CONCEPTS AND ROLES

The School Board recognizes that money and money management comprise the foundational support of the entire school program. To make that support as effective as possible, the Board intends to:

1. Encourage advance planning through the best possible budget procedures.

2. Explore sources of revenue that align with the district strategic plan.

3. Guide the expenditure of funds so as to derive the greatest possible educational returns.

4. Expect sound fiscal management from the administration.

5. Advocate a level of per student funding sufficient to provide quality education.

The Board desires to support the educational program with high standards of safety in the operation and maintenance of school facilities, equipment and services.

Role of the Board

The Board:

1. Solicits public input on educational needs and utilizes that information in making budget decisions.

2. Approves and adopts the annual budget and approves budget transfers.

3. Is accountable for all district funds.

4. Adopts written policies governing the purchase of supplies and equipment.

5. Monitors all expenditures by receiving statements and approving payments.

6. Reviews the annual audit of district accounts and business procedures.

CONCEPTS AND ROLES (continued)

7. Works with the Borough Assembly to adopt an insurance program which complies with law and reflects prudent financial management.

8. Provides for long-range plans to acquire or dispose of sites and to add, maintain and staff new facilities.

9. Advocates and secures community support for additional financing when necessary.

Role of Superintendent or Designee

The Superintendent or designee:

1. Prepares the detailed annual budget and presents it to the Board for adoption.

2. Administers the budget and keeps expenditures within approved limits.

3. Enforces requisition and purchase order policies and regulations.

4. Establishes control/inventory systems to account for district funds, supplies and equipment in accordance with law and Board policy.

5. Makes all financial reports required by law or Board policy and prepares reports for public release.

6. Analyzes the district's financial condition and presents the Board with proposals for meeting financial needs.

7. Provides for the annual audit of district accounts and business procedures.

8. Helps the Board to establish an adequate insurance program.

9. Maintains the district's non-instructional operations.

CONCEPTS AND ROLES (continued)

Working Relationships of the Board and Superintendent or Designee

The Superintendent or designee shall recommend financial plans to the Board in accordance with the district's strategic plan, whenever district programs may be endangered by a lack of funds or when the continuation of district programs may result in an overexpenditure of district funds.

The Board desires complete information from the Superintendent or designee on all matters relating to the district's financial operations. The Board shall closely scrutinize all district financial operations so that it may fully discharge its legal responsibilities with regard to school finance.

(cf. 3460 - Financial Reports and Accountability)

Legal Reference:
ALASKA STATUTES
14.08.101 Powers (Regional School Boards)
14.08.111 Duties (Regional School Boards)
14.12.020 Support, Management and Control
14.14.060 Relationship between borough school district and borough
14.14.065 Relationship between city school district and city
14.14.090 Additional duties

BUDGET

Note: Borough and city school districts are funded through local contributions authorized by the borough assembly or city council and state apportionments based on the amount of local contributions as defined in A.S. 14.17.025. Pursuant to A.S. 14.17.220, the public school foundation account was established to provide equitable public school funding. A.S. 14.17.225 requires districts to operate under a balanced budget and provides that the state is not responsible for the debts of school districts.

The School Board shall establish and maintain a balanced budget. The Board shall adopt an annual budget which is compatible with the district strategic plan.

(cf. 0200 - Goals for the School District)
(cf. 3460 - Financial Reports and Accountability)

The district budget shall be prepared annually from the best possible estimates of revenues and expenditures. The Superintendent or designee shall determine the manner in which the budget shall be prepared and shall schedule the budget adoption process in accordance with legal time requirements. A public hearing shall be held prior to the adoption of the budget or a revised budget.

(cf. 1230 - Citizen Advisory Committees)

Legal Reference:

ALASKA STATUTES
14.07.030 Powers of state department
14.07.170 Additional powers and duties of state board
14.12.020 Support, management and control
14.14.060 Relationship between borough school district and borough
14.14.065 Relationship between city school district and city
14.17.010 - 14.17.250 Public school foundation program

ALASKA ADMINISTRATIVE CODE
4 AAC 09.005 - 4 AAC 09.105 State Aid
4 AAC 09.110 - 4 AAC 09.160 School Operating Fund

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT
Adoption Date: 10/13/99
Revision Date: 7/8/2009

BUDGET

Public Hearing and Availability of Proposed Budget

The proposed budget, showing expenditures, fund balances and all revenues, shall be made available for public inspection before the public hearing date.

The Board shall hold a public hearing on the proposed budget for the purpose of permitting any district resident to appear and speak to the budget or any item on the budget.

Adoption of the Budget

The adoption of the budget shall not take place until the public hearing is concluded. The district budget shall conform to state regulations regarding form and content.

By May 1, the Board shall adopt and submit an annual budget to the borough assembly for approval of the local contribution of revenue to the school district. If budget revisions are necessary based on the amount of local contribution to the schools approved by the borough assembly, the Board shall conduct a public hearing prior to adopting a revised budget. *(AS. 14.14.060/14.14.065)*

By July 15, the adopted budget shall be submitted to the state department of education for approval. The state commissioner may reject the district budget if it is not in the form required by the state, is not balanced, or does not meet local effort requirements of law. If rejected by the state, a revised budget shall be submitted within thirty days of the notice of rejection. If the budget contains a prior year fund balance as revenue, the budget shall be revised and resubmitted if the annual audit shows the fund balance to be less than projected.
(4 AAC 09.110/09.120)

Immediately after the student count is determined and submitted to the state department of education, the Superintendent shall prepare a budget revision for approval by the Board. A budget containing increases in revenue that exceed the established spending authority shall be submitted to the borough assembly for approval.

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT
Adoption Date: 10/13/99
Revision Date: 05/23/2012

TRANSFER OF FUNDS

The School Board recognizes that the transfer of funds between budget categories may be necessary in order to ensure that the district maintains a balanced budget. The Superintendent or designee may authorize budget transfers up to 10% of a line item or $1,000 whichever is greater providing the program budget is not exceeded. All transfers shall be reported to the Board and are subject to Board approval.

Legal Reference:

ALASKA STATUTES

14.08.010 Powers (Regional School Boards)
14.14.060 Relationship between borough school district and borough
14.14.065 Relationship between city school district and city

TRANSFER OF FUNDS

1. "Program budget" shall be defined as budgeted expenditures under a single function as reported to the Department of Education and Early Development according to their chart of accounts. A program budget is always within one fund.

2. A "line item" shall be defined as budgeted expenditures by a single object code within a function as reported to the Department of Education and Early Development according to their chart of accounts.

INCOME

Effective district planning depends upon accurate projection and calculation of anticipated district income. The Superintendent or designee shall ensure that all income sources are identified and received as early as possible each year.

Note: A.S. 14.07.070 provides that state funds may not be paid to a district or teacher who fails to comply with state school laws and regulations.

Legal Reference:

ALASKA STATUTES

14.07.070 Withholding state funds

14.17.080 Student count estimates

14.17.082 Fund balance in school operating fund

MATERIALS FEES

The School Board will make every effort to provide the instructional equipment and books needed to effectively deliver the district's curriculum so that teachers, students, and parents/guardians do not feel compelled to provide such items and school fund raising activities are minimized. The sale of any school supplies or materials must be authorized by the Superintendent or designee or the Board.

(cf. 1321 - Soliciting Funds from and by Students)

SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES (PERSONAL PROPERTY)

The School Board recognizes that the district may own personal property which is unusable, obsolete, or no longer needed by the district and that the disposal of such property may be in the best interests of the district.

With Board approval, the Superintendent or designee shall arrange for the sale or disposal of district personal property in accordance with state law.

(cf. 3440- Inventories)

SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES (PERSONAL PROPERTY)

Disposal of School Property

A principal or other administrator determines if books, equipment or supplies are obsolete. If they are to be disposed of they will be stored in the District's designated area.

1. Books for disposal - Books to be disposed of will be sold, given away, or destroyed by a person so designated by the Superintendent.

2. Inventories - The business manager will set procedures to inventory the equipment and supplies each year. Inventories will be circulated among the schools and offices so that items can be shared throughout the district.

3. Pre-sale Property Inventory - consultation with knowledgeable people, shall prepare a final inventory listing an adequate description and estimated sales price. This list will be forwarded to the Superintendent for concurrence. The Board will approve the items to be disposed of prior to the sale or auction.

