

AASB POLICY REFERENCE MANUAL UPDATE SERVICE

2014-2015 UPDATE

INSTRUCTION SHEET

NOTE: This packet includes only those policy manual pages that have been revised, deleted or newly established. Full text pages are included and are to be substituted as indicated below.

For ease of School Boards, AASB has identified those portions of the Update that require formal Board action in order to implement the policy changes. This is indicated by a “Yes” or “No.” A “No” is used if changes have been made only to an AR or an Exhibit, or if policy changes are limited to explanatory notes, legal reference or cross-reference updates, or minor grammatical or stylistic changes that have not changed the policy meaning.

REPLACE/ADD	FORMAL ADOPTION REQUIRED	DESCRIPTION
-------------	--------------------------------	-------------

ARTICLE 0, Series 0000 – Philosophy-Goals-Objectives and Comprehensive Plans

BP/AR 0510	No	<p><u>SCHOOL DISTRICT REPORT CARD</u></p> <p>The legal reference section of the policy was updated to add references to new and updated laws and regulations: AS 14.33.125 (Student restraint or seclusion; limitations), 4 AAC 06.895 (Report card to the public), 4 AAC 06.172 (Reporting of school disciplinary and safety programs), 4 AAC 06.250 (Reporting). A reference to existing 14.33.210 (Reporting of incidents of harassment, intimidation and bullying) was also added. The introductory note was updated to advise of the new requirement for districts to annually report incidents of restraint and seclusion. Cross-references to the policies on restraint and seclusion (BP 5142.3) and School Discipline and Safety (BP 5030) were added. No changes were required to the text of the policy.</p> <p>The regulation was updated to reflect the updated reporting requirements in 4 AAC 06.895 and to eliminate references to the repealed HSGQE.</p>
BP/AR 0520	No	<p><u>SCHOOL ACCOUNTABILITY/SCHOOL IMPROVEMENT</u></p> <p>One note in the policy and the text of the AR has been updated to reflect the removal of the student participation rate in WorkKeys as one of the factors to be measured under the Alaska School Performance Index 4 AAC 06.812(b)(2). No changes were required to the text of the policy.</p>

REPLACE/ADD

FORMAL
ADOPTION
REQUIRED

DESCRIPTION

ARTICLE 1, Series 1000 – Community Relations

BP 1100

No

COMMUNICATION WITH THE PUBLIC

This policy was updated to add a legal reference to 4 AAC 06.895 (Report card to the public), add a cross-reference to BP 0510 (the School District Report Card), and to eliminate the introductory note, which was redundant of information already contained in AR 0510 (School District Report Card). Minor updates were made to the policy language to reflect updated and preferred terminology for those with disabilities and those who are non-English speakers.

BP/AR 1312.4

Yes

PUBLIC COMPLAINTS CONCERNING ELEMENTARY AND SECONDARY EDUCATION ACT PROGRAMS

****NEW POLICY AND REGULATION****

The new policy and AR addresses the requirement in 4 AAC 06.888 that complaints that a district has violated the law in administering programs under the Elementary and Secondary Education Act (ESEA) be submitted to the district for resolution before being filed with DEED. The policy generally provides for the review and resolution of complaints.

The AR provides for a complaint process similar to that utilized by DEED in resolving complaints alleging violations in administering ESEA programs. The AR includes an informal review of complaints; filing a complaint; investigation of the complaint; and investigator written recommendations. In addition, the AR provides that the complainant, investigator and any other individual cooperating in the investigation shall not be subject to retaliation or reprisals.

BP 1330

No

USE OF SCHOOL FACILITIES

The introductory note was updated to add a reference to Alaska’s uncodified law, which states that school districts risk losing state funding if schools deny equal access to school facilities. No changes were required to the text of the policy.

