

CONCEPTS AND ROLES

The School Board recognizes that the state and local community determine the number of educational programs available and the quality of the educational process in general. Therefore, it is imperative that members of the community work with the School Board and staff in developing sound educational policies, implementing programs and establishing an effective evaluation process for those programs.

School/community relations cannot merely be described as a process of reporting and interpreting, but rather can be characterized as a partnership in pursuit of excellence. It is a partnership in which community members, educators, and other school personnel perform their respective roles in view of the best interests of the schools and, most importantly, the students.

The administration is responsible for all public communication except for such matters as the Board may wish to deal with publicly itself.

YOUTH SERVICES

The School Board perceives that increasing numbers of children live in poverty or neglect. Children who come to school with unmet physical, social and emotional needs are unable to devote themselves to learning. Our future depends upon these children becoming literate, independent and productive citizens. The Board believes that all aspects of a child's welfare must become our society's top priority.

The Board realizes that local schools alone cannot meet our children's complex individual needs. The schools have, therefore, a legitimate interest in cooperating with public and private agencies that provide day care, nutrition, and health services for children. The victims of homelessness, exploitation, substance abuse and child abuse may need multiple services, which should be coordinated in order to avoid gaps, duplication, or delay. Schools, local government, businesses, foundations and charitable organizations all must work together to improve conditions for our community's youth.

Children have a right to have their physical, emotional and intellectual needs met. The Board supports public policies which respect children by meeting their needs. The Board will advocate for local, state and national public and private policies, legislation and programs designed to provide or better coordinate services that help children to make the most of their educational opportunities.

COMMUNICATION WITH THE PUBLIC

The School Board appreciates the importance of community involvement and therefore shall strive to keep the community informed of developments within the school system in timely and understandable ways.

The Superintendent or designee shall use all reasonable means of communication to keep the public aware of the goals, programs, achievements and needs of our schools. Members of the community shall have opportunities to become involved in the schools and to express their interests and concerns.

(cf. 0420 – School-Based Management/ School Advisory Boards)

(cf. 1340 – Access to District Records)

(cf. 5145.6 – Notifications Required by Law)

(cf. 9320 – Board Meetings)

MEDIA RELATIONS

The School Board recognizes that the media significantly influences the public's understanding of school issues and can greatly assist the district in communicating with the community.

The Board respects the public's right to information and recognizes that the media has a legitimate interest in the schools and a responsibility to provide the community with news.

Media representatives are welcome at all Board meetings and shall receive meeting announcements and agendas upon request.

(cf. 9320 – Board Meetings)

Like all other visitors, media representatives must register in the school office when coming on campus during school hours.

(cf. 1250 – Visits to the School)
(cf. 3515.2 – Intruders on Campus)

The Superintendent or designee shall coordinate the release of information concerning the district and the actions of the Board. The principal or designee of each school shall provide the media with information relating to his/her school, including information about student awards, school accomplishments and events of special interest.

(cf. 9010 – Public Statements)

During crisis situations, all media inquiries shall be routed to the Superintendent or designee, who shall prepare and update an official statement responding to the particular situation as events unfold.

The district shall not release information which is private or confidential as identified by law and Board policy or administrative regulation.

(cf. 1340 – Access to District Records)
(cf. 5125 – Student Records; Confidentiality)

DISTRICT-SPONSORED SOCIAL MEDIA

The School Board recognizes the value of technology such as social media platforms in promoting community involvement and collaboration. The purpose of any official district social media platform shall be to further the district's vision and mission, support student learning and staff professional development, and enhance communication with students, parents/guardians, staff, and community members.

- (cf. 0000 – Concepts and Roles)*
- (cf. 1100 – Communication with the Public)*
- (cf. 1112 – Media Relations)*
- (cf. 4170/4270/4370 – District Issued Portable Technology)*
- (cf. 6020 – Parent Involvement)*
- (cf. 6145.5 – Student Organizations and Equal Access)*
- (cf. 6161.5 – Web Sites/Pages)*

The Superintendent or designee shall develop content guidelines and protocols for official district social media platforms to ensure the appropriate and responsible use of these resources and compliance with law, Board policy, and regulation.

Guidelines for Content

Official district social media platforms shall be used only for their stated purposes and in a manner consistent with this policy and administrative regulation. By creating these official sites and allowing for public comment, the Board does not intend to create a limited public forum or otherwise guarantee an individual's right to free speech.

- (cf. 5145.2 – Freedom of Speech/Expression)*
- (cf. 6145.5 – Student Organizations and Equal Access)*

The Superintendent or designee shall ensure that the limited purpose of the official district social media platforms is clearly communicated to users. Each site shall contain a statement that specifies the site's purposes, along with a statement that users are expected to use the site only for those purposes. Each site shall also contain a statement that users are personally responsible for the content of their posts.

Official district social media platforms may not contain content that is obscene, libelous, or so incites students as to create a clear and present danger of the commission of unlawful acts on school premises, violation of school rules, or substantial disruption of the school's orderly operation.

- (cf. 5131 – Conduct)*

DISTRICT-SPONSORED SOCIAL MEDIA (continued)

Staff or students who post prohibited content shall be subject to discipline in accordance with district policies and administrative regulations.

(cf. 4118 – Suspension/Disciplinary Action)
(cf. 4119.21/4219.21/4319.21 – Code of Ethics)
(cf. 4170/4270/4370 – District Issued Portable Technology)
(cf. 4218 – Dismissal/Suspension/Disciplinary Action)
(cf. 5144 – Discipline)
(cf. 5144.1 – Suspension and Expulsion)
(cf. 6161.4 – Internet)

Users of official district social media platforms should be aware of the public nature and accessibility of social media and that information posted may be considered a public record subject to disclosure under the Public Records Act. The Board expects users to conduct themselves in a respectful, courteous, and professional manner.

(cf. 1340 – Access to District Records)
(cf. 9012 – Communications to and from the School Board)

Privacy

The Superintendent or designee shall ensure that the privacy rights of students, parents/guardians, staff, Board members, and other individuals are protected on official district social media platforms.

(cf. 5125.1 – Release of Directory Information)

Social media and networking sites and other online platforms shall not be used by district employees to transmit confidential information about students, employees, or district operations.

(cf. 4119.23/4219.23/4319.23 – Unauthorized Release of Confidential Information)
(cf. 5145.15 – Student and Family Privacy Rights)
(cf. 5125 – Student Records)

Legal Reference:

UNITED STATES CODE

Federal copyright law, 17 U.S.C. 101–1101

Federal Family Educational Rights and Privacy Act, 20 U.S.C. 1232g

Employee rights to engage in concerted, protected activity, 29 U.S.C. 157

Section 503 of the Rehabilitation Act of 1973; accessibility to federal web sites, 29 U.S.C. 794

CODE OF FEDERAL REGULATIONS, TITLE 34

34 C.F.R. 99.1–99.67 Family Educational Rights and Privacy

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT
Adoption Date: 3/13/2013

Community Relations

AR 1114(a)

DISTRICT-SPONSORED SOCIAL MEDIA

Definitions

Social media means any online platform for collaboration, interaction, and active participation, including, but not limited to, social networking sites such as Facebook, Twitter, YouTube, LinkedIn, or blogs.

Official district social media platform is a site authorized by the Superintendent or designee. Sites that have not been authorized by the Superintendent or designee but that contain content related to the district or comments on district operations, such as a site created by a parent-teacher organization, booster club, or other school-connected organization or a student's or employee's personal site, are not considered official district social media platforms.

(cf. 1240 – School-Connected Organizations)

Authorization for Official District Social Media Platforms

The Superintendent or designee shall authorize the development of any official district social media platform. Teachers and coaches shall obtain approval from the principal before creating an official classroom or team social media platform.

Guidelines for Content

The Superintendent or designee shall ensure that official district social media platforms provide current information regarding district programs, activities, and operations, consistent with the goals and purposes of this policy and regulation. Official district social media platforms shall contain content that is appropriate for all audiences.

(cf. 0510 – School District Report Card)

(cf. 1100 – Communication with the Public)

(cf. 1112 – Media Relations)

(cf. 4170/4270/4370 – District Issued Portable Technology)

(cf. 6020 – Parent Involvement)

(cf. 6145.5 – Student Organization and Equal Access)

(cf. 6161.5 – Web Sites/Pages)

Community Relations

AR 1114(b)

DISTRICT-SPONSORED SOCIAL MEDIA (continued)

The Superintendent or designee shall ensure that copyright laws are not violated in the use of material on official district social media platforms.

