

Fairbanks North Star Borough School District
Policy Review Committee

Monday, March 28, 2016
5:00 – 6:30 P.M.

Board Room - Administrative Center

AGENDA

I. Call to order

II. Roll call

Michael O'Brien
Troy Lumpkin
Ricky Burroughs

Scott Calder
Connie Clooten
Colby Freel

Brooke Haley
Maureen Meeks
Randy Pitney

III. Adoption of agenda

IV. Approval of minutes from February 22, 2016 meetings:

V. Public Comment

Public comments on items are limited to three minutes per person. People on the sign-up list will be called first. If there is time, people who did not sign up may address the committee. A person testifying must state their name and address for the record.

VI. Old Business

- A. BP 811 Social Media
- B. BP & AR 921.3 Electronic Media Selection

VII. New Business

BP 1344Naming School Buildings

VIII. Comments/Announcements/Other

IX. Adjourn



Fairbanks North Star Borough
School District
520 Fifth Avenue
Fairbanks, AK 99701

Fairbanks North Star Borough School District
Policy Review Committee

Monday, February 22, 2016
5:00 – 6:30 P.M.

Board Room - Administrative Center

Minutes

I. Michael O'Brien called the meeting to order at 5:04 p.m.

II. Roll call

Present:

Michael O'Brien
Ricky Burroughs
Scott Calder
Colby Freel
Connie Clooten
Brooke Haley
Maureen Meeks

Absent:

Troy Lumpkin
Randy Pitney

Support Staff Present: Gena Tran

III. Adoption of agenda

Connie Clooney moved, and Scott Calder seconded, to adopt the agenda.

Motion unanimously adopted with no objections.

IV. Approval of minutes from **January 25, 2016** meetings:

Scott Calder moved, Maureen Meeks seconded, to adopt the minutes.

Minutes are adopted with the correction of adding "Colby Freel" to the Present column under Roll Call and to the Ayes count for the motion to postpone Board Policy 1140-1143 in VII. New Business, E. BP Chapter 11.

Motion carried unanimously.

7 Ayes: Michael O'Brien, Colby Freel, Brooke Haley, Maureen Meeks, Ricky Burroughs, Scott Calder, Connie Clooten

0 Nays



Fairbanks North Star Borough
School District
520 Fifth Avenue
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V. Public Comment

There was no public comment.

VI. Old Business

A. BP Chapter 11

i.1140

Ricky Burroughs moved, Scott Calder seconded, to adopt the proposed changes to 1140.

Motion carried unanimously.

7 Ayes: Michael O'Brien, Colby Freel, Brooke Haley, Maureen Meeks, Ricky Burroughs, Scott Calder, Connie Clouten

0 Nays

ii.1141.1

Colby Freel moved to adopt the changes to 1141.1. Scott Calder seconded the motion.

7 Ayes: Michael O'Brien, Colby Freel, Brooke Haley, Maureen Meeks, Ricky Burroughs, Scott Calder, Connie Clouten

0 Nays

iii.1141.2

Colby Freel moved to amend line 68 to read "concerns may not be addressed immediately" instead of the current proposed language of "people testifying should not expect their concerns to be addressed."

7 Ayes: Michael O'Brien, Colby Freel, Brooke Haley, Maureen Meeks, Ricky Burroughs, Scott Calder, Connie Clouten

0 Nays

PRC requests that the administration develop an AR to define the follow-up process of a public comment.

PRC would also like BP 272 to be updated to reflect the language changes adopted for BP 1141.2.

Connie Clouten moved to delete "~~as set forth~~" from line 74.



Ricky Burroughs seconded the motion.

7 Ayes: Michael O'Brien, Colby Freel, Brooke Haley, Maureen Meeks, Ricky Burroughs, Scott Calder, Connie Clouten
0 Nays

iv. 1142

Scott Calder moved to add "Ad Hoc" to the title of BP 1142 to read "Ad Hoc Advisory Committee" and accept the addition of "ad hoc" to line 4 of the first paragraph as proposed to clarify that this section is discussing only ad hoc advisory committees and not other types of committees, such as standing ones.

7 Ayes: Michael O'Brien, Colby Freel, Brooke Haley, Maureen Meeks, Ricky Burroughs, Scott Calder, Connie Clouten
0 Nays

PRC requests that in the future, board policy sections that are pertinent to the ones being reviewed be brought forth at the same time for referencing.