REPLACE/ADD

FORMAL
ADOPTION
REQUIRED

DESCRIPTION

ARTICLE 3, Series 3000 – Business and Noninstructional Operations

REPLACE/ADD	FORMAL ADOPTION REQUIRED	DESCRIPTION
BP 3540	Yes	<p><u>TRANSPORTATION</u></p> <p>A note was added and the text of the policy revised to reflect the requirement in AS 14.09.010 that districts adopt a policy addressing transportation services to students attending a charter school operated by the district. The policy now provides that on a space available basis, charter school students may access school bus transportation on regular bus routes that run within the attendance area where the charter school is located. Optional language is also provided for districts desiring a process for Charter Schools to request more transportation than minimally required by law. A cross-reference was added and the legal reference section updated to cite to 4 AAC 27.006-990.</p>
BP 3541	Yes	<p><u>TRANSPORTATION ROUTES AND SERVICES</u></p> <p>The policy was significantly revised to comply with Department regulations 4 AAC 27.006-951 establishing regular and special education transportation routes; allowing in-lieu-of agreements; establishing hazardous routes; and requiring transportation reports to be filed. The policy also addresses minimum standards for pupil transportation Requests For Proposals, under 4 AAC 27.086. Legal references were added to cite to the new transportation regulations.</p>
BP 3541.2	No	<p><u>TRANSPORTATION FOR CHILDREN WITH DISABILITIES</u></p> <p>The legal reference section was updated to add a citation to 4 AAC 27.021, addressing special education routes. No changes were required to the text of the policy.</p>
BP 3541.5	No	<p><u>ALTERNATIVE TRANSPORTATION ARRANGEMENTS</u></p> <p>The second note in this policy was updated to refer to the limitations on in-lieu-of agreements, under 4 AAC 27.032. The legal reference section was updated to cite to this regulation. No changes were required to the text of the policy.</p>
BP 3550	No	<p><u>FOOD SERVICE</u></p> <p>The legal reference section was updated to eliminate cites to AS 03.20.100 (Farm to school program) and AS 14.30.375 (School gardens, greenhouses, and farms), both of which were repealed by sunset provision. No changes were required to the text of the policy.</p>

REPLACE/ADD

FORMAL
ADOPTION
REQUIRED

DESCRIPTION

ARTICLE 4, Series 4000 – Personnel

E 4020	No	<p><u>DRUG AND ALCOHOL-FREE WORKPLACE NOTICE TO EMPLOYEES</u></p> <p>An introductory note was added to clarify that employees are prohibited from using, selling or distributing any controlled substance, under state or federal law, including marijuana. This change was made due to the passage of AS 17.38, which authorizes the use, possession and distribution of marijuana for some individuals, under some conditions. As a recipient of federal funds, school districts are obligated to maintain a drug-free workplace consistent with federal law. A minor change was made to the text of the exhibit.</p>
BP 4021	No	<p><u>DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS</u></p> <p>The introductory note was updated to clarify that employees are prohibited from using, selling or distributing any controlled substance, under state or federal law, including marijuana. This change was made due to the passage of AS 17.38, which authorizes the use, possession and distribution of marijuana for some individuals, under some conditions. As a recipient of federal funds, school districts are obligated to maintain a drug-free workplace consistent with federal law.</p>
BP 4119.12	No	<p><u>HARASSMENT</u></p> <p>A cross-reference in this policy was updated from BP 5145.7- Sexual Harassment to BP 5131.43 – Harassment, intimidation and bullying.</p>
BP 4131	No	<p><u>STAFF DEVELOPMENT</u></p> <p>The introductory note has been updated to reflect the requirement under AS 14.33.127 and 4 AAC 06.177 that certain school employees receive training in an approved crisis intervention training program. A cross-reference was added to BP 5142.3 – Restraint and Seclusion. No changes were required to the text of the policy.</p>

