

**KETCHIKAN CHARTER
SCHOOL**

Academic Policy Committee

Policies and Procedures

Manual



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Section 1. CREATIVE AUTHORITY

Sec. 1.1 WELCOME!

Welcome to Ketchikan Charter School (KCS)! We are glad to have you as a member of our team and look forward to working with you. We appreciate your interest in this School and the enthusiasm and talents you bring. We are committed to achieving the highest level of service for the families and students of KCS.

Sec. 1.2 BACKGROUND INFORMATION

KCS was founded by parents and guardians, with the support of concerned community members and administrators, who saw a need for an elementary school, which focused on academic excellence, parent/guardian input, accountability, and involvement. These became the foundation of our school and are so noted in the Goals. The focus of our school must always remain “What is best for students!” Although teachers work with students six hours each day during the school year, no one knows a child as well as his/her parents/guardians. No one is more concerned about a child’s success or failure – not only during the formative school years, but on through adulthood. For these reasons, it is our belief that for the educational process to truly be successful, teachers and parents/guardians have to work together. There must be a mutual respect as we build partnerships on behalf of our children. For these reasons, the majority of the members of the governing board of this Charter School are parents/guardians. Parents/guardians have to have a controlling voice to ensure the needs of students as a whole and individually are being met.

Sec. 1.2.1 WHAT IS CORE KNOWLEDGE SEQUENCE?

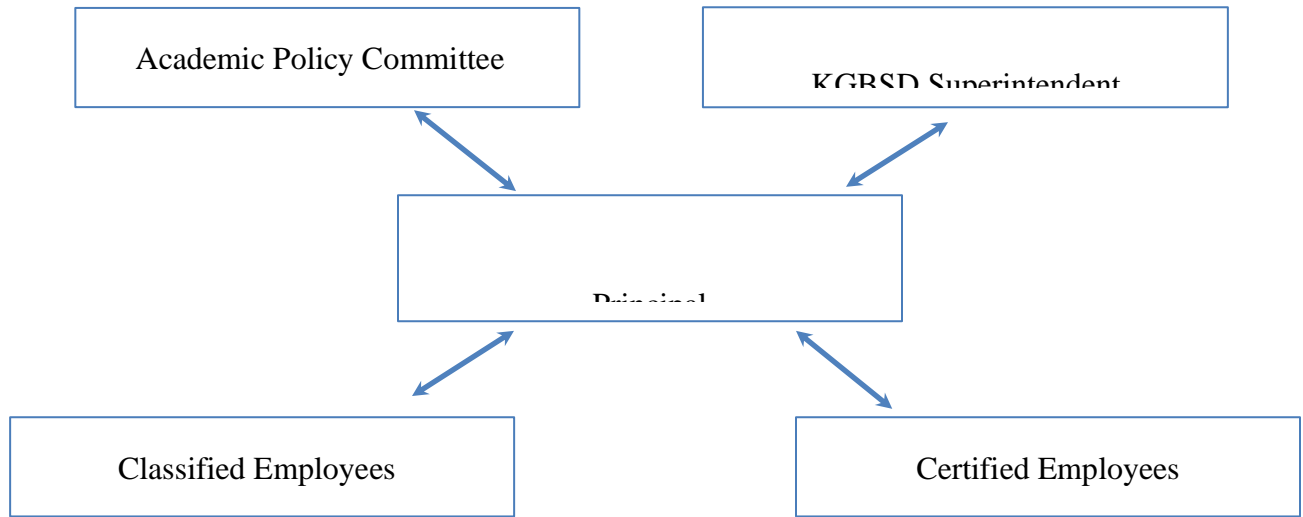
The Core Knowledge Sequence was developed to provide students with a rich vocabulary and broad knowledge base on which future instruction can build, broaden, and deepen. The ultimate goal is to ensure all children are given access to the same knowledge base assuring later educational success.

The Core Knowledge Sequence provides a detailed, explicit, and systematic sequence of grade-specific content taught consistently year after year. This core is organized to spiral through grade levels, becoming more sophisticated and detailed in each successive grade.

Sec. 1.2.2 PBIS (What is Positive Behavior Interventions and Support?)

It is a whole school approach to decreasing disruptive behaviors and increasing student success. It includes proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. It is implemented in classroom and non-classroom settings. It is focused on creating and sustaining systems of support that improve lifestyle results for all students by making targeted behaviors less effective and desired behavior more functional.

Sec. 1.3 ORGANIZATIONAL FLOW CHART



Sec. 1.4 INTRODUCTORY STATEMENT

KCS Policy Manual is intended to provide guidelines and summary information about the school’s general policies, procedures, benefits, and rules of conduct. It is especially geared to individuals serving on the APC governing body of KCS.

It is important you read, understand, and become familiar with the handbook and comply with these established standards. Please feel free to talk with other committee members and ask any questions at APC Meetings if you need additional information.

It is not possible to anticipate every situation that may arise in the school or provide information to answer every possible question. Because of this, the APC reserves the right to modify, supplement, rescind, or revise any policy or provision from time to time, with notice, as it deems necessary or appropriate, and within the guidelines of State law and the agreed contracts.

This manual merely presents school policies, practices, and benefits and cannot, therefore, be construed as an employment contract or any other type of legal document.

If there is a conflict between the provisions, benefits, and policies in this handbook and those set forth in terms of a staff member’s contract, the terms of the contract shall prevail.

All KCS official documents and notices are available at the office and where possible, online.

Sec. 1.5 MANAGEMENT OF THE MANUAL

Sec. 1.5.1 DEVELOPMENT OF POLICY

Policies for KCS are written and approved by the Academic Policy Committee (APC) and KCS parents/guardians. A member of the APC, KCS staff, or a parent/guardian of a student at KCS may suggest, encourage, write, or lobby for ideas of specific policies. A written policy must be addressed at an APC meeting for parent/guardian acceptance or rejection. A written copy of the policy will be available for parent/guardian perusal before the vote.

Sec. 1.5.2 HOW TO CHANGE/AMEND POLICIES/BYLAWS

Policies can be changed or amended by notifying KCS parents/guardians of the suggested change/amendment. A rationale for the change(s) must be included with the notification or discussed before voting for the change(s). A vote for the change(s) must be made at an APC meeting or by ballot after giving adequate notice of the vote.

Sec. 1.6 CHARTER CONTRACT – Available at KCS Office and on the website.

Sec. 1.7 BY-LAWS – Available at KCS Office and on the website

Section 2. THE SCHOOL

Sec. 2.1 VISION AND MISSION STATEMENTS

An organization's vision and mission statements help clarify its purpose, assist the decision-making process, and build a sense of community. These statements embody the philosophy of the school.

