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## 300 - INSTRUCTION

### 305 Mission of the Anchorage School District

- a. The mission of the Anchorage School District is to educate all students for success in life. Students will be prepared for success in life if they graduate college and career ready.
- b. This mission statement is anchored in the belief that all children can learn. Providing opportunities that support and encourage students to reach their maximum potential is essential in achieving this mission. This mission requires that the district promote and provide equal and fair access to ensure quality education in a culturally responsive and barrier-free learning environment.
- c. The district recognizes that student success requires a collaborative partnership among schools, parent/guardians, and the community.

(Section 305 - Added November 8, 20110)

### 310 Purpose of the Instructional Program

- a. The district will implement an instructional program that prepares students to graduate ready for post secondary academic, vocational, and career opportunities.
- b. The program will be based on School Board goals, elaborated in a Six Year Plan, and reviewed both in that Plan's annual evaluation and in the Profile of Performance.
- c. The content of the instructional program will comply with district, state, and national content and performance standards.

(Section 310 - Revised November 8, 2010)

### 315 Instructional Program Organization

- a. The Board has the power and duty under Alaska school laws to provide for an instructional program for all schools under its control, subject to the rules

and regulations of the State Department of Education and Early Development and applicable federal statutes and regulations.

- b. The Board delegates to the Superintendent the responsibility of oversight of instruction subject to the provisions of these policies.
- c. The instructional program shall include elementary, middle and high schools, alternative programs, charter schools, and a limited open enrollment policy that provide options for choice which will lead to more academically and socially engaged students.

(Section 330 - Renumbered 315 November 8, 2010)

(Section 315 -Added November 8, 2010)

### **316 Elementary, Middle and High School**

- a. The instructional program of the District shall provide appropriate instruction to all legally eligible students in the District.
- b. An instructional program will be organized into schools or other administrative units as follows:
  1. Elementary schools include the primary grades of kindergarten, first, second, and third, and may include pre-school. Intermediate grades consist of fourth, fifth and may include sixth grades.
  2. Middle schools include seventh, eighth, and may include sixth grades.
  3. High schools include ninth, tenth, eleventh, and twelfth grades.
  4. Middle and high schools are considered secondary schools.
  5. Schools and programs for students with special instructional needs may be organized to accommodate students from ages 3 through 21. Grade level organization is program specific.
  6. Other alternative schools may be organized in ways that cross divisional boundaries.

(Section 331 Revised March 9, 1998)

(Section 331 Renumbered 316 November 8, 2010)

(Section 316 Revised November 8, 2010)

### **320 Administrative Manuals**

Elementary, Middle, and High School Level administrative manuals are to be developed and maintained under the direction of the administrators in charge of Elementary, Middle, and High School Education. Such manuals must be consistent with

Board policy. When approved by the Superintendent these manuals shall have full force and effect.

(Section 347.2 - Renumbered 320 November 8, 2010)

### **321 Student Handbooks**

The District will develop a student handbook for each division that addresses students' rights and responsibilities. Individual schools or programs may develop a supplement to the handbook specific to their school or program. All handbooks must be consistent with Board policy and administrative rules and regulations.

(Section 347.3 Renumbered 321 November 8, 2010)

### **322 Alternative Programs**

The Superintendent is authorized to plan and to implement alternative educational programs with the approval of the Board. Alternative programs are fully recognized, integral elements of the Anchorage School District's educational offerings. All alternative programs shall comply with applicable and current policies, procedures, rules, regulations and Anchorage School District educational goals.

(Section 332 Renumbered 322 November 8, 2010)

#### **322.1 Definition**

Alternative educational programs are those voluntary programs which may differ significantly from the District's standard elementary, middle level, or secondary program in the following ways:

- a. Grade level organization
- b. Student evaluation
- c. Curriculum
- d. Instructional methods
- e. Student involvement
- f. Parent involvement
- g. Resource provision
- h. Activities
- i. Educational philosophy
- j. Attendance area
- k. Availability of District-provided transportation

(Section 332.1 - Renumbered 322.1 November 8, 2010)

### **322.2 Concept Approval**

A request for concept approval for alternative programs shall be submitted to the Superintendent or his/her designee in proposal form. The preliminary program proposal shall include the following:

- a. A description of the proposed program and program organization: school-within-a-school or entire school alternative.
- b. How the proposed program differs significantly from existing programs.
- c. A statement of the proposed program's philosophy.
- d. A description of the student population and the number of students to be served by the program.
- e. Proposed site of the program.
- f. Signatures of individuals proposing program.
- g. Current school assignment and number of students represented by individuals proposing program.
- h. Timeline for all major events to accomplish the proposal.

The Superintendent or his/her designee will review the request for concept approval and recommend approval or disapproval of the program to the School Board.

(Section 332.2 - Renumbered 322.2 November 8, 2010)

### **322.3 Lottery Procedures**

- a. Purpose
  - (1) To provide an equal opportunity for all students who request participation in one of the Anchorage School District's programs or schools other than the assigned District program or school and to provide grade level and gender balance. No student shall be denied participation because of a physical, mental, or learning disability, or special need.
- b. Responsibilities
  - (1) Standard Schools

Requests for registration shall be made through the Attendance Zone Exemption Application process. Approval or denial shall be based on the school's total space availability and the achievement of gender and grade level balance.

(2) Alternative Schools/Programs

To promote equal educational opportunities for all students, it is the goal of the school system to provide all interested students with a fair opportunity for access to alternative schools/programs. To carry out this goal, the Superintendent or designee should assist each alternative school/program in developing equitable recruitment strategies and to recruit a pool of applicants which reflects the diversity of the school system as a whole.

Administrators of each alternative school/program will inform the parents and students on the wait list of openings as they occur and will require an information session. An "alternative school/program" is defined as: 1) an optional program and/or charter school, or 2) the K-12 language immersion programs. All parents and students are required to attend an information session prior to enrollment when appropriate. For primary grades, the parent information session may not be appropriate for their attendance. These sessions will be designated to familiarize the parents and students with the new school or program and to identify the student's needs. Approval or denial shall be based on the school's/program's total space availability; and the grade level of the applicant (to ensure grade level balance); and consideration given to the promotion of gender balance.

<p>Each year, the Superintendent or designee shall assess the extent to which each alternative school's/program's enrollment reflects the diversity of the school system as a whole. Based on this analysis, the Superintendent or designee may set recruitment goals for groups that are underrepresented in alternative schools/programs. "Recruitment" may include efforts such as targeted</p>
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mailings, but shall not create any priority or preference for admission.

c. How to Apply

(1) Standard Schools

Parents of children requesting an Attendance Zone Exemption to another standard school outside their assigned attendance area will complete an Attendance Zone Exemption form and submit it to the building administrator. If no space is available, the request will be held for inclusion in the next Lottery Process for that school. The parent must submit a completed Lottery Application form at the time of the request. If space is available, approval will be based on space availability, grade level, gender balance, and reasons stated on the request.

(2) Alternative Schools/Programs

Parents of children requesting entrance into an alternative school or program must complete and return an application on the approved Lottery Application form to the administrator in charge of the alternative school/program of their choosing.

All applications received prior to the designated lottery date will be entered in the next available lottery. The building administrator will keep a copy of the applications on file in the school office. Information available to the Alternative Program Advisory Committee is the standard lottery application form and student generated writing sample. At the time of the application, parents are given a copy of the Open Enrollment Lottery Procedures. In addition, at the time of application, parents should be given any available written information regarding program philosophy, program goals, and parental and student commitments that are a part of the particular alternative program guidelines.

Any required orientations, information sessions, or visits should be explained to the parents at the time applications are submitted.

At the time of approval for entrance into the alternative school, the parents will complete an Attendance Zone Exemption form.

Parents must give written permission to share their name, address, and phone number in a “waiting list directory” in order to facilitate communication among parents. This information will be kept at the individual schools as well as at the offices of the appropriate Instructional Division Executive Director and the Assistant Superintendent for Instruction.

d. Time Period for Lotteries

The administrator of the school/program will conduct two (2) lotteries annually for all schools if the applications received to attend any school or program exceed the available openings at that school or program.

(1) Schedule for Lotteries

No later than five months prior to each of the spring and fall lotteries, the superintendent will establish the date of the lottery and deadline for application and will ensure these dates are published.

- a) The spring lottery will be held during the last two weeks of March.
- b) The fall lottery will be held the week prior to fall registration.
- c) Additional lotteries may be held if needed.

e. Priorities - The following priorities apply only to the drawing process for placement on a wait list. The priorities do not guarantee placement in the desired school or program.

- (1) Siblings within that specific alternative school/program and attendance area children will have the same priority.

- (2) Districtwide
  - (3) The building administrators may preempt the process with the approval of the appropriate Instructional Division Executive Director for the following reasons:
    - a) Grade level balance.
    - b) Documented hardship (extenuating circumstances, medical, safety, psychological, or curriculum considerations).
    - c) The achievement of gender balance.
- f. Drawing Process
- (1) All drawings will be by grade levels K-12. Grade levels are drawn first to determine draw order for the lottery.
  - (2) When a student's name is drawn, it is placed on the appropriate schools' waiting list in numerical order.
  - (3) Students will be enrolled in the standard school or alternative school/program from the approved waiting list in numerical order.
  - (4) Students' parents must annually acknowledge their interest in remaining on a school's/program's waiting list by notifying the principal/designee of their interest. Future drawings will add to the approved list. Student's remaining on a waiting list will retain their place on the list; the grade level list will move up a grade annually.
  - (5) Pre-kindergarten students are eligible for the lottery only in March preceding eligibility for school entrance and if the program begins in kindergarten. The first lottery for which pre-kindergarten students will be eligible will be the one in March preceding their intended enrollment. For example, for kindergarten students for the 200X-200Y school year, the first eligible lottery will be March 200X. Students wanting consideration for early entry to either kindergarten or first grade will be allowed to enter the lottery. Their space will be reserved pending approval by the Executive Director of

Elementary Education or the Assistant Superintendent for Instruction until the fall lottery preceding their intended enrollment.

g. Continued Participation

Students who have been chosen to attend a school or program must register in that school or program within two (2) school days after notification. In the case of pre-kindergarten students, they will notify the school within the two-day period of their acceptance, but actual registration will take place during the normal kindergarten registration period in August of each year. Those students who do not enroll within the designated period will be withdrawn from the waiting list and they must reapply if they wish to attend. If an attempt to contact a parent/guardian to offer a space to a waiting list student is not successful, the student will remain on the list through the next lottery period. If an attempt to contact a parent/guardian is again unsuccessful during the next lottery period, the student will be removed from the waiting list. If students are already in the program and are withdrawn for any reason, they must follow the lottery procedures if there is a waiting list. Positions may not be reserved because of a student's withdrawal from the program. No student will be allowed to accept a place in more than one program at the same time. All schools will turn in their waiting lists to the appropriate Instructional Division Executive Director and the Assistant Superintendent for Instruction within five (5) days of each lottery.

h. The Lottery Process

- (1) All new applications will be held without priority ranking numbers between scheduled lotteries.
- (2) At lottery time, the initial step will be the drawing for position according to grade level. The lottery will then proceed as follows:
  - a) Draw grade levels to determine order of the drawing;
  - b) Draw siblings and attendance area children if applicable to the school/program;
  - c) Draw Districtwide applications.

- (3) Siblings and attendance area (if there is an attendance area) names will be drawn and assigned the lowest available waiting list numbers. Where families have more than one child, the lowest available number will be assigned simultaneously to each grade level. To be eligible under this section, the sibling must be on the rolls for the school/program at the time the other entering sibling is enrolled.
- (4) Names of children from the rest of the District will be drawn second and assigned waiting list numbers in sequence behind siblings and attendance area children's names.
- (5) After each lottery, families will be notified of their status on the list and advised that they must notify the principal/designee if they wish to remain on the list. At that time they should provide updated information (address, telephone number, etc.) if necessary.

i. Waiting List

- (1) The names will be entered into the waiting list two (2) times each year in March/April and August of each year for grades K-12 after the scheduled lottery is held. A copy of the list will be forwarded to either Elementary, Middle Level, or Secondary Education and the Assistant Superintendent for Instruction. The Assistant Superintendent for Instruction will compile a listing of all students on wait lists and will include a listing of each program for which the student has applied.
- (2) Names will be numbered consecutively within each grade level based on the lottery draw.
- (3) An indication will be made after the last number entered from each lottery so that it will be possible to determine which names were entered from every lottery (i.e., Spring 200X; Fall 200X, etc.)
- (4) Students will be enrolled in the school/program from the approved waiting lists in numerical order unless the administrator preempts the waiting list to ensure gender

balance as stated in the criteria description below, or for documented hardship. As openings occur in a particular grade level, the parents of the next student on the waiting list will be notified of the opening and must accept or reject the school/program within two (2) school days. Registration should occur as soon as possible after that date but no later than five (5) days after acceptance.

- (5) When an opening occurs and no names remain on the waiting list, a special lottery will be held for that grade level only after soliciting for interest from students in the school and/or the District.

j. Criteria

- (1) Space availability will be determined by weighing the following factors:

- a) Overall program capacity as established by the District for zone exemptions and enrollment of the school; and
- b) Grade level and individual classroom enrollments must be balanced within the program and school. The classroom and grade level restrictions that may be applied are the standard pupil teacher ratios for the coming school year.

- (2) Gender Balance

In order to provide gender balance, the administrator shall preempt the waiting list if more than two-thirds ( $2/3$ ) of the class is of one gender in order to ensure a minimum of two-thirds ( $2/3$ ) to one-third ( $1/3$ ) gender ratio.

k. Preemption Policy

- (1) The administrator shall preempt the lottery procedure in the interest of achieving gender balance within a school or program. For purposes of this policy, gender classifications are (1) female and (2) male. Gender imbalance occurs when the student body in a particular school or program has more than  $2/3$  of either gender.

- (2) The procedure for preemption the normal lottery process is as follows:
  - a) When a gender imbalance exists or would exist without preemption in a grade level at the time of the lottery, the administrator will fill the available spaces in the grade level by taking the numerically lowest ranking students of the minority gender until the occurrence of one of the following:
    - 1) gender balance is achieved; or
    - 2) all spaces in the grade level are filled.
- (3) After balance is achieved, the administrator will fill the remaining available spaces in the grade level by following normal lottery procedures.
- (4) The preemption policy becomes effective only when a gender imbalance exists in a grade level.

