs. PTA organizations will be expected to provide personnel for handling such programs. Any profit made in the program shall revert to the benefit of the children.

In the middle level and secondary schools, the taking of individual pictures is permissible if sponsored by a recognized student group (i.e., the Annual Staff).