REPLACE/ADD	FORMAL ADOPTION REQUIRED	DESCRIPTION
BP 4161.7	No	<p><u>CIVIC LEAVE</u></p> <p>The introductory note has been updated to reflect updates of AS 09.20.030 and 4 AAC 06.883 to excuse from jury duty a teacher teaching at a school that is designated a one- or two-star school. This is a change from the former jury duty exemption for teachers teaching at schools failing to make adequate yearly progress. No changes were required to the text of the policy.</p>
BP 4158, 4258, 4358	Yes	<p><u>EMPLOYEE SECURITY</u></p> <p>Changes were made to the text of the policy, the introductory note, and legal references to reflect the new law on restraint and seclusion in AS 14.33.120-140 and 4 AAC 06.175. The policy was updated to prohibit the use of restraint and seclusion except in emergency situations as outlined in law and policy. A cross-reference was added to the policy on restraint and seclusion.</p>
<u>ARTICLE 5, Series 5000 - Students</u>		
BP/AR 5030	Yes	<p><u>SCHOOL DISCIPLINE AND SAFETY</u></p> <p>Changes were made to the text of the policy and AR, notes, and legal references to reflect the new law on restraint and seclusion in AS 14.33.120-140 and 4 AAC 06.175. The policy was updated to prohibit the use of restraint and seclusion except in emergency situations as outlined in law and policy. The policy and AR were both updated to reflect the requirement that districts report incidents of restraint and seclusion. Cross-references were added to the policy on restraint and seclusion.</p>
BP 5040	No	<p><u>STUDENT NUTRITION AND PHYSICAL ACTIVITY</u></p> <p>The legal reference section was updated to reflect the sunset repeal of AS 03.20.100 (Farm to school program). No changes were required to the text of the policy</p>
BP 5111	No	<p><u>ADMISSION</u></p> <p>The second note of this policy has been revised to eliminate a reference to the repealed High School Graduation Qualifying Exam (HSGQE). No other changes were required to the text of the policy.</p>

REPLACE/ADD	FORMAL ADOPTION REQUIRED	DESCRIPTION
AR 5119	No	<p><u>CHILDREN OF MILITARY FAMILIES</u></p> <p>The text of this regulation has been updated to eliminate a reference to the repealed High School Graduation Qualifying Exam (HSGQE). No other changes to the regulation were required.</p>
BP 5127	Yes	<p><u>GRADUATION CEREMONIES AND ACTIVITIES</u></p> <p>The text of this policy and the second note have been updated to eliminate references to the repealed High School Graduation Qualifying Exam (HSGQE). The note and policy have been revised to reference that no secondary students may be issued a diploma without taking a college and career readiness assessment. Optional language is provided regarding whether students who fail to take the assessment may participate in graduation exercises without receiving a diploma. The legal reference section has been updated to reflect the new title of AS 14.03.075, which is “College and career readiness assessment.”</p>
BP 5131.41	No	<p><u>VIOLENT AND AGGRESSIVE CONDUCT</u></p> <p>A cross-reference to BP 5131.43 (Harassment, Intimidation and Bullying) was added to the policy. The legal reference section has been updated to refer to AS 11.61.120, Harassment in the second degree. No changes were required to the text of the policy.</p>
BP 5131.43	No	<p><u>HARASSMENT, INTIMIDATION AND BULLYING</u></p> <p>One note was added and one note was updated in the policy. The added note reflects the potential liability under federal law for student bullying and harassment. The legal reference section was updated to cite to these federal laws. Another note was updated to add a reference to the criminal law of harassment in the second degree, which now criminalizes harassment conducted through electronic communication. AS 11.61.120. Some language changes were required to the text of the policy for clarity.</p>

REPLACE/ADD	FORMAL ADOPTION REQUIRED	DESCRIPTION
BP 5131.6	Yes	<p><u>ALCOHOL AND OTHER DRUGS</u></p> <p>A note was added and the text of the policy was revised to clarify that students are prohibited from using, selling or distributing any controlled substance, under state or federal law. This change was made due to the passage of AS 17.38, which authorizes the use, possession and distribution of marijuana for some individuals, under some conditions. While all marijuana use, possession and distribution is still prohibited for those under 21, the revision makes clear that a student 21 or over is still prohibited from using, selling or distributing marijuana, based on federal law. A cross-reference was added to E 4020, Drug and Alcohol-Free Workplace Notice to Employees and the legal references were updated.</p>
AR 5131.61	No	<p><u>STUDENT ATHLETE DRUG AND ALCOHOL TESTING REGULATION</u></p> <p>A note was added and the text revised at AR 5131.61(h) to clarify that the definition of drugs includes controlled substance under state or federal law; and specifically includes marijuana. This change was made due to the passage of AS 17.38, which authorizes the use, possession and distribution of marijuana for some individuals, under some conditions. While all marijuana use, possession and distribution is still prohibited for those under 21, the revision makes clear that a student 21 or over is still prohibited from using, selling or distributing marijuana, based on federal law.</p>
BP 5141.41	No	<p><u>CHILD ABUSE PREVENTION</u></p> <p>A note and legal reference was added to reflect the new provision in AS 47.14.300 that educators may be invited to serve on a multidisciplinary child protection team. No changes were required to the text of the policy.</p>
BP 5142.3	No (if Board already adopted supplemental update)	<p><u>RESTRAINT AND SECLUSION</u></p> <p>The policy was previously updated and disseminated to districts through a supplemental update in September 2014. The revisions in that update reflected the new law on restraint and seclusion. Since September, a cross-reference has been added and the legal references have been updated to include DEED regulations on reporting restraint and seclusion incidents and crisis intervention programs. No formal adoption of the policy is required if the September policy update was previously adopted.</p>