(Section 332.3 - Approved April 9, 1984; Revised October 11, 1993; Revised February 28, 1994; Revised October 30, 1995; Revised March 3, 2003; Revised January 9, 2006; Revised October 8, 2007; Revised November 12, 2007; Revised April 27, 2009)

(Section 332.3 - Renumbered to 322.3 November 8, 2010)

## **325 Special Services for Exceptional Children**

### **325.11 Statutory Provisions**

Alaska Statutes provide for educational services for the exceptional child for whom the regular school facilities are inadequate or not available. (AS Sec 14.30-352)

### **325.12 District Provisions**

The Board recognizes that the needs of individual students vary widely, and that the highest educational standards imply challenging each child according to his/her individual capacity. Therefore, programs shall be developed to meet the educational needs of both the gifted and the physically or cognitively disabled students.

(Section 344.12 - Revised November 12, 2007)

### **325.13 Definition**

The term "exceptional child" as used shall be in accordance with Alaska Statutes Section 14.30.351.

### **325.2 Outreach Programs**

In situations where public or private nonprofit institutions within the Municipality provide residential care for school-age children who are otherwise entitled to free public education within the Municipality, the District shall make such arrangements as are deemed appropriate by the District to provide educational programs to such children. To the extent consistent with federal and state legal requirements, arrangement in these situations may, but need not, include the assignment of certificated personnel to provide appropriate on-site instruction and/or the placement of District-owned facilities on-site to house the District's operated instructional program. Nothing in this policy is intended to require the District to provide educational programs at any location where not otherwise required or to offer programs to individuals not otherwise entitled to receive them.

(Section 344.2 - Approved December 9, 1995)

(All Section 344 - Renumbered 325, November 8, 2010)

### **330 The School's Responsibility to Homeless Children**

- a. It is the policy of the Board that no homeless child shall be deprived of any of the opportunities or benefits offered by the program of instruction because of his/her living situation. Therefore, consistent with the McKinney-Vento Homeless Assistance Act, provision shall be made for assistance to a student for continued attendance in the school of origin; establishment of a school of origin; transportation; immediate enrollment; acquiring immunization and school records; ensuring accrual of credits; and immediate access to free meal program, materials for instruction and full participation in school activities, including extracurricular activity fee waivers.
- b. The Title I Child in Transition/Homeless Project (CIT/H) is the Anchorage School District's contact for homeless students and families, school district staff, and shelter and community agencies to assist in the establishment of eligibility, enrollment of homeless students, and providing educational services for homeless students.
- c. The school of origin is the school the student attended when permanently housed or the school in which the student was last enrolled.

- d. Establishment of a school of origin when a homeless student is new to the district will be determined using the following criteria:
  1. Availability of support services for student and/or family.
  2. The school zoned for the location of the student's temporary accommodations.
- e. Transportation will be provided for a homeless student to attend his school of origin during the school year in which he becomes homeless. Other transportation will be provided to each homeless student comparable to that received by other district students.
- f. The district will make special efforts to ensure the immediate enrollment, attendance and full participation of a homeless student, including a student who does not currently attend school. The Anchorage School District's 15 day attendance rule will not be applied. The district will allow a homeless student to enroll, attend and fully participate by exceptions, waivers, or grace period for the following conditions:
  1. Parents/guardians reside in another district and the student is not living with a parent or legal guardian.
  2. Student/family cannot demonstrate proof of residency.
  3. Student/family does not have a permanent address.
  4. Student does not have records from another school.
  5. Student has not officially withdrawn from a previous school.
  6. Student does not have proof of age document.
  7. Student is an unaccompanied youth.
  8. Student does not have a record of required immunizations.

(Section 345 – Adopted August 9, 1999)

(Section 345 – Revised April 27, 2009)

(Section 345 - Renumbered 330 November 8, 2010)

### **333 Charter Schools**

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

### 333.1 Organization of a Charter School

A charter school operates as a school in the District except that a charter school:

- a. is exempt from the District's textbook, program, curriculum, and scheduling requirements; all other rules, regulations, and policies, unless specifically waived, will be followed by students, staff, and parents;
- b. the principal of the charter school shall be selected by the Academic Policy Committee and shall select, appoint, or otherwise supervise employees of the charter school;

Note: AS 14.03.255(a) exempts charter schools from the legal requirements of AS 14.14.130(c) – a statute providing that the superintendent selects and controls all school district employees.

- c. operates under the charter school's annual program budget as set out in the contract between the School Board and the charter school Academic Policy Committee;
- d. shall designate a contact person for all communications between the charter school and the Superintendent or designee;
- e. may organize as a nonprofit corporation pursuant to the Alaska Non-profit Corporations Act, AS 10.20.005 et.seq. Organization as a nonprofit corporation shall not affect the charter school's status as a public school in the District. A charter school organized as a nonprofit corporation, but not a distinct non-profit corporation organized to support the school, must include in its articles of incorporation a provision specifying that upon dissolution, voluntary or otherwise, assets of the corporation not required for discharge of existing liabilities and obligations of the charter school, shall be returned/transferred to the District.

Note: Academic Policy Committee members are encouraged to seek legal advice regarding the potential benefits to the Academic Policy Committee and the charter school incorporating.

### 333.2 Communication

- a. Charter schools are an integral part of the Anchorage School District. Open communication between the charter school and the District is essential to the effective functioning of each.
- b. The District shall
  - (1) respond in a timely manner to requests for information from the charter school.
  - (2) develop materials such as calendars, time lines, or forms to assist charter schools in meeting district deadlines and reports.
  - (3) invite charter school employees to participate in District sponsored professional development workshops and programs.
- c. The Charter School shall
  - (1) respond in a timely manner to requests for information from the District.
  - (2) designate a contact person as the primary contact between the charter school and the District administration.

### 333.3 Establishing a New Charter School

The School Board shall accept applications for charter schools in accordance with the application procedure set forth in this policy.

- a. Notice of Intent

Any person(s) wishing to establish a charter school shall notify the Superintendent of their intention at their earliest convenience but no later than July 15 of the year the application will be submitted.
- b. Application Submission

Applications for charter schools shall be submitted to the District no later than September 1 of the school year prior to the

school year the charter school is proposed to begin operation. Applications received after the September 1 deadline shall not be considered until the next school year. All charter schools shall begin operations as specified in the charter school application.

### **333.4 Application Procedure for Establishing a Charter School**

An individual, group or organization shall follow the steps delineated in 333.5 through 333.6 in applying to establish a charter school in the Anchorage School District.

### **333.5 Application Form**

A charter school application must include the following information in writing:

- a. Name of the proposed charter school
- b. Name, address, and telephone number of a designated contact person authorized to act for the charter school applicants
- c. Provisions for an Academic Policy Committee

Note: The Academic Policy Committee must comply with Board Policy 333.9.1(a).

The application must provide:

- (1) the names, mailing addresses, and phone numbers of the members of the Academic Policy Committee proposing the charter school;

Note: It is recommended that the Academic Policy Committee have expertise in the following areas: budget and finance, curriculum and instruction, fund-raising/grant writing, volunteer recruitment, public relations, office management, facility acquisition and management, library science, and, knowledge of school laws or legal expertise.

- (2) a letter signed by each member of the original Academic Policy Committee attesting to their knowledge of their responsibilities toward the development and operation of the charter school;

- (3) identification of procedures for the election/appointment of Academic Policy Committee members and their length of service.

d. Description of Organizational Structure

The application must include:

- (1) the proposed organizational type and structure of the charter school;
- (2) copies of proposed organizational documents, if any, including articles, bylaws, or similar organizational documents;
- (3) a statement of proposed principles and guidelines to create a cooperative working relationship between the District and the charter school; these principles and guidelines must accommodate both the supervisory authority and responsibility of the School Board under state law and policy as well as an appropriate level of autonomy and self-determination for the charter school.

e. Description of the Educational Program

The application must include:

- (1) a statement of the program mission and philosophy: explain the purpose of the program, for whom it is established, and what the intended areas in which student performance will be measured and performance targets will be for students enrolled in this charter school;
- (2) an estimate of the demand for this charter school and the basis for the estimate;
- (3) a statement of the goals for this charter school and a description of the process used to identify the goals;
- (4) the curriculum in each subject matter area of the charter school (including educational/academic goals, State and District Content and Performance Standards, program of

- study, scope and sequence, instructional methods and materials, and evaluation procedures to be used);
- (5) identification of any vocational courses to be offered in the charter school (if grades 9 through 12 are included);
  - (6) scheduling requirements (length of the school day with start and end times and a calendar for the school year);
  - (7) a description of the delivery model for specialized services, including, but not limited to, special education and required related services, gifted education, and English as a second language.

<p>Note: The school calendar needs to be approved by the School Board and the Department of Education and Early Development.</p>
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f. Admission Policies and Procedures

The application must include:

- (1) the annual calendar of registration and admission dates;
- (2) the proposed program for application and admission, including the school's plan for academically low-achieving students, diverse student populations, "at risk" students (those students who because of physical, emotional, socioeconomic or cultural factors are less likely to succeed in school), and students who need specialized services;
- (3) a statement affirming that any eligible student who applies in a timely manner will be admitted, subject to the maximum number of students identified in the proposal
  - a) During the first year of operation, a preference for enrollment may be given to the children of the originators of the charter school (parents and staff) if there are more applicants than the approved number of students.

- b) As specified in law, in the event of an excess number of student applicants, the charter school and the School Board shall attempt to accommodate the students by considering additional classroom space and/or additional teachers. If it is not feasible to accommodate all eligible students, students shall be selected through the Anchorage School District's Lottery Procedures.
- c) The District may not require a student to enroll in a charter school.

Note: The District's lottery procedures are found at School Board Policy 332.3. Applicable charter school law regarding enrollment is found at AS 14.03.265.

- (4) a statement of non-discrimination in the school's admissions policies, procedures, and educational program consistent with District, state and federal requirements;
- (5) the application procedure for students, including a copy of the student application form, and the timelines for application, approvals, and notification;
- (6) in the case of a multi-year charter school, provisions for handling the admissions procedures for continuing students from one school year to the next.

g. Administrative Policies

The application must include:

- (1) administrative policies to be followed by the charter school;
- (2) requested exemptions from specified School Board policies and/or administrative regulations;

Note: Requested waivers will be discussed during the Administrative Review and at the School Board Work Session. Any Board approved exemptions must be specified in the contract. The most current copies of School Board Policies

and Administrative Procedures Manuals will be provided to each charter school during the initial administrative meeting and after any subsequent changes. If desired before then, a complete listing of School Board policies and administrative procedures is available at the District administration offices (Public Affairs and the Assistant Superintendent for Instruction), at each school library in the District, and on the District Web Site (policies only).

- (3) requests for waivers from state regulations except that a charter school must comply with all local, state and federal requirements for receipt and use of public money;

Note: Approval for waivers from state regulations will occur at the time the State Board of Education and Early Development acts on the locally approved application and must be requested by both the charter applicants and the School Board. By law, waivers of state statutes are not permitted. Copies of the state statutes and regulations are available for review on the Internet (<http://www.legis.state.ak.us>), at all schools, at the District administration offices, and the Loussac Library.

- (4) requests for waivers from sections of applicable collective bargaining agreements
  - a) All provisions of the existing negotiated agreements apply to employees in the charter school unless the District and the bargaining unit agree to a waiver.
  - b) Requests for waivers must be initiated by the charter school applicants, which may include informal discussions with the unions. The formal waiver request should be submitted in writing with the application to the Superintendent and the appropriate union; these will be reviewed administratively as well as by the specific bargaining unit affected by the charter school proposal.
  - c) Waiver requests and written responses from the appropriate bargaining units and the Superintendent must be submitted to the School Board prior to approval of the contract.

- d) No waiver will set a binding precedent for any other school staff.
- h. Funding Allocation and Annual Program Budget
- (1) During the administrative meeting held in accordance with Policy 333.61 the administrative committee shall provide to the charter school applicants an estimated per pupil allocation available from the District for the first year of operation of the charter school.
  - (2) The estimated per pupil allocation shall be computed in a manner consistent with the method by which the District receives revenues from the State less administrative costs retained by the District determined by applying the indirect cost rate approved by the Department of Education and Early Development.
  - (3) The District may allocate additional revenue beyond the per pupil allocation based on the approved program for the charter school; this increase must be approved by the School Board annually. The School Board shall provide an approved charter school with an annual program budget that is not less than the amount determined in accordance with AS 14.03.260.

Note: AS 14.03.260 provides that the charter school budget “shall be not less than the amount generated by the students enrolled in the charter school less administrative costs retained by the local school district, determined by applying the indirect cost rate approved by the Department of Education and Early Development. The ‘amount generated by students enrolled in the charter school’ is to be determined in the same manner as it would be for a student enrolled in another public school in that school district.”

- (4) The application subsequently submitted by the charter school shall include an annual program budget proposed by the charter school.
- (5) Actual revenues received by the charter school shall be derived from actual student enrollments in the charter school during the year in which the charter school is operating and by state funding for that year.

- (6) Actual student enrollments in the charter school (and revenues generated from those enrollments) shall be ascertained in the same manner that the state of Alaska uses to determine student enrollments and state revenues generated in the District.
  - (7) Foundation revenues generated for special populations of students, grants and special revenue funds will be available to the charter school as determined by the contract between the School Board and the Academic Policy Committee.
  - (8) Operating revenues will be provided to the charter school as specified in the contract.
- i. Method by Which the Charter School Shall Account for Receipts and Expenditures

The application must include:

- (1) a description of how the charter school will be in compliance with AS 14.17.910 Restrictions Governing Receipt and Expenditure of Money from Public School Foundation Account;
  - (2) a description of how the charter school will account for receipts and expenditures by using and complying with District accounting, audit, and fiscal procedures;
  - (3) a request for waivers to be considered;
  - (4) an assurance that all leases, debts, and other financial obligations of the charter school shall not constitute a debt, liability, or financial obligation of the School Board or the District.
- j. Location and Description of the Facility

The application must include:

- (1) the mailing and physical address and a description of the location and facility used to house the charter school, if known;

- (2) a description of how the facility will be obtained and maintained, any contracted services, and the identity of the proposed contractor;
- (3) notice of whether or not District space is requested; and, if so:
  - a) specific parameters such as whether space is preferred at an elementary, middle, or high school, relocatables, geographic limitations, joint use of specific facilities and/or programs;
  - b) acknowledgement that the District will make available district space that is suitable for charter school use only if doing so does not cause undue interference with an existing District program; charter schools proposing to use District facilities which are already in use as public schools may do so only with the approval of the Superintendent;
  - c) acknowledgement that a charter school operating in District facilities will pay not more than the fair market rental value of the space used and not less than the full operation and maintenance cost to the District including custodial/utility/ maintenance costs directly related to the charter school program, and depreciation;

Note: A housing/space analysis may be conducted by the District in conjunction with the development of the Six-Year Capital Improvement Plan (CIP). Upon request, the District will make available a list from the CIP showing programmatic utilization and capacity of all District sites.