4. Sales - The business manager will conduct a sale of those items valued less than $1,000. Adequate advertising must be done to notify the public of the sale. Good internal control must be exercised on the receipt of monies.

5. Sealed Bid Actions - The business manager will conduct a sealed bid auction for those items valued over $1,000. Notification of the bid must be advertised for at least two weeks. Minimum bids can be required. The bids must be opened in public and awarded to the highest bidder. Good internal control must be exercised over the cash receipts.

1. 6. Sale of Technology - The Superintendent or designee will set procedures for the sale and disposal of district technology that is depreciated and/or obsolete. Item values will be determined in consultation with the district IT Department. The sale will be administered by the Superintendent or designee. See Exhibit 3270.1.

7. Reports of School Sales and Auction - A report of the sale will be prepared for the Superintendent and Board.

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT
Adoption Date: 10/13/99
Revision Date: 09/28/16

Ketchikan Gateway Borough School District

I _____ request to purchase the following computer equipment from the Ketchikan Gateway Borough School District.

Date: _____

Description: _____

Serial Number: _____

Asset Tag Number: _____

Location: _____

This portion to be completed by KGBSD Information Technology Department.

I agree to pay the following price $_____ based on current value determined by Ketchikan Gateway Borough School District's Information Technology Department. All sales are as is and are final. Ketchikan Gateway Borough School District is released from any and all liabilities related to this sale.

Signature: _____ Date: _____

Technology Directors Signature: _____ Date: _____

Business Managers Signature: _____ Date_____

Official Office Use Only

Date Received: _____
Payment Received: $_____
Received By: _____
Type of Payment: _____
Credit to Fund: _____

Date Received: _____
Payment Received: $_____
Received By: _____
Type of Payment: _____
Credit to Fund: _____

SALE OR LEASE OF SCHOOL FACILITIES OR REAL PROPERTY

The Board shall dispose of, or recommend to the borough the disposal of, school facilities or real property whenever it is apparent the district will have no future use for it. If unused property will be needed at some future time, the Board may lease, or recommend to the borough the lease of, such property. Any sale or lease of school facilities or real property will conform to the provisions of law.

(cf. 1330 - Use of School Facilities)

The School Board encourages public participation in the determination of school facility needs.

(cf. 1220 - Citizen Advisory Committees)

Legal Reference:

ALASKA STATUTES
14.07.030 Powers of state department
14.08.101 Powers (Regional School Boards)
14.08.151 Land and buildings

ALASKA ADMINISTRATIVE CODE
4 AAC 32.085 Disposal of abandoned or obsolete property

GIFTS, GRANTS AND BEQUESTS

The School Board greatly appreciates the support of community members and may accept suitable donations on behalf of the district. To be acceptable, a gift must satisfy the following criteria:

1. Not begin a program which the Board would be unwilling to continue when the donated funds are exhausted.

2. Not entail undesirable or hidden costs, such as additional staff workload.

3. Place no restrictions on the school program.

4. Not be inappropriate or harmful to the best education of students.

5. Not imply endorsement of any business or product.

6. Not conflict with any provision of the Board policy or public law.

7. Have a purpose consistent with those of the district.

The Board discourages any gifts which may directly or indirectly impair its commitment to providing equal educational opportunities for all district students. Use of a gift shall not be impaired by restrictions or conditions imposed by the donor. The Board will try to follow the donor's wishes insofar as they do not conflict with district philosophy or operations.

Upon acceptance by the School Board, all gifts, grants and bequests shall become school district property. The Superintendent may set Administrative Regulation for accepting cash donations less than $10,000. Donations of services, items or donations related to fundraising do not require board approval. Their acceptance will be at the discretion of the Superintendent. At the Superintendent or designee's discretion, a gift may be used at a particular school.

(cf. 3430 - Investing)
(cf. 3440 - Inventories)

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT
Adoption Date: 10/13/99
Revision Date: 8/28/2013

GIFTS, GRANTS AND BEQUESTS

Upon notification of the probability that a program within the District will receive a donation of any kind the appropriate administrator will contact the Superintendent or his designee.

Cash Donations

1. If the donation is greater than $10,000, action will be taken to obtain School Board approval.
2. If the donation is greater than $10,000 over the course of a school year, the administrator will seek direction from the Superintendent on whether or not Board Action is required.
3. If the donation is less than $10,000, the Superintendent may approve acceptance of the donation.
    a. The Superintendent may delegate authority to accept donations as long as they are reported in writing.
4. The Superintendent will report significant donations to the School Board.

All Other Donations

1. Acceptance of non-cash donations, or fund-raising efforts need to be approved by the school principal.

Revenue - Grant Application

The Superintendent, principals, administrators, and other interested parties are encouraged to seek appropriate grant funds. Grants must improve or facilitate public school instruction, administration, programs, or other school district functions.

All grant applications must be reviewed by the Superintendent for approval before being submitted to the grantor.

All grant applications exceeding $5,000 must be submitted to the School Board prior to their submission to the grantor agency. If the grant application form is received and is due back to the grantor before it can be reasonably submitted to the School Board, the Superintendent may sign the grant with the words, "pending Board approval."

The Superintendent or Superintendent's designee shall be the authorized representative or administrator on all grant applications.

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

**Note: On 8/6/2013 – An incorrect heading was removed from this policy and accompanying regulation.*

Revenue - Grant Application

1. Grant applications received with less than one month to prepare and submit to the grantor may be signed by the Superintendent**, "**pending School Board approval.**"**

2. Grant applications must have the following information when they are submitted to the Superintendent and, when appropriate, the School Board:

   a. A one paragraph summary describing the program.
   b. An understandable mission statement with goals and measurable objectives.
   c. A description of any unusual or non-standard compliance requirements, if any.
   d. A budget conforming to district and granting agency standards. Matching resources must be noted.
   e. A list describing district resources (including personnel, supplies, equipment or facilities) that will be required to support the grant, if awarded.
   f. The grant administrator.

EXPENDITURES/EXPENDING AUTHORITY

Revenue - Grant Application

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   d. A budget conforming to district and granting agency standards. Matching resources must be noted.
   e. A list describing district resources (including personnel, supplies, equipment or facilities) that will be required to support the grant, if awarded.
   f. The grant administrator.

EXPENDITURES/EXPENDING AUTHORITY

The Superintendent or designee may purchase supplies, materials and equipment in accordance with law. Prior Board approval is required for purchases over $25,000. The Board shall approve or ratify all transactions.

(cf. 3310 - Purchasing Procedures)
(cf. 3311 - Bids)
(cf. 3312 - Contracts)
(cf. 3460 - Financial Reports and Accountability)

The Superintendent or designee shall not authorize any proposed expenditure which exceeds the major budget classification allowance against which the expenditure is the proper charge unless an amount sufficient to cover the purchase is available in the budget for transfer.

(cf. 3100 - Budget)
(cf. 3110 - Transfer of Funds)

The Board shall recognize only obligations incurred in support of Board policy and administrative regulations and the strategic plan.

Legal Reference:
ALASKA STATUTES
14.08.101 Powers (Regional School Boards)
14.08.111 Duties (Regional School Boards)
14.14.060 Relationship between borough school district and borough
14.14.065 Relationship between city school district and city
14.17.190 Restrictions governing receipt and expenditure of money from public school foundation account
36.30. State Procurement Code
37.05 Fiscal Procedures Act

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT
Adoption Date: 10/13/99
Revision Date: 7/8/2009

EXPENDITURES/EXPENSES – POLITICAL ACTIVITIES/LOBBYING

Federal funds may not be expended for any political activity or purpose.

EXPENDITURES/EXPENSES – POLITICAL ACTIVITIES/LOBBYING

Federal funds include, but are not limited to:

- All funds that are received directly from the federal government such as federal impact aid and Indian Education Title IX grant money;
- All funds passed through the Alaska Department of Education such as grants from federal sources; or
- Any other funds subject to the federal single audit without regard to monetary thresholds.

PURCHASING PROCEDURES

The School Board desires to ensure that maximum value is received for money spent by the district and that records are kept in accordance with law. The Superintendent or designee may issue and sign purchase orders.

(cf. 3300 - Expenditures/Expending Authority)
(cf. 3400 - Management of District Assets)
(cf. 3460 - Financial Reports and Accountability)
(cf. 9270 - Conflict of Interest)

The School Board encourages the selection of Alaskan products when such products meet the needs of the district and shall adhere to state law regarding purchasing preferences for Alaskan products.

