

**Fairbanks North Star Borough School District**  
*Policy Review Committee*

Monday, April 25, 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  
Jodi Rhoades

Scott Calder  
Connie Clooten  
Colby Freel

Brooke Haley  
Maureen Meeks  
Randy Pitney

**III. Adoption of agenda**

**IV. Approval of minutes from **March 28, 2016** meeting**

**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
- C. BP 1344 Naming School Buildings

**VII. New Business**

- A. BP 955.4 Out-of-District Travel & BP 955.41 Approval of Out-of-District and/Out-of-State Travel for Student Groups

**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, March 28, 2016  
5:00 – 6:30 P.M.

Board Room - Administrative Center

MINUTES

**I. Call to order**

Michael O'Brien calls the meeting to order at 5:00pm.

**II. Roll call**

**PRESENT**

Michael O'Brien  
Troy Lumpkin

Scott Calder  
Connie Clooten

Maureen Meeks  
Jodi Rhoades (arrived  
during public testimony)

Ricky Burroughs

Colby Freel

**ABSENT:**

Brooke Haley

Randy Pitney

Staff Present: Dan Schmidt and Gena Tran

**III. Adoption of agenda**

Scott Calder motions to adopt the agenda, Maureen Meeks seconds.  
Motion passes unanimously.

7 Ayes: Michael O'Brien, Troy Lumpkin, Ricky Burroughs, Scott Calder, Connie Clooten,  
Colby Freel, Maureen Meeks, (Jodi Rhoades arrived during public comment)  
0 Nays

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

Scott Calder motions to adopt the agenda. Maureen Meeks seconds.

Motion adopted with amendment to correct section III Adoption of Agenda to read  
"Connie Clooten ~~Glønie~~ moved...."

7 Ayes: Michael O'Brien, Troy Lumpkin, Ricky Burroughs, Scott Calder, Connie Clooten,  
Colby Freel, Maureen Meeks  
0 Nays

**V. Public Comment**

Wendy Dominique, 605 Kentshire Drive, Fairbanks, Alaska, requests that PRC postpone taking actions on the proposed new BP 1344.1 Naming of Common Areas or Rooms till after the May 10, 2016 Board meeting so that the current efforts to name the Ryan Middle School gym after Mr. Kenneth Dickey can be completed.



Fairbanks North Star Borough  
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Kimberly Imbert, P.O. Box 72914, Fairbanks, Alaska, also ask the PRC to postpone the review of the proposed new BP 1344.1 Naming of Common Areas or Rooms. She supports the naming of the gym at Ryan Middle School after Mr. Kenneth Dickey.

Karen Dullen, P.O. Box 72914, Fairbanks, Alaska, supports the new proposed naming of BP 1344.1 Naming of Common Areas or Rooms because there is not currently a clear process for this kind of action. She does, however, wonder why it is so urgent for PRC to review this policy right now. She supports the naming of the gym at Ryan Middle School after Mr. Kenneth Dickey.

Shekara McKinney, 227 Rickert Street, Apt. 15, Fairbanks, AK, testifies that she supports the naming of the gym at Ryan Middle School after Mr. Kenneth Dickey, who is an admirable person. She would like to see more committee involvement and not necessarily the school principal in the proposed BP 1344.1 Naming of Common Areas or Rooms.

Florence Marshall, 1221 4<sup>th</sup> Avenue, Fairbanks, AK, would like to see Mr. Kenneth Dickey be honored because there are not many African American honored in the community.

Ray Ward, 1030 24<sup>th</sup> Avenue, Fairbanks, AK, says that Mr. Kenneth Dickey was an honorable man and supports what Karen Dullen supports.

Nina Berklin, 139 Craig Avenue, Fairbanks, AK, states that Mr. Kenneth Dickey always supported the kids and she supports naming of the gym at Ryan Middle School after Mr. Kenneth Dickey.

Margaret Dullen, P.O. Box 72914, Fairbanks, AK, opposes BP 1344.1 Naming of Common Areas or Rooms because the principal is authorized to select the name.

