

Policy Reference Manual

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NOTE: The AASB comprehensive index/table of contents provides a standard index system designed to accommodate future policies/regulations and at the same time provides a table of contents for this manual. This manual contains only those School Board policies (BP), administrative regulations (AR) and exhibits (E) specified in the right-hand column.

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0.	Concepts and Roles	0000	BP	
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	B. Goals for School Operations	0220		
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	B. Objectives for School Operations	0320		
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	B. Service Animals	0411	BP	
	C. School-Based Management/Site Councils	0420	BP	
	D. Community School Program	0430	BP	AR
	E. Advisory School Boards	0440		
5.	Review and Evaluation	0500	BP	
	A. School District Report Card	0510	BP	AR
	B. School Accountability/School Improvement	0520	BP	AR
	C. Discontinuation or Closure of Schools	0530	BP	

ARTICLE 1

COMMUNITY RELATIONS

(Series 1000)

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E. Volunteer Assistance	1250		BP	E
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G. Educational Foundation	1270			
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c. Public Complaints Concerning Discrimination	1312.3		BP	AR
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COMMUNITY RELATIONS

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B.	Elementary and Secondary Schools (includes public, private, correctional)	1620		
1.	Home-Based Schooling	1621		
7.	Relations Between Private Industry and the Schools	1700	BP	

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3. Evaluation of the Superintendent	2123	BP
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B. Review of Administrative Decisions	2220	
C. Representative and Deliberative Groups	2230	BP
D. Management and Communication Systems	2240	
E. Teacher-in-Charge/Principal's Designee	2250	BP
3. Conflict of Interest	2300	BP

ARTICLE 3
 BUSINESS & NONINSTRUCTIONAL OPERATIONS

(Series 3000)

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A. Transfer of Funds Amendments	3110	BP	
2. Income x3430	3200	BP	
A. Local Funds	3210		
B. State Funds	3220		
C. Federal Funds	3230		
D. Tuition Fees	3240		
E. Transportation Fees x3540	3250		
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G. Sale & Disposal of Books, Equipment & Supplies (Personal Property)	3270	BP	
H. Sale or Lease of School Facilities or Real Property	3280	BP	
I. Gifts, Grants & Bequests (does not include state or federal funds)	3290	BP	
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B. Purchasing Procedures	3310	BP	AR
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2. Contracts	3312	BP	
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3. Leases & Agreements	3313		
4. Payment for Goods and Services	3314	BP	
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B. Borrowing	3420		
C. Investing	3430		

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E.	Money in School Buildings	3450	BP	
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2.	Student Activity Funds x6145.8	3452	BP	
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G.	Fund balance Classification	3470	BP	
5.	Noninstructional Operations	3500		
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1.	Energy Conservation	3511	BP	AR
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4.	Environmental Safety x5142	3514	BP	
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b.	Intruders on Campus	3515.2	BP	
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d.	Recovery for Property Loss or Damage	3515.4	BP	AR
e.	Restrictions on Sex Offenders on Campus	3515.5	BP	
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3.	E-Mail	3523	BP	
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D.	Transportation x3250	3540	BP	
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b.	Transportation of Exceptional Children	3541.2	BP	
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ARTICLE 4

PERSONNEL

(Series 4000)

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f. Personnel Records	4112.6	BP	
g. Orientation	4112.7		
h. Employment of Relatives	4112.8	BP	
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7. Separation	4117		
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b. Resignation	4117.2	BP	
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f. Nonrentention	4117.6	BP	AR
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(2) Harassment	4119.12	BP	
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(3) Unauthorized Release of Confidential Information	4119.23	BP	

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	(3) Universal Precautions	4119.43	BP	AR
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	3. Travel Expenses	4133	BP	
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	b. Personnel Covered	4141.2		
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ARTICLE 5

STUDENTS

(Series 5000)