VISION STATEMENT

Ketchikan Charter School will create an educational environment where students achieve academic and personal excellence.

MISSION STATEMENT

Ketchikan Charter School, in cooperation with families, will foster opportunities for students to attain their highest academic and social potential.

Sec. 2.2 GOALS

THE GOALS OF KCS ARE:

- Increase parent/guardian involvement in the education of children
- Raise academic standards for students
- Incorporate a specific sequential curriculum in core subjects
- Increase the accountability of students, parents/guardians, teachers, and administrators

Sec. 2.3 ACHIEVEMENT LEVELS AND SPECIFIC GOALS – See Appendix A.

Ketchikan Charter School, through the Academic Policy Committee, will review goals every 3-5 years and evaluate progress annually.

SECTION 3. GOVERNANCE/BYLAWS

Sec. 3.1 GOVERNING BOARD

The Academic Policy Committee is the governing board of Ketchikan Charter School.

Sec. 3.1.1 PURPOSE

The purpose of the APC is to set the general direction and policy of the school, not manage it on a daily basis. The APC shall review the school's charter, accountability plan, budget, financial reports, curriculum, and other significant documents. The APC should foster relationships with staff, the school community, and community at large. APC Members shall oversee and establish the educational and operational policies of KCS consistent with the vision and mission, to ensure that the school is an academic success, a viable organization, and faithful to the terms of its charter. Implementation of the policies and procedures, and daily operations are the responsibility of KCS's Administrator.

Sec. 3.2 APC ORGANIZATION

The APC will consist of nine members:

- Seven parents/guardians of students currently enrolled at KCS or six parents/guardians and one community member.
- One will be a staff member; this position will be a non-voting member and will be in an advisory position only. (Selected by other currently employed staff of KCS.
- Administrator, this position will be a non-voting member and will be in an advisory position only.

The parent/guardian positions (7) must be filled by parents/guardians of students currently attending KCS with the possibility of one community member and may not be filled by KCS employees or their spouses. Staff members may hold only one position on the Committee in addition to the Administrator. The APC is accountable to the Ketchikan Gateway Borough School Board.

Sec. 3.3 DUTIES OF APC MEMBERS

APC members should attend all meetings and school events to show support and encouragement for our school, a high value for professionalism and success of the school is mandatory. The motivation for serving on the board will help facilitate the educational success of students.

Sec. 3.3.1 PRESIDENT

- The President shall preside at all meetings.
- The President serves as the liaison to the local school board and community.
- The President serves as the point person for communicating directives to the Administrator.
- The President serves as a primary signer for the checking account, purchase orders, and the contract with the School Board.
- The President works with the KCS Secretary and Administrator to develop the agenda.

Sec. 3.3.2 VICE PRESIDENT

- The Vice President shall have all the powers and perform all the duties of the President in the President's absence or disability.
- The Vice President shall organize and oversee elections to the APC board unless there is a direct conflict of interest, in which case, the President shall appoint another board member to oversee elections.
- The Vice President serves as a co-signer for the checking account and purchase orders.

Sec. 3.3.3 TREASURER

- The Treasurer works with the KGBSD Finance and the KCS Administrator to prepare an annual budget for approval.
- The Treasurer works with the KGBSD Finance and the KCS Administrator to adjust the Budget as necessary.
- The Treasurer provides a recap of the KGBSD budget monthly.
- The Treasurer provides a summary of the KCS funds to the APC monthly.

Sec.3.3.4 SECRETARY

- **The Secretary shall keep minutes of all the meetings of the APC.**
- **The Secretary shall attend the meetings of the APC and shall act as clerk thereof and record all the acts and votes and the minutes of all proceedings.**

Sec. 3.3.5 PARENT/GUARDIAN AND/OR COMMUNITY MEMBER

- A parent/guardian and/or community member performs other duties as may be assigned by the President or the APC.
- Sub committees:
 - Advertising/Media Contact
 - Fundraising
 - Parent/community liaison
- Sub committee subject to change based on the APC Goals.

Sec. 3.3.6 STAFF MEMBER

- The Staff Member acts as a liaison between the APC and the Staff of KCS to encourage cooperation and communication to accomplish the educational goals of KCS, this position is a non-voting member of the KCS governing board.
- The Staff Member brings questions, concerns, and comments of the Staff to the APC about school policy/procedure and/or educational matters.
- The Staff Member performs other duties as may be assigned by APC President.

Sec. 3.3.7 ADMINISTRATOR

- The Administrator position is a non-voting member of the APC governing board and acts as an advisor to the board.
- The Administrator offers leadership in all phases of the school program.
- The Administrator is an agent of the committee charged with carrying out committee policies and administering the school in accordance with them.
- The Administrator is responsible for the day-to-day operations of the School as well as other services and duties as assigned by the APC.
- The Administrator is responsible for the administration of the school in accordance with the policies, which the committee provides.
- The Administrator is responsible for the selection, appointment, and otherwise, control of all school employees serving under him/her, subject to the approval of the APC.
- The Administrator or designee shall maintain all records of the APC and is responsible for the effective management of these records.
- The Administrator or designee keeps minutes of all the meetings, compiles, and distributes all approved minutes.
- The Administrator or designee prepares and provides incoming APC members with an APC Manual.
- The Administrator will see that all notices are fully given in accordance with the provisions of the Bylaws, or as required by law.
- The Administrator provides a policy book so that governing decisions made over a period of years may be readily available to subsequent leaders and Administrators.
- The Administrator performs other duties as assigned by the President or APC.

Sec. 3.4 ELECTIONS

- Nominations will be opened at the first February APC meeting. It is agreed that all those nominated have agreed to serve.
- Elections of Committee Members will be held annually during the Spring Parent/Teacher Conferences in March.
- Elections will be open during the hours of parent/teacher conferences.

- Eligible voters shall include:
 1. Parents/guardians of all children currently attending KCS (each parent/guardian may cast a vote as an individual).
 2. Current KCS employees.

Elections shall be conducted using secret ballots. Voters shall be required to sign a “Roster of Voters,” confirming their eligibility to vote. Each voter shall be allowed only one vote, regardless of the number of children attending KCS or the status of employment. Votes shall be tallied and publicized by a group of volunteers made up of eligible voters. Newly elected APC members shall assume office at the first APC meeting following the election. Officers will be nominated and voted into office.