(cf. 3311 - Bids)
(cf. 3312 - Contracts)

Legal Reference:

ALASKA STATUTES
14.08.101 Powers (Regional School Boards)
14.14.060 Relationship between borough school district and borough
14.14.065 Relationship between city school district and city
14.17.190 Restrictions governing receipt and expenditure of money from public school foundation account
29.71.050 Procurement preferences for recycled Alaska products
36.30. State Procurement Code
37.05 Fiscal Procedures Act

City of Richmond v. J.A. Croson Co., 488 U.S. 469 (1989)

Revised 9/97

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

PURCHASING PROCEDURES

Purchasing Requisitions/Purchase Orders

1. Insofar as possible, goods and services purchased will meet the needs of the person or department ordering them at the lowest price consistent with standard purchasing practice. Maintenance costs, replacement costs, and trade-in values shall be considered when determining the most economical purchase price.

2. Requisitions for budgeted items shall originate from personnel directly responsible for their use. All requisitions shall be given proper review for approval or disapproval by the appropriate administrative personnel.

3. Every transaction between a buyer and seller involving the transfer of property, equipment, or supplies shall be made by purchase order, formal contract or receipt.

4. Purchase orders and other purchase obligations shall be signed by the Superintendent or designee.

5. The business office or other appropriate administrative entity shall verify the availability of funds and prepare a purchase order to commit the expenditures.

Quantity Purchasing

Quantity buying shall be effected whenever practicable and feasible in order to achieve an economy of scale in accordance with the total needs of the school district.

BIDS

The district shall purchase equipment, supplies and services on a competitive bidding basis when required by law and whenever it appears to be in the best interest of the district to do so. Purchases with an estimated cost of $25,000 or more shall be formally bid. Award or rejection of bids shall be managed by the Superintendent or designee. The following items may be exempted from formal bid procedures.

1. Curriculum materials
2. proprietary (sole source) items or services
3. supplies or equipment needed in emergencies
4. weekly or monthly food service purchases
5. goods or services provided under contract or from federal, state or local government contracts.

Purchases of $5,000 or more but less than $25,000 require informal quote procedures that include written price quotes from a minimum of three (3) vendors. Awards will be made by the purchasing office subject to final approval by the Superintendent or designee.

To ensure that good value is received for funds expended, specifications shall be carefully designed and shall describe in detail the quality, delivery and service required.

(cf. 9270 - Conflict of Interest)
(cf. 4030 - Nondiscrimination in Employment)

Local Bidder Preference Award

Whenever legally possible a contract or purchase for $5,000 or more shall be awarded to a local vendor when such bid or price quote is comparable to the lowest non-local bid and does not exceed the lowest non-local bid by more than 7.5%.

No local vendor preference will be allowed if the lowest responsible non-local bid or quote exceeds $200,000.

BIDS (continued)

"Local" for purposes of the preceding paragraphs means a person or entity who:

a) Holds a current Alaska business license for a location within the Ketchikan Gateway Borough;
b) If an individual, maintains a primary residence within the Ketchikan Gateway Borough and is eligible for a Permanent Fund Dividend; or, if an entity, is domiciled within the Ketchikan Gateway Borough as shown on documents on file with the State of Alaska; and
c) Has actively maintained a primary place of business within the boundaries of the Ketchikan Gateway Borough for a period of one year immediately preceding the date of the bid or quote.

The Superintendent or his or her designee may require such documentation or verification as deemed necessary to determine status as a local vendor.

Legal Reference:

ALASKA STATUTES
14.14.060 Relationship between borough school district and borough
14.14.060(h) Procurement of supplies and equipment
14.14.065 Relationship between city school district and city
14.03.085 Procurement preference for recycled Alaska products
29.71.050 Procurement preferences for recycled Alaska products
35.15 Construction Procedures
36.15.020 Use of local agricultural and fisheries products required in purchases with state money

ALASKA ADMINISTRATIVE CODE
4 AAC 27.085 Competitive pupil transportation proposals
4 AAC 31.080 Construction and acquisition of public school facilities

FAIRBANKS NORTH STAR BOROUGH SCHOOL DISTRICT v. BOWERS, 851 P.2d 56 (Alaska 1992)

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT
Adoption Date: 10/13/99
Revision Date: 9/08/2010
Revision Date: 01/29/2014

BIDS

Bid Opening

Under no condition shall bids be accepted after the advertised bid opening time, regardless of whether the bids are actually opened at that time.

When two or more identical bids are received, the Board may determine by lot which bid shall be accepted.

After being opened, all advertised bids shall be made available for review by all interested parties.

(cf. 1340 - Access to District Records)

Sole Source Exemption

Occasionally an item needs to be purchased which costs more than $5,000 and is available through only one vendor. Purchases not falling under the bid process outlined in Board Policy 3311 require an exemption. To obtain that exemption, the following must be performed:

a. Review BP 3311 and determine if categorically the item being purchased is already exempt.
b. Submit a letter from an administrator stating why the exemption is required and certifying that the vendor is sole source. Attach the letter to the requisition and submit it to the Business Office per normal procedures.

CONTRACTS

Following approval by the School Board, the Superintendent or designee is authorized to sign contracts in excess of $25,000 on behalf of the district. The Superintendent or designee may enter into contracts under $25,000 on behalf of the district.

(cf. 3300 - Expenditures/Expending Authority)

Contracts between the district and outside agencies shall conform to standards required by law and shall be prepared under the direction of the Superintendent or designee. Contracts, where appropriate, shall be submitted to the legal advisor of the district for review and approval.

The district shall not enter into any contract with a person, agency, or organization if it has knowledge that such person, agency or organization discriminates on the basis of race, color, creed, sex, religion, ancestry, national origin, age or non job-related handicap or disability, either in employment practices or in the provision of benefits or services to students or employees.

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

Legal Reference:

ALASKA STATUTES
14.08.101 Powers

ALASKA ADMINISTRATIVE CODE
4 AAC 27.085 Competitive pupil transportation proposals
4 AAC 27.100 Contractor's duties
4 AAC 31.065 Selection of designers and construction managers
4 AAC 31.080 Construction and acquisition of public school facilities

PAYMENT FOR GOODS AND SERVICES

The Superintendent or designee may authorize payment for goods upon presentation of an invoice or similar request for payment. The Superintendent or designee shall inform the School Board in writing, at least monthly, of all payments made.

If a payment is to a board member, or a business owned by a board member or his or her immediate family, then only the School Board is authorized to approve payment.

The Superintendent or designee may make advance payment if a decrease in cost is possible or if the material is unavailable to the district without advance payment.

PAYMENT FOR GOODS AND SERVICES

Regulations - Checks

1. Checks will be written every other week.

2. The business manager or his designee will review the checks:

   a. Agreeing the invoice(s) with the check amount

   b. Verifying the proper payee

   c. Checking whether the payment is within the approved budget

   d. Noting that the goods have been received or an administrator has approved the service

3. A list of checks will be e-mailed to the Superintendent and School Board Members. A break out of credit card payments will also be listed.

4. The clerk-treasurer or her designee will review the checks.

5. The Superintendent or a board member can request that a check be held for the next regularly scheduled meeting.

6. Other checks will be mailed after three working days.

7. Only those checks referred to the Board will be on the board agenda for their vote, but all checks and credit card breakdowns will be listed.

Regulations - Mileage

1. Compensation to administrators for the continuous use of personal automobiles in the conduct of the district business shall be determined by the Superintendent, unless otherwise contracted by the Board. The extent of required use will be the primary determining factor in the amount of compensation allowed for each administrator.

2. Mileage reimbursement shall be provided to staff who are required to use their personal automobiles to conduct school district business or perform their regularly assigned duties.

PAYMENT FOR GOODS AND SERVICES (continued)

Regulations - Mileage

3. An automobile log will be kept by employees requesting mileage reimbursement. The log shall account for all usage pertaining to school district business.

4. Mileage attributed to vehicle use for school district business shall be determined by the Superintendent or his designee, upon review of the employee's automobile log.

5. Approved mileage reimbursement shall be at the rate of $.505 per mile.

RELATIONS WITH VENDORS

No district employee or Board member shall accept personal gifts, commissions or expense-paid trips from individuals or companies selling equipment, materials or services required in the operation of district programs. Gifts include any gift purchased specifically for an employee which is not generally offered to other buyers.

This policy does not prohibit employees from accepting promotional or advertising items such as calendars, desk pads, notebooks and other office gadgets which are offered by business concerns free to all as part of their public relations programs.

