

**Initial
Charter School
APPLICATION
For**



FY 2026

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Section 1: Establishment of the Charter at the local level

Program Description

Outdoor Charter for Environmental Arts and Natural Sciences (OCEANS) Academy is a charter high school serving grades 9 through 12 in Anchorage, Alaska, offering a distinctive educational alternative to traditional public school options. OCEANS Academy emphasizes the Arts and Sciences, Outdoor Experiential Education, delivered through Project-Based Learning (PBL). OCEANS incorporates environmental stewardship and college, career, and life readiness. OCEANS Academies is designed to prepare students to engage with complex real-world issues, collaborate effectively, and emerge as confident, resilient leaders.

Oceans Academy's curriculum encourages students to explore meaningful questions and solve problems through hands-on learning and outdoor exploration, ensuring that education is both relevant and transformative. By combining academic rigor with experiential learning, we aim to develop students who are not only prepared for higher education and careers but also equipped to make a positive impact in their communities and the world.

Outdoor Experiential Education

Experiential education is the cornerstone of OCEANS Academy's philosophy. By learning through hands-on experiences in both outdoor and community settings, students will connect directly with the real world and respond meaningfully to their geographical, social, and historical context. This model emphasizes adventure, challenge, and discovery, offering opportunities for students to stretch their abilities, take risks, and reflect on their personal and academic growth. The incorporation of environmental stewardship within this framework encourages students to explore and engage with the natural world.

Key features of experiential education at OCEANS Academy include:

- **Outdoor Learning:** Students will engage in frequent outdoor activities, from fieldwork in local ecosystems to wilderness adventures, to deepen their understanding of environmental science and sustainability. Learning is interdisciplinary, using outdoor experiences as a foundation for the study of language arts, mathematics, social studies, science, and other subjects across the curriculum.
- **Real-World Engagement:** Students will actively collaborate with local community organizations, businesses, and service providers to contribute to meaningful community projects. This includes volunteering, service learning, and developing initiatives that address community needs. Through these collaborations, students will not only apply their academic knowledge but also develop a sense of social responsibility, leadership, and civic engagement.
- **Reflection and Growth:** Through regular reflection and debriefing sessions, students will develop self-awareness and learn to navigate challenges, both academically and

personally. They will embrace the importance of risk-taking, perseverance, and leadership.

This focus on experiential education equips students with essential life skills, such as resilience, leadership, and critical thinking, and helps them develop a lifelong connection to the natural world.

Arts and Sciences Integration

OCEANS Academy integrates Arts and Sciences concepts in interdisciplinary, real-world contexts. By incorporating Arts and Sciences across various subject areas, students will gain a deeper understanding of how these fields intersect and influence the world around them. Through this approach OCEANS Academy, students will not only acquire the technical knowledge needed for Arts and Sciences fields, they will also learn to apply this knowledge creatively and responsibly to tackle global and local challenges.

Project-Based Learning (PBL)

While outdoor experiential education and Arts and Sciences integration form the foundation of our program, Project-Based Learning (PBL) is the method through which these ideas are fully realized in the classroom. PBL allows students to dive deep into complex, interdisciplinary problems while honing their problem-solving, collaboration, and communication skills.

Throughout these projects, students will be held to high academic standards, applying their learning in a way that connects directly to their core curriculum, ensuring that each project reinforces key educational concepts and skills. By combining PBL with experiential education and Arts and Sciences, OCEANS Academy provides students with a rich, integrated learning environment that prepares them to think critically, collaborate effectively, and contribute meaningfully to society.

Mission

OCEANS Academy empowers students to develop resilience, confidence, and leadership through adventure, hands-on learning, outdoor exploration, and Arts and Sciences-focused project-based challenges that foster courage, collaboration, and community engagement..

Oceans Academy empowers students to develop resilience, confidence, and leadership through immersive outdoor experiences, hands-on learning, and Arts and Sciences-focused, project-based challenges. With a strong emphasis on environmental stewardship, our programs foster a deep connection to nature, inspiring students to explore, protect, and engage with the world around them. Through adventure, collaboration, and community involvement, we equip students with the skills and mindset to make a meaningful impact.

Core Values

OCEANS Academy:

- **Experiential Learning & Ecological Stewardship:** Promote hands-on learning and environmental responsibility through real-world experiences.
- **Arts and Sciences Education & Innovation:** Integrate Arts and Sciences across the curriculum, encouraging creativity, critical thinking, and problem-solving.
- **Adventure & Exploration:** Embrace outdoor exploration to foster resilience, leadership, and personal growth.
- **Community Engagement & Service:** Build strong connections through meaningful service and collaboration with local organizations.
- **Collaboration & Teamwork:** Foster a collaborative environment that values communication, shared responsibility, and mutual respect.
- **Courage & Reflection:** Cultivate courage to face challenges and encourage reflection to learn and grow.
- **College, Career and Life Readiness:** Equip students with essential skills for success in school, work, and life.
- **Purposeful Use of Technology:** Leverage technology to enhance learning, foster creativity, and solve real-world problems.
- **Systems Thinking:** Understanding the interconnectedness of the different elements within a larger system, and applying this understanding when designing solutions to complex problems.

Purpose of the Program

OCEANS Academy will support students in developing the skills necessary to meet or exceed state standards. OCEANS Academy students will become positive contributing members of society who:

- have experience partnering with the local community;
- have built a strong foundation for career readiness;
- understand the strengths and limitations of technology;
- realize that learning continues outside the classroom;
- are defining their role in creating a more sustainable future; and
- recognize the interconnectedness and relevance of all disciplines;
- focus on topics of interest and importance to explore them at meaningful depth.

Through community partnerships, OCEANS will provide opportunities for students to put our core values into practice.

Program Highlights

- A rigorous academic program that meets or exceeds state standards;

- Interdisciplinary projects are integrated into the schedule;
- Teachers use standard-referenced mastery learning and assessment to ensure student success;
- Partnerships with local, state and national agencies provide unique Arts and Sciences, Science, and occupation exposure for students;
- Outdoor experiential learning labs, both long and short term, provide reportable results for the school and community at large;
- Technology is a part of OCEANS Academy curricula; and
- Staff dedicated to professional development and collaboration.

OCEANS Academy Goals

OCEANS Academy will meet or exceed Alaska's school accountability regulations by these means

- Develop curricula that support and measure academic growth, aligned with Anchorage School District credit requirements (unless otherwise specified), with a strong emphasis on the school's mission, vision, and values.
- Blend outdoor experiences with Arts and Sciences initiatives in learning opportunities, research projects, and activities that reconnect students with the natural world.
- Use standards-referenced framework and mastery-based assessment to increase student accountability and achievement.
- With guidance from the APC, prioritize Alaska State Standards and reference (1) Next Generation Science Standards for science instruction (2) employability standards and 21st-Century skills for all students while engaging students in interdisciplinary Project-Based Learning.

Updating the goals and charter

Each year the APC, principal, and staff will work collaboratively (1) to establish short-term goals for the school using student learning data, state accountability measures, and parent and community feedback (i.e. the School Climate and Connectedness Survey) and (2) to revise the language of the charter for clarity and to reflect OCEANS's best practices as they are developed.

Students Served

OCEANS Academy will serve a minimum of 75 and a maximum of 400 full-time students. The number of students served each year will be derived from a combination of physical capacity (facilities and space available), budgetary needs, and delivery of student services as well as a commitment to a small, personalized learning environment.

Staff

OCEANS Academy will be fully staffed with teachers who meet the Anchorage School District

and state certification and eligibility requirements. In the event that a teaching position becomes open, teachers will be selected from the ASD eligible-for-hire list. Teacher evaluations are performed in a manner equivalent to ASD and consistent with appropriate union guidelines and state statutes.

OCEANS Academy will employ a full-time principal who possesses a current Alaska Type B administrative certificate, meets all ASD eligibility requirements and is in good standing. When it becomes necessary to fill the principal position, all candidates will be evaluated and the APC will make a final selection. The hiring process is outlined in the APC Bylaws (see Appendix C.) All candidates are required to be on the ASD eligible for hire list for administrators. The principal shall be evaluated by the Academic Policy Committee (APC) in accordance with the principal's contract. The APC shall consider input from the principal's designated ASD supervisor.

As budget allows, OCEANS Academy may employ the additional support staff (either full or part-time) in addition to teachers, including but not limited to: Custodian, Classroom Aide, Accountant/Business Manager, Administrative Assistant, Secretary, Registrar, Nurse, Counselor.

OCEANS Academy Expectations

Students are responsible for their own behavior and expected to be positive and engaged members of the school community. OCEANS Academy follows a progressive discipline model, utilizing out-of-school suspension only as a last resort for egregious offenses. Parents and staff are responsible for facilitating an environment that encourages independence, respect and kindness. OCEANS Academy strives to provide intrinsic motivators as opposed to motivation via extrinsic means. OCEANS Academy will utilize the ASD student handbook for behavior and disciplinary policies, and distributed to all students, parents, staff, administration, and members of the APC.

- Homework may be assigned with the express goal of reinforcing class instruction and fostering the development of successful academic habits and self-discipline.
- Open, honest and timely communication is a key aspect of the OCEANS Academy student/parent/teacher partnership. Teachers will inform parents about student progress, behavior, and school events through multi-modal forms of communication on a weekly basis at minimum. Communications may be coordinated and combined across content areas and/or across grade level teams. These communications will be separate from the schoolwide communications sent by the administration.
- Parents are encouraged to volunteer as an active member of the school community.
- OCEANS Academy classrooms are inviting, safe and stimulating learning environments. All members of the OCEANS Academy school community are expected to communicate and collaborate in a respectful and appropriate manner. As partners in children's education, teachers are facilitators of their classroom environment.

- Frequent, relevant, age-appropriate field trips are an integral part of OCEANS Academy teaching and help make current subject matter more meaningful to students. Field trips provide students with the opportunity to experience the community and environment and are tied to curriculum. Volunteer and community partnerships help make field trips possible. Families are encouraged to actively participate in field trips. OCEANS Academy will follow the field trip guidelines set forth in the ASD School Activities Handbooks. As necessary, OCEANS Academy faculty will complete appropriate training on time.
- Teachers participate in professional development that supports project and place-based learning, cross-curricular thematic teaching methods, Arts and Sciences curriculum and integration of the arts.
- Students prepare a portfolio of work to share with their families twice per year. Students shall self-assess and reflect on what they have learned each semester. Portfolios reflect each student's progress throughout the entire school year and provides the teachers and family an opportunity to identify and review areas of strength and areas that need development.

Section 2: Organization and Administration

Program Administration

OCEANS Academy is a charter high school (9th, 10th, 11th, and 12th grade) in the Anchorage School District with oversight of the Academic Policy Committee (APC). OCEANS Academy employs a certificated principal.

The APC is the governing body of the school designated to oversee all aspects of the charter. The APC delegates to the principal the day-to-day management, supervision of staff, student discipline, financial records and accountability and other duties as assigned by the APC, or as required by law. The principal will report to the APC the financial records, curricular needs and any concerns at the monthly APC meeting.

Summary of General Powers and Duties

The APC has the following general powers and duties, which must be carried out in accordance with the charter:

- Create policy;
- Approve and monitor the school's budget;
- Set and monitor goals and objectives for OCEANS Academy's educational program;
- Select or approve curricula/teaching materials that align with OCEANS Academy's mission, core values, and educational standards, not without input from department chairs or designated representatives from each content area, and not before the department chairs or designated representatives have had sufficient time to deliberate any changes to curricula and teaching materials with their content area teams and grade level teams,

- Oversee implementation of OCEANS Academy’s educational program;
- Ensure adherence to the school’s charter and policies; and
- Upon the School Board’s request, OCEANS Academy’s APC shall provide a written report to the School Board per ASD policy.

The APC differs from a parent teacher group (PTG) which may serve functions such as conducting fundraising and supporting the school’s program through volunteer efforts.