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		CODE		
0.	Concepts and Roles	5000		BP
	A. Goals and Objectives	5010		
	B. Role of Parents/Guardians	5020		
	1. Noncustodial Parents	5021		BP
	C. School Discipline and Safety	5030		BP AR
	D. Student Nutrition and Physical Activity	5040		BP AR E
1.	Elementary and Secondary	5100		
	A. Attendance	5110		
	1. Admission	5111		BP AR
	a. District Residency	5111.1		
	b. Part-Time Enrollment	5111.2		BP AR
	2. Attendance and Exceptions	5112		
	a. Exemptions from Attendance	5112.1		BP AR
	b. Exclusions from Attendance	5112.2		BP AR
	c. Student Leave of Absence	5112.3		
	d. Part-time Employment	5112.4		
	e. Open/Closed Campus	5112.5		BP
	f. Education for Homeless Children and Youths	5112.6		BP
	3. Absences and Excuses (includes truancy)	5113		BP AR
	a. Work Permits	5113.1		
	4. Attendance Records; Registers	5114		
	5. School Census	5115		
	6. School Attendance Boundaries	5116		BP
	a. Intradistrict Attendance	5116.1		
	b. Open Enrollment	5116.2		
	7. Interdistrict Attendance	5117		BP
	8. Transfers	5118		BP
	9. Children of Military Families	5119		BP AR
	B. Progress 5120			
	1. Grades/Evaluation of Student Achievement	5121		BP AR
	2. Academic Load	5122		
	3. Promotion/Acceleration/Retention	5123		BP AR
	4. Communications with Parents/Guardians	5124		BP
	5. Student Records	5125		BP AR E
	a. Release of Directory Information	5125.1		BP E
	b. Challenging Student Records	5125.2		BP
	c. Withholding Grades, Diploma and Transcripts	5125.3		BP
	6. Awards for Achievement	5126		BP
	7. Graduation Ceremonies and Activities	5127		BP
	8. Alaska Performance Scholarship Programs	5128		BP AR E
	C. Activities	5130		
	1. Conduct	5131		BP
	a. Bus Conduct	5131.1		BP AR
	b. Building and Grounds	5131.2		
	c. Student Driving and Parking	5131.3		
	d. Campus Disturbances	5131.4		BP AR
	(1) Violent and Aggressive Conduct	5131.41		BP AR
	(2) Threats of Violence	5131.42		BP
	(3) Harassment, Intimidation and Bullying	5131.43		BP AR
	e. Vandalism, Theft, and Graffiti	5131.5		BP
	f. Alcohol and Other Drugs	5131.6		BP AR

ARTICLE 5

STUDENTS
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(Series 5000)

	(1)	Drugs/Alcohol Testing Policy	5131.61	BP	AR
	(2)	Tobacco	5131.62	BP	
	(3)	Performance Enhancing Drugs	5131.63	BP	
	g.	Weapons and Dangerous Instruments	5131.7	BP	AR
	h.	Student Activity Trips	5131.8		
	i.	Academic Honesty	5131.9	BP	
2.		Dress and Grooming	5132	BP	
	a.	Student Uniforms	5132.1	BP	
3.		Gifts to School Personnel	5133	BP	
4.		Student Production of Services and Materials	5134		
5.		School Symbols	5135		
6.		Gangs	5136	BP	
7.		Positive School Climate	5137	BP	
8.		Portable Electronic Devices, Including Cell Phones	5138	BP	
D.		Welfare	5140		
	1.	Health Care and Emergencies	5141	BP	AR
	a.	Accidents	5141.1		
	b.	Illness	5141.2		
	(1)	Administering Medication (includes anaphylactic injections)	5141.21	BP	AR E
	(2)	Infectious Diseases	5141.22	BP	AR
	(3)	Infectious Diseases Prevention	5141.23	BP	AR E
	(4)	Specialized Health Care Services	5141.24		
	c.	Health Examinations x6145.2	5141.3	BP	
	(1)	Immunizations	5141.31	BP	
	d.	Child Abuse and Neglect (Reporting Procedures)	5141.4	BP	AR
	(1)	Child Abuse Prevention	5141.41	BP	
	e.	Mental Health x6164.4	5141.5		
	(1)	At-Risk Youths	5141.51	BP	
	(2)	Suicide Prevention	5141.52	BP	
2.		Safety x3514	5142	BP	AR
	a.	Fingerprinting Program	5142.1		
	b.	School Safety Patrol	5142.2	BP	AR
3.		Insurance	5143		
4.		Discipline	5144	BP	
	a.	Suspension and Expulsion	5144.1	BP	AR
	b.	Suspension and Expulsion/Due Process (Individuals with Exceptional Needs)	5144.2		AR
5.		Rights and Responsibilities	5145		
	a.	Privacy	5145.1		
	(1)	Questioning and Apprehension	5145.11	BP	
	(2)	Search and Seizure	5145.12	BP	E
	(3)	Research on Students	5145.13		
	(4)	Photographing of Students	5145.14		
	(5)	Student and Family Privacy Rights	5145.15	BP	
	b.	Freedom of Speech/Expression	5145.2	BP	AR
	c.	Nondiscrimination	5145.3	BP	
	d.	Exploitation	5145.4		