District employees who work for or serve as consultants for potential vendors shall not participate in evaluating any equipment, materials or services of that vendor or its competitors.

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)
(cf. 9270 - Conflict of Interest)

This policy does not prohibit the Board from accepting materials and/or services which are of use and benefit to the district.

Universal Service Program/E-Rate Vendors

Note: The following language should be adopted by those districts receiving E-rate discounts. Effective 2011, the FCC amended its E-rate program rules and adopted gift restrictions for schools and districts participating in E-rate. The receipt of gifts by applicants from service providers and potential providers is a competitive bidding violation. The gift prohibitions are always applicable, not just during the bidding process. Relevant school district personnel may not solicit or receive any gift or other thing of value from a service provider participating in or seeking to participate in the E-rate program. There are limited exceptions, including when the value of the item is worth $20 or less, so long as items do not exceed $50 per year per employee from any one service provider.

The District takes advantage of federal technology funding through the universal service program known as E-rate. E-rate participants may not, at any time, solicit or accept gifts or other things of value from an existing or potential E-rate service provider. Nominal gifts and refreshments may be allowed as authorized by the Superintendent or designee.

RELATIONS WITH VENDORS (continued)

E-rate gift prohibitions apply to the School Board and to employees, consultants or contractors involved in the District's E-rate Program who:
prepare, approve, sign, or submit E-rate applications, technology plans or other E-rate forms; prepare bids, communicate, or work with E-rate service providers, E-rate consultants, or the Universal Service Administrative Company; and those responsible for monitoring compliance with the E-rate program.

Charitable donations by service providers in support of the schools are permitted. These contributions may not be directly or indirectly related to E-rate procurement activities or decisions.

The Superintendent or designee shall develop guidelines to implement this policy in compliance with E-rate program rules.

(cf. 3290 - Gifts, Grants and Bequests)

Legal Reference:

CODE OF FEDERAL REGULATIONS
47 C.F.R. Part 54, subpart f, Universal Service Support for Schools and Libraries

ALASKA STATUTES
11.56.100-56.130 Bribery and related offenses

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT
Adoption date: 10/13/99
Revision date: 8/10/2011

MANAGEMENT OF DISTRICT ASSETS/ACCOUNTS

Accounting Systems

The Superintendent or designee shall provide ongoing internal accounting controls and a means for the accounting of income and expenditures as outlined in the adopted budget.

(cf. 3440 - Inventories)

Audits

The Board shall provide for an annual audit of district accounts by a certified public accountant who has no personal interest in district fiscal affairs. The audit shall be conducted in accordance generally acceptable auditing standards and the requirements of federal and state law and regulations.

Legal Reference:

ALASKA STATUTES
14. 08.111 Duties (Regional School Boards)
14.14.050 Annual Audit
14.14.060 Relationship between borough school district and borough
14.14.065 Relationship between city school district and city
14.17.082 Fund balance in school operating fund

ALASKA ADMINISTRATIVE CODE
4 AAC 06.120 Accounting and audit manuals, charts of accounts, code descriptions
4 AAC 06.121 Annual financial reporting requirements
4 AAC 09.130 School district audit
4 AAC 09.160 Fund balance

MANAGEMENT OF DISTRICT ASSETS/ACCOUNTS

Authorization of Bank accounts

Due to operational and internal control requirements it is sometimes necessary to open new bank accounts or close accounts. The Superintendent or his designee will submit a resolution to the Board authorizing the opening or closing of any new bank accounts during the fiscal year, along with those authorized to act as check signers on such accounts.

The Superintendent or his designee shall, at the first meeting of each fiscal year, or as soon thereafter as is practical, submit to the Board a resolution authorizing all bank accounts. Pending such action by the Board the current accounts shall continue to be authorized.

Annual Authorization of Check Signers

The Superintendent or his designee shall, at the first meeting of each fiscal year, or as soon thereafter as is practical, submit to the Board a resolution authorizing all check signers for each account. Pending such action by the Board the current signers shall continue to be authorized.

Additional Signer for Checks over $25,000

Checks for over $25,000 will require the signature of two authorized signers, one of which must be an original signature.

INSURANCE COMMITTEE

The District will establish an insurance committee to include one representative from Division 1, two representatives from Division 2, and 6 representatives (from at least two bargaining units) from Division 3. Each division will appoint their own representatives from within their membership. Additionally, a representative of the District's policy underwriter, the District's Business Manager, the Superintendent or designee, and a School Board member shall be on the committee in an advisory role, but will not have voting privileges.

The Committee will meet following the renewal release to set insurance rates for the year. Additionally, the committee will meet at least quarterly to review and alter insurance rates, review the status of the reserve fund, and to review the District's insurance program. The committee will also have the ability to make recommendations to the District in all matters regarding employee insurance benefits.

When the reserve account is greater than $400,000 the committee shall have the power to utilize reserve funds in any of the following ways:

(a) offset increasing insurance costs
(b) reduce the employees' monthly payroll deductions for insurance
(c) increase employees' insurance benefits

In the event the reserve fund drops below $400,000, the committee's discretion to utilize reserve funds will be transferred to the District until the reserve fund balance is in excess of $500,000. In the event that the reserve fund discretion is transferred to the District, the Committee may make recommendations to administration in regards to employees' insurance benefits but their recommendations shall be advisory only and shall not bind the District.

The District will establish administrative regulations and office procedures governing the District's insurance program, employee insurance benefits, and reserve fund management.

INSURANCE COMMITTEE
ADMINISTRATIVE REGULATIONS

* For the purposes of this administrative regulation, "District" will be substituted for "Insurance Committee" when the Insurance Committee's discretion over reserve fund uses is transferred to the District as a result of the reserve account falling below $400,000.

At not less than one of the Insurance Committee's quarterly meetings, the committee shall establish insurance rates for each group. These rates will be generated using recommendations from the stop-loss policy underwriter, taking into account the reserve fund balance, each group's deductible, and the type of coverage provided to each group.

Once the rates are established, the amount of insurance coverage provided by the District per FTE for each particular group will be taken away from the established rates. The remaining balance will be deducted from an employee's paycheck in equal installments.

Group	**Rate Established By Insurance Committee**	**District FTE Contribution**	**Annual Employee Contribution**	**Monthly Payroll Deduction**
KEA – Family	$9,500	$9,500	$0	$0
KEA – Indiv	$6,500	$9,500	$0	$0
IMA – Family	$13,500	$8,500	$5,000	$416.67
IMA – Indiv	$7,500	$8,500	$0	$0
Para – Family	$11,000	$4,000	$7,000	$583.33
Para – Indiv	$4,600	$4,000	$600	$50

**These numbers are not accurate and are intended to be used for illustration purposes only.

The insurance committee may vote to use excess reserve funds in the following manner:

(a) offset increasing insurance costs

Group	Current Rate	Proposed New Rate	Difference	# In Insurance Pool	Reserve Fund Used
KEA – Family	$9,500	$10,500	$1,000	100	$100,000
KEA – Indiv	$6,500	$7,000	$500	15	$7,500
IMA – Family	$13,500	$13,500	$0	12	$0
IMA – Indiv	$7,500	$7,500	$0	0	$0
Para – Family	$11,000	$12,500	$1,500	50	$75,000
Para – Indiv	$4,600	$4,000	($600)	10	($6,000)
TOTAL RESERVE FUND USED TO OFFSET INCREASING COST					$176,500

**These numbers are not accurate and are intended to be used for illustration purposes only.

(b) reduce the employees' monthly payroll deductions for insurance

Group	Current Monthly Deduction	Premium Reduction	Annual Reduction	# In Insurance Pool	Reserve Fund Used
KEA – Family	$500	$75	$900	100	$90,000
KEA – Indiv	$125	$25	$300	15	$45,000
IMA – Family	$350	$75	$900	12	$10,800
IMA – Indiv	$190	$25	$300	0	$0
Para – Family	$650	$75	$900	50	$45,000
Para – Indiv	$325	$25	$300	10	$3,000
TOTAL RESERVE FUND USED TO REDUCE PAYROLL DEDUCTIONS					$193,800

**These numbers are not accurate and are intended to be used for illustration purposes only.

(c) increase employees' insurance benefits

Group	**Additional Benefit**	**Annual Premium Change**	**# In Insurance Pool**	**Reserve Fund Used**
KEA – Family	Eye & Dental	$1000	100	$100,000
KEA – Indiv	Eye & Dental	$1000	15	$15,000
IMA – Family	Decrease Family Deductible to $750	$550	12	$6,100
IMA – Indiv	Decrease Indiv Deductible to $250	$175	0	$0
Para – Family	Rx coverage	$250	50	$12,500
Para – Indiv	Rx coverage	$75	10	$750
TOTAL RESERVE FUND USED TO INCREASE BENFITS				$134,350

**These numbers are not accurate and are intended to be used for illustration purposes only.

Employees will be notified at least two pay periods in advance of changes to their employee contribution payroll deductions for health insurance.