Administrative Policies

OCEANS Academy follows the Anchorage School District administrative policies and regulations as they apply to charter schools and the provisions of law and school board policy with the following exceptions:

- OCEANS Academy may alter current district in-service days to enable and accommodate program needs. If applicable, this will be submitted in advance for approval to ASD.
- OCEANS Academy requests the same waiver as ASD for the parent-teacher conference schedule.
- OCEANS Academy employs a full-time principal.

Intellectual Property

OCEANS Academy and the Anchorage School District shall retain the rights to intellectual property developed by staff using school and contract time, professional development, materials, resources and facilities. OCEANS Academy’s primary educational philosophy is outdoor experiential learning, so significant time and resources shall be committed to professional development, planning, and developing projects that incorporate outdoor experiential learning and college, career and life readiness skills. Any longitudinal projects and ongoing research shall remain with OCEANS Academy regardless of changes in staffing during the project.

Oceans Academy Calendar

OCEANS Academy follows the approved Anchorage School District calendar including start and end dates, recognition of holidays, grade reporting dates and parent/guardian conference schedule, unless otherwise specified and requested in the yearly calendar waiver submission to the Department of Education and Early Development.

Student Day

OCEANS Academy’s weekly schedule consists of core classes and elective courses, as well as time dedicated to interdisciplinary projects, Arts and Sciences curriculum, and integrated outdoor experiential learning opportunities. School starts at 8:45 AM and ends at 3:15 PM for students four days per week. One day per week shall be designated as a “professional development early release time” day, beginning at 8:45 AM, with students released at 12:15 PM. Early release is for collaborative planning and professional development aligned with the mission and goals of

OCEANS Academy.

OCEANS Academy will coordinate with volunteers and community agencies to provide after-school clubs and options for students on the early release day.

Duty Day

The Oceans Academy duty day is designed to maximize planning and collaboration in order to meet the educational goals of our school and serve our students.

- The duty day for certificated staff at OCEANS Academy begins 30 minutes before the student day and ends 30 minutes after the student day, with the exception of one “early release” day per week.
- The OCEANS Academy Charter specifically designates professional release time one day per week to provide for collaborative planning and professional development, as laid out above. In addition,
 - Teachers shall have a 30 minute duty-free lunch period.
 - Staff collaboration and professional development shall take place during the professional development release time.
 - Teachers shall participate in professional release day activities as directed by the principal for the extent of the duty day defined above.

Section 3: Educational Program and Student Achievement

Educational Program

OCEANS Academy will require all high school graduation requirement standards adopted by Anchorage School District (ASD), with an emphasis on Arts and Sciences and outdoor experimental learning. OCEANS Academy incorporates and integrates two primary, driving educational philosophies: Outdoor Experiential Education, and Arts and Sciences-based instruction. Each core subject integrates one or both of these educational functions to meet grade level standards, including cross-curricular projects integrating multiple content areas. Outdoor Experiential Education will include hands-on activities that develop outdoor skills, environmental literacy, personal and social growth, academic integration, cultural and community connections, and reflective learning through adventure, teamwork, and real-world application. Arts and Sciences-based instruction will integrate science, technology, engineering, and math through hands-on, interdisciplinary learning that emphasizes problem-solving, critical thinking, collaboration, real-world application, and innovation to prepare students for future academic and career opportunities.

While outdoor experiential education and Arts and Sciences integration form the foundation of our program, Project-Based Learning (PBL) is the method through which these ideas are fully realized in the classroom. PBL allows students to dive deep into complex, interdisciplinary problems while honing their problem-solving, collaboration, and communication skills.

Pupil-Teacher Ratio

OCEANS Academy will strive for a full-time equivalent of certificated personnel providing for a pupil teacher ratio of 20:1, calculated as (# of full-time students) / (# full-time equivalent teachers). (e.g. $400/20 = 20$, $75/20$ rounds up to 4) When the PTR rises above 20:1, the number of positions necessary to stay below the target of 20:1 will be posted for hire. If the positions cannot be filled by qualified teachers by the end of open enrollment, the APC may approve continued operation with a PTR of no more than 30:1. Alternatively, the APC may choose not to grant enrollment to incoming students in order to lower the PTR. Under no circumstances may the PTR exceed 30:1.

The instructional program is detailed for each core content area in Appendix F.

Specialized Services

- OCEANS Academy functions as a public school within the Anchorage School District. As a school under the umbrella of ASD, OCEANS Academy will adhere to all applicable federal and state law and district policy put forth for special education.
- Specialized services will be integrated into the regular classroom program as required by law. In accordance with ASD Special Education Policy, if a student with special needs is placed by lottery into OCEANS Academy, a review of the student's IEP will be conducted to determine whether OCEANS Academy can provide services required in the IEP.
- OCEANS Academy will use the ASD criteria for determining student eligibility for services. At the time of the eligibility meeting or admission of a student with special needs, the special education team will decide whether the student's needs can be best met at OCEANS Academy or may be better met through another program within the ASD.
- OCEANS Academy will employ Special Education teachers based on identified needs in order to meet the requirements of students' IEPs. Special Education personnel conduct IEP meetings, teacher training, and help ensure that students' needs outlined in IEPs are being met.
- OCEANS Academy's Special Education teacher will be responsible for the coordination of an effective Special Education program within the school including curriculum and teaching. The Special Education teacher will address the needs of students with IEPs either in an inclusive classroom setting or through individual or small group settings. The Special Education teacher may work with classes, co-teaching to differentiate instruction for students with special needs and students who are at-risk.
- OCEANS Academy will use the Multi-Tiered Systems of Support model and will offer a range of support including short-term intensive intervention and quarter or semester long academic support classes. Placement will be determined by state proficiency test scores, screening and progress monitoring assessments, and teacher observations. Any student, not only those with a special education determination, will receive the necessary intervention or in-class services.

- Because OCEANS Academy’s curriculum is sufficiently differentiated and individualized to challenge and support all learners, and because we are offering Tier 3 interventions, students who qualify as ELL and Gifted will be integrated into the general education program.
- OCEANS Academy will receive its equitable share of special education funding and/or services to support the educational needs of students with disabilities enrolled. OCEANS Academy will be responsible for providing its own special education services and instruction to the students it serves. OCEANS Academy will request specific services from the District based on need (e.g. OT, PT, SLP services) and such services will be granted subject to availability. If services are not available at OCEANS Academy the student will receive these at their own neighborhood school or the nearest school upon approval of the administration of that school.
- OCEANS Academy will follow ASD special education protocol and policy for:
 - Identification
 - Referral
 - Assessment
 - Development of IEP
 - IEP review
 - Due process procedures
- If it is determined that the lottery school cannot adequately address the needs of the student the decision should be disclosed to the parent at the meeting and documented in a Prior Written Notice. Notice to the parent should include a copy of the Procedural Safeguards (per ASD lottery admissions procedures).

Program Objectives

OCEANS Academy will support and participate in achieving the ASD program attainment goals. Our students will demonstrate proficiency on standardized state testing (AK STAR) above ASD high school and state averages in English Language Arts each year.

OCEANS Academy shall implement Language Arts and Math intervention to support students who are not proficient or on grade level, utilizing the Multi-Tiered Systems of Support model. OCEANS Academy will utilize progress monitoring tools in ELA and Math. MTSS math supports at OCEANS Academy align with grade level math courses. Intervention and general education teachers utilize shared calendars in order for the support class to pre-teach and support concepts learned in general education courses. Additionally, students in an MTSS support may be enrolled in an online research-based intervention program providing individualized instruction and assessment aligned with Alaska State Standards.

Assessment

OCEANS Academy faculty uses a method of instruction and assessment known as Mastery, described in part by Robert J. Marzano and coined by Rick Wormeli. Wormeli states, “Students have mastered content when they demonstrate a thorough understanding as evidenced by doing

something substantive with the content beyond merely echoing it.” Mastery instruction and assessment puts the emphasis on true understanding of standards and critical concepts. At OCEANS Academy, this means students are not only learning essential content but also applying their knowledge to real-world problems, and engaging in meaningful, relevant work that connects learning to life beyond the classroom.

Assessments are divided into two categories, formative (practice), and summative (mastery), where mastery assessments are graded on a 5 point scale that reflects students’ understanding of the standard being assessed. Practice assessments, which are teacher-generated, are evaluated based on progress toward mastery and student growth and may be scored accordingly by teachers. Students will still receive letter grades in the ASD reporting system for grade reporting as required by the district.

OCEANS Academy faculty recognizes that not all students learn at the same rate or in the same way. Students are given multiple opportunities to learn material with interventions as necessary (see above). In order to truly assess understanding, a variety of mastery assessments will be used, including tests, projects, and presentations. Students are given regular opportunities for peer and teacher feedback through check-ins and draft submissions. This supportive process helps students stay engaged, clarify misunderstandings, and improve their work over time. While we recognize that students learn and grow at different paces, final deadlines are in place to reflect real-world expectations and keep the class moving forward together. Students who need additional time to revise major projects may do so, with the understanding that they’ll be responsible for staying caught up as the next unit begins. This allows students to take ownership of their progress and be committed to the *learning*, not the grade.

Grading Procedures

- OCEANS Academy will utilize ASD’s adopted student information system for the purpose of identifying all teacher and student course assignments
- Grades shall be based on mastery of content and standards addressed
- OCEANS Academy teachers will grade on a 5 point mastery scale
- OCEANS Academy teachers will not utilize a traditional 100 point grading scale, unless specifically for converting from the mastery scale for the purpose of entering grades in the gradebook
- Teachers will enter on average two grades per week in the gradebook
- OCEANS Academy teachers primarily utilize rubrics reflecting the 5 point scale to evaluate student learning
- Classroom instruction will include regular, ongoing use of practice (formative) assessment to inform instruction and student learning
- A variety of mastery (summative) assessments will be used, including tests, projects and presentations
- Final semester term grades will include multiple (4-6) mastery assessments
- No less than 80% of grades shall be based on mastery (summative) assessments

- Grades shall not be based on non-academic factors such as attendance insofar as those factors can be separated from the students mastery of content.
- Each student will prepare a portfolio consisting of examples and evidence of their work in each subject as well as a self-assessment. Student-led conferences will be held twice a year. During conferences students will present their portfolios and discuss their progress with parents and guardians

Self-Directed Learning

Students will have the opportunity to enroll in courses that supplement the regular offerings of OCEANS academy in order to (1) meet graduation requirements and (2) pursue topics of personal interest beyond any requirements. Courses listed in the Virtual Education Consortium will be taught or administered in accordance with DEED requirements. Students in good academic standing may also collaborate with an OCEANS teacher or advisor to define a rubric for appropriate learning targets in a course of study tailored to their own interests during schedule blocks designated for enrichment or elective courses. They must receive approval from OCEANS administration and from their parents or guardians before enrolling in the courses they design. They will be graded by the teacher or adviser with whom they designed their course and rubric. Prior to receiving the mastery grades from their teacher or adviser, they will first grade themselves using the same rubric and submit their self-assessment to their teacher or adviser and parents.

Section 4: Professional Development

OCEANS Academy recognizes and values both professional development and collaboration in the workplace. One day per week is designated as a professional release day dedicated to collaborative planning and professional development aligned with the mission and goals of OCEANS Academy. Early release time provides the opportunity for teachers and staff to learn, understand, and apply the foundational principles and educational philosophies of the school. All staff shall participate at the direction of the principal.

Professional development and collaborative planning shall be primarily focused on the mission, goals and educational philosophies of OCEANS Academy, including:

- Outdoor, Expeditionary, and Experiential Education
- Place-Based, local community, and environmental education
- Arts and Sciences curriculum
- Project-Based Learning
- Mastery learning and assessment practices
- Student portfolios and student-led conferences
- Content area and interdisciplinary curriculum design & collaboration

OCEANS Academy staff shall complete training and professional development mandated by the State of Alaska for public school employees. OCEANS Academy staff shall participate in

professional development and training required by the Anchorage School District unless alternative professional development necessary to school operations is specifically designated by the principal and approved by the APC.