- (4) a statement that the charter school will meet and maintain the federal, state and local building, fire, health, and safety requirements of applicable law.
  - a) The Superintendent or designee shall make the determination of code compliance based on the Municipality of Anchorage code enforcement inspections paid for by the charter school applicants.

- b) A certificate of occupancy must be issued by the Municipality of Anchorage prior to a charter school opening its doors for students.
  - c) A charter school using a private home or homes is subject to the applicable federal, state, and local building, fire, health, and safety requirements. The Superintendent or designee will make this determination after consultation with appropriate Municipality of Anchorage officials.
  - d) The charter school shall be responsible for obtaining these inspections and for correcting any deficiencies in non-District facilities.
  - e) The charter school shall maintain code compliance in District and non-District facilities during the duration of the contract.
- (5) for a charter school using non-District facilities,
- a) The charter school may enter into a lease agreement with a property owner only after review and approval of the proposed lease agreement by the District Purchasing Department. Review will occur within 20 school/working days after submission of the proposed agreement to the Purchasing Department. Any renewals, extensions or amendments to a lease agreement shall also be subject to prior approval by the Purchasing Department.
  - b) No lease agreement may be entered into without the approval of the charter school's Academic Policy Committee.
  - c) Unless the District expressly agrees otherwise in writing, a proposed lease agreement will be not be approved unless the agreement includes: a provision for termination of the lease agreement, without further obligation of the charter school, in the event of a lack of appropriation/funding for the charter school

or in the event of termination of the charter school's authorization to operate as a charter school; and, a provision stating the lessor's agreement that the District is not a party to the lease agreement and is not subject to any obligation or liability under the lease agreement.

- d) Rented/leased space must be cleaned by District custodians unless a waiver is secured from the appropriate bargaining unit or the lease itself includes custodial service.

A location for the charter school must be identified by the charter school and approved by the District no later than May 1 of the year the charter school is scheduled to open.

Note: The State Department of Education and Early Development may require that the charter school have an established location prior to State approval of the charter school.

k. Teachers/ Administrators in the Charter School

A teacher or principal may not be assigned to a charter school unless the teacher or principal consents to the assignment.

The application shall identify:

- (1) the names of teachers who are interested in teaching in the charter school, if known;
  - a) It is understood that this shall not be a firm commitment, but an indication of interested and qualified teachers.
  - b) Current District teachers who are listed on the application maintain their current placement with the District until such time that they request and are granted a transfer. All teachers must meet District eligibility requirements prior to being hired to teach at the charter school, but need not satisfy all requirements at the time of application.

- (2) whether a principal will be employed and may include the name of the principal, if known;
  - a) The principal must possess a current Alaska Type B Administrative Certificate and be either an existing principal in the District or be on the District's Eligible for Hire list for administrators. A retired District administrator may serve as a charter school principal if the administrator left the District in good standing, had satisfactory performance evaluations, and has a current Type B certificate.
  - b) If the charter school Academic Policy Committee desires to contract by addendum with a principal who is currently employed as a District principal, the Superintendent's approval is required prior to entering into the contract.
- (3) if the employment of a principal is not anticipated, the charter school Academic Policy Committee shall identify who, by title(s) and name(s) if known, will perform each of the administrative functions of the charter school including:
  - a) the keeping of financial records;
  - b) the evaluation of staff;
  - c) the submission of appropriate information as required by the District;
  - d) the oversight of the charter school to ensure that the terms of the contract are being met;
  - e) meeting regularly with parents, teachers/staff, and students to review, evaluate, and improve operations of the charter school; and
  - f) meeting with the Academic Policy Committee at least quarterly to monitor progress in achieving the Committee's policies and goals;

- (4) description of evaluation procedures
  - a) Charter school certificated staff shall be evaluated in an equivalent manner as other teachers and administrators in equivalent positions in the District.
  - b) If the proposed evaluation procedures for certificated staff are not identical to the District's procedures, then the charter school applicants shall include a detailed description of the evaluation procedures to be used in the charter school. The Performance Standards adopted by the State Board of Education and Early Development and the Anchorage School District for teachers and administrators must be included in any alternative evaluation procedures that are proposed for certificated staff. However, to clarify expectations, a charter school Academic Policy Committee may develop additional performance indicators that are relevant to the educational program of the charter school. To the extent required by contract, any changes to the evaluation procedures for teachers must be developed in consultation with the teacher's union, giving the union full opportunity to review and collaborate on those changes.
  - c) A charter school that hires an administrator who is not certificated may develop its own evaluation procedures for that administrator.

(333.5 (k)(4)(b) - Revised August 27, 2007)

1. Other Staff in a Charter School

The application form shall also describe the positions of any other employees in the charter school.

Note: All bargaining agreements (TOTEM, Local 71, ACE, Teamsters, etc.) must be honored for any employees employed at a charter school unless specific waivers requested by the charter school's Academic Policy Committee have been granted by the District, the bargaining unit, and the School Board. See Policy 333.5(g)(4).

m. Pupil-Teacher Ratio

The application shall specify the projected number of students and pupil-teacher ratio. This shall be determined by dividing the number of full-time equivalent students in the charter school by the number of full-time equivalent teachers in the charter school. For the purposes of the application, the pupil-teacher ratio shall use the estimated number of full-time equivalent students in the numerator of this equation.

n. Number of Students Served

The application will include an estimate of the number of students to be served (specify both the full-time equivalent number of students and the headcount number of students) by the charter school for the next school year, how the estimate was determined, and the basis for confidence in the estimate. Special education should be listed by level of service as is the current practice for all schools. The anticipated number of bilingual students shall also be identified.

o. Transportation

The application will include a description of how the charter school will accommodate student transportation. If there is a proposed contract and/or contractor for transportation services, this information and a budget must be attached to the application.

p. Food Service

The application will include a description of whether the charter school will provide student nutrition services. If meals are to be provided by the charter school, a description and a budget must be provided with the application. If meals are not to be provided by the charter school, the application must describe

how student nutritional needs will be met. The charter school contract will specify whether student nutrition services must, may, or may not be provided during the term of the contract.

q. The Term of the Contract

The application will specify the requested term of the contract. No charter school may exceed a ten (10) year contract. A charter school may apply for a contract extension or reapply for a new contract during the last year of the existing contract period, or for good cause at any other time. During the initial contract, the term will generally not exceed five years.

r. A Termination Clause

The draft contract submitted with the application will include a termination clause providing that the contract may be terminated by the School Board for the failure of the charter school to meet educational achievement goals or fiscal management standards, or for other good cause.

s. Certification of Compliance for Receipt and Use of Public Money

The application will include a certification that the charter school will comply with all local, state and federal requirements for the receipt and use of public money.

t. State Requirements

The Charter School must include in its application any information requested by the Alaska Department of Education and Early Development for review of a charter school application.

The application will include any additional submission that may be requested by the Department.

Note: The Alaska Department of Education and Early Development uses a “Charter Schools Application & Rating Template” as part of the state approval process. This should be included in the charter school’s application to the School Board. In using

this template, charter school applicants may cross-reference to the District application the information sought in the template.

u. Other Requirements or Exemptions

The application should include any additional provisions that the charter school applicant wishes to include in the contract. Additional provisions may include other requirements imposed by either the charter school or the School Board, or may include other waivers to exempt the charter school from School Board policies and regulations. These additional provisions of the contract must also be agreed upon by both the charter school Academic Policy Committee and the School Board. State regulations may only be waived by action of the State Board of Education and Early Development at the request of the School Board; state statutes may only be changed by action of the State Legislature.

### **333.6 Approval Process**

#### **333.61 Administrative Meeting**

The Superintendent shall establish an administrative committee to meet with the charter school applicants to review the application procedures, discuss the requirements of the application form and the contract between the charter school and the School Board, and to answer any questions the charter school applicants may have. This meeting shall occur in a timely manner after receiving notification of intent.

Following the initial meeting with the administrative committee, the charter school applicants shall prepare the information required on the application form, and shall prepare a proposed contract between the charter school and the School Board. The required provisions of the contract are the same as the elements required in the application form set forth in section 333.5 of this policy. These documents shall be submitted to the Superintendent no later than September 1 of the school year prior to the school year in which the charter school proposes to begin operations. However, with acceptable rationale, some documents may be submitted later on a mutually agreeable date.

### **333.62 Administrative Review**

Upon the timely receipt of the complete application form and the proposed contract, the administrative review team shall meet to review all aspects of the proposal for compliance with the law and this policy.

- a. The meeting shall be scheduled with the charter school applicants prior to scheduling the School Board work session.
- b. The meeting will include discussion and suggestions to clarify any aspects of the application packet and charter school proposal. The District may recommend changes to the charter school application.

The administrative review and School Board work session will be scheduled to provide the District reasonable time to review and the applicant reasonable time to make clarifications and modifications to the application.

### **333.63 School Board Work Session**

- a. The Superintendent shall notify the School Board of all applications to establish a charter school.
- b. Following the timely receipt of the complete application form and the proposed written contract, and after the administrative review, the Board shall hold a public work session with the charter school applicants and other interested persons.
- c. Prior to the School Board work session, the applicants may submit a revised application clearly showing revisions to the original application and contract that were discussed with the charter school applicants at the administrative review meeting.
- d. During this work session, the charter school applicants shall present their proposal for a charter school and the contract to the School Board for discussion/clarification.
- e. The School Board may seek additional information from the administration or the charter school applicants prior to

scheduling formal School Board action. This will allow the charter school applicants to make adjustments, if necessary, before final Board action.

### **333.64 School Board Action and Public Hearing**

- a. Following the work session, the School Board shall place the charter school proposal on the agenda for action no later than the first regularly scheduled School Board meeting in December.
- b. The School Board will take action to approve or deny the request to establish the charter school at this meeting, unless the Board determines that further information is needed.
- c. The approval may set forth conditions which must be met by the charter school prior to finalization of the contract.
- d. A separate opportunity for public testimony may be scheduled pertaining to the charter school application, or the opportunity for public testimony will be given at the meeting where the charter school application is scheduled for action.
- e. The applicants may modify their proposal based on Board or District comments and concerns and submit it in advance of School Board action.
- f. If an application for a charter school is denied by the School Board, the same person, group of people or organization may submit a new application in compliance with the timelines of these policies.

### **333.65 State Notification of a Charter School Application**

Within 20 school/working days of the School Board's action to approve or disapprove a charter school application, the District will submit a copy of the charter school application and the action taken by the School Board to the Commissioner of Education and Early Development for forwarding to the State Board of Education and Early Development for review and possible action.

Note: The result of School Board action, a copy of the application, supporting documents, and minutes of the School Board meeting will be forwarded to the Commissioner of Education and Early Development for final review and possible action by the State Board of Education and Early Development within 20 working days of Anchorage School Board action. Only those charter school applications approved by the Anchorage School Board will be considered for approval by the State Board of Education and Early Development. (4 AAC 33.110(g)-(i)). Charter school applications denied by the Anchorage School Board will not be considered for approval by the State Board. (4 AAC 33.110(i)).

### **333.7 Charter School Contract with the School Board**

The charter school shall operate under the provisions of a contract as mutually agreed upon by the School Board and the charter school Academic Policy Committee.

- a. The contract must include all the provisions listed in the application form and described in policy 333.5.
- b. The contract will reference the final form of the application including revisions approved by the School Board.
- c. Except for School Board policies that have been expressly waived by the Board, the contract will not supersede any Board policy but will be interpreted consistent with such policy.
- d. The contract shall establish the relationship between the School Board and the charter school and shall reflect all agreements regarding the operation of the charter school.
- e. Any revisions to the terms of the contract may be made only with the approval of the School Board and the charter school Academic Policy Committee.

Upon approval of the charter school by the School Board and the State Board of Education and Early Development, the contract will be signed by the president of the School Board and the legally designated representative of the charter school. If the legal representative(s) of the charter school changes, the Superintendent or designee must be notified in writing within 10 working/school days.

**333.71 Breach of Contract**

- a. Failure to comply with the provisions of the contract between the charter school Academic Policy Committee and the School Board is considered a breach of contract and may result in the termination of the contract.
- b. During the charter school's annual review with the School Board, each party's compliance with the provisions of the contract will be reviewed.
- c. If any allegations of noncompliance with the charter school contract (either by the charter school or by the District) are presented either during the annual review or at any other time, then the School Board, through the Superintendent or designee, shall investigate these allegations. Any legal costs incurred as a result of an investigation will be borne by the charter school, if non-compliance by the charter school is verified.
- d. Prior to terminating the charter school contract, the School Board and the charter school Academic Policy Committee shall attempt to remedy any violations of the contract.

**333.72 Termination of Contract**

The School Board shall provide written notice to the charter school Academic Policy Committee of its intent to terminate the contract and the reasons therefore. The charter school Academic Policy Committee may also terminate the contract on an annual basis. In such event, the Academic Policy Committee must notify the District by February 1 of a given school year of its intent to cease operations the following school year. This date may be waived by action of the School Board upon a recommendation of the Superintendent.

**333.8 Modifications to Approved Charter School Contract**

The approved charter school contract may be modified at the request of either party by School Board action. Requests for waivers from any provisions of School Board Policy or administrative procedures must be submitted in writing to the Superintendent or designee by the charter school. Requests for waivers may be submitted at any time. The District will review the request within 30 days and issue a timely

written recommendation to the School Board. The District will provide notice to the Academic Policy Committee of its recommendation.