(cf. 4132/4232/4332 – Publication or Creation of Materials)
(cf. 6162.6 – Use of Copyrighted Materials)

The Superintendent or designee shall ensure that official district social media platforms are regularly monitored. Staff members responsible for monitoring content may remove posts based on viewpoint-neutral considerations, such as lack of relation to the site's purpose or violation of the district's policy, regulation, or content guidelines.

Each official district social media platform shall prominently display:

1. The purpose of the site, along with a statement that users are expected to use the site only for those intended purposes.
2. Information on how to use the security settings of the social media platform.
3. A statement that the site is regularly monitored and that any inappropriate post will be promptly removed. Inappropriate posts include those that:
 - a. Are obscene, libelous, or so incite students as to create a clear and present danger of the commission of unlawful acts on school premises, violation of school rules, or substantial disruption of the school's orderly operation
 - b. Are not related to the stated purpose of the site, including, but not limited to, comments of a commercial nature, political activity, and comments that constitute discrimination or harassment

(cf. 0410 – Nondiscrimination in District Programs and Activities)
(cf. 1325 – Advertising and Promotion)

Community Relations

DISTRICT-SPONSORED SOCIAL MEDIA (continued)

4. Protocols for users, including expectations that users will communicate in a respectful, courteous, and professional manner.
5. A statement that users are personally responsible for the content of their posts and that the district is not responsible for the content of external online platforms.
6. A disclaimer that the views and comments expressed on the site are those of the users and do not necessarily reflect the views of the district.
7. A disclaimer that any user's reference to a specific commercial product or service does not imply endorsement or recommendation of that product or service by the district.
8. The individual(s) to contact regarding violation of district guidelines on the use of official district social media platforms.

Note: For policy language regarding appropriate employee communications and relationships with students, see BP 4119.21/4219.21/4319.21 – Code of Ethics and BP 6161.4 – Internet.

Appropriate Use by District Employees

District employees who participate in official district social media platforms shall adhere to all applicable district policies and procedures, including, but not limited to, professional standards related to interactions with students.

(cf. 4119.21/4219.21/4319.21 – Code of Ethics)
(cf. 6161.4 – Internet)

When appropriate, employees using official district social media platforms shall identify themselves by name and district title and include a disclaimer stating that the views and opinions expressed in their post are theirs alone and do not necessarily represent those of the district or school.

All staff shall receive information about appropriate use of the official district social media platforms.

(cf. 4131/4231/4331 – Staff Development)

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT
Adoption Date: 3/27/2013

PUBLIC INVOLVEMENT IN BOARD MEETINGS

The Board encourages community involvement in the schools as an essential element of effective schools. The Board and administration shall provide an opportunity for the input of parents and interested community members on Board agenda items.

(cf. 9320 – Meetings)

(cf. 9321 – Closed Meetings)

(cf. 9322 – Agenda/Meeting Materials)

(cf. 9323 – Meeting Conduct)

(cf. 9323.2 – Actions by Board)

Revised 9/97

RESPONSIBILITIES OF THE BOARD

The responsibility of the Board is the management of the district's schools through the Superintendent. The Board's prime functions are the formulation of policies and the judgment of results. Its ultimate goal is the maintenance and upgrading of the educational standards and facilities so that the best possible education will be available to the children of the community.

(cf. 9300 – Governance)

The local school district has been created as a unit of state government. The Board is, therefore, responsible to the local community and to the state government. The Board may take a public position on legislation which will directly affect the education program within the community.

Members of the Board individually will refer compliments, suggestions and constructive criticism about operational matters directly to the Superintendent or designee for appropriate consideration and action. Comments affecting policy will be routed through regular channels to the Board meeting agenda for consideration by the Board as a whole.

(cf. 1312 – Public Complaints Concerning the Schools)

(cf. 9000 – Role of the Board and Members)

(cf. 9010 – Public Statements)

COMMENDATIONS AND AWARDS

The School Board believes that individuals and organizations deserve recognition when they provide contributions or longstanding service to the district. The Board believes that commending such service promotes increased community understanding and participation.

(cf. 1700 – Relations between Private Industry and the Schools)

The Superintendent or designee shall establish procedures by which Board members, employees or members of the community may suggest persons or organizations for Board recognition. At the Board’s discretion, letters of recognition, Board resolutions, plaques or awards may be presented.

The Board encourages similar forms of recognition for achievement or services as part of school-level commendation programs.

(cf. 4156-2 – Awards and Recognition)

(cf. 5126 – Awards for Achievement)

COMMENDATIONS AND AWARDS

Any Board member, employee, parent/guardian, student or community member may submit the name of an individual or organization to the Superintendent or designee for Board recognition.

Persons proposing the recognition of an individual or organization shall also indicate a suggested type of recognition which may include, but is not limited to, the following:

1. Plaques or awards, to be presented at a Board meeting, for providing the district or community with special, unusual or long-term assistance.
2. Board Resolution, to be read at a Board meeting, for distinguished service to children and youth.
3. Letter of Recognition, to be prepared by the Superintendent or designee on behalf of the Board, for significant achievement and/or service by groups such as the basketball team, choir, band, and parent/guardian/community organizations.
4. Receptions and other informal recognition activities.

CITIZEN ADVISORY COMMITTEES

The School Board recognizes that citizen advisory committees enable both citizens and educators to better understand the attitudes and opinions held in the school and community.

As the need arises, the Board may establish citizen advisory committees to consider school problems, needs and issues. Advisory committees shall serve in a strictly advisory capacity and shall not act as policy-making bodies.

(cf. 0420 – School-Based Management/ Site Councils)

Committee members shall represent a cross section of qualified people throughout the district, except in those cases where a committee is established to address the needs of a particular segment of the school community. With Board approval, the Superintendent or designee may appoint committee members.

Note: AS 14.14.300 allows the appointment of persons 17-21 years of age to any advisory committee if recommended by a district committee on the involvement of young people in school governance established pursuant to AS 14.14.250.
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When committees are appointed, committee members shall receive a written statement including, but not be limited to:

1. The committee members' names.
2. The specific charges of the committee, including its topic(s) for study or well-defined area(s) of activity.
3. The specific period of time that the committee is expected to serve.
4. Legal requirements regarding meeting conduct and public notifications.
5. Resources available to help the committee complete its tasks.
6. Timelines for progress reports and/or final report.
7. Relevant Board policies and administrative regulations.
8. The procedure to be used in the selection of the committee chairperson and other committee officers.

CITIZEN ADVISORY COMMITTEES (continued)

The board shall have the sole power to dissolve any of its advisory committees and may exercise this power at any time.

Citizen advisory committees established by Board action shall provide public notice of their meetings and conduct such meetings in accordance with the state open meetings laws for such committees. All major conclusions and recommendations made by advisory committees shall be made available to the public in writing.

(cf. 9130 – Board Committees)

Administrative Advisory Committees

The Superintendent or designee may establish citizen advisory committees to advise the administration.

The Superintendent or designee shall inform the Board when such committees are established and shall describe their charges, size, term of office, and membership. The Superintendent or designee shall inform the Board of the persons appointed to such committees and any changes in committee membership or charge.

The Superintendent or designee shall provide the Board with a final report of each committee’s accomplishments and shall provide summary reports and appraisals of administrative advisory committees as requested by the Board.

(cf. 2230- Representative and Deliberative Groups)

Expenses, Travel, Reimbursement

The Board may allocate funds for the use of advisory committees. Within budget allocations, the Superintendent or designee may approve requests for travel associated with the charge of the committee and reimburse committee members for expenses at the same rates and under the same conditions as those provided for district employees.

(cf. 4133/4233 – Travel; Reimbursement)

Legal Reference:

ALASKA STATUTES

14.08.115 *Advisory school boards in regional educational attendance areas*

14.12.35 *Advisory school boards in borough school districts*

14.14.250 –14.14.310 *Involvement of Young People in School Governance*

SCHOOL-CONNECTED ORGANIZATIONS

The School Board recognizes that parents/guardians may wish to organize clubs for the purpose of supporting the educational program and/or extracurricular programs such as athletic teams, debate teams, and musical groups. The Board supports such activities and welcomes parental interest and participation. Parent/guardian clubs shall be especially careful not to seek advantages for the activities they support if those advantages might be detrimental to the entire school program.

The Board recognizes that these organizations are independent of the school or district. In order to protect the district and students, the Superintendent or designee shall establish appropriate controls for the relationship between such organizations and the district. Groups desiring to be recognized as school-connected organizations shall request authorization from the Board in accordance with conditions established in administrative regulations.