CAPITALIZATION

The Superintendent or designee shall provide for the proper control and conservation of district property. A list of each capital acquisition with a purchase cost of $1,000 or more and computers and computer equipment with a value of $500 or more will be maintained by the Business Office.

In compliance with State of Alaska and Federal regulations, furniture, equipment and other assets having a per item purchase price of $5,000 or more shall be capitalized and accounted for in accordance with Generally Accepted Accounting Principles and such other pronouncements as may be applicable.

(cf. 3270 - Sale and Disposal of Books, Equipment and Supplies)
(cf. 3290 - Gifts, Grants and Bequests)
(cf. 3400 - Management of District Assets/Accounts)

Legal Reference:

ALASKA STATUTES
14.11.011 Grant applications
14.11.017 School construction grant conditions
14.14.050 Annual audit

ALASKA ADMINISTRATIVE CODE
4 AAC 06.120 Accounting and audit manuals, charts of accounts, code descriptions
4 AAC 51.300 Vocational facilities and equipment

CARL D. PERKINS VOCATIONAL EDUCATION ACT, Public Law 98-524, 99-159
34 CODE OF FEDERAL REGULATIONS, 74.132-74.140
Office of Management and Budget, Circular A-102, Attachment N, Property Management Standards

INVENTORIES

A physical inventory shall be conducted annually. Copies of the inventory shall be kept at the district office and school site.

Each site administrator or designee shall maintain an inventory of all equipment. The following information must be recorded:

1. Description (with manufacturer's name and/or model number).

2. Identification and/or serial number.

3. Date and cost of acquisition (estimate if unknown).

4. Funding source (grant source and grant title).

5. Purpose for which the purchase was made.

6. Current use, condition and location.

7. Date on which inventory information was verified.

If equipment is used for a purpose other than that for which it was originally purchased, the inventory shall include a dated statement justifying its current use.

All equipment purchased with federal funds or nonfederal matching funds shall be labeled with the district's name and an equipment or inventory control number.

The date and mode of disposal of all equipment removed from the inventory shall also be recorded.

MONEY IN SCHOOL BUILDINGS

Money collected by district employees and student organizations shall be handled according to prudent business procedures. All money collected shall be receipted and accounted for and directed without delay to the proper location of deposit. Any money left overnight in schools shall be kept in locked locations provided for safekeeping of valuables.

PETTY CASH FUNDS

The purpose of a petty cash fund is to have cash available in the office of the principal or other administrative officer for express charges, postage due and other unforeseen small expenses which cannot conveniently be charged and handled in the usual manner.

1. The amount of cash funds at any school site shall not exceed $200.

2. The principal or administrative official in whose name the fund is created will be responsible for all expenditures made from it.

3. Each disbursement will be supported by a cash register tape, a sales slip or other evidence of the expenditure. Such evidence will be summarized monthly, or earlier if the fund needs replenishment.

4. The documents and the summary will be forwarded to the business office where a check will be issued to replenish the fund.

5. The amount on deposit plus receipts of disbursement must always equal the original amount of the fund.

6. Funds will be regularly audited by the business office.

7. Funds are subject to audit by the district's auditor.

8. Money left overnight in schools shall be kept in a safe or secured place.

(cf. 3400 - Management of District Assets)

STUDENT ACTIVITY FUNDS

Student organizations may raise and spend money in order to promote the general welfare, morale and educational experiences of the students. Student funds shall finance worthwhile activities which go beyond those provided by the district. Minutes shall be kept of student organization meetings and shall properly reflect all financial activities.

(cf. 1321 - Solicitation of Funds from and by Students)
(cf. 3554 - Other Food Sales)

Student funds shall be managed in accordance with sound business procedures designed to encourage the largest possible educational return to students without sacrificing the safety of funds or exposing students to undue responsibility or unnecessary routine.

The Superintendent or designee shall be responsible for the proper conduct of all student organization financial activities and shall periodically review the organizations' general financial structures and accounting procedures.

The Board shall ensure that student activity accounts and individual club accounts are audited yearly by an independent certified public accountant in conjunction with the District's yearly financial audit.

(cf. 3400 - Management of District Assets/Accounts)

PERIODIC FINANCIAL REPORTS

The Superintendent or designee shall keep the School Board informed about the district's financial condition. The Board shall assess the district's financial condition regularly to determine whether or not the district will be able to meet its financial obligations for the remainder of the fiscal year.

(cf. 3100 - Budget)
(cf. 3400 - Management of District Assets/Accounts)

Legal Reference:
ALASKA STATUTES
14.08.111 Duties (Regional School Boards)
14.14.090 Additional duties
14.14.050 Annual audit

ALASKA ADMINISTRATIVE CODE
4 AAC 06.121 Annual financial reporting requirements
4 AAC 09.130 School district audit

CATEGORIZING FUNDS ACROSS FISCAL YEARS

The School Board recognizes the need to classify fund balances and to set spending priorities. The Superintendent or designee shall ensure classification of fund balance components are in compliance with the Governmental Accounting Standards Board.

Legal Reference:

ALASKA STATUTES:
14.17.505 Fund balance in school operating fund

ALASKA ADMINISTRATIVE CODE
4 AAC 09.160 Fund balance

CATEGORIZING FUNDS ACROSS FISCAL YEARS

To provide a system of classification and constraints in accounting for fund balances, Governmental Accounting Standards Board (GASB) 54 shall be applied as follows:

Fund Balance Classification	Policy Interpretation
Nonspendable	• Consumable Inventories • Prepaids • Property held for resale • Noncurrent loans and contracts receivable must be examined. These may be classified as nonspendable, restricted, committed or assigned based on the restrictions placed on the usage of the loan repayments.
Restricted	• Resources are restricted for use by the: ○ Alaska Constitution ○ Federal government ○ Debt covenants ○ External parties ○ Grantors • Contract commitments • A restricted fund balance can never be negative.
Committed	• School Board action is required to determine which funds are committed. • Commitments may <u>only</u> be changed or lifted by the Board taking the same formal action that imposed the constraint originally. • Commitments of fund balance <u>must</u> be in place before the end of the fiscal year. A committed fund balance can never be negative.
Assigned	• The Superintendent or his designee is required to determine which funds are assigned. • Amounts that are not restricted or committed and intended to be used for the purpose of the fund. • Assignments can occur anytime before issuance of financial statements. • An assigned fund balance can never be negative. Assignments can never cause the overall fund balance to be negative.
Unassigned	• A positive balance is only reportable in general fund. • May be negative (deficit) fund balance for other fund types.

ENERGY CONSERVATION

District and site plans to conserve resources shall address energy use in all operations, including:

1. Educational programs for employees and students.

2. Classroom and building management and maintenance.

3. Food services and equipment maintenance.

4. Transportation services and maintenance.

5. New construction.

6. Administrative operations.

7. Use of facilities by outside groups.

8. Reduced energy use or shutting down of facilities during vacation periods.

The plan shall establish specific energy use reduction goals for each school and for other district facilities.

To enlist the support which is essential to the success of the resources management plan, principals and supervisors shall:

1. Solicit comments related to district energy use.

2. Expect students and staff to cooperate in all conservation efforts.

3. Give recognition to those who reduce energy use.

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

EQUIPMENT

School equipment may be used by staff members and/or students only for school-related tasks. Personal use of district property is prohibited and may be cause for disciplinary action.

When school equipment is not being used by students or staff, school-connected organizations may be granted reasonable use of the equipment for school-related matters. Actual costs of services such as copying shall be paid by the group rather than by the district.

(cf. 1230 - School-Connected Organizations)
(cf. 1330 - Use of School Facilities)

The consent of the principal or designee is required if district-owned equipment is removed from the school site. When any equipment is taken off-site, the borrower is responsible for its safe return and shall be fully liable for any loss or damage.