Requests for waivers from any provisions of union contract(s) must be submitted in writing by the charter school to both the Superintendent or designee and the appropriate union.

Note: Requests for substantial changes may take a longer time to process by the District and the Board. Charter schools are encouraged to plan ahead for those changes that may involve legal review or State approval.

### **333.9 Operations**

#### **333.91 Management**

- a. The Academic Policy Committee
  - (1) The Academic Policy Committee shall consist of parents of students attending the charter school, teachers at the charter school, and employees of the charter school. It may also include other adult community members and students enrolled in the school in grades 9 through 12. A list of the members of the Academic Policy Committee shall be submitted during each annual review as described in section 333.10, below. The Superintendent or designee must be notified in writing within 10 working/school days of changes in the committee membership.
  - (2) The Academic Policy Committee of the charter school shall supervise the operation of the charter school and ensure the fulfillment of its mission.
  - (3) The Academic Policy Committee shall be responsible for ensuring that the charter school preserves the confidentiality of records relating to charter school students and personnel. Student records are confidential and may not be disclosed absent parental consent under federal and state law and the Anchorage School District's student records policies (School Board Policy 343.3 - 343.38). Personnel records are confidential under state

law and applicable provisions of the negotiated agreements governing charter school employees.

- (4) The Academic Policy Committee shall select and supervise the principal/administrator of the charter school. The principal/administrator shall select, appoint, and otherwise supervise employees of the charter school. The principal/administrator may hold another position in the school concurrently, such as a teacher, or may be a contract employee.
- (5) Personnel issues must be coordinated with the Human Resources office to insure compliance with administrative and statutory requirements with respect to the selection, hiring, termination, or non-retention of either a tenured or non-tenured charter school teacher or administrator.
- (6) The Academic Policy Committee shall select a District principal - which may be the Charter School principal, a retired District principal, or a person on the District's eligible for hire list for administrators - with a current Alaska Type B certificate, to evaluate certificated staff. The evaluator must be available to do on-site observations of the staff in order to monitor compliance with required Performance Standards. If a contract evaluator is currently employed as a principal within the District, the Superintendent's approval is required prior to entering into the contract.

Note: See 333.96(a) - Evaluation of Charter School Personnel
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b. The Charter School Principal/Administrator

- (1) The Charter School Principal/Administrator shall keep financial records of the charter school and submit appropriate information as required by the District and/or the charter school Academic Policy Committee.

- (2) The Charter School Principal/Administrator shall oversee the operation of the charter school to ensure that the terms of the contract are being met.
- (3) The Charter School Principal/Administrator shall meet regularly with charter school parents and with teachers/staff and students, where appropriate, to review, evaluate, and improve operations of the charter school.
- (4) The Charter School Principal/Administrator shall provide to the District the names of the students who have pre-registered for the charter school prior to the starting date of the charter school each year, and shall provide waiting list information to the District on request. Membership information will be monitored on a monthly basis and reported on the District's monthly membership report.
- (5) The Charter School Principal/Administrator shall meet with the Academic Policy Committee at least quarterly each year to monitor progress in achieving the Committee's policies and goals.
- (6) The Charter School Principal/Administrator shall evaluate staff according to District approved practices and applicable bargaining agreements; certificated staff may be evaluated only by an administrator with a Type B certificate and according to District approved practices and in conformance with AS 14.20.149 and the State Board of Education and Early Development and Anchorage School District Performance Standards.
- (7) The Charter School Principal/Administrator shall select, appoint, or otherwise supervise employees of the charter school.
- (8) The Charter School Principal/Administrator shall perform other duties as assigned by the Academic Policy Committee.

c. The Charter School Lead Teacher/Headmaster

- (1) The Academic Policy Committee may designate specific activities which will be the purview of a lead teacher/headmaster of the charter school.
- (2) Under no circumstances will the charter school lead teacher/headmaster evaluate certificated staff unless a waiver has been approved by the School Board consistent with applicable terms of any agreement with the Anchorage Education Association.

d. Charter School Teachers

All teachers in the charter school shall be selected from current teachers employed in the District, from the District's eligible to hire list of approved teacher candidates, or from retired District teachers who left the District in good standing, had satisfactory performance evaluations, and maintained a current Type A certificate.

### **333.92 Specific Levels of Achievement for the Educational Program**

The charter school will participate in the process by which the District reports school performance data to the State.

- a. All tests and assessments required by either the State Department of Education and Early Development or the Anchorage School District will be administered to charter school students.
- b. Consistent with state and federal requirements and School Board goals, charter schools should describe their academic performance targets and a timeline for achievement by all students. If academic performance targets for achievement are not reached by the specified timeline, the charter school shall identify corrective measures to be taken to remedy the situation. This corrective action plan must include a Plan for Improvement, specific activities for remediation and accommodation by the staff and Academic Policy Committee, a process for monitoring the progress of the Plan by both the Academic Policy Committee and the District, and a process for reporting on the progress of the Plan to the District and the School Board.

- c. The charter school must specify the role of the Academic Policy Committee and the Anchorage School District Administration in the Plan for Improvement effort if a school's performance is determined to be unsatisfactory by the School Board, the Administration, the Academic Policy Committee, and/or the State of Alaska.
- d. If progress in improving student performance is determined to be unsatisfactory by the School Board, the Administration, and/or the Academic Policy Committee after attempts at remediation through the Plan for Improvement process, a recommendation may be made to terminate the contract of the charter school. Final action on termination of the charter school contract rests with the Anchorage School Board.

### **333.93 Charter School Location in District Facilities**

If a charter school is approved by the School Board and the State Board of Education and Early Development, and District space has been approved, the District and the charter school Academic Policy Committee will meet to determine issues surrounding housing of the charter school. In addition, the Academic Policy Committee will meet with the building principal, the executive board of the PTA or other parent organization of that school, representatives of the staff and students, and the appropriate Instructional Division Executive Director, and come to a mutual agreement regarding the charter school's observance of school rules and policies regarding student supervision and discipline, equipment, use of space, and other issues of mutual concern.

For charter schools requesting the use of space in an existing District facility, or on District property, the District will annually determine if the amount of space requested by the charter school will be available based on enrollment projections, administrative needs, and school capacity.

### **333.94 Finances**

The charter school will comply with local, state, and federal requirements for receipt and use of public money. The charter school shall allow District personnel or the District's auditors access to financial information to perform the annual or special audits and

accounting. The charter school shall cooperate with the School Board and the Department of Education and Early Development in complying with the requirements of AS 14.17.910.

a. Tuition and Fees

A charter school may not charge tuition to students who reside within the District. Fees charged to students by the charter school, including but not limited to supply and activity fees, shall be placed in a separate district account for use by the charter school. The indirect cost rate does not apply to activity and supply fees collected by the charter school. The charter school shall comply with Board Policy 495, Student Fees. The Academic Policy Committee shall develop a procedure for waiving fees for families who cannot afford the fee.

b. Budget and Budget Revision

- (1) The established charter school shall submit by November 15 of each year, a balanced program budget, approved by the school's Academic Policy Committee that shows the expected revenues and expenditures for the charter school for the following school year. The budget for that following year shall use student enrollment of the current year unless the Superintendent or designee has approved budgeting for a larger or smaller enrollment. Requests for changes in maximum school enrollment for the following year must be made to the superintendent or designee by October 1 of the current school year. This annual budget shall be approved by the School Board during annual budget deliberations.
- (2) Adjustments to the charter school budget may be necessary if the estimated revenues are revised due to School Board, legislative and/or Assembly action. The charter school program budget will be adjusted according to actual enrollment during the Foundation count period.
- (3) If the student enrollment in the charter school is anticipated to deviate more than 10% above or below the School Board budgeted enrollment, the charter school

and the District will meet to review the charter school's enrollment and budget. If approved by the District, a revised charter school budget will be implemented.

- (4) A charter school may establish a PTA, PTSA, or similar non-profit school support organization to receive donations and/or raise funds in support of the charter school. Neither funds received from the District, nor any student fees, may be collected by or transferred to the organization.

c. Operational Costs

- (1) All costs for operating a public school in the District shall be the responsibility of the charter school subject to restrictions imposed in the charter school law and the terms of the contract between the School Board and the charter school. Except for services provided by the District and covered by the indirect cost rate as determined by the State Department of Education and Early Development, all supplies, equipment, and services provided directly by the District to the charter school shall be charged to the charter school at the District's cost.
- (2) If using a district facility, the charter school will pay for District custodial and utility services based on the number of square feet used in the school, or on the site. In addition, the charter school will pay for building maintenance costs directly related to the charter school program.
- (3) Students attending a District charter school may take classes and/or participate in student activities at other District schools once specific budgetary arrangements have been made according to administrative charge-back procedures.

Note: Charge-back procedures may be obtained from the District's Chief Financial Officer.
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d. Equipment and Supplies

All equipment and supplies purchased by the charter school become the property of the District upon the completion or termination of the charter school contract. (School Board Policy 833). In addition, unless a donor or grantor specifically provides otherwise, all gifts, donations and grants to the charter schools are assumed to be specific to that charter school, but in all cases shall be included among the assets returned to the District upon completion or termination of the charter school contract or dissolution of the charter school.

### **333.95 Legal Status**

- a. Unless otherwise expressly agreed by the School Board, a charter school shall be a separate entity solely responsible for its own operation and the performance of all its obligations under the contract between the School Board and the charter school Academic Policy Committee.
- b. A charter school shall not enter into any agreement or contract that gives rise to a multiple-fiscal year obligation on the part of the charter school without the prior express written consent of the District. No contract shall extend beyond the termination date of the charter without approval by the School Board and the charter school Academic Policy Committee.
- c. Except to the extent expressly assumed by the School Board (by a written contract with the charter school distinct from the contract described in school board policy 333.7), direct leases and financial obligations of a charter school shall not constitute a debt, liability or financial obligation of the District.

### 333.96 Evaluation of Charter School Personnel

Charter school certificated staff shall be evaluated in an equivalent manner as other professional staff in the District and in conformance with AS 14.20.149, performance standards for teachers and administrators adopted by the State Department of Education and Early Development and the District, and any applicable bargaining agreements. The evaluation procedures for professional staff shall be identical to the District's procedures unless an alternative procedure has been agreed to in the charter school contract.

Note: These standards and procedures are available to charter schools and charter school applicants upon request.

Note: State law, AS 14.20.149, limits those individuals who may conduct evaluations of public school teachers and administrators. This statute provides: "A person may not conduct an evaluation under this section unless the person holds a type B certificate or is a site administrator under the supervision of a person with a type B certificate, is employed by the school district as an administrator, and has completed training in the use of the school district's teacher evaluation system."

a. Teacher Evaluation

- (1) Charter school teachers shall be evaluated by the charter school principal holding a current Type B certificate if one is employed by the charter school. If the charter school principal is also a teacher in the charter school, however, the principal may not conduct teacher evaluations without any required waiver or modification of the Anchorage Education Association's negotiated agreement.
- (2) If the charter school's principal is ineligible to conduct evaluations or the charter school does not employ a Type B certificated principal, the charter school may contract with an administrator possessing a current Type B certificate for the purpose of conducting teacher evaluations. The individual must meet the requirements for an evaluator set forth at AS 14.20.149 and must be available to do regular on-site observations.

Note: See 333.91 (a) (6) – Management – Academic Policy Committee – Hiring of Principal

- (3) If the charter school has neither a full-time principal eligible to conduct evaluations, nor a contract principal, nor a contract evaluator, the District, in cooperation with the charter school Academic Policy Committee, will designate a District administrator to evaluate the charter school teachers at the charter school's expense. In that case, prior to October 1 of each year, the District and the charter school's Academic Policy Committee will sign a written agreement identifying the evaluator.

b. Principal/Administrator Evaluation

- (1) Evaluation of the charter school administrator is the responsibility of the Academic Policy Committee. The Committee shall demonstrate to the District that the individual conducting the evaluation meets the requirements of AS 14.20.149. These requirements may be met by having a Type B certificated administrator on the Academic Policy Committee, by contracting with such an individual, or by other means as agreed to in writing by the charter school Academic Policy Committee and the District.
- (2) The Academic Policy Committee shall ensure that during the evaluation process, the District will have the opportunity to provide written information on the performance of the administrator, including the administrator's performance in meeting obligations set forth in school board policy and the charter school contract.
- (3) Prior to the beginning of each school year, the Academic Policy Committee is responsible to establish by a written agreement with the District the method by which the Academic Policy Committee will meet the obligations of AS 14.20.149 for conducting the administrator's evaluation, as well as the procedures for obtaining District administration input into the evaluation. This

agreement may be extended by mutual consent signed annually for the duration of the charter school contract.

c. Principal-Teacher Evaluation (Dual Roles)

If the charter school administrator performs both administrative and teaching functions, the procedures for evaluation shall be those for a principal/administrator identified above. However, the District administration will determine an appropriate evaluation instrument that must be used for accurate evaluation of both teaching and administrative duties based on District performance standards. This evaluation instrument does not preclude the Academic Policy Committee from supplementing the instrument, consistent with state and federal law.

d. Confidentiality of Evaluations

- (1) As a matter of Board Policy, the Academic Policy Committee, as a body but not as individual members, has as much access to the contents of the charter school employee personnel evaluations as is allowed under law and applicable bargaining agreements. However, the Academic Policy Committee is neither responsible nor authorized to take personnel actions with respect to any employee other than the Charter School principal. Before receiving any information that is confidential under law or contract, each member of the Academic Policy Committee must sign a confidentiality agreement acknowledging and agreeing to abide by that confidentiality.
- (2) Certificated teacher evaluations are confidential and may not be publicly disclosed, including disclosure to members of the Academic Policy Committee, absent a written waiver signed and dated by the employee. The Academic Policy Committee may request that a teacher waive confidentiality so that the evaluation may be shared with the Academic Policy Committee.
- (3) If a waiver is not obtained, the Type B certificated evaluator performing the evaluation of charter school personnel shall work in an advisory capacity with the

Academic Policy Committee to assist the Committee in making informed requests to the Superintendent regarding the assignment or employment of Charter School personnel. The details of this working relationship should be agreed to in writing between the evaluator and the Academic Policy Committee.