No monies will be co-mingled with school district monies and no school district employees shall be signers on the account.

(cf. 1321 – Solicitation of Funds)
(cf. 3290 – Gifts, Grants and Bequests)

Revised 9/97

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT
Adoption Date: 10/13/99

SCHOOL-CONNECTED ORGANIZATIONS

Organizations that apply for status as a School Connected Organization must be clearly engaged in providing cultural, artistic, recreational or educational activities for children.

Requests for recognition as a school-connected organization shall contain:

1. The name of the organization.
2. The date of application.
3. Membership quotas or qualifications.
4. The names, addresses and phone numbers of all officers.
5. A brief description of the organization's purpose.
6. A list of specific annual objectives.
7. The name of the bank where the group's account will be located and the names of those authorized to withdraw funds.
8. The signature of a site administrator who supports the request for authorization.
9. Desired use for any money remaining at the end of the year if the organization is not continued or authorized to continue in the future.
10. Evidence of liability insurance.

School connected organizations shall:

1. Apply for and receive designation as a school connected organization.
2. Work together to provide each school with a community bulletin board.
3. Post signs only on the community bulletin board. Maintenance of the board shall be the responsibility of the organizations.
4. If a community bulletin board is not provided by the school connected organizations, signs, posters, etc. shall not be placed around the school

SCHOOL-CONNECTED ORGANIZATIONS (continued)

5. Count, bundle and place in teacher mailboxes all information to be sent home. Organizations shall work together to coordinate this as there should only be one bundle per classroom.
6. Information will be sent home once a month only. This will occur on the last Friday of the month.
7. Assure that school personnel do not collect any forms or money on behalf of the organization.
8. Not usurp the time of school personnel to assist in these efforts.

(cf. 1330 – Use of School Facilities)

Authorizations shall be automatically renewed each year. The Superintendent or designee may recommend that authorizations be revoked by the Board if considered necessary.

Any program, fund-raiser or other activity sponsored by parent/guardian clubs shall be authorized and conducted according to Board policy, administrative regulations and school rules. Announcements of events and related parent/guardian permission slips shall clearly indicate that the activity or event is sponsored by the parent/guardian organization, not by the school or district.

(cf. 1325 – Advertising and Promotions)
(cf. 3541.1 – Transportation: School-Related Trips)

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SCHOOL-CONNECTED ORGANIZATIONS

Alaskans for Drug Free Youth
Big Brothers/Big Sisters
Boys and Girls Club
Boy Scouts
First Book – Southeast Alaska
Girl Scouts
Historic Ketchikan
Hoopmania
Ketchikan Area Arts and Humanities
Ketchikan Boys and Girls Club
Ketchikan Youth Court
Ketchikan Youth Initiatives
Ketchikan Youth Soccer League
Ketchikan Little League
Ketchikan Theatre Ballet
Ketchikan Wrestling Club-Mat Rats
Parks and Recreation
PATCHWORKS
Salvation Army
Seedlings for Student Success
Southeast Alaska Discovery Center
VFW Auxiliary, Post 4352

VOLUNTEER ASSISTANCE

The wealth of experience available in the community is a resource that should be used in appropriate ways to enrich the educational program and strengthen our schools' relationships with homes, businesses, public agencies and private institutions. By their presence, volunteers also can make school environments safer and more closely supervised. The School Board encourages parents/guardians and other members of the community to share their time, knowledge and abilities with our students. Like employees and students, volunteers shall act in accordance with district policies and regulations.

(cf. 0410 – Nondiscrimination in District Programs and Activities)

Revised 9/97

VISITS TO THE SCHOOLS

The School Board encourages parents/guardians and interested members of the community to visit the schools and view the educational program. The Superintendent or designee shall invite parents/guardians and the community to open house activities and other special events.

(cf. 1110 – Media Relations)

The Superintendent or designee shall establish procedures to facilitate visits during regular school days and register all visitors at the school office when entering school grounds.

(cf. 0411 – Service Animals)

The Board recognizes the staff time and commitment required by school visits and encourages the staff to accommodate as many requests for visits as possible. To ensure minimum interruption of the instructional program, visits during school hours should be first arranged with the teacher and principal or designee. If a conference is desired, an appointment should be set with the teacher during noninstructional time.

(cf. 3515 – School Safety and Security)
(cf. 3515.2 – Intruders on Campus)

*–New cross reference
added 8/11*

PUBLIC COMMENTS CONCERNING THE SCHOOLS

The School Board believes that the quality of the educational program can improve when the district listens to public comments, considers differences of opinion, and resolves disagreements through an established, objective process.

The Board encourages persons to resolve problems early and informally whenever possible. If a problem remains unresolved, the individual should submit a formal complaint as early as possible in accordance with appropriate district procedures. District procedures shall be readily accessible to the public.

Individual Board members do not have authority to resolve complaints. If approached directly with a complaint, however, Board members should listen to the complaint and show their concern by referring the complainant to the Superintendent or designee so that the problem may receive proper consideration.

(cf. 1312.1 – Public Complaints Concerning School Personnel)
(cf. 1312.2 – Public Complaints Concerning Instructional Materials)
(cf. 1312.3 – Public Complaints Concerning Discrimination)

Legal Reference:

ALASKA STATUTES

14.18.100 Remedies (Sex or Race Discrimination)

ALASKA ADMINISTRATIVE CODE

4 AAC 06.560 – 06.580 Violations; Prohibition Against Sex Discrimination

4 AAC 52.500 – 52.629 Procedural Safeguards; Education for Exceptional Children

TITLE VI, CIVIL RIGHTS ACT OF 1964

TITLE VII, CIVIL RIGHTS ACT OF 1964, 42 U.S.C. 2000 et. seq. (Ch. 21)

TITLE IX, EDUCATION AMENDMENTS OF 1972

SECTION 504, REHABILITATION ACT OF 1973

34 CODE OF FEDERAL REGULATIONS

200.74 and Part 300

GENERAL EDUCATION PROVISIONS ACT, 20 U.S.C. 1221 et. seq., especially:

FAMILY EDUCATIONAL RIGHTS AND PRIVACY RIGHTS ACT, 20 U.S.C. 1232g

Revised 9/97

Community Concerns Report Form

All written complaints regarding district personnel will be filed with the principal or immediate supervisor. If the complaint regards a principal or central office administrator the written complaint shall be initially filed with the Superintendent or designee.

Name of Employee(s) involved: _____

Summary of complaint: _____

Have you discussed this with the employee? YES NO

What solution would you like to see? _____

The principal or immediate supervisor will investigate and attempt to resolve the complaint to the satisfaction of the person(s) involved. This will include a written response to the parties involved within 14 days of the date of the complaint. If a response is not received within 14 days or if the complaint remains unresolved the complaint should be forwarded to the Superintendent. The Superintendent will review the decision, do any needed follow-up investigation, and respond to all parties involved within 14 days.

Signature of Person Filing Complaint

Date Filed

Address of Person Filing Complaint

Signature of Person Receiving Complaint

Date Received

BP 1312.1

PUBLIC COMPLAINTS CONCERNING SCHOOL PERSONNEL

The School Board places trust in its employees and desires to support their actions in such manner that employees are free from unwarranted, spiteful or negative criticism and complaints. The Superintendent or designee shall develop procedures which will permit the public to lodge criticism against staff members, assure full consideration, and protect the rights of the staff members and the district. Verbal complaints against an employee initially made to a Board member or at a Board meeting will be referred to the Superintendent or designee for appropriate consideration and action.

(cf. 1250 – Visits to the School)

(cf. 1312 – Public Complaints Concerning the Schools)

(cf. 4112.6 – Personnel Records)

(cf. 9323 – Meeting Conduct)

Note: When public complaints include allegations of child abuse, it is imperative that school officials consult BP 5141.4 – Child Abuse and Neglect (Reporting Procedures). Though a district may implement its complaint procedures in such cases, the duty to report suspected child abuse comes first. We encourage school districts to rely on the child protective agencies for resolving these complaints and determining if the child abuse report is unfounded. The following language is optional.

When public complaints involve accusations of child abuse, the provisions of this policy and regulation shall be implemented only after the child abuse reporting requirements specified in law have been fulfilled.