VII. New Business

A. BP & AR 921.3 Electronic Media Selection

PRC requests additional information at the next meeting:

- Bring copies of BP 921.1, 922.2 and 922.3 that goes with this section
- Other sections in the Board Policies and scenarios of how and when parent permission is needed

VIII. Comments/Announcements/Other

IX. Adjourn



Fairbanks North Star Borough
School District
520 Fifth Avenue
Fairbanks, AK 99701

1 SCHOOL BOARD POLICY

2
3 **811 Employee and Volunteer Use of Electronic and Social Media Communications**

4 **811.1 Purpose**

5 The Fairbanks North Star Borough School District hereby establishes its policy
6 pertaining to employee and volunteer use of electronic and social media
7 communications. This policy informs employees and volunteers, especially those
8 who work directly with students, to be aware of and avoid the risks associated
9 with electronic communication and participation in social media. The policy and
10 administrative regulations are intended to assist employees and volunteers in
11 avoiding such risks.

12 **811.2 Policy**

- 13 **A. The school board recognizes communication is an essential element of the**
14 **learning process. The school board believes using available technology**
15 **enhances communication (Cross reference School Board Policy 800.2;**
16 **Technology); therefore, using available technology may enhance learning.**
- 17
- 18 **B. All employees are held to a professional standard in their conduct toward**
19 **students, parents, guardians, co-workers, and members of the public, including**
20 **engagement in constructive, tactful communication. (School Board Policy 543**
21 **Ethical and Professional Conduct) Electronic communication is held to the same**
22 **professional standard of conduct as traditional face-to-face, verbal, or written**
23 **communication.**
- 24
- 25 **C. Employees and volunteers must understand the importance of establishing and**
26 **maintaining the proper boundaries in communications with students. (See**
27 **Guidelines in the *Defining Staff-Student Boundaries* Brochure)**
28 **[<http://www.k12northstar.org/doc/11712>] The same standard for appropriate**
29 **content applies to electronic and social media communication.**
- 30
- 31 **D. Employees and volunteers shall be notified there is no reasonable expectation of**
32 **privacy with respect to electronic communication and social media. Any content**
33 **posted online may be discovered or reported to the district. For example, the**
34 **district may discover information as a result of its own efforts to monitor its online**
35 **reputation, as a result of an investigation or complaint, or other legitimate reason.**
36 **The district will handle information received or discovered in accordance with the**
37 **district's policies and procedures. Electronic and social media communication**
38 **found to violate law, policy, regulation, guidelines or rules may result in corrective**
39 **or disciplinary action, up to and including termination.**
- 40

1 The district reserves the right to monitor electronic communications conducted
2 using district equipment, systems or network.

3
4 **E. This policy supplements, and does not replace, other district policies. Electronic**
5 **communications remains subject to all applicable district policies, including but**
6 **not limited to nondiscrimination and harassment, sexual misconduct,**
7 **telecommunications access, staff ethics, confidentiality, and professional and**
8 **ethical conduct standards.**

9
10 **F. The superintendent shall develop an administrative regulation to implement this**
11 **policy. The administrative regulation shall be reviewed periodically and revised**
12 **as needed in order for it to evolve to reflect emerging social media technologies.**

13
14 **G. Employees**

15 **1. Employees speaking as public employees:**

16 **a. The school district has a presence with online sites and social media**
17 **accounts. If an employee is communicating on official school district**
18 **social media accounts, he or she is doing so as an agent of the school**
19 **district and can be regulated.**

20 **b. The district can limit an employee's speech if speech is otherwise school**
21 **or district sponsored. *Hazelwood v. Kuhlmeier*, 484 U.S. 260 (1988)**

22 **c. The district can limit an employee's speech if made "pursuant to one's**
23 **official job duties." *Garcetti v. Ceballos*, 547 U.S. 410 (2006).**

24
25 **2. Employees speaking as private citizens:**

26 **a. Employees using social media accounts have First Amendment rights**
27 **to speak as private citizens about a matter of public concern. However, the**
28 **district can limit an employee's speech about a matter of public concern**
29 **(i.e. political, social, other community concerns) if it**

30 **i. Impairs teaching effectiveness or job performance.**

31 **ii. Interferes with relationships with superiors or coworkers, or**

32 **iii. Jeopardizes the management of the school. *Pickering v. Board***
33 **of Education, 391 U.S. 563 (1968)**

34 **b. The district can limit speech if there are legitimate grounds to discipline**
35 **employee (i.e. poor performance) — *Mt. Healthy v. Doyle* 429 U.S. 274**
36 **(1977).**

37 **c. The district can limit speech when it relates to a personal or private**
38 **matter in a public school setting (personal complaint about work**
39 **conditions) *Connick v. Myers*, 461 U.S. 138 (1983)**

40
41 **H. Communication with students**

42 **1. An employee's communication with students in the classroom or directly**
43 **related to instruction is an extension of the employee's job.**

Commented [LEF1]: Hazelwood involved limitations on speech in a student newspaper. We recommend deleting (b) as a reference point for limitations on employee speech.