Sec. 3.5 TERM OF OFFICE

APC members, other than the Administrator and Staff Member, shall hold office for a two-year term. Staff members will hold office for a term of one year. The Staff Member position will be reviewed annually and a member selected by the faculty for representation. Parent/Guardian APC members may be elected to two consecutive terms of office. After a period of one year off the APC, a person could be reconsidered for nomination to the APC. In the event when a parent/guardian cannot be filled, a 2 term parent/guardian may fill the position.

Sec. 3.6 RESIGNATION / REMOVAL

Any APC Committee member may resign at any time by giving written notice to the APC President or Secretary. Such resignation shall take effect at the time specified therein. Any APC member may be removed at any time, with just cause, by an affirmative vote of the majority of the remaining APC members. Whenever, in their judgment, the best interests of KCS are served by the removal. All parties have the right to be heard before the vote. The vote will take place at the next scheduled APC meeting. The Open Meetings Act will be followed.

Sec. 3.7 VACANCIES

In the event of dismissal or resignation from the APC, volunteers willing to serve the remainder of the term of any particular seat will be asked to apply. A candidate will be selected by majority vote of the APC using a secret ballot.

Sec. 3.8 CODE OF ETHICS

Expectations include a professional demeanor at all APC meetings. Issues being discussed shall not be personalized and directed toward any APC Member, Administrator, staff member, parent/guardian, or anyone else. Confidentiality is expected in all situations. APC members shall respect and listen to ideas being presented by other board members. APC members fulfilling their responsibilities shall be encouraged by other members.

When receiving criticisms from parents/guardians or other interested parties about administration, staff, or other APC members, the APC member shall direct the speaker to the Administrator, staff, or APC member whom the situation involves. APC members should refrain from speaking negatively about administration, staff, or other APC members to the school community or parties outside the school community.

Conflicts shall be resolved with the people with which it was created. APC members will commit to resolving conflict directly with each other, the administration, or the staff member and not share the conflict with anyone outside the conflict, including, but not limited to other parents/guardians, other staff members, School Board Members, the Superintendent, District employees, or the media.

APC members shall exemplify integrity, honesty, and respect. A dedication and commitment to the vision and mission of KCS shall be the top priority for any APC member. Any APC member finding himself involved in an unresolvable conflict shall put the vision of the school first and step down from the board.

APC members will not question any decision made by the Administrator in any public arena. If an APC member questions a decision, he/she shall immediately take that concern or disagreement to the Administrator in a confidential and diplomatic format. Likewise, the Administrator shall agree to the same commitment. Respect for each other shall remain constant.

While at school, APC members shall be mindful of the different roles they play: parent/guardian, volunteer, APC member, etc. An APC member will not use their position of authority while acting in their parent/guardian or volunteer roles. It is essential to foster positive relationships with the Administrator and staff on a personal level.

The vision and mission statements of KCS will serve to guide and direct the APC. The goal to continually improve, maintain integrity, serve KCS families, and ensure academic success for all students shall take precedence in all situations.

It is the intent of these BYLAWS to maintain public confidence. Committee members shall disclose any known potential conflicts of interest in writing to the Committee prior to the time set for voting on any transaction and shall not vote on the matter or attempt or influence the decisions of other Committee members in voting on the matter. The written disclosures will be attached to the minutes of the meeting in which Committee action occurred relating to the matter disclosed.

Sec. 3.9 DECISIONS

APC members should carefully consider every vote made using informed judgment and common sense. When the APC has discussed and voted on a direction, policy, issue, etc, it is expected all APC members will be supportive of the decision and will help and encourage the implementation of the direction, etc.

Sec. 3.10 APC MEETINGS

The APC will meet no less than once a month to discuss school operations and hear reports. It is during these meetings that they examine operations, establish new policies, and review existing policies as needed. Parents/guardians, students, and staff at public discussion may offer requests, concerns, and information items during meetings. All regular meetings are open to the public. Meeting agendas are posted 24 hours in advance at the school and on the website.

Sec. 3.10.1 ROBERT'S RULES OF ORDER

All meetings may be conducted using a parliamentary procedure governed by Robert's Rules of Order as deemed necessary by the APC.

Robert's Rules of Order

Sec 3.10.2 OPEN MEETINGS ACT

Meetings (and subsequent record) of KCS are conducted in accordance with the Alaska Open Meeting Law. The following information is a summary of the key operational points of the law.

- **Meeting:** A gathering to discuss public business (in person, by telephone, electronically, or by other means of communication).
- **Open Meeting:** (e.g. held in public) Any meeting where a quorum or three or more board members where public business is discussed or formal action taken. Any member of the public who wishes can sit in.
- **Noticed Meeting:** Any meeting where a quorum is expected or an action to be taken.
- **Action cannot be taken without a quorum and a noticed meeting.** For KCS voting purposes a quorum shall consist of four (4) committee members.
- **Notice:** Must be posted in a designated spot no less than 24 hours before the meeting. Include the agenda where possible. Because of the "where possible" language in the law, late changes can be made to the posted agenda.

Sec. 3.10.3 MINUTES

- Must be taken at regular meetings and available for public inspection.
- Minutes shall be recorded "promptly."
- Minutes will be made available at the next regular scheduled meeting for the purpose of adoption.
- Minutes will be taken of all APC meetings in accordance with Alaska law.
- Upon approval by the APC, minutes from regular and work sessions will be made available to the public.

- While minutes of executive sessions are recorded, these minutes are not made available to the public.

Minutes will record:

- Kind of meeting (regular, special, executive)
- Name of the organization
- Date and place of meeting
- Presence of APC (or names of the substitutes)
- Time the meeting was called to order
- All adopted or defeated motions
- Name of the maker of the motions and name of person seconding the motions
- Names of all members giving reports
- Names of all those elected or appointed
- Adjournment time
- Dates minutes were approved or corrected

Minutes will not record:

- Withdrawn motions. It is as if the motion were never made
- Entire reports. Instead, the minutes will notate the name of the person giving the report, the group/position that the person represents (e.g. Fundraising Committee) and state that the report is attached to the minutes.

Sec. 3.10.4 EXECUTIVE SESSION

Executive Session: Everything must be done in open meeting except discussions that are covered by statute as executive session material. The Board cannot go into executive session just because they want to talk about something in private. Please see Open Meetings Act, [AK Statues 44.62.310-312](#)

Minutes for Executive Session:

Must be taken in same manner as regular meetings. Minutes do not need to be verbatim but do need to cover the substance of the discussion. Approval of executive session minutes may occur in an executive session. Minutes of executive session are not open to the public unless the APC agrees to open them or is ordered to by a court. Executive minutes do not have to be taken when discussing an individual student. There is also an exception for consultations with attorneys. If the APC meets with an attorney, the attorney must sign a statement attached to the minutes of the regular meeting that the portion of the executive session for which minutes were not kept constitute a privileged attorney-client communication. The chair must also sign a similar statement.