(cf. 5141.4 – Child Abuse and Neglect (Reporting Procedures))

Legal Reference:

ALASKA STATUTES

44.62.310 Government meetings public

Revised 9/97

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT
Adoption Date: 10/13/99

PUBLIC COMPLAINTS CONCERNING SCHOOL PERSONNEL

1. In order to promote fair and constructive communication, the following procedures shall govern the resolution of complaints. Every effort should be made to resolve a complaint at the earliest possible stage. Complaints concerning school personnel should be made directly by the complainant to the person against whom the complaint is lodged. Parents/guardians are encouraged to attempt to orally resolve concerns with the staff member personally.
2. All written complaints regarding district personnel other than administrators shall be initially filed with the principal or immediate supervisor. If the complaint regards a principal or central office administrator, the written complaint shall be initially filed with the Superintendent or designee. If the written complaint concerns the Superintendent or designee, it shall be initially filed with the Board. If the complaint is also against the district, the principal or designee shall provide a copy of the complaint to the district compliance officer so that appropriate procedures may be followed.
3. If the complaint cannot be resolved informally by the persons involved, the complainant may submit the complaint in writing to the school principal or immediate supervisor. When necessary, the district shall assist in the preparation of the written complaint so as to meet the requirements of this regulation. The administrative staff shall inform the complainant that such assistance is available if he/she is unable to prepare the written complaint without help. A written complaint must include the name of each employee involved and a brief but specific summary of the complaint and the facts surrounding it. It must also include a specific description of a prior attempt to discuss the complaint with the employee involved and the failure to resolve the matter.
4. The principal or immediate supervisor shall investigate and attempt to resolve the complaint to the satisfaction of the person(s) involved. If the complaint is resolved, the principal will so advise all concerned parties, including the Superintendent or designee.
5. If the complaint remains unresolved after review by the principal or the immediate supervisor, the principal shall refer the written complaint, together with a report and analysis of the situation, to the Superintendent or designee. Complainants should consider and accept the Superintendent or designee's decision as final.

PUBLIC COMPLAINTS CONCERNING SCHOOL PERSONNEL (continued)

However, the complainant, the employee, or the Superintendent or designee may ask to address the School Board regarding the complaint.

6. Except when a complaint is directed against the Superintendent, in order to avoid ex parte communications concerning pending disciplinary investigations or proceedings, no party to a complaint under investigation should address the Board, either in closed or open session, until the investigation is concluded and, if applicable, a board decision has been reached..
7. Complaints before the Board concerning an employee that may tend to be prejudicial to the employee's reputation or character shall be addressed in executive session of the Board. All parties to a complaint, including the school administration, may be asked to attend a Board meeting or part of such meeting for the purpose of presenting all available evidence and allowing every opportunity for explaining and clarifying the issue. The decision of the Board following the hearing shall be final.

(cf. 9321 – Executive Sessions)

Note: The district should make sure that complaints heard in executive session are indeed complaints against an employee, not against district practice or procedures.
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PUBLIC COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS

The School Board takes great care in the adoption of instructional materials and is aware that all adopted materials may not be acceptable to all students, their parents/guardians, or other district residents.

(cf. 6161.1 – Selection and Evaluation of Instructional Materials)
(cf. 6161.11 – Supplementary Instructional Materials)

The Superintendent or designee shall establish procedures which will permit proper consideration of any complaints against the use of any instructional materials, including textbooks, supplementary textbooks, library books, and other instructional materials and equipment.

(cf. 1312.3 – Public Complaint Concerning Discrimination)

The Board believes the Superintendent and staff are well qualified to consider complaints concerning instructional materials. Complainants are advised to consider and accept the Superintendent or designee’s decision as final. However, if the complainant finds the decision of the Superintendent or designee unsatisfactory, he/she may request that the matter be placed on the agenda of a regular Board meeting.

The Board’s decision in any such case will be based on educational suitability and will not be influenced by a desire to suppress information or deny students access to ideas with which the Board disagrees.

(cf. 6144 – Controversial Issues)

PUBLIC COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS

Complaints concerning instructional materials will be accepted only from staff, district residents, or the parents/guardians of children enrolled in a district school.

Complaints must be presented in writing to the principal on the appropriate district form. Complaints regarding printed material must specify the precise nature of the objection. The statement must be signed and identified in such a way that a proper reply will be possible.

Individual students may be excused from using challenged materials after the parent/guardian has presented a written complaint. The teacher will then assign the student alternate materials of equal merit. Use of the materials by a class, school or the district, however, shall not be restricted until so directed by the Superintendent or designee.

Upon receiving a complaint, the principal will acknowledge its receipt and answer any questions regarding procedure. The principal will then notify the Superintendent or designee and the teacher(s) involved of the complaint. The Superintendent or designee will determine whether the complaint should be considered on an individual basis or whether a review committee should be convened.

The use of challenged materials by class, school or district shall not be restricted until final disposition has been made by the district.

A review committee may be formed under the direction of the Superintendent or designee. It shall be composed of five or more staff members selected by the Superintendent or designee from relevant administrative and instructional areas.

In deliberating challenged materials, the review committee shall consider the educational philosophy of the district; the professional opinions of other teachers of the subject and of other competent authorities; reviews of the materials by reputable bodies; the teacher's stated objectives in using the materials; and the objections of the complainant.

The review committee shall determine the extent to which the challenged material supports the curriculum, the educational appropriateness of the material, and its suitability for the age level of the student.

PUBLIC COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS

(continued)

Within 30 days of being convened, the review committee shall summarize its findings in a written report and submit it to the Superintendent or designee for final action. The Superintendent or designee shall notify the complainant of his/her decision no later than 60 days after the complaint was filed.

The report of the review committee together with the Superintendent or designee's recommendation may be brought to the School Board for consideration and final decision.

When any challenged instructional material is reviewed by the district, it shall not be subject to any additional reconsideration for 12 months.

State-Adopted Material

If the challenged material has been adopted by the State Board of Education, the Superintendent or designee may forward the complaint, without action, to the Department of Education for reevaluation and decision.

CITIZEN'S REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

Date: _____

TITLE: _____

AUTHOR: _____

PUBLISHER: _____ DATE OF EDITION: _____

Request received by: _____

Title: _____

Citizen's Name: _____ Phone: _____

Citizen Represents:
Himself/Herself _____ Organization or Group: _____

1. To what do you object? (Please be specific: cite pages, tape sequence, video frame, and words.)
2. What do you feel would be the result of reading/viewing this material?
3. For what age group would you recommend this material?
4. Did you read/view the entire selection?
5. If not, what percentage did you read/view, or what parts?
6. Is there anything good about this material?
7. What would you like the school to do about this material?
 Do not assign it to my child.
 Withdraw it from all students.
 Reevaluate it.
8. Are you aware of how this work has been assessed by literary critics?
9. What do you believe is the thesis of this work?
10. In its place, what work would you recommend?

Signature of citizen

Action taken: _____ Date: _____

PUBLIC COMPLAINTS CONCERNING DISCRIMINATION

The School Board recognizes that the district has primary responsibility for ensuring that it complies with state and federal laws and regulations governing educational programs. The Superintendent or designee shall establish procedures to investigate and seek to resolve complaints alleging unlawful discrimination related to educational programs and activities.

The Board acknowledges and respects student and employee rights to privacy. Complaints shall be investigated in a manner that protects these rights.

(cf. 1340 – Access to District Records)
(cf. 4112.6 – Personnel Records)
(cf. 5125 – Student Records)

The Board prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination, or for participation in complaint procedures.