Commented [LEF2]: We recommend removing the case citations from policy and merging (a) and (c) into a single statement regarding expectations of professionalism when employees are speaking on behalf of the District, along the lines of the materials in Section II of the proposed AR with language such as: A successful social media presence requires monitoring and attention. When disseminating information on behalf of the District using social media, employees and volunteers should consider whether there are adequate resources (including time) to maintain the communication, monitor and address responses and communications from others regarding the content. Remember that social media content can always become public and even content with privacy controls may be made available to those outside preferred settings. Employees and volunteers should be transparent and make clear that postings made as part of their job are posted for the District. Everyone using social media for the District should be accurate, fair and courteous, use proper grammar and avoid jargon and unnecessary abbreviations or acronyms that may be unfamiliar to the intended audience, students or parents. Employees using social media for the District should conduct or encourage illegal activity, should refrain from profane or obscene or sexual language or content, and should refrain from not engage in commercial solicitation. No one using social media for the District should violate the legal ownership interests of any party. It is important to respect copyrights and give credit where credit is due. It is inappropriate to use social media to promote, foster or perpetuate impermissible discrimination. Employees and volunteers using social media for the District must refrain from disseminating information that may tend to compromise the safety or security of students, the public or the District. Guidelines and legal limitations such as FERPA apply in social media. Confidential matters must be kept private. It is important for employees and volunteers representing the District to do so in a respectful and professional manner. Users who make an error should be honest about mistakes and correct them quickly. Negative comments or developments should be handled quickly and professionally. If employees or volunteers choose to modify an earlier post, they should make clear they have done so. The District reserves the right to restrict or remove any content provided by employee (... [1])

Commented [LEF3]: We recommend against citing case law in the body of the policy. It would be better to state specific limitations, such as: When engaging in social media as a private citizen do not attribute personal statements, opinions or beliefs to the District. Be aware that guidelines and limitations such as FERPA remain applicable and do not use social media to disclose confidential information. Do not use District logos or trademarks or other intellectual property of the District when speaking as private citizens. Employees should be mindful of their ethical obligations as educators and should not post any material that constitutes harassment, hate speech or libel. Framing the limitations in terms of the employee's ongoing obligations to the District will help steer the policy away from being perceived as a violation of AS 14.20.095. Alternatively, there should be an explicit carve out within the policy stating that notwithstanding the foregoing this policy does not (... [2])

Commented [LEF4]: In Mount Healthy a teacher whose contract was not renewed alleged that he had been improperly let go because he had criticized a proposed dress code. The court ruled the District could defend itself by showing that it would have made the same employment decision for other reasons, even if he hadn't criticized the proposed dress code. We recommend removing (b).

- 1 2. An employee's communication with students outside of the classroom or
 2 not directly related to instruction may be restricted and require parent
 3 consent.
- 4 3. When using electronic communication and social media to communicate
 5 with students and their families, employees and volunteers are required to
 6 do so in a manner that:
- 7 a. is consistent with responsible and professional use;
 8 b. does not interfere with efficient and effective operation of the
 9 district; and
 10 c. does not compromise the safety and well-being of students.
- 11 4. An employee must provide equitable communication by alternative
 12 methods to those students without technology.
- 13 5. Employee communication with students will be in compliance with
 14 individual sites' terms of use and privacy policies (COPPA).
- 15 6. Employee communication with students recognizes the school district's
 16 student web protection parameters which limit student access during
 17 school hours (see SBP 802.23 Unsuitable Material Filters) (CIPA).
- 18 I. This policy is not intended to directly address students' responsible use of
 19 electronic communication. (See SBP 802 for Student Use Policy)
- 20
- 21 J. This policy applies without regard to whether such use occurs during work or
 22 nonworking hours, without regard to whether it occurs on or off district property
 23 or at district sponsored events, and without regard to whether district or personal
 24 equipment is used.
- 25
- 26 K. Factors the district may consider when determining whether the communication
 27 violated standards include:
- 28 1. whether the employee or volunteer knowingly and directly initiated
 29 inappropriate communication with students, whether the employee or
 30 volunteer intended or intentionally disregarded the possibility that students
 31 would see his or her inappropriate postings, and
- 32 2. whether the nature of the communication itself reflected a) inappropriate
 33 employee-student communication, such as discussion of sexually
 34 suggestive or sexually explicit topics, or b) unprofessional communication
 35 that has negatively impacted the employee's or volunteer's ability to
 36 perform his or her job responsibilities effectively.
- 37 L. Definitions:
- 38
- 39 1. Electronic communication shall mean, but not be limited to,
 40 any communication that is sent by, delivered by, received by, or that
 41 otherwise uses: a) e-mail; b) instant messaging; c) text message; d)
 42 telephone, including cellular or mobile phone or smartphone; e) social-
 43 media site; f) the Internet; or g) any similar technology.