e.	Notifications Required by Law	5145.6		
f.	Sexual Harassment	5145.7	BP	AR
g.	Refusal to Harm or Destroy Animals	5145.8		
6.	Married/Pregnant/Parenting Students	5146	BP	
7.	Dropout Prevention	5147	BP	
8.	Child Care	5148	BP	

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		CODE		
0.	Concepts and Roles	6000	BP	
	A. Goals and Objectives	6010	BP	
	B. Parent Involvement	6020	BP	
1.	Elementary and Secondary	6100		
	A. Schedules	6110		
	1. School Calendar	6111	BP	
	2. School Day	6112	BP	
	3. Released Time	6113		
	4. Crisis Response Plan	6114	BP	AR
	a. Fire Drills and Fires	6114.1		AR
	b. Bomb Threats	6114.2		AR
	c. Earthquake Emergency Procedures	6114.3		AR
	d. Pandemic/Epidemic Emergencies	6114.4	BP	
	5. Ceremonies and Observances	6115	BP	
	6. Classroom Interruptions	6116	BP	AR
	B. Instructional Plans	6120		
	C. Organizational Plan	6130		
	D. Curriculum	6140		
	1. Curriculum Development and Evaluation	6141	BP	
	a. Experimental/Innovative Programs	6141.1		
	b. Recognition of Religious Beliefs and Customs	6141.2	BP	
	c. Multicultural Education	6141.3	BP	
	2. Subject Fields	6142		
	a. Family Life/Sex Education	6142.1	BP	
	b. AIDS Instruction	6142.2	BP	
	c. Science Instruction	6142.3	BP	
	d. Community Service	6142.4	BP	AR
	e. Environmental Education	6142.5	BP	
	f. Visual and Performing Arts Education	6142.6	BP	
	3. Courses of Study	6143	BP	
	4. Controversial Issues	6144	BP	AR
	5. Extracurricular and Cocurricular Activities	6145	BP	AR
	a. Intramural Competition	6145.1		
	b. Interscholastic Competition	6145.2	BP	AR E
	(1) Sportsmanship	6145.21	BP	AR
	c. Concussion In Student Athletes	6145.22	BP	AR E
	d. Publications	6145.3	BP	
	e. Public Performances and Exhibitions	6145.4		
	f. Student Organizations and Equal Access	6145.5	BP	AR E
	6. Graduation Requirements/Standards of Proficiency	6146		
	a. High School Graduation Requirements	6146.1	BP	
	b. High School Equivalency Test	6146.2	BP	
	c. High School Graduation Qualifying Exam	6146.3	BP	AR E