(cf. 0410 – Nondiscrimination in District Programs and Activities)
(cf. 1213.1 – Complaints Concerning School Personnel)
(cf. 1213.2 – Complaints Concerning Instructional Materials)
(cf. 5141.4 – Child Abuse and Neglect (Reporting Procedures))

Legal Reference: (See next page)

PUBLIC COMPLAINTS CONCERNING DISCRIMINATION (continued)

Legal Reference:

ALASKA STATUTES

14.18.010 *Discrimination based on sex and race prohibited*

14.18.020 *Discrimination in employment prohibited*

14.18.090 *Enforcement by State Board of Education*

14.18.100 *Remedies (Sex or Race Discrimination)*

ALASKA ADMINISTRATIVE CODE

4 AAC 06.510 *Discrimination in hiring practices.*

4 AAC 06.560 – 06.580 *Violations; Prohibition Against Sex Discrimination*

4 AAC 52.500 – 52.629 *Procedural Safeguards; Education for Exceptional Children*

TITLE VI, CIVIL RIGHTS ACT OF 1964

TITLE VII, CIVIL RIGHTS ACT OF 1964

TITLE IX, EDUCATION AMENDMENTS OF 1972

SECTION 504, REHABILITATION ACT OF 1973

34 CODE OF FEDERAL REGULATIONS

200.74 and Part 300

GENERAL EDUCATION PROVISIONS ACT, 20 U.S.C. 1221 et seq., especially:

FAMILY EDUCATIONAL RIGHTS AND PRIVACY RIGHTS ACT, 20 U.S.C. 1232g

CIVIL RIGHTS RESTORATION ACT

20 U.S.C. 1683 et seq.

VOCATIONAL REHABILITATION ACT OF 1973, SECTIONS 503 AND 504

29 U.S.C. 791 et seq.

AGE DISCRIMINATION IN EMPLOYMENT ACT

29 U.S.C. 621 et seq.

VIETNAM ERA VETERANS ACT

38 U.S.C. 2011 et seq.

AMERICANS WITH DISABILITIES ACT

42 U.S.C. 12101 et seq.

Revised 9/97

PUBLIC COMPLAINTS CONCERNING DISCRIMINATION

Compliance Responsibility

The Superintendent designates the following individual as the district's compliance officer responsible for receiving and investigating complaints concerning unlawful discrimination in district programs and activities:

Shannon Sines
Director of Curriculum and Staff Development
907-247-2142
Mailing Address: 333 Schoenbar Road, Ketchikan, AK 99901

The compliance officer shall notify all parties involved when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made. The compliance officer shall maintain a record of each complaint and when it was received, attempts to resolve the complaint, including a record of any hearings, and the district's written decision regarding the complaint. The compliance officer shall ensure that a final decision regarding any complaint of unlawful sex or race discrimination is reached within 60 days of receipt of the complaint.

Filing of Complaint

Any district resident may file a written complaint of alleged noncompliance with the district compliance officer. If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other handicaps, district staff shall assist him/her to file the complaint.

Investigation of Complaint

The compliance officer shall hold an investigative meeting within five days of receiving the complaint or attempting to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative and the district's representatives to present information relevant to the complaint. Parties to the dispute may discuss the complaint and question each other or each other's witnesses.

PUBLIC COMPLAINTS CONCERNING DISCRIMINATION (continued)

To ensure that all pertinent facts are made available, the compliance officer and the complainant may ask other individuals to attend this meeting and provide additional information.

Written Decision

Within 30 days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, including:

1. The findings and disposition of the complaint, including corrective actions, if any.
2. The rationale for the above disposition.
3. Notice of the complainant's right to appeal the decision and procedures to be followed for initiating such an appeal.

Appeal to the Board

Within five days of receiving the district's written decision, the complainant may appeal the compliance officer's decision to the School Board. The Board shall consider the matter at its next regular Board meeting or at a special Board meeting convened in order to provide a Board hearing and written district decision within 60 days of the district's initial receipt of the complaint or within an extended time period that has been specified in a written agreement with the complainant.

State or Federal Appeal

If dissatisfied with the resolution of a complaint alleging unlawful sex or race discrimination, the complainant may file an appeal with the Commissioner of Education within 180 days of the alleged violation. (4 AAC 06.560)

If dissatisfied with the resolution of a complaint regarding a Title I program, the complainant may request its review by the U.S. Secretary of Education. (34 Code of Federal Regulations, 200.74)

* (Only revision – updating of designated compliance officer, 1/2015)

**PUBLIC COMPLAINTS CONCERNING DISCRIMINATION
WITH RESPECT TO THE FOOD SERVICE PROGRAM:**

A Civil Rights Complaint is:

A verbal or written allegation of discrimination that indicates the School District operates in such a manner that it results in disparity of treatment or services being provided to persons or groups of persons because of their protected status.

The following action shall be taken by school district employees if they receive a civil rights complaint with respect to the Food Service Program:

1. At the School:

When a complaint is made at the point of service or any other staff, they will take note of the complaint and email the district food service coordinator. The email should note who made the complaint and a summary of the complaint. They will also let the person who is making the complaint know that they can fill out a written complaint at the district office.

2. District Office:

When a complaint is made district personnel will provide the Civil Rights Complaint Record form to the person making the complaint. This form will then be given to the district food service coordinator.

3. District Food Service Coordinator (DFSC):

- a. When a complaint is sent by email, the DFSC will investigate the matter. If a written complaint is not filled out by the person who made the complaint the DFSC will fill in the form with the information provided through email (or possible verbal communication).
- b. An investigation into the matter will be conducted by the DFSC.
- c. The DFSC will then write a response to the person who made the complaint.
- d. The DFSC will send in the Civil Rights Complaint Record form to the Program Administrator, Child Nutrition Services; Teaching and Learning Support; Alaska Department of Education and Early Development; 801 West 10th Street, Suite 200; P.O. Box 110500; Juneau, Alaska 99811-0500
- e. A copy of the Civil Rights Complaint Record form will be kept on file in the district.



**Civil Rights Complaint
Record**

Child Nutrition Services

Teaching and Learning Support
801 West 10th Street, Suite 200
P.O. Box 110500
Juneau, Alaska 99811-0500
(907) 465-8708

Name of Sponsor:
Name of Complainant:
Site of Complaint:
Reported by:
Nature of Complaint: (race, color, national origin, age, sex, disability)
Date reported to sponsor:
Date reported to state:
Date reported to FNS:
CNS staff documenting report:

Please fill out this form and send to either of the following agencies:

Program Administrator, Child Nutrition Services Teaching and Learning Support Alaska Department of Education and Early Development 801 West 10 th Street, Suite 200 PO Box 110500 Juneau Alaska 99811-0500	Director, USDA, Office of Civil Rights Room 326-W Whitten Building 1400 Independence Avenue, SW Washington, DC 20250-9410
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USDA is an equal opportunity provider and employer.

SOLICITATION OF FUNDS FROM AND BY STUDENTS

The School Board recognizes that participation in fund-raising for worthwhile purposes can help students develop a sense of social responsibility and promote a sense of belonging.

(cf. 1320 – Relations Between the Public and Students)

When approved in advance by the Board, funds of \$10,000 or more may be solicited or materials distributed for those nonprofit, nonpartisan charitable organizations that are properly chartered or licensed by state or federal law if approved in advance by the Board.

With the approval of the Superintendent or designee, school-related organizations may organize fund-raising events involving students. The Superintendent or designee shall inform parents/guardians of the purpose of fund-raisers sponsored by schools or school groups.

(cf. 3452 – Student Activity Funds)
(cf. 1230 – School-Connected Organizations)
(cf. 3290 – Gifts, Grants, and Bequests)

Whether solicitations are made on behalf of the school or on behalf of a charitable organization, the Board particularly desires that no person be made to feel uncomfortable or pressured to provide funds. Staff is expected to emphasize the fact that donations are always voluntary.

The Superintendent or designee may limit fund-raising activities in order to prevent interference with the instructional program or to protect students from dangerous or unsafe situations. No students shall be barred from an activity because they did not participate in fund-raising activities.

Revised 9/97

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT
Adoption Date: 10/13/99

SOLICITATION OF FUNDS FROM AND BY STUDENTS

All selling or soliciting activities must be approved at least 15 days before the activity. All fund-raising activities must be concluded within the duration of 30 school days unless special provisions are made with the Superintendent or designee. If the event involves a contract with a commercial vendor, the contract shall be approved by the Superintendent or designee. The sponsor of fund-raisers involving students shall be identified in all solicitations.

Instructional Safeguards

The principal or designee shall limit fund-raising activities to appropriate time periods. The principal or designee shall ensure that parents/guardians are informed about school fund-raising activities. Individual awards or other incentives, which identify donors/participants, shall not be used. No student shall be required to raise a specified amount of money in order to participate in an activity sponsored by a school-related organization.

Students making solicitations on behalf of the school or for school-related projects are expected to be courteous and respectful towards all individuals and businesses, whatever the outcome of the solicitation may be.

Student Safety

Students shall comply with all school safety rules. Students in grades K-6 shall not be involved in any door-to-door sales or solicitations.

PUBLIC PERFORMANCES BY STUDENTS

The School Board recognizes that educational and personal values accrue from student participation in civic and community affairs. The Superintendent or designee may authorize public performances by students when they contribute to the educational process and are consistent with Board policies and administrative regulations.