Commented [LEF5]: The use of "may" here is unclear and does not set clear policy.

Commented [LEF6]: It is appropriate that the policies express different standards for social media interactions made using district equipment, during working hours, at district sponsored events, etc. as opposed to the private use of such media by employees in their off hours. There are electronic communications that it could be appropriate for a teacher to make on his or her own time that it would not be appropriate to send in the course of their employment. The policy must at least have a carve out providing something like "Notwithstanding the foregoing, the District shall not restrict or modify the right of a teacher to engage in comment and criticism outside school hours regarding school personnel, members of the governing body of any school or school district, any other public official, or any school employee, to the same extent that any private individual may exercise the right."

Commented [LEF7]: The relationship between 1 and 2 here is not clear.

- 1 2. Online conduct shall mean: a) the transmission of any electronic
2 communication; and b) the publication of any content via social media.
3 3. Social media shall mean forms of electronic communication through which
4 users create online communities to share information, personal messages,
5 ideas, photographs, videos and other content.

6 Legal reference: Professional Teaching Practices Commission Code of Ethics (20 AAC
7 10.020 – 20AAC 10.030)

8 Guidelines: *Defining Staff-Student Boundaries Brochure*

DRAFT

We recommend removing the case citations from policy and merging (a) and (c) into a single statement regarding expectations of professionalism when employees are speaking on behalf of the District, along the lines of the materials in Section II of the proposed AR with language such as: A successful social media presence requires monitoring and attention. When disseminating information on behalf of the District using social media, employees and volunteers should consider whether there are adequate resources (including time) to maintain the communication, monitor and address responses and communications from others regarding the content. Remember that social media content can always become public and even content with privacy controls may be made available to those outside preferred settings. Employees and volunteers should be transparent and make clear that postings made as part of their job are posted for the District. Everyone using social media for the District should be accurate, fair and courteous, use proper grammar and avoid jargon and unnecessary abbreviations or acronyms that may be unfamiliar to the intended audience, students or parents. Employees using social media for the District should conduct or encourage illegal activity, should refrain from profane or obscene or sexual language or content, and should refrain from not engage in commercial solicitation. No one using social media for the District should violate the legal ownership interests of any party. It is important to respect copyrights and give credit where credit is due. It is inappropriate to use social media to promote, foster or perpetuate impermissible discrimination. Employees and volunteers using social media for the District must refrain from disseminating information that may tend to compromise the safety or security of students, the public or the District. Guidelines and legal limitations such as FERPA apply in social media. Confidential matters must be kept private. It is important for employees and volunteers representing the District to do so in a respectful and professional manner. Users who make an error should be honest about mistakes and correct them quickly. Negative comments or developments should be handled quickly and professionally. If employees or volunteers choose to modify an earlier post, they should make clear they have done so. The District reserves the right to restrict or remove any content provided by employees or volunteers in the course of their employment that is deemed in violation of District policy or applicable law.

We recommend against citing case law in the body of the policy. It would be better to state specific limitations, such as: When engaging in social media as a private citizen do not attribute personal statements, opinions or beliefs to the District. Be aware that guidelines and limitations such as FERPA remain applicable and do not use social media to disclose confidential information. Do not use District logos or trademarks or other intellectual property of the District when speaking as private citizens. Employees should be mindful of their ethical obligations as educators and should not post any material that constitutes harassment, hate speech or libel. Framing the limitations in terms of the employee's ongoing obligations to the District will help steer the policy away from being perceived as a violation of AS 14.20.095. Alternatively, there should be an explicit carve out within the policy stating that notwithstanding the foregoing this policy does not restrict or modify the right of a teacher to engage in comment and criticism outside school hours, regarding school personnel, members of the governing body of any school or school district, any other public official, or any school employee, to the same extent that a private individual may exercise the right in accordance with AS 14.20.095. Without that carve out, the policy statements about when the District can limit speech are overbroad.