REPLACE/ADD	FORMAL ADOPTION REQUIRED	DESCRIPTION
BP 5144	Yes	<p><u>DISCIPLINE</u></p> <p>Changes were made to the text of the policy, as well as a note, to reflect the new law on restraint and seclusion. In particular, references to the outdated standard for use of reasonable and necessary force were replaced with reference to the law on restraint and seclusion. A cross-reference was added to the policy on restraint and seclusion and legal references were updated.</p>
AR 5144.1	No	<p><u>SUSPENSION AND EXPULSION</u></p> <p>The text of the AR was revised to reflect that a student may be expelled for selling or distributing any controlled substance, under state or federal law. This change was made due to the passage of AS 17.38, which authorizes the use, possession and distribution of marijuana for some individuals, under some conditions. While all marijuana use, possession and distribution is still prohibited for those under 21, the revision makes clear that a student 21 or over is still prohibited from using, selling or distributing marijuana, based on federal law.</p>
AR 5144.2	No	<p><u>SUSPENSION AND EXPULSION (STUDENTS WITH DISABILITIES)</u></p> <p>A note was revised to clarify that definition of “controlled substance” includes any controlled substance under state or federal law. This change was made due to the passage of AS 17.38, which authorizes the use, possession and distribution of marijuana for some individuals, under some conditions. While all marijuana use, possession and distribution is still prohibited for those under 21, the revision makes clear that a student 21 or over is still prohibited from using, selling or distributing marijuana, based on federal law.</p>
BP 5146	Yes	<p><u>MARRIED/PREGNANT/PARENTING STUDENTS</u></p> <p>A note was added and changes were made to the text of this policy to reflect U.S. Department of Education guidance on ensuring pregnant student access to the school district educational program. The policy was updated to reflect reasonable accommodations that the district should provide to pregnant and nursing students. A cross-reference to BP 5113 (Absences and Excuses) was added.</p>

ARTICLE 6, Series 6000 - Instruction

REPLACE/ADD	FORMAL ADOPTION REQUIRED	DESCRIPTION
BP 6010	Yes	<p><u>GOALS AND OBJECTIVES</u></p> <p>The text of the policy has been updated to eliminate a reference to the repealed High School Graduation Qualifying Exam (HSGQE) as a measure of student achievement. The introductory note has been updated to reflect an alternative measure of student attendance rates, under 4 AAC 06.825.</p>
AR 6145.2	No	<p><u>INTERSCHOLASTIC COMPETITION</u></p> <p>This regulation was updated to reflect updated Alaska School Activities Association (ASAA) eligibility requirements. All references to students passing the HSGQE were eliminated, based on repeal of that requirement in law. Minimal language and grammar revisions were made for clarity.</p>
BP/AR 6145.22	No	<p><u>CONCUSSION IN STUDENT ATHLETES</u></p> <p>One note was updated in the policy and AR to reference new licensing requirements for athletic trainers who may evaluate and clear student athletes suspected of or suffering concussions. No changes were required to the text of the policy.</p>
BP 6146.1	Yes	<p><u>HIGH SCHOOL GRADUATION REQUIREMENTS</u></p> <p>The introductory note and text of the policy have been updated to eliminate references to the repealed High School Graduation Qualifying Exam (HSGQE) as a high school graduation requirement. The note has been revised to refer to the requirement that secondary students take a college and career readiness assessment or receive a waiver, in order to receive a high school diploma, as stated in AS 14.03.075. The text of the policy has also been revised to reflect that students must earn 3 units of credit in math if graduating on or after July1, 2017. The legal references were updated consistent with these changes.</p>