Ester Cunningham, 1417 22<sup>nd</sup> Avenue, Fairbanks, AK, says there is a lack of diversity in the community and it is time to name the gym at Ryan Middle School after Mr. Kenneth Dickey and honor an African-American.

Kathleen Meckel, 3035 Riverview Drive, Fairbanks, AK, requests that BP 1344: Naming School Buildings and Facilities and BP 1344.1 Naming of Common Areas or Rooms be postponed. She also supports naming the gym after Kenneth Dickey.

Heather Stewart, 2275 Onyx, North Pole, AK, supports the naming of the gym for Mr. Kenneth Dickey. She supports a policy that involves the principal in the naming process because of principal's ability to facilitate other activities that would be involved, such as restriping the gym floor.

## **VI. Old Business**

Colby Freel motions to extend the meeting till 6:50pm. Jodi Rhoades seconded. Motion passes.



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School District  
520 Fifth Avenue  
Fairbanks, AK 99701

8 Ayes: Michael O'Brien, Troy Lumpkin, Ricky Burroughs, Scott Calder, Connie Clouten, Colby Freel, Jodi Rhoades, Maureen Meeks  
0 Nays

A. BP 811 Social Media

Colby Free motions to postpone BP 811 Social to bring back a final draft copy without comments and with justification for language. Ricky Burroughs seconds. Motion passes.

8 Ayes: Michael O'Brien, Troy Lumpkin, Ricky Burroughs, Scott Calder, Connie Clouten, Colby Freel, Jodi Rhoades, Maureen Meeks  
0 Nays

B. BP & AR 921.3 Electronic Media Selection

Michael O'Brien motions to postpone discussion of BP & AR 921.3 Electronic Media Selection till the next meeting. Scott Calder seconds.

8 Ayes: Michael O'Brien, Troy Lumpkin, Ricky Burroughs, Scott Calder, Connie Clouten, Colby Freel, Jodi Rhoades, Maureen Meeks  
0 Nays

**VII. New Business**

Connie Clouten motions to extend the meeting till 7:05pm. Jodi Rhoades seconds. Motion passes.

8 Ayes: Michael O'Brien, Troy Lumpkin, Ricky Burroughs, Scott Calder, Connie Clouten, Colby Freel, Jodi Rhoades, Maureen Meeks  
0 Nays

A. BP 1344 Naming School Buildings

Scott Calder motions to postpone discussion of BP 1344 Naming School Buildings till after May 10, 2016. Colby Freel seconds. Motion passes.

8 Ayes: Michael O'Brien, Troy Lumpkin, Ricky Burroughs, Scott Calder, Connie Clouten, Colby Freel, JJodi Rhoades, Maureen Meeks  
0 Nays

**VIII. Comments/Announcements/Other**

**IX. Adjourn**

Meeting adjourns at 7:05pm



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

## SCHOOL BOARD POLICY

### 811 Employee and Volunteer Use of Electronic and Social Media Communications

#### 811.1 Purpose

~~The Fairbanks North Star Borough School District hereby establishes its policy pertaining to employee and volunteer use of electronic and social media communications.~~ This policy pertaining to use of electronic and social media communications informs employees and volunteers, especially those who work directly with students, to be aware of and avoid the risks associated with electronic communication and participation in social media. The policy and administrative regulations are intended to assist employees and volunteers in avoiding such risks. This policy is not intended to directly address students' ~~responsible~~ use of electronic communication. (See SBP 802 for Student Use Policy)