Executive session minutes must be kept for 90 days. Executive session minutes can be discarded after 90 days.

Procedure to resolve into Executive Session:

Must announce the general topic that will be discussed in executive session and must be as detailed as possible without compromising the purpose of the executive session must reference the specific citation. The minutes of the regular meeting must state the general topic of discussion. The minutes of the regular meeting will not reflect the actual discussions that occurred in executive session. Vote by a majority to resolve into executive session. Note: Do not have to declare that a vote will be taken afterward.

Once in Executive Session:

- Must stick to the announced topic.
- Cannot take votes. If the Board wants to vote, then they must resolve issue(s) in executive session and take vote as part of the public meeting.
- Take minutes (not verbatim, but cover the substance of the meeting).

The chair attesting that the minutes accurately reflect the substance of the discussions must sign the minutes.

SECTION 4 FISCAL MANAGEMENT

Sec. 4.1 GENERAL FISCAL INFORMATION

KCS has agreed in their contact with the Ketchikan Gateway Borough School District (here after referred to as KGBSD or District), to work through the KGBSD Central Office, utilizing District fiscal management policies and procedures. All payroll, purchase requisitions, and purchase orders will be processed through Central Office, as will petty cash. KCS does have its own bank account at the bank the District utilizes for deposits from fundraisers, reimbursements, etc.

Revenues generated by the Average Daily Membership (ADM) count of KCS, based on a per pupil funding level, will be held by the KGBSD in their general operating fund. The District will pay purchase orders for KCS encumbrances up to the amount of KCS's approved budget.

The KCS Administrator, upon approval of the APC, may submit budget revisions to the KGBSD. KCS will request monthly reports of revenues and expenditures from the District's accounting office. Generally, accepted accounting principles will be followed in KCS's record keeping.

Sec. 4.2 CASH MANAGEMENT – PETTY CASH

The petty cash fund will be \$200.00

- Prior approval from the Administrator will be obtained before expenses will be reimbursed. Funds spent without Administrator approval may not be reimbursed.
- Only reimbursements with proof of receipts of \$100.00 or less will be reimbursed from petty cash.

- Larger reimbursements will be handled through a purchase requisition or by KCS check.

KCS Administrator or designee will

- Write a purchase requisition for the petty cash at the beginning of the school year. The requisition should be made out to KCS Secretary and cashed at the bank used by KCS.
- Be responsible for the petty cash.
- Reconcile the petty cash quarterly or when the fund is less than \$50.00
- Replenish the fund by issuing a purchase requisition with the expenses listed, coded and made payable to KCS Secretary.
- Return any remaining petty cash to the KGBSD central Office at the end of the school year.

Sec. 4.3 CHARTER SCHOOL CHECKING ACCOUNT

- Signers of the KCS checking account are:
 - District's Business Manger
 - KCS Administrator
 - APC President
 - Vice President
- Two signatures will be required on all checks.
- Checks will be issued for invoices. Invoices must be attached to a purchase requisition and may not exceed \$200.00 without prior approval of the APC.
- The checkbook will be balanced monthly by KCS Administrator, and a report of the expenditures will be given by the Treasurer to the APC.
- Any funds raised by the school will be deposited into this account.
- These funds raised will be held over each year. They do not have to be spent in the year which they are earned.

Sec. 4.4 BUDGET DEVELOPMENT

KCS shall provide to the district an annual balanced program based budget for approval on or before June 1 for the next fiscal year. Sometimes the Business Manager will need it sooner so it can be included in the District's budget book. The budget must have the District's function and object codes. KCS budget must cover all the expenses needed to operate the school on a day-to-day basis. This includes all salaries and benefits, supplies, transportation, etc. The number of students enrolled during the October count generates KCS revenue. The Business Manager per the contract between KCS and KGBSD generates the amount received per student, based on a formula set by the State of Alaska.

Sec. 4.4.1 REVENUE

Department of Education & Early Development Sec. 14.03.260

The budget shall be not less than the amounts generated by the students enrolled in the charter school less administrative costs retained by the local school district, determined by applying the indirect cost approved by the Department of Education and Early Development. The “amount generated by students enrolled in the charter school” is to be determined in the same manner as it would be for a student enrolled in another public school in that school district.

KCS shall provide to KGBSD, as required, the projected student count by grade level. The District shall allocate funding for KCS based in the following formula:

- a. The amount generated by the students enrolled in the charter school under the State’s foundation program (both state and local monies);
- b. Less amounts expended for instruction (including special education), pupil support services, administration, and maintenance for all students, allocated on a per-pupil basis; and
- c. Less amounts expended for the common upkeep and utilities, allocated on a per pupil basis.

The funding allocation set forth above is for the purpose of creating a balanced budget for the charter school for the next year.

Revenue is determined by multiplying the amount per student times the projected October count, plus any monies carried over from the prior year and any monies held by the District for KCS, including grants awarded to the District. Adjustments to the budget will be made after the October count if the student numbers are different from projected. Any money held by KCS in their checking account should not be included in this budget.

Sec. 4.4.2 EXPENSES

Expenses are determined by the needs of KCS and are categorized by function.

Sec. 4.4.3 FUNCTION CODES

(100) Regular Instruction: Teachers, aides, and substitutes, including any additional personnel needed for specials, and all their benefits, supplies for the classrooms, other purchased services, and professional stipends. Once the actual personnel for the following year have been determined, the Business Manager can supply all salaries and benefits. If the actual staffing needs are not known at the time the budget is due, use the District’s average cost per teacher and aide to fill any additional staff. The District will provide the amount for Workman’s Compensation.

(360) Library Services: All supplies, aides, benefits, and books are included in this section.

(400) Administration: Administrator – wages and benefits. Transportation allowance, cellular service, and benefits.

(450) Administrative Support: Administrative personnel, which includes the school secretary, building aides and any benefits, supplies for general use, transportation cost, telephone, postage, etc. is included in this section.

(600) Operations and Maintenance

Sec. 4.4.4 OBJECT CODES

For object codes **(321-333)** and **(338-339)**, a list of staff names and positions, salaries, PERS/TRS, insurance costs, federal taxes, and any other related costs should accompany the budget.

For object codes **(450)** and **(510)**, a list of the actual items and their related costs should be submitted with the budget. Some examples would be paper, student materials, printer/copier supplies, teacher materials, office supplies, etc.