REPLACE/ADD	FORMAL ADOPTION REQUIRED	DESCRIPTION
BP/AR 6146.3	Yes (BP)	<p><u>COLLEGE AND CAREER READINESS ASSESSMENTS [FORMERLY TITLED HIGH SCHOOL GRADUATION QUALIFYING EXAM]</u></p> <p>Major changes were made to the text and notes of the policy and AR to eliminate references to the repealed High School Graduation Qualifying Exam (HSGQE). The title of the policy was changed from “High School Graduation Qualifying Exam” to “College and Career Readiness Assessments.” The title of the regulation was changed from “High School Graduation Qualifying Examination Waivers” to “College and Career Readiness Assessment Waivers.” The note and policy have been revised to reference that no secondary students may be issued a diploma without taking a college and career readiness assessment. The AR has been revised to reflect waiver procedures outlined in DEED regulation 4 AAC 06.721, which, as of March 15, 2015, has been adopted by the State Board, but not yet approved by the Lieutenant Governor. These regulations are generally consistent with the former regulations for waiver of the HSGQE. The legal reference section has been updated to reflect the new title of AS 14.03.075, which is “College and career readiness assessment” and to cite to new regulations.</p>
BP 6146.4	No	<p><u>RECIPROCITY ON GRADUATION REQUIREMENTS</u></p> <p>The text of the policy and the introductory note have been updated to eliminate references to the repealed High School Graduation Qualifying Exam (HSGQE). The legal reference section has been updated to eliminate the reference to AS 14.03.075 and 4 AAC 06.777, which previously addressed the HSGQE.</p>
BP 6146.5	Yes	<p><u>DIFFERENTIAL REQUIREMENTS FOR INDIVIDUALS WITH EXCEPTIONAL NEEDS</u></p> <p>The text and notes in the policy have been updated to eliminate references to the repealed High School Graduation Qualifying Exam (HSGQE) as part of the statewide assessments, and replaced with the requirement that students take a college and career readiness assessment, as stated in AS 14.03.075. The text and one note has been updated to reflect the requirement that an IEP team for a student with a significant cognitive disability determine whether the student will take the college and career readiness assessment, as outlined in 4 AAC 06.775. The legal reference section has been updated to eliminate reference to the HSGQE and to reflect the current title of AS 14.03.075.</p>

REPLACE/ADD	FORMAL ADOPTION REQUIRED	DESCRIPTION
BP/AR 6155	Yes (BP)	<p><u>CLASS EXAMINATIONS/CHALLENGING COURSES BY EXAMINATION</u></p> <p>**NEW POLICY AND REGULATION**</p> <p><u>The new policy and AR address the requirement in 4 AAC 06.065 that districts provide an opportunity for secondary students to challenge certain courses Districts should have this process in place by July 1, 2015. 4 AAC 06.065 also requires districts to develop a written policy regarding the grading or evaluation of successfully challenged courses. The AR provides guidelines and procedures for challenging courses, including procedures for requesting a course challenge; limitations on the number of units of credit that may be earned through challenge; and the test content and administration.</u></p>
AR 6159	No	<p><u>INDIVIDUALIZED EDUCATION PROGRAM</u></p> <p>A note has been added to reflect amendments to AS 14.30.278 addressing a school district’s objectives and outcomes in providing IEP transition services. Another note has been updated to provide that the IEP team for a student with a significant cognitive disability may determine whether the student will take the college and career readiness assessment, based on the team’s determination of whether the assessment supports the IEP transition plan. No changes were required to the text of the policy.</p>
BP 6161.4	No	<p><u>INTERNET</u></p> <p>Two notes were updated in the policy. One note was updated in accord with AS 14.03.127 and 4 AAC 33.600-690, which provide state funding for some school districts who qualify for federal Internet funding under the federal universal services program. Another note was updated to add a reference to the criminal law of harassment in the second degree, which now criminalizes harassment conducted through electronic communication. AS 11.61.120. No changes were required to the text of the policy.</p>