1 921 Selection of Instructional Materials

2
3 Policy Adopted: April 9, 1985

4 Policy Renumbered: September 21, 2010 (renumbered from 971)

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6
7 921.1 Core Instructional Materials Selection and Review Process

8
9 Core instructional materials shall be free of bias and gender role
10 stereotyping in regard to abilities, interests, values, and roles of men and
11 women, and of racial and cultural groups. This guideline will not be applied
12 to classic literary works and/or primary sources.

13
14 The styles, organization, and content of core instructional materials shall
15 be appropriate for courses in which they are used.

16
17 Core instructional materials shall be selected for a curriculum during the
18 year it is under review per the Curriculum Management Model (see
19 Administrative Regulation 910, appendix A). Teachers, administrators and
20 community members participate in the selection process.

21
22 The curriculum department will develop a scoring rubric by which to
23 evaluate materials, including the following general topics:

- 24
25 1) curricular content
26 2) presentation of text
27 3) equity issues
28 4) support materials

29
30 Materials will be selected using the rubric scores, input from teachers and
31 the public, the level of publisher support including professional
32 development, and other criteria as needed.

33
34 The superintendent will recommend core instructional materials to the
35 Board of Education for adoption.

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37 Policy Adopted: April 9, 1985

38 Policy Revised: August 3, 2010

39 Policy Renumbered: September 21, 2010 (renumbered from 971.1)

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921.2 Supplemental Instructional Materials Selection

Supplementary materials are used to enrich the approved curriculum. Supplemental instructional materials shall be free of bias and gender role stereotyping in regard to abilities, interests, values, and roles of men and women, and of racial and cultural groups. This guideline will not be applied to classic literary works and/or primary sources.

The styles, organization, and content of supplemental instructional materials shall be appropriate for courses in which they are used. The building principal is responsible for approving supplementary materials.

Policy Adopted: April 9, 1985
Policy Revised: August 3, 2010 (also renumbered from 971.4)
Policy Renumbered: September 21, 2010 (renumbered from 971.2)

*See Also
AR 921.2*

921.3 Electronic Media Selection

Off air recorded television and radio programs, DVDs, video tapes, or other digital media may be utilized in the classroom provided their contents or uses are educational rather than promotional, do not violate copyright laws (see Administrative Regulation 924), and are appropriate to the grade level of the student.

Policy Adopted: July 6, 1982
Policy Revised: April 9, 1985
Policy Revised: February 5, 1991
Policy Revised: July 2, 1996
Policy Revised: August 3, 2010
Policy Renumbered September 21, 2010 (renumbered from 971.3)

*See Also
AR 921.3*

921.4 Library/Media Materials Selection

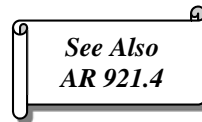
Selection of library/media materials shall be a continuing cooperative process in which administrators, teachers, librarians, students, and parents participate.

Materials selected will:

- a. enrich and support the adopted curriculum, taking into consideration the varied interests, abilities and developmental levels of students;
- b. stimulate growth in factual knowledge, literary appreciation and aesthetic values, and vary to accommodate differing educational and recreational needs and points of view; and
- c. represent a diversity of viewpoints to reflect our pluralistic society including religious, ethnic, political, and cultural groups and their contributions.

These guidelines will not be applied to classic literary works or primary sources.

To this end, the School Board reaffirms the objectives of the American Library Association's Library Bill of Rights, Student's Right to Read and School Library Bill of Rights.



Policy Adopted: July 6, 1982
Policy Revised: April 9, 1985
Policy Revised: August 3, 2010 (also renumbered from 971.2)
Policy Renumbered: September 21, 2010 (renumbered from 971.4)

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SCHOOL BOARD POLICY 921

921 Selection of Instructional Materials

Policy Adopted: April 9, 1985

Policy Renumbered: September 21, 2010 (renumbered from 971)

921.1 Core Instructional Materials Selection and Review Process

Core instructional materials shall be free of bias and gender role stereotyping in regard to abilities, interests, values, and roles of men and women, and of racial and cultural groups. This guideline will not be applied to classic literary works and/or primary sources.

Core instructional materials shall also be free of graphic violence, explicit sexual content and use of obscene language.