Section 5: Facility

Facility

OCEANS Academy intends to initially operate as a co-located program within the Bettye Davis East Anchorage High School building, located at **4025 E. Northern Lights Boulevard, Anchorage, Alaska 99508**, subject to space availability and approval by the Anchorage School District (ASD) and OCEANS Academic Policy Committee (APC). The co-located space is anticipated to accommodate, at minimum, four instructional classrooms and two administrative offices, with access to a secure outdoor recreational area. Shared-use facilities such as a kitchen, auditorium, gymnasium, or other common spaces may be utilized where available and appropriate.

OCEANS Academy acknowledges that facility needs may evolve over time. If the co-located space at Bettye Davis East Anchorage High School is determined not to meet the educational, operational, or programmatic requirements established in this charter, the school may seek an alternative facility. Any decision to pursue a change in location shall be made by the OCEANS APC in collaboration with ASD and shall be subject to all applicable district policies, approvals, and processes.

OCEANS Academy will ensure that its facility, whether co-located or independently sited, complies with all applicable federal, state, and local building, fire, health, safety, and accessibility requirements for public schools, and will operate in accordance with Anchorage School District School Board Policy (BP) 6181 and all other relevant district policies.

Section 6: Admission

Admission Policies and Procedures: See Appendix G & H

OCEANS Academy participates in the Anchorage School District lottery system and follows all policies and practices thereof.

The Anchorage School District maintains all written statements of [lottery](#) processes and procedures.

Section 7: Fiscal

OCEANS Academy fiscal data detailed in Appendix I

Financial Plan and Annual Program Budget

Funding for OCEANS Academy is based on the State of Alaska's per-pupil funding formula, as per AS 14.03.260.

The school's funds may be supplemented by grants, fundraisers within the school community and additional funds (if any) supplied by ASD or State of Alaska. Fundraisers at OCEANS Academy are coordinated between the school and the APC. Grants sought by OCEANS Academy must relate to the charter and program, and must be approved by the APC prior to application.

Accounting for Receipts and Expenditures

OCEANS Academy complies with AS 14.17.910 "Restrictions Governing Receipt and Expenditure of Money from Public School Foundation Account". The charter school accounts for receipts and expenditures by using and complying with district accounting, audit and fiscal procedures that apply to charter schools. OCEANS Academy will allow district personnel or district auditors access to financial information to perform the annual or special audit and accounting information. The charter school shall cooperate with the School Board and the Department of Education in complying with the requirements of AS 14.17.910.

All leases, debts and other financial obligations of Oceans Academy shall not constitute a debt liability or financial obligation of the ASD School Board or District. All financial and accounting information requested by the district or the Department of Education will be provided.

Certification of Compliance for Receipt and Use of Public Money

OCEANS Academy certifies that it will comply with all local, state and federal requirements for the receipt and use of public money.

Section 8: Transportation

Transportation procedures: See Appendix J

Parents or guardians of students at the charter school shall be responsible for their student's transportation to and from school including any transportation needed for students to participate in school sports or activities.

OCEANS Academy will coordinate with Bettye Davis East Anchorage High School and ASD Transportation services to coordinate bus services within existing bus routes as available.

OCEANS Academy will coordinate with parents and the Municipality of Anchorage to facilitate access to city bus services (People Mover). OCEANS will utilize People Mover for field trips and career opportunities, explicitly teaching students how to safely and efficiently utilize public transportation and facilitating the use of public transportation to access our program.

Appendix A

[Insert Local School Board Approval]

Appendix B

CHARTER SCHOOL CONTRACT

This Charter School Contract (the “Contract”) is entered into and made effective as of the _____ of _____, 20____ (the “Effective Date”), by and between ((CHARTER SCHOOL NAME)), located at ((SCHOOL ADDRESS)) hereafter “Charter School,” and the Anchorage School District, acting through its School Board, located at 5530 E. Northern Lights Blvd., Anchorage, Alaska 99504, hereafter the “District.” Charter School and the District are referred to herein individually as a “Party” or, collectively, as “Parties.”

WHEREAS, Charter School desires to operate within the District in conformance with Alaska Statutes 14.03.250 *et seq.* and all applicable District policies and procedures; and

WHEREAS, the District has reviewed and approved Charter School’s application, subject to any amendments or conditions noted by the District;

WHEREAS, by Board Resolution adopted ((DATE)), the District conditionally granted Charter School’s application contingent upon the negotiation and execution of a contract acceptable to the District and subject to certain other conditions, including approval by the State of Alaska Department of Education and Early Development; and

WHEREAS, the Parties contemplate that this Contract will govern the relationship between the Parties and the operation of the Charter School;

NOW THEREFORE, in consideration of the mutual covenants and agreements contained in this Contract, the Parties agree as follows:

Charter School shall provide an educational program in the District subject to the terms and conditions of this Contract, commencing on the ((DAY OF MONTH)) day of ((MONTH)) for the school year ((SCHOOL YEAR)) . Services will be provided in accordance with the Charter School Calendar identified herein.

Compliance with Regulatory Requirements: Charter School shall comply with all local, state, and federal laws and regulations applicable to public schools in Anchorage, Alaska. Charter School further warrants that it has reviewed and fully understands all requirements imposed by District policy and regulation on the operation of charter schools, and warrants that it shall adhere to all such District policies and regulations, except as otherwise stated in Section 4 herein.

Educational Program: Charter School shall provide an educational program that advances students’ mastery of basic skill areas including mathematics, science, health, reading, language arts, and social studies. Charter School’s educational program shall be appropriate to the age of students included in the program. Charter School shall also provide for instruction in physical education, music, art, and instructional technology.

The educational program shall be designed as described in the Charter School's application.

Achievement Levels: Charter School's educational program shall result in students' attaining the specific levels of achievement described in the Charter School's application.

Administrative Policies and Procedures:

- a. **Admission Policies and Procedures:** Charter School shall operate for ((Number)) years. Eligible students are those who are grade-appropriate for the Charter School. Any eligible student who applies in a timely fashion will be admitted, up to the maximum number of students that can be accommodated by the Charter School's program. If more eligible students apply than can be accommodated, admission to the Charter School's program will be determined by a drawing using the District's Lottery Procedures as of the date of the application. Charter School shall not discriminate in any way against any individual or group of individuals on the basis of any classification protected by state, local, or federal law, or District policy.
- b. **Academic Policies:** Academic policies and goals for the Charter School shall be established by the Academic Policy Committee ("APC"). The APC shall be an elected board. Election procedures shall be as outlined in the school's Bylaws approved by the District. The APC shall meet with the Charter School principal/administrator at least four times each year, to monitor progress in achieving the APC's policies and goals.

The APC shall include ((Number)) persons, including parents of students attending the Charter School, teachers at the Charter School, and other Charter School employees. Students may be included in the APC if the Charter School is for grades 9-12. The APC's founding members shall be as stated in the Charter School's Application.

Members of the APC shall be expected to participate in professional development activities that help them understand their responsibilities, stay abreast of new developments in education and law, and learn new ways to cope effectively with the problems they confront. APC members shall be expected to participate in at least one such professional development activity per year. Funds for such professional development activities shall be provided annually by Charter School.

Neither the APC acting as a whole, nor any of its members, shall have any authority to bind the District in any way.

- c. Charter School has requested and received authorization for the following exemptions from District policies and procedures. Exemptions listed should include specific alternative curriculum the charter school has elected to use and has been approved in replacement of the ASD School Board Approved Curriculum:

((NAME OF SCHOOL)) has been granted the following waivers from District policies and procedures:

(List and number below)

1.

Funding: The District shall allocate funding for the Charter School based on a per-pupil allocation for the students enrolled in the Charter School, computed in a manner consistent with the method in which the District receives revenues from the State of Alaska, less administrative costs retained by the District as determined by applying the indirect cost rate approved by the State of Alaska Department of Education and Early Development. The District may allocate additional revenue beyond the per pupil allocation based on the approved program for the Charter School; but any such increase must be approved by the District's Board. The Charter School shall comply with all local, state, and federal requirements for the receipt and use of public money.

School District Charges: Charter School shall operate under the terms of the approved program budget. The program budget utilizes anticipated District funding based on a per-pupil allocation for the students enrolled in the Charter School. The per-pupil allocation is computed in a manner consistent with the method in which the District receives revenues from the State of Alaska, less administrative costs retained by the District as determined by applying the indirect cost rate approved by the State of Alaska Department of Education and Early Development. Charter School's funding allocation from the District for purposes of creating the program budget was **((BUDGET AMOUNT))**. The approved program budget includes the revenues identified above. In addition, revenues generated for special populations of students, revenues from grants, and special revenue funds beyond the per-pupil allocation may be approved by the District's Board.

Operating revenues actually provided to the Charter School by the District may exceed or be less than the approved program budget since actual revenues shall be determined from actual student enrollments in the Charter School during the year in which the Charter School is operating. The District shall be entitled to adjust the funding to reflect actual student enrollment. Actual student enrollment shall be determined in the same manner that the State of Alaska uses to determine student enrollments and state revenues generated in the District.

Student Fees and Charges: Charter School shall not charge tuition to students who reside within the District. Any fees charged to students by the Charter School, including but not limited to supply and activity fees, shall be retained by the Charter School and included in the Charter School program budget.

Budget and Accounting: The Charter School's funding allocation for its first school year under this Contract, subject to adjustment based on state funding and enrollment, and a statement of costs assignable to the Charter School program budget are attached as part of

the final District-approved Charter School application. The budget will be amended on an annual basis to reflect any changes in Charter School's funding allocation or assigned costs for subsequent school years. On or before the 15th day of November of each year, the Charter School shall provide the District with an annual budget for the following school year for approval.

Charter School acknowledges that adjustments to the Charter School budget may be necessary if the estimated revenues are revised due to actions by the District's Board, the Alaska State Legislature, or the Anchorage Municipal Assembly.

Charter School shall account for receipts and expenditures by using and complying with the District's accounting, audit, and other fiscal procedures. Charter School shall establish, maintain, and retain appropriate financial records in accordance with all applicable federal, state, and local laws, rules and regulations, and will make such records available to the District upon request. Charter School agrees that it shall comply with all local, state, and federal requirements for receipt and use of public money.

Facility: The Charter School shall be operated at the following location:

((CHARTER SCHOOL ADDRESS)) (the "Facility")

The Facility is ((SQUARE FOOTAGE)) square feet in size, containing ((Number)) classrooms, administrative offices, and other facilities described as follows:

((DESCRIPTION OF SPACE))

Charter School warrants that the Facility shall at all times comply with all local, state, and federal health and safety requirements applicable to public schools in the District. Should the Charter School wish to enter into any facility lease or extension thereof, Charter School shall be required to confer with, and obtain prior written approval from, the District's Director of Purchasing.

Procurement: Charter School warrants that it shall comply with all District policies and procedures, and all applicable state, federal, and local laws and regulations, in obtaining leased or rented space. Charter School shall be solely responsible to fund the procurement of all leased or rented space, materials, and supplies. All Charter School personnel shall be recruited and furnished at Charter School's sole expense.

Teachers and Staff: At the time of executing this Contract, the parties anticipate that the following teachers and staff members will, under separate agreements, teach in the Charter School:

((LIST TEACHERS AND STAFF))

At the time of executing this Contract, the Parties anticipate that the following individual(s) will, under separate agreement(s), act as a principal/administrator in the Charter School: ((PRINCIPAL'S NAME, TITLE)).

The Charter School's principal/administrator, teachers, and staff shall have no authority to bind the District in any way. Charter School shall promptly provide the District with written notice of any proposed changes to the Charter School's staff.

Charter School agrees that certificated staff shall be evaluated in an equivalent manner as other teachers and administrators in equivalent positions in the District. Evaluation procedures for certificated staff must be identical to the District's procedures, unless the Charter School's approved application includes a detailed description of the evaluation procedures to be used in the Charter School, in which case the Charter School may use that District-approved procedure. The Performance Standards adopted by the State of Alaska Board of Education and Early Development and the District for teachers and administrators must be included in any alternative evaluation procedures that are proposed for certificated staff. However, to clarify expectations, the Charter School's Academic Policy Committee may develop additional performance indicators that are relevant to the educational program of the Charter School. To the extent required by any applicable collective bargaining agreement, any changes to the evaluation procedures for teachers must be developed in consultation with the teacher's union, giving the union full opportunity to review and collaborate on those changes.