- (4) The Charter School principal/administrator's evaluation may not be publicly disclosed but may be shared with the Academic Policy Committee without a waiver.

### **333.97 Complaint Resolution**

- a. Written Procedure

The Academic Policy Committee shall adopt a written procedure for informal and formal complaint resolution. These procedures will not apply to matters of discipline of specific students, personnel matters relating to specific employees, other than the principal/administrator of the charter school, or the matters listed in "i," below.

- (1) The Charter School's written complaint resolution procedure must contain a provision for review and decision by the school's Academic Policy Committee. The Committee's decision shall be final and binding unless appealed to the District. The complaint resolution procedure may contain steps prior to the Academic Policy Committee review.
- (2) The procedure shall be subject to review and approval by the Superintendent to ensure that the procedure complies with applicable law, including confidentiality requirements, and with respect to employees represented by a bargaining unit, complies with the collective bargaining agreement in effect at that time.
- (3) Copies of this procedure shall be made available in the school's office, during orientation meetings, and at other appropriate times. A copy of this procedure will also be made available in the Superintendent's office and at other locations at the discretion of the Superintendent.

b. Informal Complaints

The existence of a formal complaint procedure is not intended to discourage parents, students, and other concerned citizens from discussing their concerns informally with Charter School administrators or staff.

c. Municipal Ombudsman

The Municipal Ombudsman has jurisdiction to investigate complaints concerning the Anchorage School District, including Charter Schools. The existence of a formal complaint procedure is not intended to preclude or limit the powers of the Ombudsman.

d. District Appeal

Any party directly involved in the complaint may appeal the Academic Policy Committee's decision to the Anchorage School District. Appeals must be in writing and signed by the person bringing the appeal. In addition, all appeals will include the following information:

- (1) a clear, concise statement of the complaint or dispute;
- (2) a statement of the steps by which the Charter School's complaint resolution process has been followed, or the reasons that process could not be followed; and
- (3) a proposed remedy or resolution.

Ordinarily, if the complaint resolution process has not been followed or completed, the appeal will be referred back to the Charter School for completion of that process.

e. District Review

The Superintendent or designee shall review the written appeal and may conduct such other investigation as he or she deems appropriate. At his or her discretion, a hearing may be held by the Superintendent, designee, or hearing officer. A written decision shall be issued promptly, but in any event within 30 days unless extenuating circumstances require more time.

f. School Board Review

A party to the dispute or complaint may request that the School Board review the Superintendent's decision. The decision will be presented as a Board Memorandum for approval, modification, or rejection, and the Board will take such action as it deems appropriate.

g. Standard of Review

The Academic Policy Committee should remain free to make reasonable discretionary decisions concerning the operation of the Charter School without interference from the Board or District except as stated in this policy. The Academic Policy Committee's decision will not be reversed or modified unless clearly required for health or safety reasons, or to comply with law, collective bargaining agreements, the Charter School Contract, or School Board Policies with which the Charter School is required to comply.

h. Charter School Complaints

If a charter school believes the District's actions or inactions are inappropriate, it should attempt to resolve that situation informally. In addition, the Academic Policy Committee may file a complaint with the District pursuant to the procedures set out in 333.97(d) - (g), above, except that d(2) is not applicable.

i. Exclusions

Allegations of criminal activity, or of acts or conditions tending to create immediate risk of serious harm to the health or safety of others, are excluded from this Complaint Resolution Policy. A report should be immediately made to the Superintendent, or the appropriate state or municipal enforcement agency.

### **333.98 Risk Management**

The charter school shall adequately protect against liability and risk through an active risk management program.

The risk management program shall include purchase of minimum insurance coverages and levels of appropriate coverage as determined

by the District's Risk Manager. The charter school shall operate in such a manner as to minimize the risk of injury or harm to students, employees, and others. School operations and activities shall be reviewed by the Anchorage School District Risk Manager for compliance with appropriate local, state and federal safety practices/codes and School Board policies. Copies of all pertinent documents shall be on file in the Risk Management Office.

### **333.10 Review of the Charter School**

The charter school will be subject to review of its operations and finances by the School Board. Annually, the Academic Policy Committee will submit a concise written report and make a presentation to the School Board and the public no later than September 15 of each school year. This report will include, but is not limited to:

- a. information on the attainment of student performance expectations, including copies of the Terra Nova and Benchmark reports;
- b. recommendations for remediation of poor student performance;
- c. school goal attainment;
- d. trends in student/staff enrollment and mobility;
- e. an end of year preliminary financial statement showing revenues and expenditures;
- f. minutes of the meetings of the governing body of the charter school;
- g. descriptions of charter school activities;
- h. copies of any leases signed by the charter school;
- i. current bylaws of the Academic Policy Committee;
- j. notification of establishment of non-profit 501(c)(3) status;
- k. list of officers in any PTA/PTO or other parent organization;

- l. any changes in facility location;
- m. any major changes planned for the following school year;
- n. a list of the Academic Policy Committee for the past and coming school year, including officers, and staff members by position;
- o. a list of employees and job titles; and
- p. other information requested by the School Board.

If there is evidence of a breach of contract, then the School Board, through the Superintendent or designee, shall have a right to investigate this breach of contract and meet with the charter school to discuss possible remedies and/or possible termination of the contract.

(333.10 – Revised August 27, 2007)

### **333.11 Definitions**

“Eligible for hire list of approved teacher/administrator candidates” means the list of persons who have applied to be teachers/administrators in the District and who have passed the personnel office’s screening, interviewing, and reference checks and are eligible to be hired by a building principal, or in the case of the principal, the Academic Policy Committee. With respect to charter schools, the eligible for hire list will be deemed to include teachers and administrators who are retired from the District if they have a current Type A and/or Type B certificate, have received satisfactory performance evaluations, and have left the District in good standing.

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

“Administrator” means a person selected by the Academic Policy Committee to perform the administrative functions of the charter school including the keeping of financial records; the submission of appropriate information as required by the District; the oversight of the charter school to ensure that the terms of the contract are being met; meeting regularly with parents and teachers/staff and students to

review, evaluate, and improve operations of the charter school; and meeting with the Academic Policy Committee at least quarterly to monitor progress in achieving the committee's policies and goals. The administrator may be a Type B certificated principal, a head teacher, headmaster, or other title as established by the charter school Academic Policy Committee. An administrator who does not possess a current Type B administrative certificate may not conduct certificated employee evaluations. The District assumes no responsibility for employing this person after the termination of the charter school contract unless the person is also employed as a teacher.

"Principal" means a person selected by the Academic Policy Committee to select, appoint, or otherwise supervise employees of the charter school. This person is required to possess a current Alaska Type B Administrative Certificate in the Anchorage School District. The District assumes no responsibility for employing this person after the termination of the charter school contract unless the person is also employed as a teacher.

"Per-pupil allocation" means the funding generated, calculated on a per student basis, using the formula for basic need defined in AS 14.17.410.

(Section 333 - Revised January 25, 1999)

(Section 333 - Revised February 7, 2005)

### **335 Elementary, Middle School and High School Education**

(Section 340 - Renumbered 335 November 8, 2010)

### **336 The Curriculum**

The instructional program shall be based on locally adopted standards which shall meet or exceed the standards set forth by the State Department of Education and Early Development. The Board shall approve the curriculum and the major instructional materials through which the instructional program is delivered.

The curriculum shall be developed and delivered to challenge and stimulate all students. For this purpose, the regular curriculum will be differentiated to include, such options as Honors and Advanced Placement courses, and Special Education and English Language Learner (ELL) instruction.

(Section 341 - Revised May 18, 1998)

### **336.1 Program of Studies**

The Program of Studies shall be developed broadly to include Language Arts, Social Studies, Mathematics, Science, Visual and Performing Arts, World Languages, Health, Physical Education, Social and Emotional Learning, and Career and Technology Education. The Secondary Program of Studies will be published annually and describe the curricular offerings.

(Section 341.1 - Revised May 18, 1998)

### **336.2 Curriculum Development and Review**

The District's curriculum will be developed and reviewed to enhance student achievement. The Superintendent, or his/her designee, shall be responsible for developing procedures for planning, implementing, and evaluating curriculum. The Board shall be notified of a significant curriculum review at the beginning of the process and given an opportunity to provide comments and direction.

(Section 341.2 - Revised May 18, 1998)

#### **336.21 Curriculum Committees**

- a. The Superintendent shall be responsible for the establishment of curriculum committees composed of parents, business and community representatives, students and professional staff, with overlapping terms.
- b. The functions of the curriculum committees shall include but not be limited to the following:
  - 1) Develop recommendations for content and performance standards for respective areas.
  - 2) Develop recommendations for curriculum frameworks and new/amended course proposals, to include a syllabus aligned with applicable standards.
  - 3) Develop recommendations for the adoption of instructional materials, including textbooks or digital resources, to support the adopted content and performance standards.
  - 4) Assist central administration staff in review, evaluation and recommendations for changes in curriculum implementation and design.
  - 5) Develop recommendations to address training needs in curriculum areas.

- c. Curriculum committees shall be scheduled to meet at least quarterly, and may meet more frequently if necessary.
- d. During curriculum review and materials adoption processes, a "Curriculum/Adoption Review Sub-Committee" representing cross sections of the professional staff, students, and of the community may be appointed to participate in the review process and make recommendations to the Curriculum Committee in the appropriate area. These recommendations will then be reviewed by the Instructional Division, the MECAC, the SEAC, the Native Advisory Committee, and the Student Advisory Board where relevant prior to forwarding a recommendation to the Superintendent for final recommendation to the School Board.
- e. Due to the community concerns regarding representation of various viewpoints on the Health Curriculum Committee, the Board will appoint parents and community members to this committee after reviewing the Superintendent's recommendations.

(Section 341.21 - Revised March 14, 1994)

(Section 341.21 - Revised June 5, 2000)

### **336.22 Pilot Programs**

Pilot programs may be modifications to the current curriculum and/or changes in how the curriculum is delivered. The Superintendent shall create procedures for developing, implementing and evaluating pilot programs. Pilot programs shall be reported to the Board before they are initiated. Pilot programs that involve the expenditure of more than \$50,000 annually shall require Board approval.

(Section 341.22 - Adopted May 18, 1998)

### **336.3 Controversial Issues**

- a. It is recognized that from time to time various materials that support, or are elements that are used in the instructional program, may be viewed as controversial by one or more segments of the Anchorage community. When an objection is raised to the use of materials in one or more of the schools, the objection should initially be directed in writing to the principal or executive director who will process the objection in accordance with administrative procedure.
- b. If the site level procedure does not resolve the objection within 10 school days of the filing of the original written objection, the matter shall be submitted to the

District Controversial Issues Review Committee for review in accordance with administrative procedure.

- c. If the site level review results in an agreement that the material in question is inappropriate, that determination shall be forwarded to the Superintendent or designee for determination whether review of the decision by the District Controversial Issues Review Committee is appropriate.
- d. Individuals may request a re-evaluation of materials on a Districtwide basis. Such requests should be in writing and directed to the Superintendent or his/her designee for submission to the District Controversial Issues Review Committee. In addition, the Superintendent may recommend that other issues be forwarded to this committee for review.
- e. The District Controversial Issues Review Committee will consist of seventeen members. The Superintendent will accept applications and make recommendations for appointment by the School Board. The Superintendent's recommendation should reflect the various backgrounds and viewpoints in our community. Individuals interested in applying for a seat must complete a District application. The members shall be appointed from the applicants as follows:

Eleven community members who are not district employees:

1. two students recommended by the Student Advisory Board;
2. nine members selected at-large, with at least four representatives from the minority community.

Six employees of the District whose applications were reviewed deemed acceptable by their respective bargaining units:

1. two principals: elementary and secondary, acceptable to the APA;
2. two teachers: elementary and secondary, acceptable to the AEA; and
3. two librarians: elementary and secondary, acceptable to the AEA.

- f. The Committee shall be a standing committee with members appointed to three year terms. If at the end of a term a committee member has not had an opportunity to participate in the process, an invitation to serve a second three-year term will be offered. The Superintendent shall appoint an administrator as a non-voting chairperson for the committee.
- g. The Superintendent will develop guidelines for the Controversial Issues Review Committee. All meetings of the committee shall be conducted under Robert's Rules of Order and in accordance with the Alaska Open Meetings Act requirements.

- h. Upon completion of the review, the committee shall submit its report as an advisory report to the Superintendent. The Superintendent shall submit a recommendation to the Board for consideration. The Superintendent must include the committee's recommendation in the transmittal to the Board. If the Superintendent's recommendation differs from the committee's recommendation, the Superintendent must explain the reason for the divergence.
- i. The committee must submit its report to the Superintendent within forty school days of the date on which a matter is submitted to it for review. All interested parties, including the complainant and committee members, shall be advised of the committee's and the Superintendent's recommendation prior to Board review and shall have the opportunity to address the Board. The decision of the Board shall be final.

(Section 341.3 - Revised October 10, 1988)

(Section 341.3 - Revised October 14, 1991)

(Section 341.3 - Revised August 14, 1995)

(Section 341.3 - Revised September 28, 1998)

(All Section 341 - Renumbered 336 November 8, 2010)

### **340 Professional Development**

The Superintendent or designee shall be responsible for professional development to support and enhance achievement of the District's mission and goals. In carrying out a professional development program, priority will be given to activities that prepare staff to use effective management and instructional practices and provide instructional programs in priority areas as established by the Board. Unique building level needs may also be considered. Efforts shall be made to minimize the impact to the instructional day.

(Section 341.4 - Revised September 12, 1983)

(Section 341.4 - Revised May 18, 1998)

(Section 341.4 - Renumbered 340 November 8, 2010)

### **345 Instructional Materials and Services**

#### **345.1 Student Instructional Materials and Supplies**

- a. Required course materials, such as textbooks, are to be provided by the District fine may be assessed.

- b. Fees may be charged only for items that become personal property of the students. A student's grade shall not be affected as a result of the inability to pay for required items.

### **345.2 Staff Instructional Materials**

The District will, within budgetary limitations, provide instructional support materials for staff use.