Once the budget is prepared, it must be approved by the APC before it is forwarded to the Business Manager. Any changes to the budget must be approved by the APC. The Administrator should verify all expense charged to KCS by the District monthly to ensure KCS is not over budget and the changes are actual expenses of KCS. The District will supply a report of these charges each month. The Administrator should verify that the purchase orders are being used according to policy.

Sec. 4.5 AUDIT

KCS will comply with all state and federal requirements for receipts and use of public money. Fiscal management will be in conformance with budgetary and fiscal policies of the KGBSD and the State of Alaska. KCS will be subject to the same auditing requirements as the KGBSD.

Sec. 4.6 PURCHASE REQUISITIONS AND ORDERS

- Approved prior to placing orders for materials
- Filled out correctly and completely
- Numbered consecutively by Fiscal Year, e.g. 10-001 (FY-000)

- Accompanied by a written explanation of the need for the item(s) or material(s) and how it relates to the curriculum.
- Coded
- Signed by the Administrator and either the APC President, Vice President or Treasurer.

KCS Administrator or designee will:

- Retain a copy of the Purchase Request in KCS office and forward it to the District Office
- Once received match the confirming Purchase Order to the Purchase Request and file until item(s)/material(s) are received.
- Verify packing slips against Purchase Orders when materials arrive
- Mark Purchase Orders with items received
- Maintain a perpetual balance journal.

Sec. 4.7 FINANCIAL REPORTS TO THE APC

KCS Administrator or designee, working with the APC Treasurer, will make available a report of the KCS financial standing to the APC each month. This should include the itemized profit/loss statement from KCS's checking account and a budget versus actual for all object codes as supplied by the District.

Sec. 4.8 GRANTS

After approval by the Ketchikan Gateway Borough School Board, the Committee or any member of the Committee may accept on behalf of the School any contribution, gift, grant, bequest, or device for the general purposes or for any special purpose of the School.

SECTION 5 – SUPPORT SERVICES

The KCS contract with the KGBSD dictates KCS will utilize the District's services for transportation, food services, facility (and the care and maintenance of said facilities), and Special Services. It is for this reason KCS receives a lesser amount of money per student than the total available from the state and Borough.

Sec. 5.1 TRANSPORTATION

KCS utilizes the bus service provided by KGBSD because of cost and convenience.

Sec. 5.2 FOOD SERVICE

KCS utilizes services already provided by the District's program.

Sec. 5.3 CARE AND MANAGEMENT OF FACILITIES

KCS utilizes services already provide by the District.

Sec. 5.4 SPECIAL EDUCATION

District personnel will work with students at KCS who qualify for special education services, including, but not limited to: Special Education, English as a Second Language (ESL), Migrant Education, Indian Education, and Title1. KCS teachers will follow the

same procedures as other district teachers to identify students and request appropriate services.

SECTION 6. PERSONNEL

Refer to District Policy Manual

SECTION 7. INSTRUCTION AND CURRICULUM

The curriculum will be reviewed and updated every three years or as needed.

Sec. 7.1 OUR FUNDAMENTAL APPROACH

In addition to the core Knowledge Sequence, KCS emphasizes the teaching of basic skill with a traditional and conventional approach, in a self-contained educational environment. Our academically oriented program is organized so the entire class generally works as a single group on grade-level material with ability grouping occurring where necessary. Emphasis is placed on the basic foundations necessary for an academically sound education: Reading (with emphasis on Spalding), English, grammar, spelling, penmanship, mathematics, geography, history, government, science, and the fine arts. Homework will be assigned on a regular basis with the goal of strengthening and/or enriching daily work. Technology will integrate into all disciplines.

Strict discipline and order will be maintained. Students are expected to respect authority, accept responsibility, respect the rights of others, take care of their own property, and be careful with the property of others. No student will be allowed to disrupt the education of other students. Appendix 3(C) Discipline Policy.

Sec. 7.2 CURRICULUM GUIDELINES

KCS will encourage and provide growth in basic skills, with a fundamental approach and utilization of the Core Knowledge Sequence to enable the student to be self-realized and a productive citizen. KCS policy states teachers will teach 100% of the Core Knowledge Sequence. The KCS staff will continually evaluate the curriculum and related methods and materials. All teachers will be expected to submit a list of Core Knowledge curriculum topics that were not taught during the school year with their end of the year check out sheet.

Instructional Resources Include:

LANGUAGE ARTS

Kindergarten - 5th grade will use Core Knowledge English Language Arts and Write Tools.

6th -8th grade will use Core Knowledge Sequence and Write Tools.

MATHEMATICS

Instructional Materials: Core Knowledge objectives taught through Pearson enVisionmath 2.0 K-5 and enVisionmath 2.0 6-8. Fast track for Algebra for advance placement of students in eighth grade.

SCIENCE

The use of a “hands on” approach as well as training in science concepts and terms as outlined in the Core Knowledge Curriculum.

HISTORY AND GEOGRAPHY

Emphasis on American and World Civilizations and Geography.

Instructional Materials: Core Knowledge, Baltimore Curriculum Project, Pearson Learning Materials, and Glencoe Textbooks.

VISUAL ARTS

Emphasis will be placed on guiding the student in a gradual development of skills in the uses of elements and application of principles with art tools and materials. Teachers will supplement art appreciation when appropriate and possible.

Instructional materials may include: Core Knowledge

PHYSICAL EDUCATION

Emphasis will be on healthy lifestyles and healthy choices. Students will be taught the basic skills of major sports, good sportsmanship, the rules of the activity, and wholesome participation. Students are encouraged to participate in physical activities during lunch recess and throughout their daily routine. Students may also be instructed on nutrition, how to interpret and understand food labels, and how to make healthy choices in personal habits.

MUSIC

Activity-based approach to develop musical skills and concepts: emphasis on singing, instruments, and listening. Teachers will incorporate music appreciation and instruction into their lesson plans.

Instructional materials include: Core Knowledge

Sec. 7.3 METHODS OF INSTRUCTION

Individual teachers will determine the methods that will best meet the needs of students in his/her particular grade and subject, utilizing instructional materials of KCS and the Core Knowledge sequence.

Sec. 7.4 ASSESSMENTS

KCS will test students at all grade levels to garner applicable information for student growth; and meet the requirements of the District and State.

Sec. 7.5 REMEDIATION

- Aimsweb tests will be given along with additional tests and daily work data collected.
- Contact and meet with parents/guardians to communicate reasons for remediation and for additional insight into student’s needs, to discuss a remediation plan, and those who might be involved with the implementation plan.
- Implement the plan.
- Evaluate the plan and communicate with the parent/guardian frequently.
- Refer the student for special services, e.g. Special Education, Title 1, Migrant Education, Indian Education, Basic Skills, Summer School, etc.