Unless the School District and any association representing an employee agree to an exemption, all provisions of any existing negotiated or collective bargaining agreement applicable to any employee shall remain in effect while the employee provides services at the Charter School. All waiver requests and written responses from the appropriate bargaining units are included in this contract and are attached hereto.

Pupil-Teacher Ratio: The Charter School shall maintain the following pupil-teacher ratio: ((STATE PTR)))

Enrollment: The Charter School shall enroll a minimum of 100 students and a maximum of ((NUMBER)) students at all times. Student enrollment may be adjusted pursuant to the admissions procedures set forth above if there is increased student demand to attend Charter School.

School Calendar: Unless otherwise specified in this Section 14, Charter School shall follow the District's yearly calendar, including dates for mandated testing, holidays and parent-teacher conferences.

((IF SCHOOL'S CALENDAR DIFFERS FROM THE DISTRICT'S CALENDAR, INCLUDE ANY SUCH DIFFERENCES HERE))

Retirement: All employees of the Charter School shall be members of the Teachers' Retirement System or the Public Employees' Retirement System and shall be subject to the requirements of those systems.

Term: This Contract shall be effective upon complete execution and shall be reviewed annually. The Contract has been approved for a period of ((Number)) fiscal years and

will terminate on ((DATE)) (the “Termination Date”). (No Contract may be approved for a term in excess of ten years). Charter School may apply for an extension of this Contract or reapply for a new Contract no later than 180 calendar days prior to the Termination Date. The District may, in its sole discretion, grant or deny any such request for extension or reapplication.

Although this Contract is for the operation of Charter School for a period of ((Number)) years, any financial commitment on the part of the District contained in this Contract is subject to annual appropriation by the District. The Parties agree that the District has no obligation to fund the financial obligations under this Contract other than for the current year of the Term. The Parties further agree that the District has no obligation to provide the services described within this Contract other than for the current year of the Term.

No Third Party Beneficiaries: Nothing in this Contract is intended to confer upon any person, other than the Parties, any rights, remedies, obligations, or liabilities under or by reason of this Contract.

Termination: The District may, in its sole discretion, terminate this Contract for Charter School’s failure to meet educational achievement goals or fiscal management standards, for a default in any provision of this Contract, or for any other cause. The District shall provide at least 30 days’ written notice to Charter School of its intent to terminate this Contract and, if applicable, the reasons for doing so. If Charter School fails to remedy the cause for termination within the time provided in this notice, then this Contract shall automatically terminate at the date stated in the notice. Upon termination, Charter School shall immediately return any unused funds to the District.

Charter School may terminate this Contract for the following school year by giving written notice to the District on or before February 1 of a given school year of its intent to cease operations for the following year.

Risk Management and Maintenance of Insurance: Charter School agrees to adequately protect against liability and risk through an active risk management program. Charter School agrees that it shall coordinate all risk management activities through the District’s Department of Risk Management and Insurance (the “Department”). Charter School shall not compromise, settle, negotiate, or otherwise affect any disposition of any actual or potential demands, claims, lawsuits, fines, judgments, or liabilities without first consulting with the Department and receiving the Department’s prior written approval.

Charter School shall at all times operate in such a manner as to minimize the risk of injury or harm to students, employees, and others. Charter School shall comply with all District policies and procedures and all applicable local, state, and federal laws concerning student welfare, safety and health, including, without limitation, those policies, procedures, and laws addressing the reporting of child abuse, accident prevention, disaster response, and governing the operation of school facilities.

Charter School shall secure, and maintain at all times while this Contract is in force, at Charter School’s sole cost and expense, insurance coverages with financially secure

(minimum Standard & Poor's/AM Best rating of A-) and reputable insurers, authorized to do business in Anchorage, Alaska and satisfactory to the District, of the nature and with minimum limits equal to or in excess of the requirements set forth on Exhibit "A," attached hereto and incorporated herein. The District shall have the right to review these insurance requirements at any time and may, in its sole discretion, require Charter School to obtain additional or greater insurance coverages upon thirty (30) days' written notice. Charter School shall produce insurance certificates evidencing compliance with this Section 19 upon written request.

The satisfaction of any deductibles or self-insured retentions attendant to said coverages shall be the sole responsibility of Charter School. All insurance coverage carried by Charter School, to the extent allowed by law, shall name the District as an "additional insured," so that said insurance, with regard to the types of coverages required hereby, be made to extend to and protect the District to the same extent Charter School is covered. The insurance required hereby shall in no way be construed to limit Charter School's indemnity obligations under Section 21 of this Contract.

Contract Compliance: Charter School shall actively oversee its operations to ensure that the terms of this Contract are met. Charter School shall meet regularly with parents, teachers/staff, and (as appropriate) students to review, evaluate, and improve operations of the Charter School. Charter School shall meet with the Academic Policy Committee at least quarterly to monitor progress in achieving the Committee's policies and goals.

Indemnification: Charter School shall indemnify, defend, and hold harmless the District and its officers, agents, and employees from and against any and all demands, claims, lawsuits, fines, judgments, and liabilities (including, without limitation, actual attorney's fees and expenses) arising out of this Contract or in any manner pertaining Charter School's operations. This expressly includes, but is not limited to, any claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, or any other losses of any kind or nature whatsoever. The obligations of this Section 21 shall survive the termination or other expiration of this Contract.

No Agency, Partnership, or Joint Venture: Nothing in this Contract shall be construed to constitute Charter School as an agent, employee, partner, or joint venturer of the District, nor shall Charter School have any authority to bind the District. In no event may Charter School exceed the authority granted to charter schools under Alaska Statutes 14.03.250 *et seq.*, nor may Charter School transact business as any other type of entity under applicable law.

No Waiver: The District's failure to complain of any act or omission on the part of the Charter School, no matter how long the same may continue, shall not be deemed to be a waiver by the District of any of its rights hereunder. No waiver by the District shall be effective unless in writing by an authorized representative, and no such waiver shall be deemed a waiver of a breach of any other provision of this Contract or a consent to any subsequent breach of the same or any other provision. If any action by Charter School shall require the consent or approval of the District, the District's consent to or approval of such action on any one occasion shall not be deemed a consent to or approval of said

action on any subsequent occasion or a consent to or approval of any other action on the same or any subsequent occasion.

Non-Assignability: Neither this Contract, nor any duties hereunder, may be assigned or subcontracted, in whole or in part, by Charter School without the written consent of a duly authorized representative of the District.

Notices: Any notice to be given hereunder by either Party shall be in writing and personally delivered, emailed, or mailed to the other Party at the address(es) set forth herein:

If to the Anchorage School District:

Anchorage School District

Attn: Superintendent

5530 E. Northern Lights Blvd.

Anchorage, Alaska 99504

If to Charter School:



Miscellaneous: This Contract shall be governed by and construed in accordance with the laws of the State of Alaska. Any action arising out of this Contract shall be brought before a court of competent jurisdiction in Anchorage, Alaska.

The terms and conditions of this Contract shall not be amended, altered, waived, modified, or changed except by a written instrument, duly executed by authorized representatives of each Party.

If any term, covenant, or condition of this Contract or application thereof to any person or circumstances shall, to any extent, be invalid or unenforceable, the remainder of this Contract or the application of such term, covenant, or condition to persons and circumstances other than those to which it has been held invalid or unenforceable, shall not be affected thereby, and each term, covenant, and condition of this Contract shall be valid and shall be enforced to the fullest extent permitted by law.

This Contract may be executed in counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same document.

Entire Agreement: In addition to the mutual covenants and agreements set forth herein, the Parties agree to be bound by the terms of the final approved Charter School Application attached hereto as Exhibit B, the terms of which are incorporated herein by reference. In the event of any conflict between this Contract and the Charter School Application, this Contract shall prevail.

This Contract (which includes all recitals, exhibits, and documents incorporated by reference) constitutes the entire agreement of the Parties pertaining to its subject matter, and supersedes and replaces in its entirety all prior and contemporaneous negotiations,

understandings, and agreements. No covenant or condition not expressed in this Contract shall affect or be effective to interpret, change, or restrict this Contract. This Contract may only be amended or modified in writing, duly signed by the District's School Board President and the Charter School's authorized representative.

Dated _____

School Board President
Anchorage School District

Dated _____

((Authorized Agent))
((Charter School))

(Revised 9/10/18)

Appendix C

DRAFT
OCEANS Academy
Bylaws
Proposed to the Academic Review Committee

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ARTICLE I

Name, Purpose, Office, Statute and Code, Fiscal Year, and Governance

SECTION 1. Name. The name of the Organization shall be *OCEANS Academy* and shall hereinafter be referred to as “the school”.

SECTION 2. Purpose. The purposes for which the school is organized are determined by the Academic Policy Committee (hereinafter APC) and described within these bylaws.

SECTION 3. Office. The principal office shall be at the facility of the school located within the municipality of Anchorage.

SECTION 4. Statute and Code. The school shall operate solely as an Anchorage School District (hereinafter Anchorage School District) charter school under AS 14.03.250 *et seq.*, in accordance with all applicable local, state and federal laws, and shall not conduct business as any other type of legal entity.

SECTION 5. Fiscal Year. The fiscal year of the school shall coincide with the fiscal year of the Anchorage School District (July 1 through June 30).

SECTION 6. Governance. The School shall be governed by the APC.

ARTICLE II

Academic Policy Committee

SECTION 1. General Powers.

The affairs of the school shall be managed by the APC. The APC shall be a single body. In addition to governing and supervising all aspects of the school, the APC shall fulfill the duties prescribed in AS. 14.03.250 *et seq.*, (Establishment of Charter Schools) and as set forth in these bylaws and shall perform the following functions, including, but not limited to:

- a. Ensure the fulfillment of the mission of the School as stated in the school’s Anchorage School District Charter School Contract;

- b. Uphold the mission statement as stated in the OCEANS Academy Anchorage School District Charter, and approved by the State of Alaska in 2019. It shall oversee accountability in academics, legal/risk management, finances, operations/maintenance, capital budgeting issues of the School and as otherwise permitted or required by above-mentioned contract or by law. The mission statement of the school is "OCEANS Academy empowers students to be involved learners, critical thinkers and engaged citizens who are inspired by the natural world."
- c. Promote professional conduct in accordance with Anchorage School District policies and/or the school principal contracts.
- d. Select the principal of the school. That person must have a current Alaska Type B certified administrator, and must be eligible for employment with the Anchorage School District.
- e. Delegate to the Principal those tasks deemed appropriate by the APC and render to the Principal opinions regarding the hiring, evaluation, and/or termination or non-retention of teachers, staff, and other personnel to the extent permitted by law;
- f. Review all contracts that require approval of the APC or signature of an APC officer.
- g. Review, upon request, any parent, teacher, or staff, concerns if not satisfactorily resolved first through the teachers and principal.
- h. Review and rule on questions, issues, or policies that occasionally arise, including but not limited to school concerns not resolved first through the teachers and principal, to the extent permitted by law.
- i. No member of the APC shall act on their own in the name of the APC unless so authorized by these bylaws or by resolution of the APC;
- j. Establish and maintain policies for the strategic governance and efficient operation of the school. The APC is the only body authorized to establish school policies. These policies may not be less restrictive than Anchorage School District, state, or federal mandates. The principal or her/his designee shall create school procedures as applicable to execute the policies established by the APC.

SECTION 2. Members of the Academic Policy Committee. The APC shall be composed of the APC Officers and APC Members. Both shall make up the Academic Policy Committee. According to AS Sec. 14.03.250(b), the APC shall consist of parents/guardians of students currently attending the school, teachers, school employees, and community members.