(cf. 0100 – Philosophy)

(cf. 0410 – Nondiscrimination in District Programs and Activities)

(cf. 1321 – Solicitation of Funds From and By Students)

(cf. 1325 – Advertising and Promotion)

(cf. 1330 – Use of School Facilities)

(cf. 6115 – Ceremonies and Observances)

(cf. 6141.2 – Recognition of Religious Beliefs and Customs)

(cf. 6145 – Extracurricular and Co-Curricular Activities)

PUBLIC PERFORMANCES BY STUDENTS

The principal or designee shall ensure that public performances by students comply with related Board policies and administrative regulations. Students may, with the permission of the principal, participate in public events which:

1. Are sponsored by the schools or district or school-connected organizations on behalf of the schools.
2. Are organized by non-profit organizations for worthwhile purposes, such as promoting educational, recreational or character-building activities, cultural awareness, public safety, or charitable fund-raising.
3. Are public events of community, district, state or national interest of sufficient breadth to enlist general sympathy and cooperation or in recognition of special days of observance.

School groups may not participate in events that fall into any of the following classifications:

1. Events that are for the purpose of individual private gain or for the advertising of commercial projects or products.
2. Events that are primarily for the furtherance of any politically-partisan interest.
3. Events that are primarily for the furtherance of any sectarian concern.
4. Events that cause an undue amount of interference with the regular school program or that cause an excessive amount of absence due to rehearsal or preparation.

Educational events in which the schools serve as hosts or co-sponsors shall have priority in scheduling appearances. The principal or designee shall make appropriate instructional arrangements related to scheduling student performances and to providing make-up opportunities for student absences.

ADVERTISING AND PROMOTION

Public Information

The School Board desires to cooperate in publicizing community services, special events and public meetings of interest to students and parents/guardians. The Superintendent or designee may approve the publicity of public events or distribution of promotional materials which extend cultural, recreational, artistic or educational opportunities to the community and which do not promote any particular commercial interest or religious belief.

(cf. 0100 – Purpose)

(cf. 0410 – Nondiscrimination in District Programs and Activities)

(cf. 1321 – Solicitation of Funds from and by Students)

(cf. 5145.2 – Freedom of Speech/Expression: Publications Code)

(cf. 6145.5 – Student Organizations and Equal Access)

(cf. 6162.8 – Research)

Paid Advertisements

Advertising copy may be solicited to the extent that this process furthers the educational well-being of the students involved and does not interfere with school-community relations.

The district shall not accept advertising copy which:

1. Is obscene, libelous, or slanderous, or which incites students to commit unlawful acts, violate school rules, or disrupt the school's orderly operation.
2. Attacks or denigrates any group on account of sex, race, color, religion, ancestry, national origin, handicap or disadvantage.
3. Promotes the use or sale of materials or services which are illegal or inconsistent with school objectives. Ads for tobacco, intoxicants, and x-rated movies or products shall not be used.
4. Announces the meetings of non-curricular student-initiated groups, unless an open forum has been established for such groups pursuant to federal law.

ADVERTISING AND PROMOTION (continued)

The district will not unlawfully discriminate against advertisers who meet the requirements of Board policy and administrative regulations and procedures.

(cf. 0410 – Nondiscrimination in District Programs and Activities)

ADVERTISING AND PROMOTION

The principal or designee shall review advertising and promotional material to be distributed through the schools to ensure that it complies with the provisions of Board policy and administrative regulations prior to approving the dissemination of such information. Authorized material/information may be disseminated through school-sponsored publications or by students on a voluntary basis.

All advertising and promotional information distributed through the schools shall identify the name and contact location of the sponsoring group. All surveys or questionnaires requiring student or parent/guardian response must have prior approval of the Superintendent or designee.

District services and activities involving commercial products will not include the distribution of unsolicited merchandise for which an ensuing payment is requested.

USE OF SCHOOL FACILITIES

The Board believes that the schools belong to the citizens of the community and that community use of the school facilities fosters understanding and support for school programs. The Board shall make school facilities and grounds available to citizens and community groups for lawful gatherings and assemblies to the extent that such use serves the interests of the citizens and does not conflict with school or district purposes. The Superintendent or designee shall establish administrative regulations governing the reasonable and impartial use of school facilities and grounds by community members or groups.

(cf. 0100 – Philosophy)

(cf. 6145.5 – Organizations/Associations)

Legal References:

ALASKA STATUTES

04.16.080 Sales or consumption at school events

14.03.100 Use of school facilities

Elementary and Secondary Education Act, 20 U.S.C. § 7905, as amended by the No Child Left Behind Act of 2001 (P.L. 107-110)

USE OF SCHOOL FACILITIES

Facility Use Restrictions

Note: The Superintendent is authorized to waive any fees as appropriate, determined by organization and purpose of activity.

1. Priority for Facility and Equipment Use - The order of priority for use of school facilities shall be as follows:
 - 1st Conduct of the district's complete educational program.
 - 2nd Programs wholly or primarily for school-age youth.
 - 3rd Educational, cultural or recreation programs sponsored by non-profit community service agencies.
 - 4th Programs or events sponsored by other community organizations.
 - 5th Activities sponsored by private individuals or organizations.

2. Application - The application process for facilities and equipment usage is as follows:
 - a. An application for use or rental of school facilities and/or equipment shall be made by the applicant in sufficient time to allow the program administrator (the building principal or his or her designee) to make the necessary arrangements, and to determine that it does not conflict with other use of the facility. This application must be submitted in writing and approved by the program administrator before access shall be granted.
 - b. Organizations that schedule multiple or series events may make a blanket agreement with the district that allows changes or additions to their schedule to be approved verbally by the program administrator.
 - c. User groups may be given the option of paying rental fees at the time of application or on a quarterly basis against actual usage. Any deposits and/or bonds required shall be paid at the time of application.
 - d. In the event of the absence of the program administrator, application for rental of facilities and/or equipment shall be submitted to the program administrator's designee.

3. Cancellation by District - Cancellation of any approved reservation or equipment rental agreement shall occur when that space or equipment become unavailable through acts of nature, mechanical breakdown, or building evacuation. The program administrator shall promptly inform the user group of the situation.

4. Revenue - Charges for facility use shall be determined by the classification of the group and their placement on the schedule of charges.

USE OF SCHOOL FACILITIES

Revenue (continued)

a. Moneys generated from the rental of district facilities and/or equipment shall be deposited to a special revenue fund. The special revenue fund shall pay for custodial, maintenance, monitor, supervision and other services; damages incurred; and electricity, when included in the rental fee. The building principal shall request funds from this account for the repair or replacement of fixtures or equipment that are jointly utilized by school and community programs. Approval for these expenditures shall be made jointly by the administrator and the district's business manager.

b. All rental fees, deposits and/or bonds, and charges for services shall be paid to the Ketchikan Gateway Borough School District and shall be receipted by the central business office.

5. Classification - The classification of a group determines their priorities and charges for facility use.

a. Group classification shall be determined by the principal or his or her designee.

b. In the event of a user group protesting a classification the issue shall be presented to the superintendent. It may be appealed to the school board for final judgment.

c. In all cases the district's use policy shall be the principal factor for judgment.

d. Group classification shall be based on a discreet and continuous timeframe for that activity. An activity may be classified as group 1 on certain days and as group 2 on other days.

e. Group classification shall be judged and assigned accordingly to the following:

Organizational Classifications

1. For profit activity or community use with charges to the public or where offerings/donations are received.

2. Community use without charges to the public.

3. School district activity with or without fund raising.

6. Public Dances - Dances for school-age participants in school facilities will be permitted on a space available basis under the following conditions:

a. In addition to a representative from the school district an off-duty policeman must be secured by the user group. Damage costs, if any, to the school facility, equipment or premises, resulting from the activity will be charged against the user group. Such damage shall be documented in writing by the building custodian or maintenance staff and presented to the program administrator within one week of the activity. The user group shall then reimburse the district for the amount of the damage.