#### 811.2 Policy

- A. ~~C~~The school board recognizes communication is an essential element of the learning process. ~~The school board believes~~ Using available technology can enhance communication and thereby enhance learning. (Cross reference School Board Policy 800.2: Technology); ~~therefore, using available technology may enhance learning.~~
- B. All employees are held to a professional standard in their conduct toward students, parents, guardians, co-workers, and members of the public, including engagement in constructive, tactful communication. Electronic communication is held to the same professional standard of conduct as traditional face-to-face, verbal, or written communication. (School Board Policy 543 Ethical and Professional Conduct) ~~Electronic communication is held to the same professional standard of conduct as traditional face-to-face, verbal, or written communication.~~
- C. Employees and volunteers must understand the importance of establishing and maintaining the proper boundaries in communications with students. The same standards for appropriate content apply to electronic and social media communication. (See Guidelines in the *Defining Staff-Student Boundaries* Brochure) [<http://www.k12northstar.org/doc/11712>] ~~The same standard for appropriate content applies to electronic and social media communication.~~
- ~~D.~~ The district reserves the right to monitor electronic communications conducted using district equipment, systems or network.
- ~~E.~~D. Employees and volunteers using shall be notified there is no reasonable expectation of privacy with respect to electronic communication and social media should

1 be mindful that it can be difficult to control and maintain privacy online, remembering that  
2 social media content can always become public and even content with privacy controls  
3 may be made available to those outside preferred settings. Any content posted online  
4 may be discovered or reported to the district. For example, the district may discover  
5 information as a result of its own efforts to monitor its online reputation, as a result of an  
6 investigation or complaint, or other legitimate reason. -The district will handle information  
7 received or discovered in accordance with the district's policies and procedures.  
8 Electronic and social media communication found to violate law, policy, regulations,  
9 guidelines or rules may result in corrective or disciplinary action, up to and including  
10 termination.

11  
12 ~~The district reserves the right to monitor electronic communications conducted using~~  
13 ~~district equipment, systems or network.~~

14  
15 F.E. This policy supplements, and does not replace, other district policies. Electronic  
16 communications remains subject to all applicable district policies, including but not  
17 limited to nondiscrimination and harassment, sexual misconduct, telecommunications  
18 access, staff ethics, confidentiality, and professional and ethical conduct standards.

19  
20 G.F. The superintendent shall develop an administrative regulation to implement this  
21 policy. The administrative regulation shall be reviewed periodically and revised as  
22 needed in order for it to evolve to reflect emerging social media technologies.

#### 23 24 G. Use of Social Media on Behalf of the District

25  
26 The school district has a presence with online sites and social media accounts. The  
27 Superintendent shall develop policies governing access to and control over official  
28 school district accounts.

29  
30 A successful social media presence requires monitoring and attention. Individuals using  
31 social media to disseminate information for the district should consider whether there are  
32 adequate resources (including time) to maintain the communication, monitor and  
33 address responses and communications from others regarding the content.

34  
35 Individuals using social media for the district must be transparent and make clear that  
36 any postings made as part of their job are posted for the district.

37  
38 Everyone using social media for the district should be accurate, fair and courteous, use  
39 proper grammar and avoid jargon and unnecessary abbreviations or acronyms that may  
40 be unfamiliar to the intended audience, students or parents.

41  
42 No one should conduct or encourage illegal activity or engage in commercial solicitation  
43 while using social media for the district.

1 No one should publish profane or obscene or sexually explicit language or content while  
2 using social media for the district.

3  
4 No one using social media for the district should violate the legal ownership interests of  
5 any party. It is important to respect copyrights and give credit where credit is due.

6  
7 No one should use social media for the district to promote, foster or perpetuate  
8 impermissible discrimination.

9  
10 Everyone social media for the district must refrain from disseminating information that  
11 may tend to compromise the safety or security of students, the public or the district.  
12 Guidelines and legal limitations such as FERPA apply in social media. Confidential  
13 matters must be kept private.

14  
15 It is important for everyone using social media for the district to do so in a respectful and  
16 professional manner.

17  
18 Users who make an error while using social media for the district should be honest about  
19 mistakes and correct them quickly. Negative comments or developments should be  
20 handled quickly and professionally. If employees or volunteers choose to modify an  
21 earlier post, they should make clear they have done so.

22  
23 The district reserves the right to restrict or remove any content provided by employees or  
24 volunteers in the course of their employment that is in violation of district policy or  
25 applicable law.