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INSTRUCTION
-continued-

(Series 6000)

	d.	Reciprocity on Graduation Requirements	6146.4	BP	AR	E
	e.	Differential Requirements for Individuals with Exceptional Needs	6146.5	BP		
	f.	Elementary School Profile	6146.6	BP		
	g.	Academic and Vocational Standards of Proficiency	6146.7			
E.		Instructional Arrangements	6150			
	1.	Class Size	6151			
	2.	Student Grouping	6152			
	3.	School-Sponsored Trips	6153	BP		
	4.	Homework/Makeup Work	6154	BP	AR	
	5.	Class Examinations/Challenging Courses by Examination	6155			
	6.	Lesson Plans	6156			
	7.	Tutoring	6157			
	8.	Individualized Education Program	6159	BP	AR	
	a.	Procedural Safeguards and Complaints for Special Education	6159.1	BP	AR	
F.		Instructional Services and Resources	6160			
	1.	Equipment, Books and Materials	6161			
	a.	Selection and Evaluation of Instructional Materials	6161.1	BP	AR	
	(1)	Supplementary Instructional Materials	6161.11	BP		
	b.	Damaged or Lost Instructional Materials	6161.2	BP		
	c.	Toxic Art Supplies	6161.3			
	d.	Internet	6161.4	BP	AR	E
	e.	Web Sites/Pages	6161.5	BP	AR	E
	2.	Instructional Resources for Teachers (includes instructional television)	6162			
	a.	Audiovisual Materials	6162.1			
	b.	Curriculum Consultants	6162.2			
	c.	Teacher Aides/Paraprofessionals	6162.3			
	(1)	Student Aides	6162.31			
	d.	Community Resources	6162.4			
	e.	Standardized Testing	6162.5	BP	AR	
	f.	Use of Copyrighted Materials	6162.6	BP	AR	
	g.	Computers	6162.7			
	h.	Research	6162.8	BP		
	3.	Instructional Resources for Students	6163			
	a.	Libraries/Media Centers	6163.1	BP		
	b.	Live Animals in the Classroom	6163.2			
	c.	Learning Centers	6163.3			
	d.	School Gardens, Greenhouses, and Farms	6163.4	BP		
	4.	Individual Services & Diagnostic Counseling	6164			
	a.	Health Services	6164.1			
	b.	Guidance and Counseling Services	6164.2	BP		
	c.	Student Mental Health – Medication and Services	6164.3	BP		
	d.	Child Find	6164.4	BP		
	e.	Student Study Teams	6164.5	BP	AR	

G.	Curriculum Extensions/Specialized Programs	6170			
1.	Title 1 Programs	6171	BP	AR	E
2.	Special Education	6172	BP		
3.	Adventure-Based Education	6173			
4.	Bilingual-Bicultural Education/Limited English Proficiency Programs	6174	BP		E
a.	Education of Native/Indian Children	6174.1	BP	AR	E
5.	Migrant Children Program	6175	BP		
6.	Weekend/Saturday Classes	6176			
7.	Summer School	6177			
8.	Vocational Education	6178	BP	AR	
a.	Work Experience Education	6178.1	BP		
9.	Child Care and Development Programs	6179	BP		
H.	Program Adaptations/Alternative Arrangements	6180			
1.	Charter School 6181	BP		AR	
2.	Correspondence Study Program	6182	BP		
3.	Secondary Boarding Program	6183	BP		
4.	Virtual/Online Courses	6184	BP		E
I.	Evaluation of the Instructional Program	6190	BP		
2.	Adult/Continuing Education	6200			

(Policies and regulations for Adult Education normally are those which apply at all levels of the school system.)