(cf. 3440 - Inventories)

Revised 9/97

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

TOBACCO-FREE SCHOOLS/SMOKING

BP 3513.3(a)

Tobacco-Free Schools

Note: The federal No Child Left Behind Act prohibits smoking in district facilities. The following language extends this to prohibit tobacco use in school buildings, on school grounds and parking areas, at school events and in vehicles used for transporting students. The ability of the Board to adopt this following policy may be restricted by collective bargaining agreements.

The Board recognizes its responsibility to promote the health, welfare and safety of students, staff and others on district property and at school-sponsored activities. Ample research has demonstrated the health hazards associated with the use of tobacco products, including smoking and the breathing of second-hand smoke. As role models, district employees should demonstrate conduct that is consistent with school programs to discourage students from using tobacco products.

In accordance with law and to promote the health and safety of all students and staff, it is the intent of the Board to establish a tobacco-free environment. Consequently, it is a violation for students, staff, visitors, contractors and all others to use, distribute or sell tobacco, including any smoking device, on district premises, at school-sponsored activities on or off district premises and in district-owned, rented or leased vehicles.

Staff and/or all others authorized to use district vehicles to transport district students to school-sponsored activities are prohibited from using tobacco in those vehicles while students are under their care.

For the purposes of this policy, "tobacco" is defined to include tobacco in any form and/or any nicotine delivering devices. This does not include FDA approved nicotine replacement therapy products used for the purpose of cessation.

This policy shall be in effect and enforceable at all times regardless of whether or not school is in session. The Superintendent or designee shall post appropriate signs prohibiting tobacco use in accordance with law.

The Superintendent may develop administrative regulations as necessary to implement this policy, including provisions for notification of the district's policy, through such means as student/parent and staff handbooks, newsletters, inclusion on school event programs; disciplinary consequences; and procedures for filing and handling complaints about violations of the district's policy.

The Superintendent may consult with local officials to promote enforcement of law that prohibits the possession of tobacco by minors on or off district grounds.

(cf. 5131.62 - Tobacco)

Legal Reference:

ALASKA STATUTES
18.35.300-18.35.330 Health nuisances

PL 107-110, Section 1303, Nonsmoking Policy for Children's Services

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT
Adoption Date: 10/13/99
Revision Date: 1/15/2014

ENVIRONMENTAL SAFETY

The School Board believes that students and employees have the right to learn and work in a safe environment.

The Superintendent or designee shall establish and vigorously enforce precautionary measures against accidents, fire, explosion, and other physical hazards.

All members of the school community should be alert to any physical conditions, including explosive, toxic or incendiary hazards, which may jeopardize the safety of students, employees, or the public.

(cf. 3513.3 - Tobacco-Free Schools/Smoking)
(cf. 3514.1 - Hazardous Substances)
(cf. 3543 - Transportation: Emergency and Safety Procedures)
(cf. 4157/4257/4357 - Employee Safety)
(cf. 5141.1 - Accidents)
(cf. 5142 - Student Safety)
(cf. 6114 - Emergencies and Disaster Preparedness Plan)
(cf. 6153 - Field Trips)
(cf. 7111 - Evaluating Existing Buildings)

Legal Reference:
ALASKA STATUTES
18.31.010-18.31.050 Asbestos health hazard abatement program
18.70.080-18.70-300 Fire protection

HAZARDOUS SUBSTANCES

The School Board recognizes that the daily operations of our schools entail the use of potentially hazardous substances. The Superintendent or designee shall insure that hazardous substances are inventoried, used, stored and regularly disposed of in a safe and legal manner.

Teachers shall instruct students as to the importance of proper handling, storage, disposal and protection with regard to all potentially hazardous substances.

Insofar as possible, the Superintendent or designee shall minimize the quantities of hazardous substances stored on school property. The Board encourages staff to substitute less dangerous materials for hazardous ones whenever feasible.

The Superintendent or designee shall ensure that the schools are regularly inspected to identify potential sources of risk and shall inform the Board of any environmental risks in the schools.

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

SCHOOL SAFETY AND SECURITY

The School Board is fully committed to preventing violence and crime on school grounds. The Superintendent and staff shall strictly enforce district policies and regulations related to crime, campus disturbances, campus intruders, student safety, student conduct and student discipline.

(cf. 3514 - Environmental Safety)
(cf. 3515.2 - Intruders on Campus)
(cf. 4158/4258/4358 - Employee Security)
(cf. 5131 - Student Conduct)
(cf. 5131.4 - Campus Disturbances)
(cf. 5131.5 - Vandalism)
(cf. 5131.6 - Alcohol and Other Drugs)
(cf. 5131.7 - Weapons and Dangerous Instruments)
(cf. 5136 - Gangs)
(cf. 5141.4 - Child Abuse and Neglect)
(cf. 5142 - Student Safety)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 6114 - Emergencies and Disaster Preparedness Plan)

The Superintendent or designee shall establish procedures for securing records and funds and for protecting buildings against vandalism and burglary during non-business hours. The Superintendent or designee also shall investigate ways that school grounds can be made more secure.

The Board encourages staff, parents/guardians and students at each school to work with local law enforcement agencies and other interested parties in developing a comprehensive school safety plan which includes strategies for preventing crime and violence on school premises.

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

SCHOOL SAFETY AND SECURITY

The school principal shall establish procedures to:

1. Minimize fire hazards.

2. Reduce the probability of faulty equipment.

3. Guard against the chance of electrical shock.

4. Maintain records and funds in a safe place.

5. Protect against vandalism and burglary.

6. Assign responsibility for use of school building keys.

7. Maintain locked buildings during non-business hours.

8. Provide routine patrolling of the schools and school grounds.

9. Secure outdoor areas and reduce the number of entrances which give access to the schools, by means such as fencing or landscaping.

Incidents of illegal entry, theft of school property, vandalism, and damage to school property from other causes shall be reported by phone to the Superintendent or designee as soon after discovery as possible. A written report of the incident shall be made within 24 hours.

Keys

All keys used in a school shall be the responsibility of the principal. Keys shall be issued only to those employees who regularly need a key in order to carry out normal activities of their position.

Each principal shall set up a record keeping system so as to know at all times the location of all keys. The master key shall not be loaned.

Employees who have keys shall be responsible for the security of the room, gate or building involved. They shall lock all doors and windows and turn off all lights, air conditioning, heat, appliances etc., when leaving the room or building.

SCHOOL SAFETY AND SECURITY (continued)

The duplication of school keys is prohibited. The person issued a key shall be responsible for its safekeeping. If a key is lost, the person responsible shall report the loss to the principal immediately and shall pay for a duplicate key. Duplicate keys may be obtained only through the district business office.

Keys shall be used only by authorized employees and shall never be loaned to students.

INTRUDERS ON CAMPUS

The School Board is committed to keeping the schools safe from intruders and requires all visitors to register upon coming on campus.

The principal or designee shall promptly expel from school premises any individual he/she thinks might disrupt normal school operations, threaten the health and safety of students or staff, or cause property damage.

The principal or designee shall ensure that all staff members know what action to take when they observe strangers on school grounds and when and how to get help from law enforcement authorities.

(cf. 1250 - Visits to the Schools)
(cf. 3515 - School Safety and Security)
(cf. 4158 - Employee Security)
(cf. 5131.4 - Campus Disturbances)
(cf. 5131.7 - Weapons and Dangerous Instruments)

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

Business and Non Instructional Operations

RECOVERY FOR PROPERTY LOSS OR DAMAGE

Note: School districts may bring a civil action against the parents of a student who knowingly or intentionally destroys district property. Parents are liable for damages in an amount not to exceed $15,000 and are also responsible for the court costs incurred by the district in bringing the action. AS 09.65.255

The School Board shall seek reimbursement of damages from any individual or from the parents/guardians of any minor who commits any act of theft or vandalism.

(cf. 4156.3 – Reimbursement/Personal Property)
(cf. 4158/4258 - Employee Security)
(cf. 5131.5 - Vandalism, Theft and Graffiti)

If the Superintendent or designee or law enforcement officials are unable to fix responsibility for the vandalism, the Board may authorize the Superintendent or designee to offer a reward for information leading to the identification and apprehension of the guilty party.

Legal Reference:
ALASKA STATUTES
09.65.255 Liability for acts of minors

Adoption 10/99

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT
Adoption Date: 10/13/99
Revision Date: 1/13/2010

RECOVERY FOR PROPERTY LOSS OR DAMAGE

Reports

Every district employee shall report all damage or loss of school property to the Superintendent or designee immediately after such damage or loss is discovered.