- a. The APC will consist of no fewer than seven members and no more than 18 elected members. It shall maintain one current school faculty (Seat A) who is elected to a two year term by majority vote of the current school faculty. A minimum of three parent/guardian positions (Seats C, D, E) are filled by parents/guardians of current students attending the school. A minimum of two seats

are filled by non-parent, non-faculty, community members (Seats F, G, H). One seat (Seat B) is reserved (yet optional to fill) for a non-certificated staff representative. Additional seats (Seats I-O) may only be filled with parent/guardians of current school students or other community members. The APC can add members by vote for special services and will hold the power to set the term limits. Attendance at APC meetings is mandatory. APC members receive no compensation for their work on the board.

- b. No member of the APC shall be the spouse or immediate family member of a current employee of the school.
- c. Parent/guardian seats and/or community member seats of the APC will have full voting rights.
- d. School employee members of the APC will have limited voting rights. School employee members shall not vote on:
 - i. The principal contract and evaluation;
 - ii. Other items where there is a perceived conflict of interest.
- e. The principal is the administrator of the school and serves as a member of the governance leadership team and shall not have voting rights.
- f. The APC may invite others to serve on the APC as non-voting guests of the committee from time to time.

APC Members:

Seat A: Faculty

Seat B: Faculty/Staff (optional)

Seat C: Parent/Guardian

Seat D: Parent/Guardian

Seat E: Parent/Guardian

Seat F: Community Seat (non-Faculty and non-Parent/Guardian)

Seat G: Community Seat (non-Faculty and non-Parent/Guardian)

Seat H: Community Seat (non-Faculty and non-Parent/Guardian)

Seat I-O: Parent/guardian OR community member (optional)

Seat P: Beth Busk- Founder

Seat Q: Adam Mokolke- Founder

Seat R: Melissa Pearl- Founder

Seat S: Michael Dickerson- Founder

Seat T- Simon Rose- Founder

Seats P, Q, and R will be held for the original six founders with initial terms of two years. Founders of the the school are always eligible to fill a founder seat for a one year term. This term may be renewed indefinitely.

SECTION 3. Individual Member's Authority. A member of the APC is a public officer, but has no power or authority individually. The charter vests power in the APC, and not in the members, either individually or otherwise and these powers must be exercised by the APC at a public meeting in regular or special called meetings, with action duly recorded in its minutes.

Power of the Governing Board

The APC's powers and authority are set forth in AS 14.03.255 which includes all applicable laws and regulations. Complete and final control of all matters pertaining to the School's educational system shall be vested in the APC. The APC of OCEANS Academy shall include the following powers and duties:

1. Those powers as set forth in the OCEANS Academy's Charter that are not inconsistent with federal or state laws and constitutions.
2. Employ the principal of OCEANS Academy, establish evaluation criteria for the principal, and perform annual evaluations of the principal's performance.
3. Delegate administrative and supervisory functions of the principal when appropriate.
4. Approval of the annual budget of anticipated income and expenditures, and direct the preparation of the annual financial audit report required by the local school board.

APC non-staff members (parents or community members) cannot assist or work for the school in any capacity that performs any administrative functions in which they are paid, with the exception of substitute staff.

SECTION 4. Voting Members. All elected APC members are eligible to vote on all issues before the APC; however, employee representatives may not vote on matters of personnel, staffing, or principal contracts or evaluation. Members must recuse themselves if there is a real or perceived conflict of interest.

SECTION 5. Terms. These terms have been defined by the APC in the School Charter. The length of the term shall be two (2) years beginning at the February regular meeting and ending the day before the February regular meeting of the term expiration year. Seats shall be staggered so that half of the seats expire each year.

<u>Seat Name</u>	<u>Term (years)</u>
Seat A (faculty)	2 years
Seat B (faculty or staff - optional)	2 years
Seat C (parent/guardian)	2 years
Seat D (parent/guardian)	2 years
Seat E (parent/guardian)	2 years
Seat F (non-faculty, non-parent/guardian)	2 years
Seat G (non-faculty, non-parent/guardian)	2 years
Seat H (non-faculty, non-parent/guardian)	2 years
Seat I-O (parent OR community member - optional)	2 years
Seat P, Q, R (founders)	2 years

The APC will meet monthly and no less than quarterly. Meetings will include the monitoring of academic policies and achievement, managing the management, and evaluating progress toward the school's objectives.

SECTION 6. Term Limitations. There shall be no limits on the number of terms that any voting member of the APC may serve.

SECTION 7. Vacancies. Any parent/guardian or community member vacancy occurring on the APC may be filled by majority vote of the remaining parent/guardian or community members of the APC, not merely a majority of a quorum, and shall be appointed until the next election.

Any staff member vacancy occurring on the APC shall be referred to the principal to conduct a staff replacement election, and shall be elected for the unexpired term of his or her predecessor in office. No vacancy shall continue for longer than two months or until the next regularly scheduled election for that position, whichever occurs first.

SECTION 8. Compensation. Members of the APC shall not receive salaries or monies or other in-kind compensation for their services on the board.

SECTION 9. Resignation. Any APC member may resign at any time by giving written notice to the Chair or Secretary of the APC. Such resignation shall take effect at the time specified therein or as otherwise negotiated by the APC and, unless otherwise stated, the acceptance of such resignation shall not be necessary to make it effective.

SECTION 10. Removal or Refusal of Board Members. APC members are expected to attend all regular APC meetings. A request for an excused absence from a meeting must be communicated to the APC chair and secretary as soon as it is known.

Any member of the APC can be removed by a majority vote of the entire APC (not majority of a quorum) or when a board member is in violation of any part of these bylaws where it is stated that an infraction is subject to removal.

An APC member may be removed from the APC for any of the following:

1. Poor attendance that impedes successful execution of the board's mission;
2. A significant undisclosed conflict of interest;
3. Derogatory, slanderous, and/or unprofessional behavior;
4. Being arrested for any crime while serving as an APC member;
5. Unauthorized informal actions as defined in Article II, section 11, "Conflict of Interest";
6. Violating the Code of Ethics

SECTION 11. Conflict of Interest.

- a. An APC member (voting or non-voting) shall disclose to the chair and secretary all real and perceived conflicts of interest. APC members with a conflict of interest may not act in matters in which they have a substantial and material interest. A majority vote of the APC will determine if the conflict warrants recusal.
- b. **Conflict of Interest Defined.** An APC member shall be considered to have a conflict of interest if he or she or a member of his or her immediate family:
 - i. has an economic interest in a transaction which is the subject of proposed action by the school and the economic interest is adverse, competitive, potentially adverse, or potentially competitive to the interest of the school;

- ii. Is a member of or holds a significant interest in another entity that is the subject of the proposed action by the school;
- iii. Is an officer or manager of another entity that is the subject of the proposed action by the school; or,
- iv. Is part to or a potential party to threatened or pending litigation or administrative proceedings in which the position is adverse to that of the school.

However, a member does not have a conflict of interests where the interest of the member of his or her immediate family is no different than that of the APC.

Any staff member on the APC or spouse of a staff member should not vote on budget as it could be seen as a conflict of interest.

c. Determination of Substantial and Material Conflict of Interest.

When an APC member has a potential conflict of interest on a matter, the member shall notify the APC board before the board considers the matter. This report shall be recorded in the minutes of the meeting of the APC.

Ultimate authority for determining the existence of a conflict lies within the powers of the APC to determine by majority vote. An APC member with a possible conflict of interest may answer questions posed to him/her by the other members of the APC, but shall leave the meeting while the disinterested members discuss and vote on the issue.

The board may void an action of the APC when the action included participation of a member with a conflict of interest, upon a showing that (i) the vote of the disinterested members present at the meeting and voting would have been insufficient to take the challenged action without the inclusion of the vote of the member who had the conflict, and (ii) the action taken was unfair to the school.

ARTICLE III

Officers of the Academic Policy Committee

SECTION 1. Officers. The officers of the APC shall be Chair, Vice Chair, and Secretary each of whom must be a voting member of the APC in good standing.

SECTION 2. Election and Term of Office. The term of all officers and committee chairs of the APC shall be one (1) year. The officers shall be elected from among the members of the APC by a simple majority of members present at the first regular meeting following the election of the APC or as soon thereafter as conveniently may be held.

SECTION 3. Removal. Any officer elected or appointed by the APC may be removed from office (but not from the APC) by a simple majority vote of the full APC whenever in its judgment the best interests of the School would be served thereby.

SECTION 4. Vacancies. A vacancy in any office may be filled by a simple majority vote of present APC members for the unexpired portion of the term. It shall be filled from existing voting APC members who meet the requirements for the role.

SECTION 5. Chair. The Chair shall be the presiding officer at all meetings of the APC. It is preferred that the chair has been involved with OCEANS Academy either through the school, attending APC meetings, or other events, for one (1) year prior to being nominated. The chair shall have such authority and perform such duties as shall be directed by the APC from time to time.

1. Compiles the topics for business to be placed on the agenda. Any member of the APC may offer items to be heard or discussed at any meeting of the Board;
2. With the Principal, sets the agenda;
3. The Chair shall not be a permanent employee but rather any other member of the APC;
4. Runs meetings in accordance with the most recent edition of Robert's Rules of Order, Newly Revised
5. Appoint, with the consent of the APC, all committee chairs and require them to give reports of their actions to the APC;
6. Set the time and place of all special meetings of the APC
7. Have authority and perform duties as directed by the APC from time to time
8. Speaks on behalf of the APC subcommittees;
9. Liaison to Anchorage School District board chair;
10. Has the right, as other members of the APC, to make and second motions, to discuss questions, and to vote;
11. May not act for or on behalf of the APC without prior specific authority from a simple majority of the APC to do so;
12. All communications addressed to the Chair shall be considered by him/her for appropriate action, which consideration may include consulting with legal counsel, and consideration by the APC;
13. Shall sign legal documents as required by law;
14. Ensure that APC members uphold their commitments and responsibilities to the school;

SECTION 6. Vice Chair. The Vice Chair shall:

1. Be a voting member of the APC;
2. Have been involved with the school either through the school, attending APC meetings, or other events, for one (1) year prior to being nominated;
3. Perform the duties of Chair in the absence of the Chair, or designate another APC member to do so.

SECTION 7. Secretary. The Secretary shall:

1. Keep the minutes of the meetings of the APC in electronic files;
2. Ensure all notices and agendas are duly given and posted in accordance with the provisions of these bylaws or as required by the Open Meetings Act;
3. Keep an updated list of the mailing address, e-mail address, and telephone numbers of each member of the APC;
4. Establish and manage a "records management system" for all APC records;

5. Serve as the official archivist for all APC correspondence, nominations, and other related documents;
6. Maintain the master APC annual calendar;
7. Perform such duties as from time to time may be assigned by the APC

ARTICLE IV

Election of Members to the Academic Policy Committee

SECTION 1. Elections Committee. APC shall govern and oversee the election of open seats. The Principal may administer the election process as designated by the APC. The election process should include the following, prior to January 30th:

- a. Solicit, review, and accept nominations from candidates for open seats.
- b. In its discretion, the APC may nominate individuals at the February APC meeting who have not submitted an application as candidates for open seats.
- c. Publicly recognize candidates, who may submit, in writing or in person, statements of candidacy (maximum of three minutes) to the parents, students, or school personnel at the February APC meeting.
- d. Promote open and transparent elections, and ensure that candidates campaign in such a way that it does not interfere with educational activities, or negatively affect safety or traffic flow. Ensure that no active campaigning of any sort occurs with the school on election day.
- e. Prepare a secret ballot listing the candidates.
- f. Distribute and collect the secret ballots and otherwise oversee the election so that it is conducted in a fair manner.
- g. In the event that all candidates receive an equal amount of votes, then a single coin toss will be used to determine the winners until all seats are filled.
- h. In the event of a 2 or 3 way tie, a runoff election between those who tied shall take place within one calendar week of the original election.
- i. Advise the candidates and the APC of the election results.
- j. Prepare a report stating the results of the election, which report shall be kept at the principal office of the School and be made available for review by interested parents, teachers, or staff members of the School.
- k. The APC Chair shall be the initial point of inquiry or appeal for parents or candidates having concerns or questions about election procedures, policies, or other related activities.