Sec. 7.6 GRADING SCALE

School-wide reporting system will be utilized which will specify grading and reporting consistent throughout the school. The grading scales used for grades K – 8 at KCS will be:

Grade Scale 2 - 8	
A+	100%
A	99 – 96%
A-	95 – 90%
B+	89%
B	88 – 86%
B-	85 – 80%
C+	79%
C	78 – 76%
C-	75 – 70%
D+	69%
D	68 – 66%
D-	65 60%
F	59% or below

Grades K - 1	
E	100 – 90%
S+	89 – 85%
S	84 – 75%
S-	74 – 70%
N	69 – 60%
*	59% or below

Sec. 7.7 PROGRESS REPORTS

Mid-trimester progress reports will be sent home with all students.

Sec. 7.8 REPORT CARDS

Report cards will be issued each trimester for students.

Sec. 7.9 SPECIAL EDUCATION / TITLE 1 / ESL SERVICES

After checking the student's file and talking with previous teachers (when possible), a teacher should talk with the Administrator and parent/guardian of the student about referring a student for special education services. Forms can be obtained from Central Office as well as additional information on how and when to refer a student.

Sec. 7.10 RETENTION POLICY

KGBSD Policy 5123 regarding retention states:

“When a teacher believes that retention is necessary to meet a student's needs, he/she shall ask the principal to establish a student study team to consider the child's academic, social and emotional performance. The parent/guardian is an essential member of the student study team and is invited to participate in retention planning.

Before retaining a student, the principal or designee shall determine that:

1. The student has not met grade-level standards of expected student achievement.
2. Remedial help for the student has not sufficiently prepared the student for advancement.
3. Appropriate treatment targeted to the student's needs will be provided in addition to retention.
4. The student's parent/guardian has been notified and given reasons for the retention.
Parental agreement is suggested, but not required, for retention.”

Sec. 7.11 PROFESSIONAL DEVELOPMENT POLICY

1. Requests for professional development (training, conferences, etc.) whether on site or away must be submitted in writing with all the pertinent information (e.g. dates, costs, purpose, etc.) to the Administrator for presentation to the APC. Application for professional development may be found in the office.

a. Only those professional development opportunities directly impacting the teaching of KCS curriculum and/or viability of KCS will be considered for funding.

2. Monies approved by the APC for professional development shall be allocated to any KCS staff member upon APC approval of the request and the submission of applicable forms and/or receipts.

1. Staff members receiving funds from KCS will submit a brief synopsis of ideas gained that will enhance individual teaching or benefit KCS and be available to answer questions from the APC.

SECTION 8. STUDENT MANAGEMENT

Sec. 8.1 ADMISSIONS POLICY

KCS will not discriminate against student applicants based on any of the protected classes and shall provide appropriate service for the identified classes according to the Alaska Administrative Code Chapter 4, Article 53 of the Special Education regulations adopted in January 1995. KCS will not impose any conditions that would prevent access to the school program.

KCS has the following admissions policy:

1. Returning students and their siblings and children of current staff members will have a place held for them until March 31st. Parents must complete an Enrollment Confirmation Form by March 31st to secure their spots. If March 31st falls on the weekend, the returning student enrollment will close the next business day. If returning students, their siblings, or children of current staff members do not complete the Enrollment Confirmation Form by the March 31st deadline, they will be treated as new students.

2. New students may submit enrollment applications beginning on April 1st. If April 1st falls on the weekend, the new student enrollment will begin the next business day. KCS will admit new students in order of application until the threshold for the grade level is reached. Enrollment applications received after the threshold is reached will be entered on the waiting list in the order they are received. This list will be used to fill those spaces that open up at a later date.

3. Student number thresholds per grade level are as follows:

K – 1 st :	20 students
2 nd :	24 students
3 rd – 5 th :	25 students
6 th – 8 th :	30 students

4. Returning students, siblings of returning students, and children of current staff members, who have completed the Enrollment Confirmation Form by the March 31st deadline will be accepted in that order, until the classroom threshold is reached. Siblings of returning students and children of current staff members who are unable to enroll because threshold numbers have been reached, will be placed on the top of the waiting list. Names of new students will follow these names on the waiting list in the order their enrollment packets are turned into the office.

5. It is of the utmost importance that a phone number is provided, so KCS staff can contact the family in the case of an opening. Failure to reach the applicant may result in the forfeiture of the enrollment opportunity.

Sec. 8.2 Enrollment

KCS adheres to the guidelines of the KGBSD and practices an open admission policy. Students entering Kindergarten must be 5 years of age on or before September 1st.

To enroll a student, a registration packet must be completed by a parent/guardian and returned to KCS.

Sec. 8.3 ATTENDANCE

Absence Procedures

Teachers are responsible to take roll each morning along with the lunch count and turn it in to the office by 8:00 a.m.

Regular attendance is necessary for a student's success in school. If a child is absent, parents/guardians should contact the school.

KCS keeps an official attendance record of each student. Students are expected to be in their classrooms by 7:45 a.m. Tardy students must report to KCS Secretary before going to class. Any student leaving the school during the day must have a signed note from a parent/guardian. Absences due to illness or family emergency are unavoidable; however students are encouraged to attend as regularly as possible.

Parents/Guardians must call to report absences. A child or sibling cannot call to report the absence. An absence is unexcused until a parent/guardian calls.

Reminder: Three (3) tardies are equal to an absence; parents will be notified and documentation kept.

KGBSD follows the District's Attendance Policy.

A letter will be sent to parents/guardians after 10 absences, notifying them of the District's policy. An absence is unexcused until a parent/guardian calls.

Truancy:

The following steps will be followed in the case of a student(s) missing from the classroom:

1. Identify that the student is off the school campus
2. Call the Police
3. Call the parent/guardian

Crisis Response Manual – Available at KCS Office and on the website.

Sec. 8.4 MEALS

Breakfast, lunch, and milk are available for purchase at District rates.

Meal loans are not available. Free and Reduced Meal Applications are available at the office.

Breakfast is served from 7:15 AM - 7:35 AM. Lunch is served per school schedule.

Sec. 8.5 RECESS

Recess will be held daily for grades K-5 before or after the students' lunchtime. Recess may also be scheduled on an individual classroom basis. Outdoor recess will be held every day. Students should come to school with the appropriate shoes, coats, hats, and gloves for the highly variable Alaska weather. See Section 8.15 for additional information.