Investigation

The Superintendent or designee shall make a full and complete investigation of any instance of damage or loss of school property. The investigation shall be carried out in cooperation with law enforcement officials when appropriate.

Recovery of Damages

When the person causing the damage or loss has been identified and the costs of repair, replacement or cleanup determined, the Superintendent or designee shall take all practical and reasonable steps to recover these costs. The district's legal counsel shall be consulted if necessary. Reasonable steps may include the filing of a civil complaint in a court of competent jurisdiction to recover damages from the responsible person. If the responsible person is a minor, recovery will be sought from the minor's parent/guardian. Said damages will include the cost of repair or replacement of the property, the payment of any reward, interest, court costs, and all other damages as provided by law.

Payment of Reward

The reward shall be paid to the party who provides information sufficient to identify and apprehend the person or persons subsequently found responsible for the damage or loss. If more than one informant provides information, the reward shall be divided among the informants. The Superintendent or designee shall determine who is entitled to what portion of the reward and shall authorize payment only after the accused party has been convicted or otherwise deemed guilty as a result of appropriate judicial procedures. The identity of the informant shall be considered confidential and will not be made public by the district.

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

RESTRICTIONS ON SEX OFFENDERS ON CAMPUS

Note: Alaska law does not prohibit sex offenders from entering school campuses. School districts may want to have a policy that prohibits non-parent sex offenders from coming onto school grounds and that puts reasonable procedures in place for sex offenders that are parents of students enrolled in district schools. The following policy was developed by the Kenai Peninsula Borough School District. It may be adapted or revised to reflect the needs of your district.

Recognizing that all students have the right to a public education in a safe and positive environment, the Board prohibits any sex offender from being on district property, except as authorized below. District property includes all land within the perimeter of the school site and all district buildings, structures, facilities, computer networks and systems, and school vehicles, whether owned or leased by the district, and the site of any school-sponsored activity.

(cf. 3515 – School Safety and Security)
(cf. 5030 – School Discipline and Safety)
(cf. 5137 – Positive School Climate)

Sex offenders are those convicted of a sex offense as defined in this or another state, or by federal law, and who are required to register as a sex offender under Alaska law or by court order. This policy also applies to those individuals convicted of child kidnapping who are required to register on the Alaska Department of Public Safety Sex Offender/Child Kidnapper Central Registry. This policy is not intended to impose a duty upon any district administrator or employee to review the Sex Offender/Child Kidnapper Central Registry to determine the presence of sex offenders in the community. This policy shall apply when district or school administrators are actually aware that a person in question is on the Registry.

Sex Offenders Who Do Not Have Children Enrolled in the District

A sex offender or child kidnapper who does not have a child enrolled in the district is prohibited from entering district property except:

1. When he/she is a qualified voter and is coming upon district property, before or after normal school hours, solely for purpose of casting a vote; or
2. To attend an open meeting held outside the student instructional day.

RESTRICTIONS ON SEX OFFENDERS ON CAMPUS (continued)

Parent/Guardian Sex Offenders

A parent/guardian sex offender or child kidnapper who has a child attending a district school is prohibited from entering district property, except in the following instances:

1. When he/she is a qualified voter and is coming upon district property, before or after normal school hours, solely for purpose of casting a vote;
2. To attend an open meeting held outside the student instructional day; or
3. With the Superintendent or school administrator's prior approval, under the procedures set forth below:
    a. to pick up or drop off his/her own child at the school where the child is enrolled;
    b. to attend a parent-teacher conference or other meeting with faculty or staff to discuss the child's progress or other educational needs of the child;
    c. under other special circumstances, on a case-by-case basis, for which the school administrator has given written consent.

In no event will entrance onto district property be allowed if prohibited by court order.

Procedures for Prior Approval

A parent/guardian sex offender or child kidnapper who comes onto school property to pick up or drop off his/her child(ren) needs to make specific arrangements in advance with the school administrator. These arrangements are to be approved by the Superintendent. The parent/guardian can only transport his/her own child(ren).

If a parent/guardian sex offender or child kidnapper wishes to come on to school property for another reason (e.g. parent-teacher conferences, student performances), he/she shall only do so under the following conditions:

- he/she must notify the principal of the school at least 48 hours in advance of the activity and obtain consent prior to coming onto district property;
- if consent is granted, the school administrator will assign an individual(s) to accompany the parent while on district property;
- he/she must report to the office, come only for the specific activity, cooperate with district supervision, and leave school property promptly upon the conclusion of the activity; and
- he/she must abide by all other terms and conditions of the school administration.

RESTRICTIONS ON SEX OFFENDERS ON CAMPUS (continued)

The school principal and/or Superintendent shall have the discretion to refuse permission if it is reasonably believed that the parent/guardian's presence on school property would be inappropriate or a danger to others, provided such permission shall not be unreasonably withheld.

At all times, the school administrator shall endeavor to protect the privacy of the offender's child.

(cf. 5021 – Noncustodial Parents)

Electronic Communications

The Board prohibits electronic communications between sex offenders and students. A parent/guardian sex offender/child kidnapper may not communicate electronically with a student other than his/her own child while the student is on district property. A non-parent sex offender/child kidnapper may not communicate electronically with any student while the student is on district property. "Communicate electronically" means actual *or attempted* communication by electronic means, including, but not limited to, phone, email, text, instant messaging, social networks, web postings, web contacts, computer, fax, or photographs.

Student Sex Offenders

The Superintendent or designee shall determine the appropriate placement for student sex offenders, except those identified as having a disability. When determining educational placement, including placement in an alternative educational setting, the Superintendent or designee shall consider such factors as the safety and health of other students and staff. The Superintendent or designee shall develop written procedures for managing each student sex offender in the district. The student's plan shall specify requirements for supervision and whether or not the student is permitted to attend school-sponsored or school-related activities outside of the instructional day.

If a student subject to this policy is a student with disabilities, he/she will be provided educational services in compliance with federal and state law.

RESTRICTIONS ON SEX OFFENDERS ON CAMPUS (continued)

Contractors

Any outside contractor with whom the district contracts, and whose employees or agents may have contact with students, is prohibited from sending any employee or agent who is a sex offender/child kidnapper to any district property. The contractor shall certify in writing the contractor's knowledge and understanding of this policy.

Violations of this Policy

The district will contact law enforcement when a sex offender/child kidnapper violates this policy and will immediately revoke any privileges granted to the individual under this policy.

Legal Reference:

ALASKA STATUTES
12.63.010-.020 Registration of sex offenders and related requirements; Duration of sex offender or child kidnapper duty to register
12.63.100(5) Registration of Sex Offenders - Definitions

AASB added 2/11

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT
Adopted: 8/24/2011

ELECTRONIC MAIL (E-Mail)

Electronic mail systems are provided to district staff for the purpose of professional communication. All district electronic mail systems are owned by the district and are intended for the purpose of conducting official district business only. District electronic mail systems are not intended for personal use by employees of the district and employees should have no expectation of privacy when using electronic mail systems.

The district retains the right to review, store, and disclose all information sent over the district electronic mail systems for any legally permissible reasons, including but not limited to determining whether the information is a public record, whether it contains information discoverable in litigation, and to access district information in the employee's absence.

Employees must exercise caution and good judgment in the use of the e-mail system. Electronic mail messages can be retrieved even if they are deleted and statements made in electronic mail communications can form the basis of various legal claims against the individual author or the district.

Definition of Electronic Mail

Electronic mail, or e-mail, is an electronic message that is transmitted between two or more computers or electronic terminals, whether or not the message is converted to hard copy format after receipt and whether or not the message is viewed upon transmission or stored for later retrieval. Electronic mail includes all electronic messages that are transmitted through local, regional, or global computer networks.

Appropriate Use of E-Mail

1. Users of district e-mail are responsible for their appropriate use.

2. All illegal and improper uses, including but not limited to, pornography, obscenity, harassment, solicitation, gambling, and violating copyright or intellectual property rights are prohibited.

3. Use of the e-mail system for which the district will incur an expense without the expressed permission of a supervisor is prohibited.

4. Electronic messages are not for private or confidential matters. Because there is no guarantee of privacy or confidentiality, other avenues of communication should be used for such matters.