SECTION 2. Faculty/Staff Representative Elections. In January of each year the faculty will elect by secret ballot one (1) representative to a one (1) year term on the APC. Likewise, in January of every other year the staff (non-certificated) may elect by secret ballot one (1) representative to a two (2) year term on the APC. In the event there is only a single candidate in either election, barring any objection, approval may be made by voice vote. The aforementioned Elections Committee does not have jurisdiction in staff elections.

- a. Only certificated employees and regular classified employees may vote for their respective representatives in those elections. The Principal does not vote in either election.

SECTION 3. Eligibility to Vote for Parent/Guardian and Community Member Positions. Only parents or legal guardians of students enrolled in the School on the day of the election, the Principal, teachers, teachers' aides, School staff employed by the Anchorage School District, each with a current contract for the School which is effective on the date of the election, not to exceed one vote per household per open position, and any voting APC member are eligible to vote in elections. Regardless of the number of children enrolled at the school, each parent/guardian is allowed to cast one (1) ballot. Only the first two (2) parents/guardians listed in the Anchorage School District record system will be considered eligible to vote.

SECTION 4. Casting of Votes for Elections of APC Members.

Voting may occur in two (2) ways:

- a. By secret ballots cast on the form prescribed by the nominating committee by the designated date and time, or
- b. By absentee ballot completed in accordance with APC-established policies and procedures.

ARTICLE V

Meetings of the Academic Policy Committee

SECTION 1. Conduct of meetings. The guidelines contained in *Robert's Rules of Order, Newly Revised* shall govern the conduct of meetings of the organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws. The Chair may apply Robert's Rules informally in order to facilitate discussion amongst the members.

SECTION 2. Annual and Regular Meetings. The APC will conduct meetings in accordance with the Open Meetings Act, A.S. 44.62.310 et seq., Anchorage Municipal Code, and Anchorage School Board Policy. All meetings shall be conducted and all notices and agendas posted in accordance with these regulations. If any portion of these Bylaws is more specific than these regulations, then that portion of these Bylaws shall control these regulations, unless prohibited by law.

The annual meeting of the APC shall be held in February of each year for the transaction of such other business as may come before the meeting. The APC shall, for at least the first year, hold regular monthly meetings. The annual and regular meeting can coincide. Regular meetings are held the second Wednesday of each month (except June and July) from 5:30 PM to 7:30 PM.

SECTION 3. Special Meetings. Special meetings of the APC may be called by the Chair, Principal, or any three members of the APC.

SECTION 4. Place of Meetings. The APC may designate any place within the Municipality of Anchorage as the place of meeting for any annual meeting, regular meeting, or special meeting. If no designation is made, the place of meeting shall be at the school. The APC may designate locations outside the boundary of the Municipality of Anchorage. The location must be approved by 60% of the APC and posted a minimum of one calendar week prior to the meeting.

SECTION 5. Notice of Meetings. Notice of annual, regular, or special meetings stating the place, day, and hour of any meeting shall be delivered, either personally, telephonically, or electronically to each member of the APC not less than one (1) day before the date set for such meeting. In addition, at least twenty-four (24) hours prior to each meeting, notice of and the agenda for each meeting shall be posted at the School. New issues not posted on the agenda may nonetheless be raised, discussed and voted upon at any meeting.

SECTION 6. Quorum. Greater than fifty percent (50%) of the voting members of the APC constitutes a quorum. Electronic participation is permitted.

SECTION 7. Manner of Acting. The act of a majority of the members of the APC at a meeting at which a quorum is present either in person or electronically shall be the act of the APC, unless the act of a greater number is required by law or by these Bylaws, and/or by *Robert's Rules of Order, Newly Revised*.

SECTION 8. Standards of Conduct for APC Members. All APC Members shall sign and abide by the "Code of Ethics" for OCEANS Academy Academic Policy Committee members. This document shall be created, modified, and approved by a majority of the APC.

SECTION 9. Executive Sessions. All regular and special meetings of the APC shall be open to the public, except that, upon a vote of a majority of the members present, an executive session may be held to discuss matters including but not limited to:

- a. Attorney-client matters
- b. Contract proposals or negotiations
- c. Sensitive personnel matters
- d. Student discipline matters

The APC reserves the right to enter into executive session as provided for in State Law on any agenda item. Executive sessions may be entered into for the following subject as permitted by law:

- a. Matter the immediate knowledge of which would clearly have an adverse effect upon the finances of the District;
- b. Subjects that tend to prejudice the reputation and character of any person, provided that the person may request a public discussion;
- c. Matters which by law, municipal charter, or ordinance are required to be confidential; and,
- d. Matters involving consideration of government records that by law are not subject to public disclosure.

The motion requesting the executive session shall state the nature of the matter to be discussed. Only those persons invited by the APC or permitted by law may be present during the executive session. Unless invited or permitted by law, no teacher/teacher's aide APC member shall be entitled to attend any executive session in which personnel issues specific to a particular employee are discussed, and no teacher/teacher's aide APC member shall be entitled to vote on any such issue in public session. The APC shall not make final policy decisions, nor shall any resolution, rule, regulation, or formal action or any action approving a contract or any other final action, be approved at any session which is closed to the general public. Matters discussed during the executive sessions shall remain confidential among those attending. The Secretary of the APC shall maintain topical minutes of all executive sessions.

SECTION 10. Public Participation. Because the APC has a responsibility to conduct District business in an orderly and efficient way, the following procedures shall regulate public presentations to the APC.

- a. The APC shall give members of the public an opportunity to address the APC either before or during the APC's consideration of each agenda item.
- b. Time so designated on the agenda, members of the public also may bring before the APC matters that are not listed on the agenda of a regular meeting. The APC may refer to such a matter to the principal or designee or take it under advisement. The matter may be placed on the agenda of a subsequent meeting for action or discussion by the APC.
- c. A person wishing to be heard by the APC show first be recognized by the chair. He/she shall then identify himself/herself and proceed to comment as briefly as the subject permits.
- d. Speakers will be allowed 3 minutes to address the APC. The APC shall limit the total time for each agenda item to 10 minutes
- e. With APC consent the chair may modify the time allowed for public presentation or may rule on the appropriateness of a topic. If the topic would be more suitably addressed at a later time, the Chair may indicate the time and place when it should be presented.
- f. No oral presentation shall include charges or complaints against any employee of the APC, including the principal, regardless of whether or not the employee is identified by name or by another reference which tends to identify. Charges or complaints against employees must be submitted to the APC in writing.
- g. No disturbance or willful interruption of any APC meeting shall be permitted. Persistence by an individual or group shall be grounds for the Chair to terminate the privilege of addressing the meeting. The APC may remove disruptive individuals and order the room cleared if necessary.

ARTICLE VI

Principal

SECTION 1. Selection/Removal. The Principal shall be selected by the APC in conjunction with Anchorage School District personnel policies. Removal of the Principal will require a majority vote of the full APC (excluding employee members) when in its judgment the best interests of the school would be served thereby and should follow the terms described in the principal's employment contract.

SECTION 2. Duties and Responsibilities. The APC shall concern itself primarily with broad questions of policy, oversight and with the appraisal of results rather than with administrative detail. The principal shall have those day-to-day management and other duties as assigned and delegated by the APC, or as required by law. With the advice of the APC, the principal shall select, appoint, or otherwise supervise employees of the school. The principal shall see that all policies, orders, and resolutions of the APC are carried into effect. The principal shall:

- a. Serve as the school's chief executive and administrative officer
- b. Maintain financial records of the school and present monthly written financial reports to the APC
- c. Manage the day-to-day operation of the school and execute the requirements of his/her own employment contract
- d. Responsible for the school's financial management

- e. Presents written reports to the APC in advance of all regular meetings
- f. Ex officio member of APC and all committees and subcommittees
- g. Primary liaison to Anchorage School District
- h. Meet regularly with stakeholders (parents/guardians/staff/students) of the school to review, evaluate, and improve operations of the school
- i. Submit appropriate information as required by Anchorage School District, Department of Education, or other federal and state agencies
- j. Submit for approval or disapproval to the APC all significant policy, professional development and financial decisions that may have a substantial impact upon the school
- k. Perform other duties as assigned by the APC or outlined in the job description
- l. Keep the APC informed of all matters within its purview so that the APC can fulfill the above described functions of a governing body
- m. Attend all APC meetings to monitor progress in achieving the school's policies and goals.
- n. Ensure that the school has a strategic plan with goals in place to guide their work.
- o. Oversee all teachers and staff of the school, except in cases where there is a conflict of interest between the principal and a staff member. In such cases, the APC will establish a reporting chain to eliminate the conflict.
- p. The Principal shall form a hiring committee for open school positions that may include at least one (1) APC member and one (1) teacher/staff. Principal makes the final decision on hiring

SECTION 3. Evaluation. The APC shall meet with the Principal to discuss the evaluation, including commendations in areas of strength and recommendations for improving effectiveness. Staff members of the APC may not participate in the Principal Evaluation process. The Principal and APC members shall agree upon and sign an evaluation summary. Additional evaluations may be arranged at any time during the school year at the request of either the APC or the Principal.

ARTICLE VII Committees

SECTION 1. Standing Committees. The APC may have standing committees, with the following subcommittees, as needed:

- Facilities: Safety and Security, Infrastructure, Supply and Support
- Strategic Planning;
- Performance: Evaluation and Analysis, Ethics, and Inquires,
 - Establish evaluation criteria for the principal,
 - Perform annual evaluations of the principal's performance
- Human Relations;
- Budget/Finance;
- Elections;
- Curriculum and Instructional Material

All standing committee meetings are subject to all laws, policies, and procedures of APC meetings.

Voting members of each standing committee shall be the committee chair, committee vice chair, and the three (3) subcommittee chairs. The APC chair and the principal are ex officio members of all APC

committees and subcommittees.

SECTION 2. Committee Chairs and Vice Chairs. Committee chairs and vice-chairs will jointly select committee members from volunteers who are parents/guardians of children attending the school, community members at large, and staff members. Standing committee membership shall be approved by a vote of the APC board annually.

SECTION 3. Committee Chair Responsibilities. Committee chairs are responsible for:

- a. Designating a committee secretary/scribe for the purpose of maintaining records, writing minutes, and addressing correspondence
- b. Providing committee updates to the APC at least once per month during the school year
- c. Soliciting volunteers to serve the remaining term of a vacated committee position

SECTION 4. Other Special and Ad Hoc Committees. The APC may, by a motion adopted by a majority of the APC, designate and appoint one or more special or ad hoc committees to perform special tasks assigned by the APC. The Ad Hoc Committee should have clear directions and date for completion when it will be dissolved.

The APC shall appoint a committee chair and receive monthly updates from the committee chair. Special/ad hoc committee chairs have the same duties and responsibilities listed elsewhere in these bylaws for standing committee chairs.

SECTION 5. Scope and Responsibility of Committee Work. Each committee shall be clearly instructed that each member is being asked to serve for the period of one (1) year, the service the APC wishes each committee to render, the extent and limitations of the committee's responsibility, the resources the APC will provide, and the approximate dates on which the APC wishes to receive reports. Recommendations of special advisory committees shall be based on research and fact and shall be advisory to the APC.

SECTION 6. APC Powers and Prerogatives. All recommendations of a committee must be submitted to the APC for official action. The APC shall have the power to dissolve any special or ad hoc committee at any time during the life of the committee.

SECTION 7. Committee Meetings. Special committees to the APC shall comply with the requirements concerning public meetings as described elsewhere in these bylaws.

ARTICLE VIII

Contracts, Bank Accounts, Checks, Withdrawals, and Accounting

SECTION 1. Contracts. The APC has the authority to enter into contract, execute and deliver instruments, and otherwise legally bind the school. With a majority vote, the APC may delegate this authority, either in specific instances or in general, to the principal or his/her designee, or to any other officer of the APC.