Sec. 8.6 LOST AND FOUND

Lost clothing, books, and school supplies will be placed in the Lost and Found box, located near the office. If items are not claimed, items will be donated to a local charity.

Sec. 8.7 SCHOOL SUPPLIES

Each grade level has published a list of school supplies needed at the KCS office and on the website.

Sec 8.8 PERMANENT RECORDS

It is the responsibility of classroom teachers to put final grades on each student's permanent record. Parents/guardians may view their child's permanent record at any time. The record may be reviewed in the presence of the classroom teacher, Administrator, or Secretary at KCS office.

Sec. 8.9 OFFICE HOURS

KCS office will be open from 7:15 a.m. – 3:15 p.m. Monday through Friday unless it is a school holiday, In-service day, or half day.

Sec. 8.10 VISITORS TO THE SCHOOL

All visitors will be required to buzz-in at the front door in order to enter the building. Visitors must check in at the office, sign in, and receive a visitor badge before continuing on campus.

Sec. 8.11 DISCIPLINE POLICY AND PROCEDURES

Respect is an important part of every community. Some of the most important lessons for any student to learn are to respect authority and the rights of others, and to take care of personal property and the property of others. Additionally, no student will be allowed to disrupt the education of other students. Although it is necessary to have school and classroom rules, our emphasis will be guiding students to a proper response to any given situation. In order to accomplish this, we must set discipline standards that are enforced fairly and consistently.

Since the classroom teacher is the one who works closest with the children, he or she carries the bulk of the discipline responsibility. It is important for the teacher to work

closely with parents/guardians in these matters and that communication is open and honest. It is of utmost importance that the teacher and parents/guardians work together as a team in discipline matters. KCS adheres to the KGBSD Discipline Policy. Grades k-5 follow elementary Codes of Conduct and Grades 6-8 Middle School Codes of Conduct. (This Student Code of Conduct is available at www.kgbsd.org)

Sec. 8.12 CHILD ABUSE REPORTING

State law mandates School District employees will report suspicions of child abuse. The Administrator has necessary forms to complete with information on how to report. The Administrator must be notified of any reporting.

Sec. 8.13 FIELD TRIPS

Classes may schedule special trips as an extension of some course of study of class experience. Field trips are scheduled by the teacher and will require a “Permission Slip” from a parent/guardian. We can no longer accept a fax or verbal parent approval over the phone. If any student fails to bring their signed parent permission slip back to their teacher or to the school office, they cannot be allowed to participate. The School’s chartered bus operator will provide transportation, if students are not walking. Parents/guardians are welcome to take part in these activities.

Sec. 8.14 MEDICATION AT SCHOOL

The following are general guidelines for the dispensing of prescription medications to students (after the Secretary/Health Aide has been notified):

- The child’s parent/guardian must provide a written request and permission for the school to administer any medication.
- Medication must be in the original container.
- This permission must contain the name of medication and the length of time the medicine should be given (e.g. 1 week, entire school year, etc.). A form is available at the KCS office.
- At the recommendation of a physician, a student deemed responsible by parents/guardians and staff may keep an inhaler on their person.

Sec. 8.15 STUDENT DRESS CODE

Parents are asked to monitor clothing ensuring that the clothing is appropriate for the weather and the activities of the day. Students will be asked to remove, cover-up, or turn inside out any inappropriate clothing worn to school. Any logos on clothing are to be school appropriate. No hoods or hats are to be worn indoors. Students wearing shoes that may be a safety hazard will be asked to change their shoes or limit their activities. Please mark all coats, sweaters, gloves, and hats with the student’s name. KCS follows KGBSD’s Dress Code for Elementary and Middle School.

Sec. 8.16 VOLUNTEERS

KCS was established on the belief that parents/guardians are an important element in a child's education. Parents/guardians enrolling their child(ren) at KCS have chosen to participate in a unique educational experience, and parent/guardians are expected to volunteer for a minimum of two events each year.

*see Sec. 9.4 "Parent/guardian Statement of Expectations"

Sec. 8.17 PLAYGROUND RULES AND GUIDELINES

Following are the general guidelines for playground use at any time:

- Students must be inside the fenced areas.
- The Discipline Policy is in force (e.g. no hitting, fighting, snowballs, etc.).
- Safety is the greatest priority.
- Students should wear appropriate clothes outside (coats, boots, mittens, hats, etc.).
- Students should take play items out with them.
- Students may ask to return inside to use the restroom.
- Rules do not change with the supervising authority.
- Students may not go outside without an adult supervising the playground.
- Bullying will not be tolerated.

Sec. 8.18 HOMEWORK POLICY

Homework is a part of our general academic expectations for students. It helps develop a strong work ethic and personal organization skills.

The immediate educational purposes are:

- Reinforce skills and concepts learned in class.
- Develop study skills and habits.
- Inform parents/guardians what is being taught in the classroom.
-

Student progress and assignments may be accessed by parents/guardians through **Power School**. Power School is a program that allows the parent/guardian to view the electronic grade book from home. Information about Power School is available at the office.

Homework Expectations can be found in Parent/Student Handbook.

Sec. 8.19 BUS BEHAVIOR RULES

Bus Transportation is provided through KGBSD. Students sign a Transportation Agreement in which they agree to follow the safety rules and regulations listed. Copies of the Transportation Agreement are available at the office. KGBSD Bus Conduct.

SECTION 9. PARENT/GUARDIAN - COMMUNITY RELATIONS

Sec. 9.1 BUSINESS COMMUNITY PARTNERSHIPS

Community relations are important to us, and we are all goodwill ambassadors for KCS. APC members are involved in the community arena through jobs, friends, neighbors, and numerous service and religious organizations. Positive association and feedback within the community strengthens the trust between our school and community. The Ketchikan Community has been supportive of KCS. We hope to continue in creating partnerships with local businesses and pursue grant opportunities. Any information or expertise anyone can offer in this area is greatly appreciated. KCS may recruit individuals from the community to provide supplementary education experiences for the students. On-site parent/guardian volunteer assistance is encouraged and facilitated.

Sec. 9.2 PARENTS/GUARDIANS

Parents/guardians are involved in all levels of the school to ensure that their child(ren)'s education is as rich as possible. They serve as members of the APC, assist their child's teacher both in the classroom and with class activities, serve on committees, and perform various tasks using their individual expertise. Parents/guardians have saved the school thousands of dollars by volunteering their skills. They are included, along with faculty members, the administration, and the APC, in determining and implementing the direction of the school.