The styles, organization, and content of core instructional materials shall be appropriate for courses in which they are used.

Core instructional materials shall be selected for a curriculum during the year it is under review per the Curriculum Management Model (see

Administrative Regulation 910, appendix A). Teachers, administrators and community members participate in the selection process.

The curriculum department will develop a scoring rubric by which to evaluate materials, including the following general topics:

- 1) curricular content
- 2) presentation of text
- 3) equity issues
- 4) support materials

Materials will be selected using the rubric scores, input from teachers and the public, the level of publisher support including professional development, and other criteria as needed.

The superintendent will recommend core instructional materials to the Board of Education for adoption.

Policy Adopted: April 9, 1985

Policy Revised: August 3, 2010

Policy Renumbered: September 21, 2010 (renumbered from 971.1)

921.2 Supplemental Instructional Materials Selection

Supplementary materials are used to enrich the approved curriculum.

Supplemental instructional materials shall be free of bias and gender role stereotyping in regard to abilities, interests, values, and roles of men and women, and of racial and cultural groups. This guideline will not be applied to classic literary works and/or primary sources.

Supplemental materials shall also be free of graphic violence, explicit sexual content and use of obscene language.

The styles, organization, and content of supplemental instructional materials shall be appropriate for courses in which they are used. The building principal is responsible for approving supplementary materials.

Policy Adopted: April 9, 1985

Policy Revised: August 3, 2010 (also renumbered from 971.4)

Policy Renumbered: September 21, 2010 (renumbered from 971.2)

921.3 Electronic Media Selection

Off air recorded television and radio programs, DVDs, video tapes, or other digital media may be utilized in the classroom provided their contents or uses are educational rather than promotional, do not violate copyright laws (see Administrative Regulation 924), and are appropriate to the grade level of the student.

Electronic media shall be free from graphic violence, explicit sexual content and use of obscene language.

Electronic media ratings shall be considered in determining age appropriateness:

Films shown in elementary schools should be rated G or PG. PG rated movies shall require written parental permission. Permission shall include adequate explanation of the educational purpose of the film. Films rated PG13 or above are not to be shown in elementary school.

Films shown in middle and high schools must be rated G, PG or PG13. If a film is rated PG13, written parental permission must be obtained. Permission slips shall include adequate explanation of the educational purpose of the film.

In rare instances, R rated films may be shown in high school. Teachers wishing to show R rated movies for curricular purposes must receive advance written approval from the principal and the Assistant Superintendent. Upon approval, teachers must obtain written parental permission. The permission slip must provide an adequate explanation of the education purpose of the film.

X rated or NC17 movies shall not be shown to students.

Unrated electronic media must be approved by the building principal in keeping with the criteria set forth in this policy.

Policy Adopted: July 6, 1982

Policy Revised: April 9, 1985

Policy Revised: February 5, 1991

Policy Revised: July 2, 1996

Policy Revised: August 3, 2010

Policy Renumbered September 21, 2010 (renumbered from 971.3)

ADMINISTRATIVE REGULATION921.2 Supplemental Instructional Materials SelectionComputer Software, Computer Simulations, and Computer Games

Purpose: This regulation establishes standard procedures governing the selection and classroom use of computer software and games in the Fairbanks North Star Borough School District.

Definition: Computer materials include any computer software, computer games, computer simulations or data files not provided by the Fairbanks North Star Borough School District, which are selected by instructors for use in the classroom. Computer games include any games purchased commercially or downloaded from the Internet.

Procedures:

A. Instructors may select and use computer software and games within the limits set forth below.

1. Instructors will thoroughly preview computer software, computer simulations, and games before using them in the classroom.
2. Copyright laws and guidelines and licensing agreements for printed materials, materials downloaded or printed from the Internet will be followed.
3. All use of computers in classrooms and labs must be in support of education and research. Playing games, "chatting" and "surfing the net" for entertainment purposes are not permitted.
4. The superintendent is responsible overall for approving supplemental materials. Supplemental curriculum software including "freeware" will also be submitted for approval to the building principal and the district "Supplemental Software Committee" before presentation to students.

B. Computer Software and Games Guide

1. Privately owned computer software, computer simulations, and games shall not be loaded on district owned computers without prior approval.
2. All educational software and games must be in support of district curriculum and instruction.