#### **345.21 Disposal of Instructional Materials**

The Superintendent shall develop and implement administrative procedures to manage the disposal of instructional materials. Public notice and public access to surplus instructional materials shall be a part of the procedures.

(Section 345.5 - Approved July 13, 1992)

(Section 345.5 - Revised October 11, 1993)

### **345.3 Library**

School library materials may be loaned to students and to other individuals living within the District boundaries.

(Section 346.3 - Approved on May 21, 2001)

#### **345.31 Mission and Objectives**

The mission of the library program is to support the District's mission and instructional program. The library program promotes the educational goals of the District by preparing students to be ethical and effective consumers, users, and producers of information using the adopted library standards and benchmarks.

This mission is addressed by providing:

1. access to information;
2. leadership and instruction in the integration of information technology;
3. resources and activities that contribute to lifelong learning and literacy;
4. a facility that functions as the information center of the school;
5. socially and culturally diverse materials reflecting the differing maturity levels and informational needs of students.

(Section 345.31 - Approved October 11, 1993)

#### **345.4 Integration of Technology Including Internet**

The Anchorage School Board recognizes that student and staff learning about and making safe use of the Internet and technology resources is essential to achieve the District's educational mission. District staff has a professional responsibility to work together to identify information appropriate to each student's developmental level, to establish rules and regulations regarding use of District technology, and to inform students of these rules and regulations, which students are responsible to know and follow. Access to online digital resources is an integral part of the instructional program and parents/guardians and students will be expected to sign an Acceptable Use Agreement indicating awareness of proper online conduct.

(Section 346.6 - Approved June 24, 1996)

(Section 346.6 - Renumbered May 3, 2010)

(Section 345.4 - Revised May 3, 2010)

(All Section 346 - Renumbered 345)

### 345.5 Communication Using Electronic Media

- A. Electronic media provides diverse communication opportunities and plays an increasing role in how the District, its staff, students, and parents communicate. The District should regularly adapt to changing technologies and circumstances to ensure that communication is effective and consistent with communication trends on a local, national, and international level. The District recognizes, however, that the improper or unprofessional use of electronic media can negatively impact on the District's educational mission, as well as on the safety and security of the District, staff, and students.
- B. Electronic media includes social media, and all forms or methods of communicating or posting content online, such as instant messaging, electronic mail (e-mail), Web logs (blogs), online forums, chat rooms, video sharing websites, photo sharing websites, electronic comments on online posts or stories, virtual reality sites and social networking sites. Electronic media also includes electronic communications and telecommunications, such as land lines, cell phones, text messaging, and Web-based applications. Communications by the District and staff via electronic media must be done in a manner that does not compromise the District's legal obligation to preserve and maintain public and educational records.
- C. When educating students on the use of technology, the District will include age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and in other electronic media. Such instruction shall include the dangers of posting personal information online, misrepresentation by online predators, behaviors that constitute cyberbullying, how to report inappropriate or offensive content or threats, and how to respond when subjected to cyberbullying.
- D. All official communication with students and parents through electronic means is to be done utilizing Anchorage School District provided or sponsored websites, servers, and systems. Unless approved by the Superintendent or designee, social networking sites, unless ASD sponsored, are not appropriate tools for schools or staff to convey class or school information to students or parents. This policy does not preclude employees from using personal phones for verbal communications with students and parents.
- E. When communicating using electronic media, employees must use good judgment and conduct themselves in a professional manner so as not to disrupt the educational process. The provisions of Board Policy 920 concerning professional communications and boundaries between employees and students are fully applicable to electronic communications. At all times, whether on duty

or off, employees are expected to be professional in their attitude and behavior towards students, parents and fellow workers and to abide by the Professional Teaching Practices Commission Code of Ethics and the Municipal Code of Ethics.

- F. The Superintendent shall develop guidelines for employee use of electronic and social media and the distribution of information online. The Superintendent or designee will train new employees about these guidelines and annually remind staff members concerning this policy and the importance of maintaining proper decorum while using electronic media.

Related Documents:

- Social Media Guidelines

(Section 345.5 - Approved May 2, 2011)

(Section 345.31 - Approved October 11, 1993)

**350 Addressing Religious and Cultural Beliefs and Customs**

The District is committed to providing a culturally responsive curriculum. As a public school system, we are required by the U.S. and Alaska Constitutions to maintain religious neutrality. The District shall neither encourage, discourage, nor disparage religious beliefs or activity. The District will foster understanding and mutual respect among students and parents, regarding race, culture, economic background and religious beliefs. Students shall not be required to participate in activities that are contrary to their beliefs relating to religion.

To be educated for success in life, students need knowledge and understanding of the role that religious and cultural heritage has played in the social and historical development of civilization.

The goal of this policy is to foster respect for and understanding of the diverse religious and cultural beliefs and practices of the people of the world. The public school is a meeting place for children of many backgrounds and beliefs. The District has an invaluable opportunity and duty to bring about knowledge, understanding, and mutual respect among those in its care.

November 8, 2010

### 350.1 Requirements

#### a. Educational Value

All classroom activities must be selected on the basis of their educational value and their alignment to the District's curricular standards. Holiday activities must be consistent with the academic goals of the classroom. Teachers should assume diversity exists among their students and should choose holiday activities designed to foster appreciation of diversity. If any chosen holiday has religious significance in some traditions, care should be taken to provide instruction about or activities relating to that holiday only if they are objective and religiously neutral. Religious symbols may be used in the classroom within the context of studying the cultural and historical significance of the holiday or religious practices for the duration of the study or in a context that celebrates diverse traditions.

#### b. Religious Neutrality

##### 1. Instruction and Activities

All instruction and District sponsored functions, including cultural experiences, events, and parties, must have a religiously neutral theme. The following principles should be utilized in determining if the activity is educationally appropriate and religiously neutral:

- a. The activity should be selected on the basis of its educational value rather than religious context.
- b. The traditions of different people should be shared and respected.
- c. The event should neither promote nor inhibit religious views.
- d. The activity should be sensitive to the various religious beliefs represented by the students and parents.

##### 2. Staff and Volunteers

District employees and school volunteers may not inject personal religious beliefs into the classroom or activity or denigrate any religious belief or practice. District staff must refrain from expression of personal religious beliefs if the time, place, or manner suggests District endorsement or authority.

c. c. Religious Symbols

Religious symbols include objects used in the celebration of a religious holiday or observance of a religious belief. Some apparently secular objects have association with religious beliefs or holidays in certain contexts (e.g., candy canes, mistletoe). Though not religious in themselves, any use of such items should reflect a thoughtfulness and sensitivity that reflects ASD policy and guidance.

d. Diversity

District staff are permitted to teach about religious holidays and other occasions such as Christmas, Epiphany, Eid al-Fitr (Last Day of Ramadan), Vesak or Visakah Puja (Buddha Day), Passover and Diwali, without proselytizing, only if the instruction is reasonably related to District curriculum and reflects a balanced approach about diverse religions and religious practices around the world.

e. Concerts and Music

Concerts and music, including music during a religious holiday season, may include music associated with religious traditions so long as it is part of a variety of music that represents various religious and cultural traditions. Religious music may be performed but it must not dominate the program.

f. Parental Discretion

Even when the theme of a musical or other program is consistent with neutrality standards, parents may request that their children be excused from attending or participating in holiday events. Those requests shall be granted and every attempt must be made to protect those children from embarrassment or peer pressure. Students shall not be graded on participation or non-participation in any of the above events.

### **350.2 Scheduling Procedures on Cultural Dates of Significance**

- a. Various dates throughout the year are significant to cultural, ethnic and religious groups. School District personnel should be sensitive to these dates, in addition to the dates identified in subsection (c) of this policy, and should consider reasonable accommodations for students and employees who wish to observe those dates, including excused absences for students.
- b. On certain dates, the cultural or religious traditions of some students and staff make participation in school activities incompatible with their observance of

those traditions. In order to maximize student involvement in school activities and to accommodate the needs of students and families, for the dates listed in subsection (c) below, no after-school activity shall be scheduled or hosted by the District. This includes but is not limited to sports team competition, school open houses, academic competitions, dances, student performances, retreats and student government conferences. This prohibition does not include regular practices or regular club meetings.

- c. The following are days on which activities shall not be scheduled. The Board may add or subtract from this list at a single board meeting as long as the action is on the agenda and properly noticed in advance.

New Years Day  
 Orthodox Christmas  
 Good Friday  
 Easter  
 Orthodox Easter  
 Passover\*  
 Rosh Hashana\*  
 Yom Kippur\*  
 Eid al Fitr\*  
 Eid al Adha\*  
 Thanksgiving Day  
 Christmas Day

\* observed from sundown of the preceding day through the entire calendared date

- d. The Superintendent shall develop procedures for implementing this policy.
- e. This policy is not intended to have the effect of blocking activities of non-observant students if the activity cannot reasonably be scheduled to avoid the protected date. Reasonable waivers may be granted to avoid such results.

(Section 350 - Revised October 11, 2004)

(Section 350.2 - Added August 27, 2007)

### **351 Student Nutrition and Physical Activity**

Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity with the goal of promoting overall student

wellness. Linkages will be established between nutrition education and school meal programs.

### **351.1 Nutrition**

All foods available in district schools during the school day shall be offered to students with consideration for promoting student health and reducing childhood obesity. Foods and beverages provided through the National School Lunch or School Breakfast Programs shall comply with federal nutrition standards under the School Meals Initiative. To the maximum extent practicable, all schools will participate in available federal school meal programs.

All other foods and beverages made available on campus during the school day (including, but not limited to vending, concessions, a la carte, student stores, classroom parties and fundraising) will be consistent with nutrition standards developed by the superintendent or designees and be based upon U.S. Dietary Guidelines for Americans. These standards should promote the benefits of good nutrition and maintaining a healthy weight.

### **351.2 Physical Activity**

All students in grades K-12 will have opportunities, support and encouragement to be physically active before, during, and after school, each school day. Physical education will be closely coordinated with the overall school health program so that students thoroughly understand the benefits of being physically active.

### **351.3 Monitoring**

The superintendent or designee will ensure compliance with established districtwide nutrition and physical activity wellness policies and administrative regulations. Administrative regulations will be developed to ensure that information will be gathered to assist the Board and District in evaluating implementation and effectiveness of these policies.

(Section 351 - Added August 28, 2006)

### **355 Allocation and Use of Instructional Time**

The Superintendent or designee shall establish time allocations for instruction. The allocations will be reviewed and adjusted as necessary according to current priorities,

expectations and achievement levels. The Board encourages schools to minimize interruptions to instructional activities.

(Section 342 - Revised September 12, 1993)

(Section 342 - Renumbered 355 November 8, 2010)

## **356 Reports and Promotions**

### **356.1 Grading System**

The Superintendent shall be responsible for a student evaluation system. Schools may request waivers from the Superintendent to allow use of alternative evaluation systems. The teacher has the responsibility to determine grades within the approved system. An appeal of a grade may be made to the principal.

(Section 343.1 - Revised May 18, 1998)

### **356.2 Reports**

A progress report to students and parents is required on a quarterly basis. This requirement may be satisfied with either a written report or a parental conference. Results from standardized tests for grades three through tenth shall be provided on an annual basis to parents. An attempt shall be made to notify parents and students of their academic progress and/or failing grades at each mid-quarter of the school year.

(Section 343.2 - Revised September 12, 1983)

(Section 343.2 - Revised May 18, 1998)

(All Section 343 - Renumbered 356 November 8, 2010)

## **358 Assessment and Program Evaluation**

The purpose of standardized achievement testing in the Anchorage School District is to provide information to teachers, administrators, parents, and community members about the academic progress of students compared to standards and appropriate norms. Academic progress data is useful not only to comply with state and Federal requirements but also to identify group and individual student needs, as well as to evaluate professional development, curriculum, and programs.

a. The Superintendent or designee shall ensure that the district administers the mandatory assessments under the Alaska comprehensive System of Student Assessments as defined by the Commissioner of Education and Early Development. The Superintendent or designee shall ensure that these assessments are administered on dates set by the Alaska Department of Education and Early Development and test administration procedures are followed as defined by Alaska regulation. Districtwide and school level results of statewide student assessments shall be reported to the Board annually at a regularly scheduled Board meeting.

Program evaluations will be conducted for the purposes of obtaining information to facilitate the improvement of instruction and student learning, leading to increased student achievement. Evaluation of a school program is an administrative function carried out by the Department of Assessment & Evaluation (A&E) and shall be conducted annually in priority goal areas. Goal areas will be identified and prioritized by the Superintendent or his/her designee after consultation with the Board. The results of the program evaluations shall be reported yearly to the Board and the public. To effectively appraise educational progress, the Superintendent shall report orally and in writing to the Board as circumstances dictate and may require such periodic reports from staff members. (Section 349 - Revised April 10, 2006)

### **358.1 Adult Testing - High School Graduation Qualifying Examination Re-Examination**

- a. A person who holds a certificate of achievement issued in accordance with state statute may take the High School Graduation Qualifying Examination (HSGQE) after exiting high school until the person passes the HSGQE.
- b. The District will provide an opportunity to take the HSGQE to a person who is eligible and who submits a written request and all documentation necessary for testing at least thirty (30) days prior to the first date of the exam. Examinations administered to persons under this section will be given on the test dates set by the Department of Education and Early Development.
- c. Pursuant to state regulation, the district may charge reasonable fees to cover the cost of administering the HSGQE.

(Section 249.1 - Added August 28, 2006)

(All Section 249 - Renumbered 358 November 8, 2010)

### **360 Grade Level Advancement**

(Section 343.21 - Renumbered 360 November 8, 2010)

### **360.1 Promotion**

The promotion of elementary and middle school students shall be based upon the student's satisfactorily completing the required work according to his/her ability and the teacher's evaluation as to his/her preparedness for the next higher grade. Consideration shall be given to the academic, physical, cognitive, and social and emotional development of the student. The best interests of the student shall be the prime consideration.

(Section 343.22 - Revised May 18, 1998)

(Section 343.22 - Renumbered 360.1 November 8, 2010)

### **360.2 Retention**

Recommendations for retention will be based upon the student's age, achievement, social and emotional, physical, and cognitive development. The recommendation may be initiated by the teacher or parent. Parents will be informed by the end of the first semester of a possible retention through a parent conference. The principal must consult with the parent before making the final determination.