USE OF SCHOOL FACILITIES

- b. Participants of dance shall not be allowed access to the building until a minimum of eight adult chaperones, the off-duty policeman, a district representative and a school custodian are on duty.
 - c. Chaperones shall make frequent patrols of the lavatory areas and other open portions of the building during the event.
 - d. All other rules applying to the rental and use of school facilities will also be applicable during any dance or public performance.
7. Responsibilities - The district recognizes that its property must be protected against misuse or abuse.
- a. The principal or his or her designee is responsible for approving a district employee (or other adult approved by the principal at elementary or middle schools) to monitor the site while the user group is on the premises. The monitor shall keep members of the user group in designated areas; monitor rest rooms, corridors, entrances and other parts of the site as directed by the principal or his or her designee; shall maintain overall good order and protect the site and contents against damage. Monitors (except for Ketchikan High School monitors) will be paid directly by the user group on the first day of the scheduled activity.
 - b. On any given day, only one user group may use a particular area of the school at one time. However, if the first group completely vacates this area, another group may be allowed to use the same area on that same day. Special circumstances may require an exception to this rule; however, on such occasions the second group will also be assigned a monitor and be charged accordingly.
 - c. The principal or his or her designee may authorize user groups with qualified personnel to operate the school's equipment, including, but not limited to: kitchens, theaters, computers, and audio-visual equipment. The principal shall have the sole authority to approve the personnel's qualifications. The principal shall have the authority to require District qualified personnel to be present.
 - d. The group is responsible for paying the principal approved monitor for their services at all sites except Kayhi. Such services will be paid as payroll to the monitor at the rate of not less than \$15.00 per hour.
8. Blanket Agreements - The district may sign blanket agreements with the Borough's Parks & Recreation Department and the University of Alaska Southeast Ketchikan campus, providing the facility use in exchange for other services. All blanket agreements must permit the district to cancel a user group's reservation for a particular day or days when district or school programs require that space or equipment. The principal shall notify the user group of any cancellation at least seven (7) days in advance when possible.

USE OF SCHOOL FACILITIES

9. Fees – The attached fee schedule shall be used to charge user fees, subject to the following clarifications:
- a. Custodian fees shall be charged when custodian services are required beyond the facility's normal custodial services. Custodian fees shall be billed in quarter hour increments for actual work if already on site. If custodians are called out beyond their normal work hours, then the user group shall pay for a minimum of two hours of custodian fees.
 - b. Maintenance fees shall be charged whenever a user group requires the services of the District's maintenance department. They shall be billed in quarter hour increments for actual work. If maintenance workers are called out, then the user group shall pay for a minimum of two hours of maintenance fees.
 - c. Monitors are not required during normal school hours unless security issues require hiring a monitor.
 - d. User groups are to be provided with an itemized billing, including specific dates, hours, and rates.
 - e. The manual genie is available for use by user groups; however, a trained district personnel must be hired for use of the "electric genie." This fee would come under the "Technical Fees/Auditorium."
 - f. Trained district personnel must be hired to set up and take down the orchestra shell in the Kayhi auditorium. This fee would come under the "Technical Fees/Auditorium."

cf. 0410 – Nondiscrimination in District Programs and Activities)

USE OF SCHOOL FACILITIES

AR 1330(e)

**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT
FEE SCHEDULE ***

Hourly Service Fees - ALL GROUPS:

- 1. District provided custodial services: \$25.00
- 2. District provided maintenance services: \$50.00
- 3. District provided building monitors: High School \$15.00
Elementary \$10.00
(not required for auditorium use unless technical waiver is issued)
- 4. District provided technical monitors \$27.00
(required for auditorium use unless waiver is issued)
- 5. All damages incurred by the user group Amount of Damage

Daily Rental Fees by Classification *

CLASSIFICATION:	1	2	3
Classrooms:			
Regular	25.00	25.00	0.00
Art	75.00	25.00	0.00
Computer Labs	75.00	25.00	0.00
Shops	75.00	25.00	0.00
Kitchens:			
Schoenbar	75.00	50.00	0.00
Point Higgins	60.00	40.00	0.00
Ketchikan High	60.00	40.00	0.00
Gymnasiums:			
Clarke Cochrane	200.00	40.00	0.00
Craig Family	150.00	30.00	0.00
Schoenbar	150.00	30.00	0.00
Point Higgins	150.00	30.00	0.00
Houghtaling	75.00	25.00	0.00
Fawn Mountain	150.00	30.00	0.00
Valley Park	75.00	25.00	0.00

* Auditorium: *(Hourly fees rather than daily fees may apply to auditorium use)*

Per Hour:	30.00	30.00	0.00
Per Day:		100.00	

Note: The Superintendent is authorized to waive any fees as appropriate, determined by organization and purpose of activity.

COMMUNITY USE BUILDING GUIDELINES

REMEMBER-YOU ARE A GUEST IN THE FACILITY. IT IS THE RESPONSIBILITY OF THE PERSON SIGNING THE USE AGREEMENT TO ENFORCE THESE GUIDELINES.

1. The possession or use of intoxicating substances is strictly forbidden.
2. Smoking is prohibited in all schools and on school grounds.
3. Food and drink are not allowed in the gymnasium.
4. Clean, non-marking gym shoes that are not worn outside are required on all gym floors.
5. Children attending any activities are the responsibility of the accompanying parent/guardian or adult(s) in charge of the user group, and must be under direct visual supervision at all times. User groups may be required to provide a special baby-sitter to watch over any children not participating in this event.
6. Users shall leave all areas of use in the condition found. Any furniture that is moved shall be returned back to its original position. Trash shall be properly disposed of. Tables, whiteboards, etc. shall be left clean and washed if necessary. Any and all materials left in the room by school programs are not to be moved or disturbed in any way and school supplies are not to be used.
7. The district requires users to take the utmost care of facilities and equipment during their activity. If there is any damage or breakage the activity representative is required to report it to the monitor immediately. Users shall reimburse the district for any and all damages which will be assessed by the director of maintenance.
8. Other specific rules may be in effect depending on the site used. In addition, the directions of the building monitor are to be followed at all times, as that individual is the direct representative of the building principal. Failure to do so may result in the loss of the privilege of using any school facility.

Signature

Date

I have read and understand these Use Guidelines and will help enforce them. Also, I avow that I am official representative of this activity; and, as such, I agree on behalf of those attending that the school, district, and employees thereof will be held harmless in the event of any accident or injury to participants or spectators of this activity.

USE OF SCHOOL FACILITIES

**Form for
Waiver Request of Facility Use Fee**

- A. AR 1330(a) provides the Superintendent authority to waive fees by organization.
- B. Waiver of the facility use fee requires the completion and submission of this form and approval. All other fees such as monitoring and custodial services still apply.
- C. Any classification of user group may submit a request for a waiver.
- D. Waiver requests should be submitted prior to reservations being made, but no later than the first day of use. Late applications may result in the waiver not being approved.
- E. Criteria on which a fee waiver will be granted: the user group’s involvement of school-aged children and the group’s focus on youth activity and programs.
- F. The form must be submitted annually.

1. Facility (or Facilities) requested: _____

2. Name of Group or Organization: _____

3. Point of Contact:

a. Name: _____

b. Title: _____

c. Phone Number: _____

4. General Categorical Description of Group: _____

5. Classification of Group (*per AR 1330(b)-Section 5*): _____

6. Number of children participating in this group: _____

7. Percentage of this group who are children: _____

8. Purpose and/or goals of this group: _____

Signature _____ Date: _____

Submit this form to the building principal of the school facility being requested.

ACCESS TO DISTRICT RECORDS

The School Board recognizes that state policy provides broad public access to district records. Public access shall not be given to records exempt from public disclosure by state or federal law or by the Board based on the need of the district to maintain confidential information.

(cf. 3580 – District Records)
(cf. 4112.6/4212.6/4312.6 – Personnel Records)
(cf. 4119.23/4219.23/4319.23 – Unauthorized Release of Confidential Information)
(cf. 5125 – Student Records; Confidentiality)
(cf. 9011 – Disclosure of Confidential Information)
(cf. 9321 – Closed Sessions)

Any person shall have reasonable access, during regular business hours, to the public records of the schools and district. The Superintendent or designee shall establish regulations to authorize and facilitate public access to district records in accordance with law, to protect the security of district records, and to prevent interference with regular district operations.

The district may charge for copies of public records or other materials requested by individuals or groups. The charge, based on actual costs of duplication, including personnel costs, shall be determined by the Superintendent or designee.

Legal Reference:

ALASKA STATUTES
40.25.120 - .220 Public Records Act
14.03.115 Access to school records by parent, foster parent, or guardian
14.14.090 Additional duties
14.20.149 Employee evaluation
23.40.235 Public involvement in school district negotiations
City of Kenai v. Kenai Peninsula Newspapers, 642 P2d 1316 (Alaska 1982)
Anchorage School District v. Anchorage Daily News, 779 P2d 1191 (Alaska 1989)

UNITED STATES CODE, TITLE 20
1232g Family Educational Rights and Privacy Act of 1974

ACCESS TO DISTRICT RECORDS

Any person may have access to and receive a copy of any identifiable public record. Requests for district records shall be submitted to the Superintendent or designee. District records shall be examined in the presence of the staff member regularly responsible for their maintenance and security or his/her designee.