Approved: July 17, 2001

Revised: August 3, 2010 (renumbered from 971.4)

Renumbered: September 21, 2010 (renumbered from 971.2)



ADMINISTRATIVE REGULATION

921.3 Electronic Media Selection

This regulation establishes standard procedures governing the selection and classroom use of video materials (off-air recorded television, video programs, video tapes and movies) in the Fairbanks North Star Borough School District.

Definition

Video materials include any videotapes/movies not provided by the Fairbanks North Star Borough School District which are selected by instructors for use in the classroom.

Procedures

- A. Instructors may select and use videotapes/movies in the classroom within the limits set forth below.
- B. Instructors will thoroughly preview videotapes/movies before using them in the classroom.
- C. Copyright laws and guidelines for printed materials, off-air recordings (both television and radio), and rental materials will be followed.
- D. Commercial Film Rating Guide Restrictions (Grades K-8)
 1. "X" rated video tapes/movies will never be shown.
 2. "NC-17" or "R" rated videotapes/movies will never be shown.
 3. "PG" or "PG-13" rated video tapes/movies may be shown if parental/guardian permission is obtained before the "PG" or "PG-13" rated videotapes/movies are presented to students. Students will be excused from these presentations if requested by parent/guardian. Another optional assignment will be made available.
Note: The "PG-13" rating began in 1984. Movies before 1984 were rated "PG."
 4. Unrated materials will be approved by the building principal before presentation to students.
- E. Commercial Film Rating Guide Restrictions (Grades 9-12)
 1. "X" rated video tapes/movies will never be shown.
 2. "NC-17" or "R" rated videotapes/movies will not be used without written approval of the building principal. (See attached Videotapes/Movies Request Form.)
 3. Parental/guardian permission will be obtained before "NC-17" or "R" rated materials are presented to students. Students will be excused from these presentations if requested by parent/guardian. Another optional assignment will be made available.
 4. Unrated videotapes/movies will be approved by the building principal before presentation to students.

921.3 Electronic Media Selection (continued)



ADMINISTRATIVE REGULATION

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F. *Videotapes/Movies Request Form*: the attached Videotapes/ Movies Request Form will be used to record reviews and approvals required by this regulation.

Approved: July 5, 1996
Revised: August 3, 2010 (renamed)
Renumbered: September 21, 2010 (renumbered from 971.3)



ADMINISTRATIVE REGULATION

VIDEOTAPES/ MOVIES REQUEST FORM

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Teacher _____

Grade/Dept. _____

Name of Movie or Videotape _____

Commercial Film Rating: PG PG-13 NC-17* R* Other

Student Grade Level _____ Date/Period _____

Brief Summary of Contents (attached review if available)

Curriculum Justification

Teacher Signature

Principal Signature

Date

Date

* NC-17 or R rated are for viewing by grades 9-12 only with permission of principal and parent(s).

Approved: July 5, 1996

Renumbered: September 21, 2010 (renumbered from 971.3)



ADMINISTRATIVE REGULATION

921.4 Library/Media Materials Selection

Definition

Library materials are defined as all electronic, print, and non-print resources, excluding textbooks, designed to support the district's educational program and promote lifelong literacy.

Library Materials Sharing

As a member of the North Star Libraries Consortium and the Alaska Library Network, the district's secondary libraries participate in a community and statewide borrowing agreement that allows for free access to the varying materials of statewide libraries.

Selection of Library Materials

A. Responsibility

The certified school librarian or the library media associate, in conjunction with teachers and administrators, will coordinate the selection of library materials. Suggestions from students and parents are also an important part of the selection process. The library media associate will receive training and selection input from the Director of Library Media Services. When questions arise during the selection process, the Director of Library Media Services will make the final determination.

B. Criteria

1. Materials shall be chosen to enrich and support the curriculum needs and the personal interest of students and faculty, taking into consideration diverse reading levels / skills, socioeconomic backgrounds, maturity levels, and students' extracurricular interests. Materials shall encourage an appreciation for both informational and recreational reading, viewing, or listening.
2. Materials shall meet high standards of quality in physical format, treatment of subject, accuracy and currency of information, arrangement and organization, and literary style.
3. Materials shall represent differing viewpoints of controversial issues so that users may be motivated to engage in critical analysis. Library materials concerning controversial political, social, and religious issues should inform rather than indoctrinate.
4. The value of any work must be examined as a whole. The impact of an entire work will be considered, transcending individual words, phrases, and incidents.



ADMINISTRATIVE REGULATION

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921.4 Library/Media Materials Selection (continued)

5. Resource sharing will be considered in purchasing decisions. Materials may be purchased or not purchased based on collaborative sharing agreements with other area collections and depending upon the extent of need.
6. Materials will be purchased in a variety of formats with efforts made to incorporate emerging technology.