(Section 343.23 - Revised May 18, 1998)

(Section 343.23 - Renumbered 360.2 November 8, 2010)

### **360.3 Appeals**

If a parent wishes to appeal any grade level promotion or retention decision, it will be to the Executive Director at the appropriate division.

(Section 343.24 - Approved May 18, 1998)

(Section 343.24 - Renumbered 360.3 November 8, 2010)

### **365 High School Graduation**

High school students must complete the District's required coursework and pass state required examinations to graduate and receive a diploma. Students who complete the District's graduation requirements but do not pass the state required High School Graduation Qualifying Examination or special education students who exit the public school system at or before their twenty-second birthday without successfully completing the above, will receive a Certificate of Achievement.

(Section 343.25 - Approved May 18, 1998)

(Section 343.25 – Revised January 26, 2004)

### **365.1 Graduation Requirements**

Anchorage High Schools may award a diploma to a student when:

- a. The student has acquired a minimum of 22.5 units of high school credit in required and elective subjects in accordance with the following:
  1. Language Arts - 4 Units of Credit. English 9-1, 9-2, English 10-1, 10-2, and one semester of composition during grades eleven or twelve plus 3 semesters of electives in grades 10, 11, or 12.
  2. Social Studies - 4 Units of Credit. Two years of a coordinated course in World and United States History, one semester of Social Studies elective credit, one semester of Economics, one semester of Alaska Studies, and one semester of United States Government. (Section 343.41.a(2) - Revised January 26, 2004)
  3. Mathematics - 2.5 Units of Credit. Five semesters of Mathematics electives. Students must complete course work containing or founded on Algebra I level math skills or demonstrate Algebra I level skills by examination.
  4. Science - 3 Units of Credit. Two semesters in Life Science, two semesters in Physical Science and two semesters in additional science or designated courses in Technology, Computer Science, and Health-related subjects.
  5. Physical Education/Health Education - 1.5 Units of Credit. Three semesters of P.E. or two semesters of P.E. and one semester of Healthy Life Skills. The course Lifetime Personal Fitness is required; it may be waived only through testing out of the course.
  6. Electives - 7.5 Units of Credit. Fifteen semester courses have not been specified so as to provide students an opportunity to pursue individual educational goals. Electives may include additional courses in Language Arts, Social Studies, Mathematics, Science, Career and Technology Education, Visual and Performing Arts, Foreign Language Social Emotional Learning, Health and Physical Education.

Seniors entering high school in the District for the first time may graduate by meeting requirements of their previous school when the Anchorage School District requirements create hardship.

One-quarter (1/4) credit for the Physical Education/Health Education requirement ((5) above) may be waived for each full season of participation in approved

interscholastic athletic competition. Elective credit must be earned to replace the Physical Education/Health Education requirement that is waived. The athletic waiver does not apply to the Lifetime Personal Fitness requirement cited in (5) above which may be waived only by testing out of the course. A waiver of credit under this section does not affect the overall minimum requirements of 22.5 credits.

The third year of a world language may waive one semester the Social Studies elective credit.

Students must pass all three sections of the Alaska High School Graduation Qualifying Exam (HSGQE) prior to receiving a diploma to the extent required by the State of Alaska; except as otherwise provided by Department of Education and Early Development regulations, failure to pass any of the three sections will disqualify the student from receipt of a diploma, but the student will be eligible for a certificate of achievement (AS 14.03.075) upon successfully earning the credits required for graduation under section 365.1 of these policies. During the commencement ceremony, all students who successfully earn those required credits, will have the opportunity to participate in the commencement ceremony. Identification of which students receive a diploma and which students receive a certificate of achievement will not be noted during the ceremony.

(Section 343.41.e – Revised January 26, 2004)

(Section 343.41 – Revised June 26, 2000)

(Section 343.41 – Revised April 15, 2002)

### **365.2 Early Graduation**

Students who choose to graduate at the conclusion of the 1st, 2nd, or 3rd quarters will be granted their diplomas at that time.

(All Section 343 - Renumbered 365, November 8, 2010)

### **368 Student Records**

The following definitions apply to sections 368 – 373 related to student records:

- a. Student: any person who attends or has attended a school in the Anchorage School District and for whom the District maintains education records.
- b. Eligible Student: a student or former student who has reached age 18, is an emancipated minor, or is attending a post secondary school.
- c. Parent:
  1. a natural parent,

2. an adoptive parent,
  3. a foster parent,
  4. a legal guardian,
  5. an individual acting as a parent in the absence of a parent or guardian, or
  6. in the case of a student receiving special education, a person acting as the parent of a child or a surrogate parent appointed in accordance with state regulations.
- d. Education Records: any record (in handwriting, print, tapes, file, or other medium) maintained by the Anchorage School District or an agent of the District which is directly related to a student, except:
1. A personal record kept by a staff member or professional consultant if it is kept in the sole possession of the maker of the record, is used only as a personal memory aid, and is not accessible or revealed to other persons except a temporary substitute for the maker of the record;
  2. Records of the Anchorage School District's law enforcement unit;
  3. An employment record made and maintained in the normal course of business that relates exclusively to an individual in his or her capacity as an employee of the Anchorage School District. However, records relating to a student who is employed as a result of his or her student status are education records;
  4. Records created or received by the District after the student is no longer in attendance and which do not relate to the individual's attendance as a student.
  5. Medical or psychological records of a past or present student 18 or over which are made, maintained, or used only in connection with treatment of the student and which are provided only to an individual administering treatment.
  6. Grades on peer-graded papers before they are collected and recorded by a teacher.

(Section 343.3 – Revised June 22, 2009)

### **368.1 Obligation to Maintain Records**

Schools are obligated to maintain records on each student to:

- a. provide basic identifying data including family background information;
- b. provide a record of achievement in school;

- c. provide information required by rules and regulations including attendance data, scores on standardized, criterion-referenced, intelligence, aptitude and psychological tests;
- d. supply information about students that may be needed in placing the student in productive employment and/or post high school educational pursuits; and
- e. provide a record of serious disciplinary problems or recurrent behavior patterns which have required corrective or punitive action (such as suspension or expulsion).

(Section 343.31 – Revised June 22, 2009)

### **368.2 Storage - Location of Records**

Student records shall remain in the custody of the school administrator of a particular unit or his/her authorized personnel within the confines of the administrative area of the building, until released to another school or to the records department of the District.

Such records shall be maintained and disposed of according to the requirements of federal and state laws and regulations.

(Section 343.32 - Revised June 22, 1998)

(Section 343.32 – Revised June 22, 2009)

### **368.3 Classifications of Records**

- a. A student's Permanent Record constitutes the final information about that student and represents the culmination of the student's record while attending school and contains the following:
  1. annual accounting
    - a. name
    - b. address
    - c. student ID number
    - d. date of birth
    - e. courses taken
    - f. schools attended and teachers to whose classes the student was assigned
    - g. grades/credits earned
    - h. aggregate attendance

2. final accounting
  - a. name of last school attended
  - b. graduation data
  - c. exit information

A student's Cumulative Record is the ongoing record of their time in school, including previous school districts as the records are available. Items in the cumulative record reflected in section (a) about will become the permanent record. The cumulative record contains the following:

1. name, address, phone number, and sex
2. student ID number
3. date of birth
4. courses taken
5. schools attended and teachers to whose classes the student was assigned
6. grades earned and an explanation of the grading system
7. units of credit earned
8. attendance record
9. scores on standardized tests
10. record of required immunizations, physical examinations, and other health-related matters required by state law or district policy
11. disciplinary actions, to include suspension, expulsion, and reinstatements

(Section 343.33 – Revised June 22, 2009)

#### **368.4 Accessibility of Records**

- a. The Anchorage School District shall maintain the confidentiality and privacy of all student records which contain personally identifiable information about the student or family in accordance with state and federal laws.
- b. The student's record shall be available, without consent, to school officials with a legitimate educational interest in having access to the records. The District will adopt reasonable physical, technological, or procedural controls to assure that school personnel obtain access to only those student records in which they have a legitimate educational interest.
  - 1) A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person serving on the School Board; law enforcement unit

personnel as defined by federal law related to educational records; a person or company with whom the District has contracted to perform a special task (such as attorney, auditor, medical consultant, or therapist); or a contractor, consultant, or other outside party to whom the District has outsourced services or functions that it would otherwise use employees to perform, provided that the outside party is under the direct control of the District with respect to use and maintenance of education records and subject to the same conditions governing use and disclosure of those records.

- 2) A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility to the district.
- c. The student's records shall be available to the parent or eligible student as defined in section 368(b) for inspection and copying upon request. The District shall provide a list of records maintained for students and the location of records maintained by the District upon request. Parents or eligible students shall submit requests for records to the principal. If the student is an eligible student, the District may continue to disclose records to the parent, and without the student's consent, if: 1) the student is a dependent of either parent for federal income tax purposes; or 2) in connection with a health or safety emergency. For the purposes of this section, the term "parent" means natural parent, adoptive parent, foster parent, legal guardian, or an individual acting as a parent in the absence of a parent or guardian, or in the case of a student receiving special education, a person acting as the parent of a child or surrogate parent appointed in accordance with state regulations. Either or both parents have access to a student's record, even if a separation or divorce has occurred, unless:
- 1) Parental rights of parent have been legally terminated through adoption or other legal process; or
  - 2) A decree of divorce, separation, dependency, or other court order specifically prohibits parental access to school information records; or
  - 3) Documentary proof of the circumstances described in (1) or (2) has been filed with the District.
  - 4) A parent's right of access to his or her student's records does not apply to the child's address if the Superintendent or designee determines that release of the address poses a threat to the health or safety of the child.

- d. All requests by other than the parent/eligible student for release of records containing personally identifiable information must have prior written consent of the parent/guardian or eligible student. The written consent to release any personally identifiable material must specify the records to be disclosed and the parties to whom disclosure is authorized.
- e. Requests for inspection of student records must be in writing, submitted to the Superintendent, Principal or designee.

**Exception 1.** - The parent/guardian if the student is under 18 years of age may request copies via telephone or in person. Where telephone requests are made under this or the following section, the District employee in charge of records shall take necessary steps to verify the identity of the caller. If any reasonable doubt exists as to the correct identity of the caller, the District personnel shall require either personal appearance or written release before releasing the requested records. Those copies may be mailed directly to the parent/ guardian or to such other individual or institution as the parent/guardian may designate.

**Exception 2.** - An eligible student may request copies of his/her records via telephone or in person. Those copies may be mailed or given directly to the student or to such other individual or institution as the student may designate.

**Exception 3.** - Copies of the student's records may be released in compliance with the terms of a court order or lawfully issued subpoena. However, in such situations, the District shall make reasonable efforts to notify the parent, guardian, or student (whichever applies) in advance of its compliance so that the parents or eligible student may seek protective action. Prior notice will not be given in cases where the District receives a federal grand jury subpoena or order where the court has ordered that the existence or contents of the subpoena or order not be disclosed. In addition, prior notice will not be given if a court or other agency issues a subpoena for a law enforcement purpose and orders the school not to disclose the existence or contents of the subpoena.

- f. Information from student's permanent academic records may be released to government agencies for general data collection purposes provided no individual student is identified.
- g. The District shall include in a student's education records, information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. The District may

disclose this information to teachers and school officials of this District or other districts, if those individuals have legitimate educational interest in the behavior of the student.

h. Health or Safety Emergency Exception:

- 1) Personally identifiable information from a student's records may be released to appropriate parties, including parents of an eligible student in emergency situations where knowledge of the information is necessary to protect the health or safety of the student or other individuals. The District will take in to account the totality of the circumstances, based on the information available at the time, to determine if there is an articulable and significant threat to the health or safety of a student or others.
- 2) In these situations, the District will maintain in the "record access" log for the student: 1) the identity of the individual(s) requesting or receiving the information; and 2) a description of the articulable and significant threat to the health or safety of the student or others.
- 3) When a report is made to law enforcement that a student has committed a crime, the District will transmit copies of any special education and disciplinary records for consideration by the appropriate authorities, to the extent permitted under subsection (1) above.

i. Directory information includes information contained in the education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. Directory information may be released after prior annual notification unless a parent/student objects to the release of directory information. The District shall provide annual notification by September 15th of each school year. This information will be annually distributed in District publications, such as: school newsletters, school handbooks, etc. Directory information does not include a student's social security number or student identification number.

- 1) The following categories of information have been designated as directory information: student's name, address, phone number, e-mail address, year of birth, enrollment, dates of attendance, grade level, degrees, awards or honors, scholarship eligibility, date of graduation, name of secondary school most recently attended, participation in officially recognized activities and sports, and height and weight of members of interscholastic athletic teams.
- 2) Requests for directory information from authorized representatives of governmental agencies, elected officials, the police, social service and educational agencies, private businesses, individuals or other

organizations which facilitate service to students will be considered and approved at the central office administration's discretion. Directory information may be released without the prior written consent from the parent/guardian, or eligible student unless the District is annually notified in writing each school year or upon enrollment. Notification of this policy will occur on an annual basis at the beginning of each school year or upon enrollment.

- j. Requests to change or modify records. Parents or eligible students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:
  - 1) Parents or the eligible student must submit a written request to the principal to amend a record. In so doing, they should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading or in violation of the student's privacy or other rights.
  - 2) The Anchorage School District may comply with the request or it may decide not to comply. If it decides not to comply, the District will notify the parents or eligible student of the decision and advise them of their right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
  - 3) Upon request, the Anchorage School District will arrange for a hearing, and notify the parents or eligible student, reasonably in advance, of the date, place, and time of the hearing.
  - 4) The hearing will be conducted within a reasonable time by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the District. The parents or eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The parents or student may be assisted by one or more individuals, including an attorney.
  - 5) The Anchorage School District will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
  - 6) If the Anchorage School District decides that the challenged information is not inaccurate, misleading or in violation of the student's rights of privacy, it will notify the parents or eligible student that they have a right to place

in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.