## 26 H. Employees

### 27 ~~Employees speaking as public employees:~~

28 ~~a. The school district has a presence with online sites and social media accounts. If an~~  
29 ~~employee is communicating on official school district social media accounts, he~~  
30 ~~or she is doing so as an agent of the school district and can be regulated.~~

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

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

### 35 ~~Employees speaking as private citizens:~~

36 ~~a. Employees using social media accounts have first amendment rights to speak as~~  
37 ~~private citizens about a matter of public concern. However, the district can limit an~~  
38 ~~employee's speech about a matter of public concern (i.e. political, social, other~~  
39 ~~community concerns) if it~~

40 ~~Impairs teaching effectiveness or job performance,~~

41 ~~Interferes with relationships with superiors or coworkers, or~~  
42

1 Jeopardizes the management of the school. *Pickering v. Board of Education*, 391 U.S.  
2 563 (1968)

3 ~~b. The district can limit speech if there are legitimate grounds to discipline employee (i.e.~~  
4 ~~poor performance) — *Mt. Healthy v. Doyle* 429 U.S. 2774 (1977)~~

5 ~~c. The district can limit speech when it relates to a personal or private matter in a public~~  
6 ~~school setting (personal complaint about work conditions) *Connick v. Myers*, 461 U.S.~~  
7 ~~438 (1983)~~

## 8

9 H. Communication with Sstudents

### 10

11 I.

- 12 1. An employee's communication with students in the classroom or directly related  
13 to instruction is an extension of the employee's job.
- 14 2. An employee's communication with students outside of the classroom or not  
15 directly related to instruction may be restricted and require parent consent.
- 16 3. When using electronic communication and social media to communicate with  
17 students and their families, employees and volunteers are required to do so in a  
18 manner that:
  - 19 a. is consistent with responsible and professional use;
  - 20 b. does not interfere with efficient and effective operation of the district;  
21 and
  - 22 c. does not compromise the safety and well-being of students.
- 23 4. An employee using social media to communicate with students must provide  
24 equitable communication by alternative methods to those students without  
25 technology.
- 26 5. Employee communication with students ~~must comply will be in compliance~~ with  
27 individual sites' terms of use and privacy policies (COPPA).
- 28 6. Employee communication with students recognizes the school district's student  
29 web protection parameters which limit student access during school hours (see  
30 SBP 802.23 Unsuitable Material Filters) (CIPA).

### 31

32 I. Private Use of Social Media

33 Volunteers and employees of the District have First Amendment rights to speak on  
34 matters of public concern.

35 Employees and volunteers engaging in social media as private citizens should not  
36 attribute their personal statements, opinions or beliefs to the district.

37 Employees and volunteers should not use district logos or trademarks or other  
38 intellectual property of the district when engaging in social media as private citizens.

39 Employees and volunteers engaged in social media as private citizens should remain  
40 aware that guidelines and limitations such as FERPA remain applicable and should not  
41 use social media to disclose confidential information regarding students.



1 Employees should be mindful of their ongoing ethical obligations as educators and  
2 should not post any material that constitutes harassment, hate speech or libel.

3 Nothing in this policy restricts or modifies the right of a teacher to engage in comment  
4 and criticism outside of school hours regarding school personnel, members of the  
5 governing body of any school or school district, or any other public official or any school  
6 employee to the same extent that a private individual may exercise that right in  
7 accordance with Alaska Statute 14.20.095.

8  
9  
10 ~~J. This policy applies without regard to whether such use occurs during work or nonworking~~  
11 ~~hours, without regard to whether it occurs on or off district property or at district~~  
12 ~~sponsored events, and without regard to whether district or personal equipment is used.~~

13  
14 J. Factors the district may consider when considering violations of this policy include:

15 ~~Factors the district may consider when determining whether the communication violated~~  
16 ~~standards include:~~

17 ~~whether the employee or volunteer knowingly and directly initiated inappropriate~~  
18 ~~communication with students, whether the employee or volunteer intended or~~  
19 ~~intentionally disregarded the possibility that students would see his or her inappropriate~~  
20 ~~postings, and~~

21 1. whether the employee or volunteer knowingly and directly initiated inappropriate  
22 communication with students;

23 2. whether the employee or volunteer intended or intentionally disregarded the  
24 possibility that students would see his or her inappropriate postings, and

25 3. whether the nature of the communication itself reflected (a) inappropriate  
26 employee-student communication, such as discussion of sexually suggestive or  
27 sexually explicit topics, or (b) unprofessional communication that has negatively  
28 impacted the employee's or volunteer's ability to perform his or her job  
29 responsibilities effectively.