Public records include any writings and records except:

1. records of vital statistics and adoption proceedings which shall be treated in the manner required by AS 18.50. *(AS 40.25.120-220)*
2. records pertaining to juveniles. *(AS 40.25.120-.220)*
3. medical and related public health records. *(AS 40.25.120-220)*
4. records required to be kept confidential by a federal law or regulation or by state law, including but not limited to: *(AS 40.25.120-220)*
 - a. Personnel evaluation records *(4 AAC 19.040 and AS 14.20.149)*.
 - b. Education records of students containing personally identifiable information. *(20 U.S.C. 1232g)*
 - c. Records regarding ongoing negotiations on a pending collective bargaining agreement, disclosure of which would impair the district's bargaining position. However, initial proposals, last-best-offer proposals, tentative agreements before ratification, and final agreements are all public documents which must be made available for inspection. *(AS 23.40.235)*
 - d. Records of contemplated purchase, lease, or acquisition of real property, or other property or services where release would impair the district's ability to obtain favorable terms in the transaction, or where the disclosure would provide the potential seller with an unfair competitive advantage.
 - e. Information obtained by the district's insurance carriers and their attorneys and agents regarding potential or pending claims against the district.

ACCESS TO DISTRICT RECORDS (continued)

- f. Any document otherwise subject to disclosure if the person requesting the information in litigation with the district in a judicial or administrative forum. Disclosure of any records relevant to that litigation, or reasonable likely to lead to the discovery of relevant evidence, shall be governed by the applicable court or administrative rules. *(AS 40.25.122; AMC 3.90.040)*
 - g. Records of personnel grievances and complaints involving employees or students of the district and records of disciplinary proceedings and actions taken against employees or students of the district.
5. records compiled for law enforcement purposes, but only if disclosure would interfere with enforcement proceedings, would deprive a person of a fair trial, would constitute an unwarranted invasion of privacy, would disclose a confidential source, would disclose confidential techniques or law enforcement guidelines, or would endanger life or physical safety. *(AS 40.25.120-220)*
6. library records, names, addresses, or other personal identifying information contained in school library records, except as requested by the parent/guardian. *(AS 40.25.120-.220)*

When authorized, an exact copy of any identifiable public record shall be provided upon request unless it is impracticable to do so. Computer data shall be provided in a form determined by the Superintendent or designee. Copies shall be furnished at cost as determined by the Superintendent or designee.

As soon as possible upon receiving any request for a copy of records, the Superintendent or designee shall determine whether to comply with the request and shall inform the person making the request of his/her determination and the reasons for it. Any notification denying a request for public records shall state the reason for the denial and to whom the decision may be appealed.

(cf. 1312 – Complaints Concerning the Schools)

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT
ACCESS TO DISTRICT RECORDS

Person(s) Requesting Records: _____

Name(s): _____

Address: _____

Day-time Phone Number: _____

Please describe the records that you are requesting:

*You may be charged a fee based on the actual costs of duplication,
including personnel costs.*

For District Use: Only

Are the requested records public? (yes or no)

Referred to: (name of records custodian) _____

Amount to charge: _____

Approved: _____

Superintendent or Designee

Records made available on (date): _____

By: _____

RELATIONS BETWEEN OTHER GOVERNMENTAL AGENCIES AND THE SCHOOLS

The School Board recognizes that agencies at all levels of government share its concern and responsibility for the welfare, health and safety of our youth. The Board and staff shall take every opportunity to work cooperatively with these agencies for the benefit of our students.

(cf. 1020 – Youth Services)
(cf. 9140 – Board Representatives)
(cf. 9311 – Board Policies)

The Superintendent or designee shall initiate and maintain good working relationships with representatives of other public agencies in order to help our schools and students make use of the resources which governmental agencies can provide. The Superintendent or designee shall ensure that agreements with other agencies, which involve the exchange of funds or reciprocal services, are executed in writing so that roles and responsibilities are clearly defined.

(cf. 3312 – Contracts)

Legal Reference:

- ALASKA STATUTES
- 14.12.150 – 14.12.170 *Regional Resource Centers*
- 47.12.310 *Agency records*
- 47.10.093 *Disclosure of agency records.*
- 47.10.090 *Court records*

Revised 9/97

INTERAGENCY COOPERATION FOR STUDENT AND STAFF SAFETY

Note: State law allows the sharing of information between law enforcement agencies and school districts when a student has committed, or been the victim of, a serious crime. Law enforcement and youth service agencies are authorized to disclose information to a school district as may be necessary to protect the safety of school students and staff and this information should be disclosed as soon as it is reasonably practicable. The Board should work with the appropriate youth services or law enforcement agencies in the community to develop procedures for the disclosure of information to school officials. By January 1, 2001, districts must have procedures in place for notifying teachers of dangerous students when information is received from law enforcement or other agencies. In addition, the Board should direct the development of procedures for ensuring the confidentiality of this information once it is received by the district.

Students and staff have a right to feel safe and secure within the school environment. The Board recognizes that a safe school environment can be furthered by cooperation between the district and other agencies, including law enforcement. The district will actively facilitate such cooperation, including the sharing of criminal information as allowed by law. The Superintendent or designee shall work with appropriate agencies for the sharing of information as may be necessary to protect the safety of school students and staff.

A teacher, teacher's assistant, principal, or other person responsible for students who receives information about a student that may affect the safety of students or staff, including information from other agencies, shall disclose such information in accordance with the procedures developed by the Superintendent.

Note: Effective January 1, 2001, a teacher, teacher's assistant, administrator, or other employee responsible for students who, during the course of employment, observes a student committing a crime must report the crime to local law enforcement. AS 14.33.130. The obligation to report to law enforcement resides with the staff member observing the crime. "Crime" means an offense for which a sentence of imprisonment is authorized; a crime is either a felony or a misdemeanor. AS 11.81.900.

Staff members who, in the course of their employment, observe a student committing a crime shall report the crime to local law enforcement. The staff member shall also immediately report the crime to the Superintendent.

Programs and activities designed to enrich district curriculum and to develop and promote good citizenship and a healthy attitude toward law enforcement agencies and officials will be encouraged by the district.

INTERAGENCY COOPERATION FOR STUDENT AND STAFF SAFETY (continued)

Law enforcement officials may enter school facilities if a crime has been committed on district property or to investigate matters concerning staff and students upon request initiated by either agency officials or by district administrators.

(cf. 1400 - Relations between Other Governmental Agencies and the Schools)

(cf. 3515 - School Safety and Security)

(cf. 5125 - Student Records)

(cf. 5142 - Safety)

Legal Reference:

ALASKA STATUTES

11.81.900 Definitions

14.12.150-14.12.170 Regional Resource Centers

14.33.120 School Disciplinary and Safety Program

14.33.130 Enforcement of Approved Program, Additional Safety Obligations

47.12.310 Agency Records

47.12.315 Public Disclosure of Information in Agency Records Relating to Certain Minors

47.10.093 Disclosure of Agency Records

47.10.090 and 47.12.300 Court Records

RELATIONS BETWEEN PRIVATE INDUSTRY AND THE SCHOOLS

The School Board encourages representatives of private industry to participate with the schools in preparing our students for challenges they will meet in the future. Working together as partners, the business community and the schools should seek to educate citizens who can contribute to the productive work force on which our economy depends.

(cf. 1150 – Board Commendation Program)

Local employers are encouraged to serve on advisory committees, help design regular, vocational and technical programs, and provide needs assessments, program evaluations, and/or staff development for school managers and teachers. Businesses may also provide classroom assistance, individual tutoring, incentive and recognition programs, work experience opportunities, apprenticeship programs and employment opportunities. The Board recognizes that the success of business involvement depends largely upon the commitment of adequate staff resources to plan and implement such activities.

(cf. 1220 – Citizen Advisory Committees)

(cf. 1240 – Volunteer Assistance)

(cf. 6164.42 – Guidance Services)

(cf. 6178 – Vocational Education)

The School Board recognizes that students especially need access to equipment that meets the requirements of an increasingly technological world and welcomes the contribution of funds or equipment to further the district’s educational programs.

(cf. 3290 – Gifts, Grants and Bequests)

(cf. 6000 – Instruction)

The Board urges employers to further support the schools by recognizing their employees’ needs as parents and by supporting parent involvement with the schools.

(cf. 1250 – Visits to the Schools)

(cf. 6020 – Parent Involvement)