REPLACE/ADD	FORMAL ADOPTION REQUIRED	DESCRIPTION
BP/AR 6162.5	No	<p><u>STANDARDIZED TESTING/TEST ADMINISTRATION</u></p> <p>The introductory note of the policy has been updated to eliminate references to the repealed High School Graduation Qualifying Exam (HSGQE) as part of the statewide assessments. The note has been revised to refer to the requirement that students take a college and career readiness assessment, as stated in AS 14.03.075. The note has also been updated to reflect the requirement that an IEP team for a student with a significant cognitive disability determine whether the student will take the college and career readiness assessment, as outlined in 4 AAC 06.775. A cross-reference has been updated to reflect the change in the title of BP 6146.3, from “High School Graduation Qualifying Exam” to “College and Career Readiness Assessments.” The legal reference section has been updated to eliminate reference to the HSGQE and to reflect the current title of AS 14.03.075. No changes were required to the text of the policy.</p> <p>The introductory note and text of the AR have been updated to eliminate references to the repealed High School Graduation Qualifying Exam (HSGQE) as part of the statewide assessments. The note has been revised to refer to the requirement that students take a college and career readiness assessment, as stated in AS 14.03.075. In addition, the note has been updated to reflect the requirement that districts administer an approved early literacy screening assessment to certain students, under 4 AAC 06.713.</p>
BP 6163.4	No	<p><u>SCHOOL GARDENS, GREENHOUSES, AND FARMS</u></p> <p>The introductory note and legal references have been updated to reflect the sunset repeal of AS 14.30.375. Because AS 14.30.375 contained permissive, rather than mandatory language, no changes were required to the text of this optional policy.</p>
BP/E 6174	Yes	<p><u>BILINGUAL-BICULTURAL EDUCATION/LIMITED ENGLISH PROFICIENCY</u></p> <p>The text and notes in this policy were updated to reflect Limited English Proficiency (LEP) program requirements contained in Department of Education and Early Development regulations and the No Child Left Behind Act. The policy was revised to reflect specific requirements for LEP service plans, program exit criteria and to eliminate references to the repealed HSGQE. In addition, the parental notification requirements were updated to reflect current federal law. The sample parental notification at E 6174, was reviewed and found compliant with current federal law.</p>

REPLACE/ADD	FORMAL ADOPTION REQUIRED	DESCRIPTION
BP/AR 6181	Yes	<p><u>CHARTER SCHOOL</u></p> <p>Effective July 1, 2014, AS 14.03.250-.264 was amended and new sections added to address the application process and operation of charter schools. The Department of Education and Early Development drafted charter school regulations addressing specific charter school application requirements and review procedures, charter amendment, operation of charter schools and a charter school grant program. The text of the policy has been revised to reflect the new law and regulations and to add a section on School Board Review of Charter School Application and Appeals. A cross-reference was added and the legal references section was revised to reflect the new laws and regulations.</p> <p>The AR was rewritten to address the legal requirements outlined above. Given the substantial changes, a new AR has been developed which will replace the existing AR.</p>
BP 6182	No	<p><u>CORRESPONDENCE STUDY PROGRAM</u></p> <p>Two notes and the legal references have been revised. The introductory note was updated to reference the new statutes governing correspondence study programs (AS 14.03.300-310). The second note was revised to reflect that annual allotments for correspondence students are not subject to the 10 percent limit on unreserved portions of its year-end fund balance in the school operating fund. The legal references were updated to add references to the new correspondence study statute and fund balance statute (AS 14.17.505) and regulation (4 AAC 09.160).</p>
<u>ARTICLE 8, Series 8000 – Advisory School Boards</u>		
BP 8200	Yes	<p><u>POWERS AND DUTIES</u></p> <p>A note was added and the text of the policy updated to reflect the requirement in AS 14.30.420 that a School Board shall establish a local Native language curriculum advisory board for each school in which a majority of the students are Alaska Natives. The policy provides that Advisory School Boards will act as the local Native language curriculum advisory board.</p>

REPLACE/ADD

FORMAL
ADOPTION
REQUIRED

DESCRIPTION

ARTICLE 9, Series 9000 – Bylaws of the School Board

BB 9270

Yes

CONFLICT OF INTEREST

Changes were made to the text of the bylaw clarifying that board members should vote on whether or not to allow a member with a fully disclosed conflict of interest to deliberate and vote on an issue. The conflicted board member may not participate in voting and deliberations if the remaining board members do not approve his or her participation. This change reflects current law. The introductory note has been updated to advise that districts consult local law to determine if additional conflict of interest requirements must be addressed.