C. Procedures

In coordinating the selection of library materials, the librarian/library media associate will:

1. Evaluate curriculum and literacy needs in light of available resources to determine a focus for materials purchases.
2. Strongly consider the recommendations of faculty, students, and parents.
3. Purchase duplicates of extensively used material.
4. Purchase replacements for worn, damaged, or missing material that is basic to the collection or that continues to demand extensive use.
5. Accept or reject donated library materials first by Board Policy 1156 – Gifts and Donations, then by the library materials selection criteria.
6. Consult reputable, unbiased, professionally prepared selection aids, including but not limited to the following:

- | | |
|--|--|
| ● <i>AASA Science Books and Films</i> | ● <i>Library Media Connection</i> |
| ● <i>ALA's Award Winning booklists: Newberry, Printz, Coretta Scott King, etc.</i> | ● <i>Library Journal</i> |
| ● <i>Booklist</i> | ● <i>Multicultural Book Reviews</i> |
| ● <i>Bulletin of the Center for Children's Books</i> | ● <i>Multimedia & Internet @ Schools</i> |
| ● <i>Children's Technology Review</i> | ● <i>New York Times Book Reviews</i> |
| ● <i>Criticas</i> | ● <i>Publishers Weekly</i> |
| ● <i>Horn Book</i> | ● <i>School Library Journal</i> |
| ● <i>Kirkus Reviews</i> | ● VOYA |
| | ● <i>H.W. Wilson Children's Catal</i> |



ADMINISTRATIVE REGULATION

921.4 Library/Media Materials Selection (continued)

D. Disapproved Items

Certain items may be disapproved for use as school library media materials:

1. Materials with extremely limited use.
2. Textbooks adopted for the curriculum.
3. Workbooks or other disposable one-use materials.
4. Materials purchased solely to meet staff personal interests or needs.

Removal of Library Materials

Library collection development is an ongoing process that should include the removal of materials no longer appropriate and the replacement of lost and worn materials still of educational value. Consistent and appropriate weeding of the collection maintains space for up-to-date material, makes the overall library collection more appealing, and saves time for users who don't have to wade through unusable items to get to relevant material.

Librarians and library media associates should consider the following when coordinating the removal of items from the collection:

1. Items in poor physical condition shall be removed from the collection and a determination will be made about whether or not replacements need to be purchased.
2. Items containing obsolete, outdated or inaccurate information shall be removed from the collection. Nationally accepted guidelines, like the CREW chart, will be used.
3. When curriculum areas are revised, items purchased in support of the old curriculum that do not have value in support of the new curriculum shall be removed from the collection.
4. Nationally accepted guidelines for determining the shelf life of books by subject area will be followed.
5. Statistical reports created using the library's automation software will be used to help analyze the use of the collection by patrons as well as the collection's overall size and balance.

Approved: August 8, 1986

Revised: July 24, 2006

Revised: August 3, 2010 (renumbered from 971.2)

Renumbered: September 21, 2010 (renumbered from 971.4)



1 1344 Naming School Buildings and Facilities

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3 The name given to a school building shall be adopted by the School Board at a
4 regularly scheduled public meeting. The ~~administration~~ **superintendent** will
5 establish a School Name Advisory Committee consisting of representatives of
6 the attendance area of the school along with district staff. Suggestions for school
7 names will be solicited from the public, PTA, students, and staff. The School
8 Name Advisory Committee will review the suggested names and recommend
9 three names to the School Board for adoption. The school names will be guided
10 by the following parameters:

- 11
- 12 1) If the school name is of a person, that person shall not have had a criminal
13 record; and,
 - 14
 - 15 2) If the school is named after a person, it is because that person made a
16 lasting and significant contribution to education and/or the community.
 - 17
 - 18 3) No school shall be named after a living person.

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20 Policy Adopted: April 7, 1992

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22 1344.1 Naming of Common Areas or Rooms

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24 Fields and/or other specific areas on a school campus or within a school
25 building may be named by the Board. In selecting names for these areas,
26 special consideration will be given to those names of individuals or
27 organizations that have special meaning to the students and/or staff and
28 the community, and which will honor commitment and dedication to that
29 particular field, or area of the school. Requests for naming such areas will
30 be submitted through the building principal to the Superintendent. The
31 Superintendent will review the request and will submit the suggestions to
32 the Board with a recommendation for action.

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