ARTICLE 7

NEW CONSTRUCTION

(Series 7000)

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	CODE	
0. Concepts and Roles	7000	BP
A. Goals and Objectives	7010	
1. Planning (Master Plans)	7100	BP
A. Determining Needs (includes projecting educational programs, forecasting, enrollment)	7110	
1. Evaluating Existing Buildings	7111	
2. Determining Extent of New Construction (includes alterations, additions, repairs)	7112	
3. Temporary Facilities	7113	
B. Participation in Planning	7120	
C. Administrative and Legal Services	7130	
1. General Management of Long-Range Construction Programs (includes administration of individual projects, services of attorneys)	7131	
D. Relations with Public (includes providing information, bond elections, ceremonies)	7140	
E. Relations with other Governmental Units (includes other governing boards, local, borough, state, federal and intermediate units)	7150	BP
2. Designing	7200	
A. Professional Services	7210	BP
B. Site Selection and Development	7220	BP
C. Building Design	7230	
D. Equipment and Furniture	7240	
3. Financing	7300	
A. Methods of Financing	7310	BP
B. Tax Levies	7320	
C. Determination of Costs	7330	
D. Payments to Architects, Engineers, Contractors	7340	
4. Constructing	7400	
A. Bids	7410	
B. Contracts	7420	
C. Change Orders	7430	
D. Protection and Guarantees	7440	BP
E. Supervision	7450	
F. Records/Reports/Documents	7460	
G. Inspection of Completed Project	7470	
5. Acceptance/Dedication of Project (includes occupation)	7500	
A. Naming of Facility	7511	BP
B. Recording Names of School Board of Education Members, Administrators, Architects or Builders	7512	

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		CODE		
0.	Concepts and Roles	8000	BP	
1.	Organization	8100		
	A. School Board Membership	8110	BP	
	B. Elections	8120	BP	AR E
	C. Vacancies	8130	BP	
	D. Officers	8140	BP	
2.	Powers and Duties	8200	BP	
	A. Relationship to the School Board	8210		
	B. Relationship to the Administration	8220		
	C. Relationship to the Community	8230		
3.	Conduct 8300			
	A. Orientation	8310	BP	
	B. Meetings	8320	BP	AR
	C. Member Responsibilities	8330	BP	
	D. Code of Ethics	8340	BP	E

ARTICLE 9

BYLAWS OF THE SCHOOL BOARD

(Series 9000)

NOTE: The AASB comprehensive index/table of contents provides a standard index system designed to accommodate future policies/regulations and at the same time provides a table of contents for this manual. This manual contains only those School Board Bylaws (BB), administrative regulations (AR) and exhibits (E) specified in the right-hand column.

		CODE	
0.	Role of School Board and Members (includes powers, purposes, duties)	9000	BB
A.	Public Statements	9010	BB
1.	Disclosure of Confidential Information	9011	BB
2.	Communications to and from the School Board	9012	BB
B.	Board Standards	9020	BB E
1.	Organization	9100	
A.	School Board Membership	9110	BB
B.	Officers and Auxiliary Personnel	9120	BB
1.	President	9121	BB
2.	Vice President	9122	BB
3.	Clerk/Secretary and Treasurer	9123	BB
4.	Attorney	9124	BB
C.	School Board Subcommittees	9130	BB
D.	School Board Representatives	9140	BB
2.	School Board Members		9200 BB
A.	Qualifications	9210	BB
B.	School Board Elections	9220	BB
1.	Recruiting New School Board Members	9221	
2.	Resignation	9222	BB
3.	Filling Vacancies	9223	BB
4.	Oath or Affirmation	9224	BB E
C.	Orientation	9230	BB
D.	School Board Development	9240	BB
E.	Remuneration, Reimbursement, Other Benefits	9250	BB
F.	Legal Protection	9260	BB
G.	Conflict of Interest	9270	BB
1.	Code of Ethics	9271	BB
3.	Governance	9300	BB
A.	Policy Manual	9310	BB
1.	School Board Policies	9311	BB AR
2.	School Board Bylaws	9312	BB
3.	Administrative Regulations	9313	BB
4.	Suspension of Policies, Bylaws, Administrative Regulations	9314	BB
B.	Meetings (includes posting requirements)	9320	BB
1.	Executive Sessions	9321	BB
2.	Agenda/Meeting Materials (includes construction, posting, advance delivery)	9322	BB
3.	Meeting Conduct	9323	BB
4.	School Board Minutes	9324	BB
C.	Membership in Associations	9330	BB
4.	School Board Self-Evaluation	9400	BB