- 7) The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If the Anchorage School District discloses the contested portion of the record, it must also disclose the statement.
  - 8) If the Anchorage School District decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the parents or eligible student, in writing, that the record has been amended.
- k. Disclosure without prior consent.
- 1) The following may have restricted access to student records without the prior consent the parent or eligible student:
    - A. The School Board as an official body when acting in its official capacity with regard to matters pertaining to an individual student.
    - B. Staff of the District having a legitimate educational interest and need to know by virtue of being appropriately involved in carrying out assigned responsibilities for the administration or provision of educational programming or services and/or for the generation and maintenance of student records.
    - C. State/federal officials and others only as prescribed by state and federal law and regulations.
    - D. Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests; administering student aid programs; and improving instruction. Information may not be disclosed under this subsection unless the District has entered into a written agreement with the organization:
      - i. specifying the purpose, scope, and duration of the study and the information to be disclosed;
      - ii. restricting the use of personally identifiable information only to purposes of the study as defined in the agreement;
      - iii. assuring that the studies are conducted in a manner which will not permit the personal identification of students and their parents by

- individuals other than the representatives of the organization that have legitimate interests in the information; and
- iv. providing that the information will be destroyed or returned to the District when no longer needed for the study, and specifying the time period for destruction or return. Nothing in this section requires the District to initiate a study, or agree with or endorse the conclusions or results of the study.
- E. Accrediting organizations in order to carry out their accrediting functions.
  - F. In limited circumstances, organizations in connection with financial aid the student has received or for which the student has applied.
- 2) The District will release information to schools in which the student has or intends to enroll only with the written consent of the parent or eligible student, unless:
    - A. the annual notification states that the District forwards education records to other schools that have requested the records and where the student attends or is seeking to enroll, or;
    - B. the records have been designated as those of a missing child, in which case the District will immediately notify the Department of Public Safety. The District shall not forward the records unless advised by the Department to do so.
  - 3) If the District initiates legal action against a student or parent, or a student or parent initiates legal action against the District, the District may disclose to the court, without court order or subpoena, the educational records of the student that are relevant to the proceeding.
  - 4) If the District utilizes a procedure of records transfer without notice or consent, it must give the parent or eligible student a copy of the records that were disclosed, if the parent or eligible student so requests.
1. Pre-School Children. Pre-school children who are applicants for enrollment, but not currently enrolled, are not considered students or

covered under this policy. Information about these children is covered under Policy 332.3, Lottery Procedures.

(Section 343.34 - Revised September 11, 1995)  
(Section 343.34 - Revised June 22, 1998)  
(Section 343.34 - Revised October 24, 2005)  
(Section 343.34 - Revised December 11, 2006)  
(Section 343.34 - Revised June 22, 2009)  
(Section 343.34 - Renumbered 368.4 November 8, 2010)

### **370 Psychological Evaluation**

Parental consent, or consent of the student if over 18 years of age, is required prior to conducting a psychological evaluation. Psychological records will be treated like other student records.

(Section 343.36, Requests to Amend Records and Rights to Hearing - Deleted June 22, 2009)  
(Section 343.35 - Renumbered 370 November 8, 2010)

### **371 Legal Names of Students**

A student's legal name shall be used on all "official" documents, including transcripts, Federal Impact Survey Cards, etc.

This policy does not preclude recognition of the wishes of parents, guardians and/or students to utilize appropriate aliases or nicknames at public gatherings, in general publication media (e.g., graduation ceremony, new publication, etc.) and on high school diploma.

(Section 343.37 - Renumbered 371 November 8, 2010)

### **372 Annual Notification**

- a. Annually, the Superintendent shall provide a notice to parents and eligible students as of the date of the notice, setting out their rights:
  1. to inspect and review their student's education records, and the procedures for doing so;
  2. to seek amendment of student records which are believed to be inaccurate, misleading, or in violation of the student's privacy rights, and the procedures for doing so;

3. to withhold consent to disclosure of personally identifiable information except where law authorizes disclosure without consent; and
  4. to file a complaint in accordance with 34 CFR Section 99.63 and 99.64.
- b. The annual notice shall explain the policy of disclosing student records without consent to school officials with a legitimate educational interest, shall identify those school officials, and describe what constitutes a legitimate educational interest.
  - c. The annual notice will also explain that the District forwards records to other school districts or institutions that have requested the records and where the student attends or is seeking to enroll.
  - d. The annual notice will include information concerning the University of Alaska scholarship programs and the District's obligations under state law to provide the names of students who are eligible for these programs.
  - e. The annual notice will provide the name and address of the official responsible for the records and the current fee for requested copies of records.
  - f. In addition, the District will maintain for public inspection a list of the names and positions of those employees who routinely have access to student records specifically collected or maintained in conjunction with the provision of services to exceptional children with disabilities.
  - g. Upon request, the District shall provide a parent of a student receiving special education or related services as an exceptional child a list of the type and location of records collected, maintained and used by the District in conjunction with the provision of such services.

(Section 343.38 - Revised June 22, 1998)

(Section 343.38 - Revised June 22, 2009)

(Section 343.38 - Renumbered 372 November 8, 2010)

### **373 Complaint Procedure**

A parent or eligible student may file a written complaint with the national Family Policy Compliance Office regarding an alleged violation of federal laws governing the administration of student records. These laws include the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232 g, and its regulations found at 34 CFR Part 99. A complaint must be filed within 180 days of the date of the alleged violation or of the date the parent or eligible student knew or reasonably should have known of the alleged violation. Complaints should be filed with:

Family Policy Compliance Office  
U.S. Department of Education  
Washington D. C. 20202-3887

(Section 343.39 – Approved June 22, 1998)

(Section 343.39 – Renumbered 373 November 8, 2010)

### **375 Extracurricular Activities**

The Superintendent or his/her designee shall, within budgetary limitations, approve extracurricular activities for elementary, middle level and secondary schools and shall provide for operational procedures.

#### **375.1 School Groups**

Unit principals may organize school groups within the following criteria:

- a. School groups may be formed for educational and school purposes within approved curricular and extracurricular school programs.
- b. Membership in any school group shall be open to all students who meet membership requirements. Membership requirements shall not include discriminatory factors related to race, color, creed, national origin, ethnicity or gender.
- c. Student groups must have a statement of purpose and constitution approved by the school principal. The school group will operate under the rules set forth in the constitution. The school principal or designee will be responsible for maintaining group operation according to the group constitution.
- d. A school sponsor shall be designated for each group.
- e. The District does endorse and sponsor meetings and activities of school groups. School groups exist to promote and enhance school curricular and extracurricular activities.
- f. School groups may raise and expend money to support the curricular and extracurricular activities designated in the group statement of purpose and constitution.

#### **375.2 Athletic/Activity Booster Clubs and Alumni Associations**

The secondary school principal, or designee, and coach/sponsor are expected to work with every high school Athletic/Activity Booster Club or Alumni Association. These clubs and associations are composed of parents and community members that are dedicated to:

- a. Supporting, encouraging and advancing the athletic program and other student activities of the Anchorage School District, thereby cultivating clean wholesome school spirit, promoting good sportsmanship, and developing high ideals of character.
- b. The clubs and associations shall promote projects to improve and provide facilities; equipment; recognition activities; and supplement travel funds necessary to provide an adequate athletic/activity program for the School District. Gifts, if accepted shall be considered school property (ASD Policy 833). When funds are given to a school's Activity Account, the school assumes control of those funds.
- c. Booster clubs or alumni associations are legally separate entities from the Anchorage School District. They are encouraged to register with the IRS for 501.C.3 status. They must have their own bank accounts and are responsible for their own financial procedures, including audits. Any fundraising done on school district property requires the approval of the building's principal or designee. (ASD Policy 498)
- d. The booster clubs and associations shall promote the rules of the Alaska School Activities Association (ASAA) and adhere to the criteria of membership of the School District in ASAA.
- e. The actual operation of athletic and activity programs in the schools shall be the responsibility of the school officials.

(Section 347.21 - Approved November 22, 1993)

(Section 347.21 - Revised December 9, 1996)

(All Section 348 - Renumbered 375 November 8, 2010)

### **380 Sports and Athletic Program**

(Section 348.2 - Renumbered 380 November 8, 2010)

#### **380.1 Administration of Sports and Athletic Program**

- a. The Superintendent or his/her designee shall be responsible to the Board for all matters pertaining to interscholastic athletics of the schools.

The Secondary School Principal shall be responsible to the Superintendent in matters pertaining to interscholastic athletics. He/she may delegate some of his/her powers, but such delegation shall not relieve him/her of responsibility for any infraction by his/her school or orders of the Board, the Superintendent of the rules of inter-school athletic bodies.

(Section 348.21 – Renumbered 380.1 November 8, 2010)

### **380.2 Interscholastic Contests**

The Alaska Schools Activities Association (ASAA) will regulate interscholastic contests. The Superintendent or his/her designee may establish regulations above the minimal standards for ASAA.

(Section 348.3 – Renumbered 380.2 November 8, 2010)

### **380.3 Transportation**

The administrator in charge of Middle or High School Education or his/her designee shall, in conjunction with school principals, establish transportation, housing, safety and supervisory regulations for students participating in interscholastic contests.

(Section 347.41 - Revised June 22, 1992)

(Section 347.41 – Renumbered 380.3 November 8, 2010)

## **380.4 Student Athlete Concussion Risk and Management**

a. The purpose of this policy is to promote student, parent and staff awareness of the risks of concussions to student athletes and to address appropriate concussion management procedures to improve the health and safety of student athletes.

Adolescents who participate in sports and other recreational activities are at risk for concussion and head injuries. The likelihood of serious injury increases when a concussion is not properly evaluated and managed.

b. Risk Awareness/ Education

1. The Superintendent or his/her designee will develop and publish guidelines and other information to educate coaches, student athletes, and their parents/guardians of the nature and risk of concussions and traumatic brain injuries, including the dangers associated with returning to play before a concussion has fully healed.

2. Annually, the District will distribute a concussion fact sheet to student participants in District-sponsored activities that require a sports physical, and to those students' parents/guardians. The student and parent/guardian must return a signed acknowledgement indicating they have reviewed and understand the information provided before the student participates in any covered activity, including practice or

competition.

### c. Concussion Management Procedures

1. The Superintendent shall implement concussion management procedures as determined appropriate for a safe and healthy athletic experience.
2. All coaches, including volunteer coaches, will complete training in the evaluation and management of concussions as specified in District guidelines.

*Note: AS 14.30.142-.143*

(Section 380.4 - Added December 12, 2012)

### **385 Field Trips**

Field trips are authorized with the approval of the administrator in charge of Elementary, Middle and High School Education or his/her designee.

#### **385.1 Out-of-District Field Trips**

A principal must secure the approval of the appropriate Executive Director or the Assistant Superintendent for Instruction or his/her designee for out-of-District field trips.

(Section 348 - Revised September 12, 1983)

(Section 348 - Renumbered 385 November 8, 2010)

### **390 School Year**

The school year begins on the first day of July and ends on the last day of June. (Sec. 1, Ch 98, SLA 1966)

#### **390.1 School Calendar**

The school calendar is approved by the School Board. The length of the school term shall be 188 days, including inservice days and holidays. School holidays will be scheduled at the discretion of the School Board in accordance with state law. Inservice days will be scheduled on national, state, and local holidays whenever possible. The Superintendent shall determine summer school dates and may grant calendar waivers for individual schools.

(Section 342.2 - Revised July 27, 1987)  
(Section 342.2 - Revised May 18, 1998)

### **390.2 The School Day**

#### **390.3 Students**

The school day in kindergarten shall be at least two and a half hours. The school day, exclusive of recess and lunch, shall be at least five hours for grades one and two and at least five and a half hours for grades three through six. The school day for secondary students will be at least six hours, inclusive of passing time (in accordance with State Law Section 14.03.040). The beginning and ending times of the "standard" school day for the elementary, middle, and high schools shall be determined by the School Board. The Superintendent has the authority to grant waivers to schools on an individual basis, as well as modify the times for student conferences, inservices, and emergencies.

(Section 342.31 - Revised May 18, 1998)

#### **390.4 Staff**

The length of the work day shall be governed by current negotiated contracts.

(Section 342.32 - Revised May 18, 1998)

#### **390.5 Emergency Closing**

Whenever, in the judgment of the Superintendent or his/her designee, it would be contrary to the safety and welfare of students to keep school open, the schools shall be closed. The Superintendent shall institute procedures and regulations to return students to their homes safely, and notify parents regarding the emergency closing by utilizing appropriate communication media.

The closing of schools, and/or the non-operation of certain school buses, will be announced in the early morning on radio and television stations, and by other communication media.

(Section 342.33 - Revised May 18, 1998)

### **390.6 Class Schedules**

Class schedules for all schools in this District shall provide for as much flexibility as possible. They shall be established by the Principal, reflecting student choices, district requirements, and staff and parent input. Students must be enrolled in classes during their time at school except for lunch period.

(Section 342.4 - Revised May 18, 1998)

### **390.7 Released Time for Special Instructions or Activities**

Special arrangements for individualized student release times may be made by the building principal. Individualized student release times include, but are not limited to, university classes, independent study, mentorships, classes taken at another school, and religious activities. Early release and late arrival will be arranged through the home school.

(Section 342.5 - Revised May 18, 1998)

### **390.8 Special Events and Ceremonies**

Schools may periodically hold special events and assemblies. The principal will be responsible for appropriate content and use of this time. Since assemblies are part of the instructional day, students not attending them are to remain at school.

(Section 342.6 - Revised May 18, 1998)

(All section 342 - Renumbered 390 November 8, 2010)

### **395 Safety Drills and Crisis Plans**

At a minimum, all schools will have two Duck-Cover-Hold drills (earthquake), nine Evacuation drills (fire) and one Shelter-in-Place drill (external HazMat events, i.e. volcano) each school year. Divisions may require more than the minimum.

Additionally, all schools will have either a Lock-Down or Stay-Put drill once each quarter. Again, Divisions may require more than the minimum.

Bus evacuation drills are required and are regulated by the Department of Education.

Each school is required to have an Emergency Action Plan, which must be updated annually. According to Alaska State Statute 14.33.100, *Required School Crisis Response Planning*, notice of each school's completed plan must be posted at each school. The updated plan must be available for inspection by employees and the public (during business hours) as requested.

(Section 342.7 - Revised May 18, 1998)

(Section 342.7 - Revised December 14, 1998)

(Section 342.7 - Renumbered 395 November 8, 2010)