Sec. 9.2.1 PARENT/GUARDIAN - TEACHER CONFERENCES

Interaction between the parents/guardians and the child's teacher is vital to make sure he/she reaches his/her full potential. We have provided two conference opportunities and urge your attendance to take full advantage to work hand in hand with your child's teacher. Arrangements for additional conferences may be made with your child's teacher before or after school hours.

Sec. 9.3 PARENT / GUARDIAN VOLUNTEER COMMITMENT

KCS was established on the belief that parents/guardians are an important element in a child's education. Parents/guardians enrolling their child(ren) at KCS have chosen to participate in a unique educational experience.

KCS encourages every parent/guardian and/or other adult family members, to take a special interest in the lives of KCS students, to act as mentors and tutors, and to instill in every student the love of learning. Parents/guardians work in conjunction with the staff to ensure the most effective education possible for their children. Parents/guardians are expected to volunteer for a minimum of two events per year.

Sec. 9.4 PARENT / GUARDIAN STATEMENT OF EXPECTATIONS

By enrolling your child at KCS, you have chosen to participate in a unique educational experience for both you and your child. Our school was established on the belief that parents/guardians are an important element in a child's education and that parent/guardian involvement is necessary for the success of our school.

The opportunities for your involvement in the school are abundant as well as diverse. Although we recognize time is at a premium for every family in today’s world, we ask the following from our entire parent/guardian population in order to ensure the continual success of your child and KCS.

I will demonstrate my commitment to my child’s education and KCS:

1. I will actively encourage my child to be cooperative, punctual, attend school, and be ready to learn by practicing proper hygiene, rest, and choosing appropriate clothing.
2. I will notify the KCS office or my child’s teacher as soon as possible if he/she will not be able to attend school
3. I will schedule vacations in conjunction with school holidays, breaks, and annual standardized testing to the best of my ability. If I cannot, I will give KCS sufficient notice.
4. I will help my child establish a time and place to study, encourage his/her efforts, review homework, and discuss what he/she is reading.
5. I will attend parent/guardian meetings, school events, conferences, and try to support or assist in a fundraiser.
6. I will communicate and work positively with my child’s teacher, KCS staff, and administration in a respectful partnership to support my child’s education.
7. I will support KCS in the fair administration of consequences for my child’s non-adherence to KCS policies.
8. I will read and follow the conditions of KCS’s Homework Policy to the best of my ability.
9. I will fulfill my expectation of volunteering for a minimum of two events (or more) per year.

I have read the above Statement of expectations and agree to follow them.

Parent/Guardian Signature	Date
Printed Name of Signer	Relationship to Student
Name of Student	Grade

Sec. 9.5 COMPLAINT PROCESS

KCS firmly believes that adults must be models of good character even in the most difficult situations; and that complaints are most effectively resolved when they are handled as close to their origin as possible.

Although no one will be denied the right to petition the APC for redress of a grievance, complaints should go through the proper channels for solution before investigation or action by the APC. Exceptions are complaints that concern APC actions or operations.

Should a parent/guardian have a grievance concerning a particular class or the administration of the school, that issue should first be resolved using the following steps.

Step One: Initiating a Complaint

Anyone who wishes to express a complaint should discuss the matter with the school employee involved. It is the intent of the School to solve problems and address all complaints as close as possible to their origination.

Step Two: The Administrator

If unable to resolve a problem or concern at **Step One**, then the complainant should work with the Administrator to resolve the complaint or concern. The administrator shall investigate the complaint, confer with the complainant and the parties involved. If the discussion with the Administrator does not resolve the complaint or if such discussion is not practical under the circumstances, the complainant, if he/she wishes to appeal the decision to the APC, shall file a signed, written complaint with the Administrator clearly stating the nature of the complaint and a suggested remedy, which initiates **Step Three**. If a complaint is filed with the APC, the Administrator will prepare a written report of his/her findings and conclusion.

Step Three: The APC

The written complaint and the Administrator's findings and conclusions shall be submitted to the APC. The APC shall hold a hearing to review the findings and conclusion of the administrator, to hear the complainant and to take such other evidence, as it deems appropriate. Generally all parties involved, including the school administrator, will be asked to attend such meeting for the purpose of presenting additional facts, making further explanations and clarifying the issues. The administrator, before consideration and action by the APC, will investigate any complaint about school personnel. The APC will investigate any complaint about the school Administrator. The APC may elect to hold the hearing in executive session if the subject matter qualifies under Alaska State Open Meetings Act. **The APC will not hear charges against employees in open session.** While speakers may offer objective criticism of school operations and programs, **the APC will not hear personal complaints concerning school personnel nor against any person connected with the school system in public session.** To do so could expose the APC to a charge of being party to slander and would prejudice any necessity to act as the final review of administrative recommendations regarding the matter. The APC President will direct the visitor to the appropriate means for APC consideration and disposition of legitimate complaints involving individuals. After careful consideration of the information heard, the APC will make one of the following determinations: The APC may decide to support the Administrator's decision; or the APC may seek counsel with the KGBSD Superintendent.

APPENDIX AA. SPECIFIC GOALS

KCS APC Goals (2020/2021)

Goal 1: Increase Parent/Guardian Involvement in the Education of Children

- a. Create and foster realistic opportunities for families to be involved in their child(ren)'s education. (Parent Involvement Committee 2020/2021)
- b. School and classroom environments will reflect respect for all students and cultures, and they reflect an understanding of the cultural values of the students and community. (Community Liaison Committee 2020/2021)
- c. Instructional leaders consistently build productive, respectful relationships with parents and community members regarding school programs and school improvement efforts. (2020/2021)
- d. To promote school events/activities with parents/guardians through multiple avenues of communication. (Advertisement/Media Contact Committee 2020/2021)

Goal 2: Strive to raise academic Standards for Students at KCS

- a. Instructional leaders coordinate mentoring to support all new teachers in the development of instructional and classroom management skills. (2020/2021)

Goal 3: Maintain a Specific Sequential Curriculum in the Core Subjects

- a. Continue Professional Development in KCS' currently adopted core curriculums. (2020/2021)

Goal 4: Increase Accountability of Students, Parents/Guardians, Teachers, and the Administrator

- a. Adhere to attendance and tardy policy per KGBSD. (2020/2021)
- b. Continue the implementation of PBIS.(2020/2021)

Goal 5: Increase Community Involvement

- a. Evaluate fundraising opportunities using local community resources. (2020/2021)

PBIS 2020/2021

1. KCS will establish a school Positive Behavior Intervention System (PBIS).
2. KCS will attend district training.
3. KCS will maintain or strengthen the previous year's score provided by KOI Education. (Knowledge to produce Outcomes that create Impact)