30  
31 K. Definitions:

32  
33 1. Electronic communication shall mean, but not be limited to,  
34 any communication that is sent by, delivered by, received by, or that otherwise  
35 uses: a) e-mail; b) instant messaging; c) text message; d) telephone, including  
36 cellular or mobile phone or smartphone; e) social-media site; f) the Internet; or g)  
37 any similar technology.

38 2. Online conduct shall mean: a) the transmission of any electronic communication;  
39 and b) the publication of any content via social media.

40 3. Social media shall mean forms of electronic communication through which users  
41 create online communities to share information, personal messages, ideas,  
42 photographs, videos and other content.

- 1 Legal reference: Professional Teaching Practices Commission Code of Ethics (20 AAC 10.020
- 2 – 20AAC 10.030); [AS 14.20.095](#); [Garcetti v. Ceballos, 547 U.S. 410 \(2006\)](#); [Pickering v. Board](#)
- 3 [of Education, 391 U.S. 563 \(1968\)](#).
- 4 Guidelines: *Defining Staff-Student Boundaries* Brochure

DRAFT

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.

36  
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

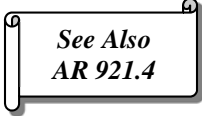
Selection of library/media materials shall be a continuing cooperative process in which administrators, teachers, librarians, students, and parents participate.

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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**ADMINISTRATIVE REGULATION**921.2 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)

\_\_\_\_\_  
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\_\_\_\_\_  
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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:

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|--|--|
| ● <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 &amp; 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

2  
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.

19  
20 Policy Adopted: April 7, 1992

21  
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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1 **BP 955.4** Out-of-District and Out-of-State Travel Approval Procedures for Student  
2 Groups

3 The district board may approve requests for out-of-district and out-of-state travel by  
4 student groups where such travel provides an important benefit to the involved  
5 student(s) and to the district. Out-of-district travel Travel shall be authorized only when  
6 such benefits cannot be provided to students within the community.

7 **All Out-of-State travel and students in grades K-8 Out-of-District travel beyond**  
8 **Delta and Healy must receive prior approval by the Superintendent or designee,**  
9 **and will be submitted to the Board for approval. Requests must be certified by**  
10 **the building principal/head teacher, must be fully funded, and must include an**  
11 **outline of the details of the trip. Trip proposals should address safety and**  
12 **supervision issues. Requests shall be submitted in writing with a preliminary**  
13 **budget 45 days prior to the trip to be reviewed by the Superintendent. Late**  
14 **requests, incomplete requests, and unbudgeted requests shall be denied.**

15 Provisions for students with special needs must be included in the travel requests.

16 Adopted: January 15, 2008 (change effective 2008-09 School Year) Revised: August 2,  
17 2010 (AR Added)

18 **See Also AR 955.4**

19 **~~BP 955.41~~**

20 ~~Approval of Out-of-District and/Out-of-State Travel for Student Groups~~

21 ~~Requests for and approval of all out-of-district travel by student groups must receive~~  
22 ~~prior written recommendation from the sponsor, if applicable, and approval by the~~  
23 ~~principal. The principal will forward the trip request and all trip information to the~~  
24 ~~superintendent. Out-of-district travel within Alaska must be approved by the~~  
25 ~~superintendent.~~

26 ~~All out-of-state travel for high school students participating in student groups must be~~  
27 ~~approved by the School Board.~~

28 ~~All out-of-district travel including out-of-state travel for middle and junior high school~~  
29 ~~students participating in school-sponsored student groups must be approved by the~~  
30 ~~School Board.~~

31 ~~Adopted: January 15, 2008 (change effective 2008-09 School Year) Revised: August 2,~~  
32 ~~2010 (AR Added)~~

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