The APC shall accept or reject any charitable gift, grant, device or bequest not otherwise contrary to law

or the terms of the charter.

SECTION 2. Bank Accounts, Checks, Withdrawals, etc. Withdrawals or transfers from any and all Anchorage School District-monitored school funds, bank accounts, budget transfers, and any expenditures over two thousand five hundred dollars (\$2500) shall be approved by APC, with APC approval obtained for expenses and budget changes over \$5000. Any expenditures or changes in the budget less than \$2,500 require only the approval of the principal.

SECTION 3. Accounting. The principal or his/her designee shall present a written financial report to the APC three days prior to each regular APC meeting. The APC may also request a ledger itemizing all income, expenses, and budget transfers since the previous regular APC meeting, and, as needed, copies of all accompanying bank account statements. The APC may at any time cause a full or partial independent audit of all school monies to occur.

The APC can, but is not required to, do an annual audit. Charter Schools are included in the district wide audit that is mandated for each school board to engage in each year as per school board policy.

The APC shall approve the contract for provision of financial management, food services, transportation and education related services or other services for their school.

ARTICLE IX Code of Ethics

SECTION 1. OCEANS Academy Academic Policy Committee Members.

The school's Academic Policy Committee endorses the following code of ethics for all APC members:

As a member of the OCEANS Academy Academic Policy Committee, I will strive to improve our charter school education, and to that end I will:

1. attend all regularly scheduled board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;
2. recognize that I should endeavor to make policy decisions only after full discussion at publicly held board meetings;
3. render all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;
4. encourage the free expression of opinion by all board members, and seek systematic communications between the board and students, staff, and all elements of the community;
5. work with other board members to establish effective board policies and to delegate authority for the administration of the school to the principal;
6. communicate to other board members and the principal the expression of public reaction to board policies and school programs;
7. inform myself about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by my state and national school

boards association;

8. support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of the school principal;
9. avoid being placed in a position of conflict of interest;
10. take no private action that will compromise the board or administration, and respect the confidentiality of information that is privileged under applicable law;
11. and always remember that my first and greatest concern must be the educational welfare of the students attending OCEANS Academy.

Violation of this Code may result in removal from the APC by a simple majority vote of the entire APC (not majority of a quorum at a meeting and/or legal action to the fullest extent of the law).

ARTICLE X

Conflict Resolution

Communication is paramount within the school community. Most complaints can be resolved by informal discussions between the complainant and the employee or the employee's principal/supervisor. The formal complaint process is reserved for complaints which are not resolved after the informal process has been attempted.

SECTION 1. Informal Complaint Resolution. Complaints should be first directed to the staff member involved in order to work through the problem to get it resolved. If talking with the staff member directly does not resolve the complaint, document (write) the complaint and attach any other related documentation. Send the written complaint to the principal. The principal will get back to you within three days to schedule a conference to assist you in resolving the difficulty. The principal will decide upon a course of action that is in the best interest of the school.

SECTION 2. Formal Complaint Resolution. If communication with the principal does not satisfactorily resolve the issue, contact an APC member (names are found on the website and listed at school). Send the written complaint and any related paperwork. If the APC member feels further review is warranted, he/she may offer to accompany you to a meeting with the principal to resolve the issue.

If a meeting between the APC member, complainant, and the principal does not result in a satisfactory resolution, a subcommittee (three APC members) will be appointed by the Chair to conduct a hearing and make a ruling. The ruling of the subcommittee shall be final and binding unless appealed to the District.

The process to appeal to the District is excerpted below from SBP 333.97:

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

1. a clear, concise statement of the complaint or dispute;
2. a statement of the steps by which the Charter School's complaint resolution process has been

- followed, or the reasons that process could not be followed; and
3. a proposed remedy or resolution.

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

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

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

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

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

(These procedures will not apply to matters of discipline of specific students or personnel matters relating to specific employees other than the Principal of the charter school. Also excluded from this policy are allegations of criminal activity or of acts or conditions tending to create immediate risk of serious harm to the health and safety of others. In these cases, a report should be immediately made to the Superintendent or designee, or to the appropriate state or municipal enforcement agency. See SBP 333.97.)

ARTICLE XI

Indemnification

SECTION 1. Duty to Indemnify. Subject to the sections below, the school shall defend, indemnify and hold harmless any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative (other than an action by or in the right of the school) by reason of or arising from the fact that the person is or was an APC member against costs and expenses (including attorney's fees) of the suit, action, or proceeding, judgments, fines, and settlements actually and reasonably incurred in connection with the action, suit or proceeding if the person acted in good faith and in a manner the person reasonably believed to be in or not opposed to the best interests of the school and, with respect to a criminal action or

proceeding, did not know and had no reasonable cause to believe the conduct was unlawful.

The termination of any action, suit or proceeding shall not of itself create a presumption that the person did not act in good faith and in a manner which the person reasonably believed to be in or not opposed to the best interests of the school and, with respect to a criminal action or proceeding, a presumption that the person did not know and had no reasonable cause to believe that the conduct was unlawful.

SECTION 2. Denial of Right to Indemnification. Subject to the provisions of Sections 5 and 6 below, or unless otherwise ordered by a court, indemnification and defense under Section 1 of this article may only be made by the organization upon a determination by the board that defense and indemnification of the APC member is proper under the circumstances because the person has met the standard of conduct set forth in Section 1 of this Article, provided however, no person may receive defense or indemnification in those matters in which that person was adjudged to be liable for negligence or misconduct in the performance of corporate duties.

In the case of any challenge to the propriety thereof, the person shall be afforded a fair opportunity to be heard as to that determination. Defense and indemnification payment may be made, subject to repayment upon ultimate determination that defense and indemnification is not proper.

SECTION 3. Determination. The determination described in Section 2 shall be made:

- a. by the APC by a majority vote, or
- b. by independent legal counsel, if directed by the APC by a majority vote of disinterested members or in the absence of a quorum.

SECTION 4. Successful Defense. Notwithstanding any other provisions of Sections 1, 2 or 3 of this Article, but subject to the provisions of Section 5 below, if a person is successful on the merits or otherwise in defense of any action, suit or proceeding referred to in Section 1 of this Article, or in defense of any claim, issue or matter therein, the person shall be indemnified against costs and expenses (including attorney's fees) actually and reasonably incurred in connection therewith.

SECTION 5. Condition Precedent to Indemnification. Any person who desires to receive defense and indemnification under this Article shall notify the school within a reasonable time that the person has been named a defendant to an action, suit or proceeding of a type referred to in Section 1 and that the person intends to rely upon the right of indemnification described in this Article. The notice shall be in writing and mailed via registered or certified mail, return receipt requested, to the APC Chair at the main address of the school or, in the event the notice is from the Chair to the APC Secretary. Notice need not be given when the APC is notified by being named a party to the action.

SECTION 6. Insurance. The APC, at its discretion, may purchase appropriate insurance coverage for the risks described in this Article. To the extent that such an insurance policy (or policies) provides coverage where this Article does not, a director seeking indemnity shall have the benefit of that coverage, and the rules set out in this Article shall apply to any deductible or coinsurance requirement, or to any claims in excess of policy limits.

SECTION 7. Former APC Members, Etc. The indemnification provisions of this Article shall be extended to a person who has ceased to be an APC member as defined earlier in the bylaws and shall insure to the benefit of the heirs, personal representatives, executors and administrators of such person.

SECTION 8. Purpose and Exclusivity. The defense and indemnification referred to in the various sections of this Article shall be deemed to be in addition to and not in lieu of any other rights to which those defended and indemnified may be entitled under any statute, rule of law or equity, agreement, vote, of the APC members, or otherwise. The purpose of this Article is to augment, pursuant to AS 10.06.490(f), the provisions of AS 10.20.011(14), and the other provisions of AS 10.06.490.

SECTION 9. Limitation of Liability. No APC member of this organization shall have any personal liability to the school for monetary damages for the breach of fiduciary duty as a Director except as set forth in AS 10.20.151(d) and (e).

ARTICLE XII Amendments to Bylaws

SECTION 1. Amendments. These Bylaws may be altered, amended, or repealed, and new bylaws may be adopted by a two-thirds (2/3) vote of the full APC at any regular meeting, provided that the proposed change in the bylaws has been submitted in writing to all of the members of the APC two (2) weeks in advance and posted publicly in the school's office and on the school's website at least a week prior to the meeting at which the proposed change will come up for a vote.

Proposed changes to the Bylaws may be submitted by any member of the APC, by parents/guardians with students currently enrolled in the School, or by the Principal or staff, each then under contract with the School, for consideration by the APC. No alteration, amendment, or repeal of these Bylaws, or passage of new Bylaws, shall take effect until approved by the Anchorage School District.

SECTION 2. Bylaw Reviews. Every three (3) years, the APC shall appoint an ad hoc committee to conduct a complete review of the bylaws. Bylaw reviews shall occur between October and January every third year, with all recommended changes due to the APC by the end of that January for public notice. The APC shall vote to approve all, some, or none of the proposed changes at the annual meeting.

Once changes are made to the APC Bylaws such changes should be shared with the Regional School Board to be added to the official file. Any substantial changes to the charter contract should be shared with the Regional Board.

KNOW ALL PERSONS BY THESE PRESENTS: That the undersigned Secretary of the Academic Policy Committee of OCEANS Academy does hereby certify that the above and foregoing Bylaws were duly created by the OCEANS Academy APC on the XX day of XX, 2025 .

Secretary

Appendix D

Name	Role
Beth Busk	Founder
Melissa Pearl	Founder
Michael Dickerson	Founder
Adam Mokelke	Founder

Date	Attendees	Meeting Agenda Topics
01/29/2025	Beth, Melissa, Adam, and guest	- Mission, Vision, Values discussion - Charter Development - Location brain storming - Email set up
03/07/2025	Beth, Melissa, Adam, and Michael	- Lottery Preference - Co-location Options - Staff Training - Charter Development
03/21/2025	Beth and Adam	- Charter Development - Letter of Intent - Budget
05/09/2025	Beth, Melissa, Adam	- Charter Development - Letter of Intent - Member Recruitment
06/06/2025	Beth, Melissa, Adam and Michael	- Charter Development - Professional Development - Facility Space and Requirements - Student Learning Objectives
07/13/2025	Beth, Melissa, Adam, and guest	- Charter Development - Funding Options - Community Outreach

07/14/2025	Beth, Adam, and guest	- Community Outreach - Charter Development
07/19/2025	Beth, Melissa, and guests	- Charter Development - Funding Options - Community Outreach
06/26/2025	Beth, Adam, Michael, guests, and Carl Jacobs (ASD School Board Member)	- Transportation - Co-Location - Charter Purpose - Community Outreach - Facility Requirements - School Development Timeline
08/09/2025	Beth, Melissa, and Michael	- Charter Development
08/16/2025	Beth and guest	- Charter development and timeline - Community Outreach
08/23/2025	Beth, Melissa, Adam and Michael	- Charter Development - Bylaw Development - Budget Development
08/30/2025	Beth, Melissa and Adam	- Charter Finalization

Appendix E

Administrative Policies

OCEANS Academy follows the Anchorage School District administrative policies and regulations as they apply to charter schools and the provisions of law and school board policy with the following exceptions:

- OCEANS Academy may alter current district in-service days to enable and accommodate program needs. If applicable, this will be submitted in advance for approval to ASD.
- OCEANS Academy requests the same waiver as ASD for the parent-teacher conference schedule.
- OCEANS Academy employs a full-time principal. Members of the APC may be given waivers of confidentiality to review appropriate principal personnel files for screening applicants prior to interview.
- OCEANS Academy mastery grading policy described in section 3. Summative assessments shall be weighted to reflect 80% of a student's final grade.
- **Intellectual Property**

- OCEANS Academy and the Anchorage School District shall retain the rights to intellectual property developed by staff using school and contract time, professional development, materials, resources and facilities. OCEANS Academy's primary educational philosophy is Project-Based Learning, so significant time and resources shall be committed to professional development, planning, and developing projects. Any longitudinal projects and ongoing research shall remain with OCEANS Academy regardless of changes in staffing during the project.

Appendix F

Instructional Program

Advisory

The schedule at OCEANS Academy includes an advisory period, which is facilitated by a core content teacher. Advisory is intended for academic and behavioral support. Advisors act as informal counselors, mentors, and facilitators, helping students to navigate academic, behavioral, and social-emotional learning.

Technology

OCEANS Academy will use the Common Career Technical Core Standards to guide the incorporation of purposeful use of technology. OCEANS Academy will provide students with access to mobile electronic devices to access e-textbooks, online courses, and other digital learning materials to use during the school day. OCEANS Academy incorporates technology tools to enhance classroom instruction and deliver the most current available educational materials to OCEANS Academy students.

Mathematics

The mathematics curriculum at OCEANS Academy is guided by the State Standards for Mathematics. The essence of these standards is preparing students for college and career readiness.

The math courses offered at OCEANS Academy include Algebra and Geometry, and other advanced courses as needed. Additionally, OCEANS Academy will provide intervention (MTSS) classes for students who need additional support. MTSS math classes at OCEANS Academy align with grade level math courses. Intervention and general education teachers utilize shared calendars in order for the support class to pre-teach and support concepts learned in general education courses. Additionally, each student in an MTSS class is enrolled in an online math intervention, currently ALEKS, a research-based program providing individualized instruction and assessment aligned with Alaska State Standards.

In each of the OCEANS Academy mathematics classes, student learning will be guided by the Standards of Mathematical Practice which give students the tools to become proficient mathematicians. As students increase their ability to think as mathematicians, they are able to apply the mathematics content to other situations both in and out of school. Classes are structured based on the student's needs and all students will have the opportunity to meet their grade level standards. The primary goal at OCEANS Academy is to have students reach their mathematical potential under the guidance and support of their teachers. As students increase their mathematical understanding they will have ample opportunities for further practice in the interdisciplinary projects. OCEANS Academy will primarily use the current ASD adopted resources for all courses listed above.

Science

Science is foundational to the OCEANS Academy program, and shall be active, hands-on, experiential and project-based. The curriculum follows Alaska State Science Standards and the Next Generation Science Standards. Over the course of four years, students are immersed deeply into Life, Physical, Earth and Chemistry subject areas. OCEANS Academy science is one of depth rather than breadth; the mastery of priority standards will be emphasized. As students conduct local research and investigations, they will follow and develop research protocols and procedures to enable proper reporting.

Students will conduct real-world investigations throughout all four years of science instruction at OCEANS Academy. Engineering, design and protocols are pivotal in developing cross-curricular activities. Examples include using probeware in scientific investigations, using computers to collect and record data, using e-textbooks, and incorporating Google science journals on personal electronic devices. To better prepare students for the workforce, students will be exposed to STEM career opportunities relevant to their current course of study.

Social Studies

OCEANS Academy Social Studies 9-12 will follow ASD-adopted Alaska State Content and Performance Standards, as well as Alaska State Standards for Literacy in History/Social Studies. Each grade will be taught with a year-long focus. Enduring understandings for each focus will be applied on a personal, local, state, national, international, and historical level. This grade-level focus will extend beyond the social studies classroom and influence interdisciplinary projects where students research community issues and challenges. OCEANS Academy will emphasize analysis of primary sources, quality research techniques, and purposeful use of technology in addition to projects that require them to apply their understanding in active citizenship. Social Studies will collaborate with other core subjects in order to support the bigger concept connections across disciplines.

Language Arts

Language Arts curriculum and instruction is aligned with the Alaska English/ Language Arts Standards. OCEANS Academy offers Language Arts 9, 10, 11, and 12 as well as targeted reading intervention following the Multi-Tiered Systems of Support model.

Reading

As reading is fundamental and foundational to learning, all teachers at OCEANS Academy are teachers of reading, and in all subjects teachers will incorporate explicit instruction of academic vocabulary, as well as reading skills and strategies. Reading material will be chosen from a variety of sources, including, but not limited to selections from current event articles, core subject textbooks, ASD adopted materials and textbooks, as well as standard canon selections as deemed appropriate to student interest, learning goals, and reading level. Reading levels are

determined by multiple data points currently including MAP reading scores, PEAKS State test scores, and Lexile levels. Teachers use the criteria outlined by the state standards for determining reading levels and appropriateness of various texts. Teachers are collaboratively developing a curriculum map showing how each of the state standards Literature Reading Standards is addressed while aligning themes, projects and resources across content areas. Professional collaboration for the implementation of reading strategies will be employed to address state standards Informational Reading Standards.

Writing

Writing is practiced across all disciplines, with an emphasis on research, arts, and note-taking. Primary instruction and final mastery assessment is the responsibility of Language Arts teachers. Students are assessed within the standards-based mastery grading format described in “assessment,” utilizing 6-point rubrics aligned with Alaska English/ Language Arts Standards in writing.

Speaking & Listening

Because OCEANS Academy seeks to enable students to be advocates for themselves, their communities, and the environment, speaking opportunities will be frequent and informal with a minimum of two formal assessments a year and will be assessed in all classes, including electives, using a collaboratively developed rubric.

Intervention

Academic intervention will follow the Multi-Tiered Systems of Support (MTSS) model. OCEANS Academy will utilize a universal screener for progress monitoring: Currently NWEA’s Measure of Academic Progress (MAP). Intervention and support decisions are based on multiple data sources including universal screeners, State assessment, program assessment, and teacher and parent/guardian observations. Placement is fluid, based on frequent student performance reviews.

Elective Courses

OCEANS Academy offers a variety of elective courses, emphasizing those aligned with the mission of the school: Arts, Sciences, and Experiential Outdoor learning. Visual art and music appreciation are infused across the curriculum through project-based learning, with emphasis in Language Arts and Social Studies classes. Whenever possible, based on qualifications of teachers, OCEANS Academy offers music, art and foreign language courses. OCEANS Academy will strive to incorporate and involve local artists and experts into the classroom to collaborate on specific projects. OCEANS Academy may partner with community members and agencies to assist in the creation of elective choices per ASD program of study guidelines.

Physical Education and Health

OCEANS Academy offers Physical Education and Health courses and electives within the regular schedule. PE classes and electives are aligned with our core values, goals and educational philosophy (experiential, outdoor, place-based). OCEANS Academy will follow district and state requirements, including the Alaska Safe Children's Act (AS 14.30.355 and 14.30.356) and Alaska Physical Activity in Schools Law (AS14.30.360), for health and physical education and utilized district-adopted health curriculum.

Physical activity is integrated throughout the educational program at Oceans Academy. OCEANS Academy believes that direct exposure to nature is essential for healthy childhood development and for the physical and emotional health of children and adults. OCEANS Academy incorporates outdoor, place-based, and experiential education across the curriculum. Project Based Learning at OCEANS Academy features physical activity including active field research and data collection, outdoor exploration, hands-on activities and movement.

In conjunction with the curriculum, OCEANS Academy students are engaged in purposeful, rigorous field work called "TREKs" (Teaching Research Experiences with Kids). TREKs are experiential learning opportunities in which content standards and curriculum come alive through hands-on, active learning in the community and environment.

OCEANS Academy allows for physical activity and movement throughout the school day. OCEANS Academy meets the minimum requirement of 54 minutes of physical activity per day established by the Alaska Physical Activity in Schools Law (AS14.30.360). This includes passing time, outdoor recreation during lunch, and breaks involving movement each class period. Lesson, unit, and project plans explicitly reflect the incorporation of movement and physical activity. Whenever climate and conditions allow, physical activity shall take place outdoors.

Appendix G

Admission Policies and Procedures

- OCEANS Academy uses the same calendar of registration as other alternative programs in the ASD. In addition, we offer early pre-registration in the spring to existing/returning families.
- OCEANS Academy will employ the ASD online lottery system, with a recruitment goal of reflecting the diversity of the whole district. Lottery dates may be added if school and community needs require.
- OCEANS Academy accepts any student who applies in a timely manner, subject to the maximum number of students identified as space and staffing allow.
- A preference for enrollment may be given to the children of the originators and founding members of the APC of the charter school per Board Policy 6181.
- Lottery applications and admissions procedures at OCEANS Academy follow the Anchorage School District Lottery Admission Procedures for Special Education Students.
- OCEANS Academy utilizes the ASD lottery system and identifies the 99504 and 99508 areas as the OCEANS Academy neighborhood. Any student applying to OCEANS Academy from these school attendance areas through the lottery will receive neighborhood preference.
- OCEANS Academy shall also give preference in the lottery to students completing the 8th grade at STrEaM Academy in the 9th grade lottery.
- Students enrolled at OCEANS Academy will be automatically re-enrolled for the following school year.
- Enrollment policies, access to curriculum, services and activities of the program are non-discriminatory with regard to religion, language, physical handicap, sexual orientation, marital status, gender, or national origin of children and their parents.

Appendix H

Lottery admission

As described in Appendix G, OCEANS Academy will employ the ASD online lottery system and follow all policies and procedures therein.

Recruitment and Enrollment

OCEANS Academy creates a natural connection to STrEaM Academy, and will closely coordinate with STrEaM to facilitate a continuum of enrollment. OCEANS will offer by-appointment tours and school visits throughout the school year. OCEANS Academy schedules visits with area middle schools for the purpose of recruitment. OCEANS Academy hosts multiple events open to the community. Prospective students and families are invited and encouraged to attend. OCEANS Academy utilizes the ASD lottery system and identifies the 99504 and 99508 areas as the OCEANS Academy neighborhood. Any student applying to OCEANS Academy from these school attendance areas through the lottery will receive neighborhood preference. OCEANS Academy shall also give preference in the lottery to students completing the 8th grade at STrEaM Academy in the 9th grade lottery.

Appendix I

OBJECT	DESCRIPTION		NOTES
	Projected allocation	\$1,305,469.00	Projected 100 students
110	Salaries	\$ (790,000.00)	principal, counselor, admin. asst., 4 teachers, sub and addenda
2100	Benefits	\$ (340,000.00)	
3200	Purchased Services	\$ (117,018.00)	East High Facilities and Mx costs
3220	Contacted svcs	\$ (3,000.00)	copier lease
3135	Activities	\$ (1,000.00)	bussing, field trips
3530	Phones	\$ (3,000.00)	phones
4010	Office Supplies	\$ (1,500.00)	
4020	Textbooks/curriculum	\$ (5,000.00)	
4040	Teaching Supplies	\$ (14,951.00)	
5000	Tagged equip	\$ (10,000.00)	
5400	Expendable Equipment	\$ (10,000.00)	Chromebooks, printers, sports equipt., etc.
6070	Liability Insurance	\$ (10,000.00)	Projected estimate
	BALANCE	\$0.00	Balance

Appendix J

OCEANS Academy recognizes that transportation is a key component of equitable access to school. To support this, we have developed a tiered transportation model featuring multiple options:

Tier I: Parent/Student and ASD Transport

The primary means of transportation shall be parent/guardian drop-off and pick-up or students driving themselves when appropriate. Families bring their students directly to school and pick them up at the end of the day. Parking will be made available for students driving themselves to school.

Because OCEANS Academy will be co-located at Bettye Davis East Anchorage High School, students living within the neighborhood attendance area may utilize Anchorage School District bus routes, consistent with district transportation policies.

Tier II: Public Transportation

Anchorage's city bus system provides a reliable option for many students. OCEANS will work closely with Municipality transportation to coordinate use of People mover. This is a practical choice for students who can independently use public transit and have access to bus stops.

Tier III: Carpool Connect

To ease the burden on individual families and reduce traffic congestion, we support Carpool Connect, a program that helps families coordinate with one another to share rides. This option strengthens community connections while supporting sustainability.

Tier IV: Walk/Bike/Ride

Walking, biking, or riding is a sustainable practice aligned with our mission and vision, and a viable option for many students. We encourage healthy and environmentally friendly transportation when it is safe to do so. Bike racks and storage will be made available on campus. Students are required by municipal code to wear helmets when on wheels.