ELECTRONIC MAIL (continued)

5. Except for directory information, student records will not be transmitted by electronic mail.

6. Except as otherwise provided in this policy, district employees are prohibited from accessing another employee's electronic mail without the expressed consent of the employee.

Violations

District employees will be subject to disciplinary action for violation of this policy and regulation.

Public Records

Electronic mail sent or received by the Board, the district, or the district's employees may be considered a public record subject to disclosure or inspection under the Alaska Public Records Act. All Board and district electronic mail communications should be to ensure that all public electronic mail records are retained, archived, and destroyed in compliance with state law. The Superintendent or designee shall develop administrative regulations so that district personnel will know how public records are to be identified, maintained, and destroyed.

The Superintendent shall designate a custodian of records for the school district. The custodian of records for the district will assist the public in locating any specific public electronic mail record requested and will ensure public access to public electronic mail records without unreasonable delay or cost.
(cf. 3580 - Business Records)

Legal Reference

ALASKA STATUTES
AS 09.25.110 - Public Records Open to Inspection and Copying
AS 09.25.120 - Public records; exceptions; certified copies
AS 09.25.220 - Definitions
AS 40.21.010-.150 - Management and Preservation of Public Records

ALASKA ADMINISTRATIVE CODE
6 AAC 96.200

Added 9/97

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT
Adoption Date: 10/13/99
Revision Date: 8/26/09

RISK MANAGEMENT

The School Board desires to protect district resources by maintaining a program of risk management including, but not be limited to:

1. Property Loss Insurance (buildings and equipment).

2. Workers Compensation Insurance.

3. Liability Insurance.

(cf. 4154 - Personnel Insurance/Health & Welfare Benefits)
(cf. 5143 - Students/Insurance/Athletic Insurance)

The district officer responsible for the custody of district moneys and property shall be bonded as required by law. The Board may require the bonding of employees holding positions which have extensive access to property and money.

Legal Reference:

ALASKA STATUTES
14.03.150 Insurance required
14.08.091 Administration (Regional Education Attendance Areas)
14.11.011 Grant applications
14.12.115 Indemnification
14.14.020 Bond required
21.76.010-21.76-900 Joint insurance arrangements

ALASKA ADMINISTRATIVE CODE
4 AAC 31.200 Loss protection required
4 AAC 31.205 Self-insurance programs
4 AAC 31.210 Deductible amounts
4 AAC 31.215 Proceeds
4 AAC 31.220 Proof of insurance
4 AAC 31.225 Failure to procure insurance

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

TRANSPORTATION

The School Board desires to provide transportation for eligible students in accordance with state and federal law.

The goals of the transportation service are:

1. to provide maximum safety for students between home and school and on school-sponsored trips.

2. to promote desirable student behavior and respect for traffic safety.

3. to provide assistance and transportation for handicapped students.

4. to provide transportation for field trips.

(cf. 3312 - Contracts)
(cf. 3541.5 - Alternative Transportation Arrangements)

Note: Secondary students who do not have daily access to school by being transported a reasonable distance must be offered a boarding program pursuant to 4 AAC 09.050.

When necessary, the Board shall make available a boarding program for secondary students whose transportation needs make daily access to school impractical and who are not participating in an alternative educational program.

Note: Effective July 1, 2014, AS 14.09.010 was amended to require that school districts adopt a policy addressing transportation services to students attending a charter school operated by the district. Department of Education and Early Development regulations require a charter school transportation policy if: 1) the district provides pupil transportation services under AS 14.09.010; and 2) the district operates a charter school or an application for the establishment of a charter school in the district is pending. A district must submit its charter school transportation policy to the Department for approval by: 1) April 15, 2015 if a charter school is in operation in the district on July 1, 2014; or 2) no later than 30 days after approval of a new charter school if the district does not already have an approved charter school transportation policy in effect. See 4 AAC 27.057 for further guidance on the transportation policy approval process. The policy is to be developed with input solicited from individuals involved in the charter school, including staff, students, and parents. If a district fails to adopt a policy, the district is required to allocate the amount of state transportation funding received for each charter school student to the charter school. AS 14.09.010(f).

TRANSPORTATION (continued)

Charter School Transportation

The School Board recognizes that charter school students may benefit from transportation services. On a space available basis, charter school students may access school bus transportation on those regular school bus routes that run within the attendance area where the charter school is located. Transportation access is subject to the following:

a. Charter school students who reside within a mile and a half of the charter school are not eligible for transportation unless they must cross a designated hazardous road area. Special education routes are not subject to the mile and a half restriction.

b. Charter school students must comply with all rules for safe and appropriate conduct while waiting for, boarding, and exiting the bus, and while riding the bus. Charter school students are subject to the same sanctions as other students for bus violations.

c. Annually, the charter school must provide information to charter school families who are accessing school bus transportation about the district's school bus rules.

d. School bus transportation is not available to charter school students enrolled in charter schools identified as correspondence programs.

Annually, the Superintendent or designee shall communicate to the charter school the space availability on applicable transportation route(s) and determine the transportation needs of charter school students. If the number of charter school students desiring transportation exceeds available space, the charter school is responsible for developing a written process for addressing ridership on a fair and equitable basis. A copy of the written process shall be provided to the district.

Note: The above language reflects the minimum transportation obligation for charter school students as required by AS 14.09.010(e)(2). A district is not obligated to provide greater service, to establish dedicated routes for exclusive use of the charter schools, or to permit charter schools to opt out of the policy and receive transportation funding. The following is optional language for those districts desiring a process to consider, and act upon, requests by charter schools for additional transportation services.

TRANSPORTATION (continued)

The district is not required to establish dedicated transportation routes for the exclusive use of charter school students, but may choose to do so.

A charter school desiring additional or dedicated student transportation may submit a written proposal to the Superintendent or designee. The proposal shall identify, at a minimum, student transportation needs, charter school funding available to support additional transportation, and the transportation routes and services being requested. The Superintendent will make a recommendation to the School Board to approve or deny the request. The Superintendent and the Board will consider the funding, equipment and personnel necessary to accommodate the requested transportation; the impact on operations of the district; the needs of the charter school and its students; equity with other charter schools and district alternative and optional programs; and the best interests of the district. The School Board will approve or deny the transportation request at a regularly scheduled meeting.

(cf. 6182 - Secondary Boarding Program)
(cf. 6181 – Charter School)

Legal Reference:

ALASKA STATUTES
14.09.010 Transportation of pupils
14.09.030 School buses
14.30.347 Transportation of exception children

ALASKA ADMINISTRATIVE CODE
4 AAC 09.050 Secondary Boarding Programs
4 AAC 27.006-990 Transportation
4 AAC 27.057 Charter school transportation policy

TRANSPORTATION ROUTES AND SERVICES

Note: Effective July 25, 2014, the Department of Education and Early Development amended and added regulations 4 AAC 27.006-951, establishing regular and special education transportation routes, allowing in-lieu-of agreements, establishing hazardous routes and requiring transportation reports to be filed. A regular transportation route may be established where 8 or more students reside more than one and one-half miles from school, and the entire route is over regularly maintained roads under the supervision and maintenance of the Department of Transportation and Public Facilities, a public utility district, a municipality, a borough service area or other agency supported by public funds, and the route provides adequate turnaround space for transportation vehicles. 4 AAC 27.011.

The School Board shall approve transportation routes and services based upon student needs and a continuing assessment of financial resources, including district funds and state reimbursements. Districts will use the most cost efficient methods when developing and establishing regular and special education routes and engaging in other transportation related services. Transportation shall be provided for students living at least one and one-half miles from school. Special education routes will be established without regard to distance.

Note: Pursuant to 4 AAC 27.036, the Board may designate hazardous routes within one and one-half mile from school. The designation must be by resolution which must state the nature and potential duration of the hazard and is only valid for one year.

The Board may designate hazardous transportation routes within the minimum walking distance when such routes are unsafe.

Note: A district may establish in-lieu-of agreements with parents to provide reimbursement for transporting their children to the nearest attendance center if: 1) the student's residence is more than one and one-half miles from the regular bus route and the pupil's attendance center (unless the child is a special education student); 2) the per-mile rate does not exceed the maximum mileage reimbursement rate paid by the district to administrative employees; and 3) reimbursement is based on the actual miles traveled, not the number of students.

Instead of extending existing transportation routes or establishing new routes, the District may establish in-lieu-of agreements to reimburse parents for transporting their children at approved rates and under approved conditions.

(cf. 3540 – Transportation)

TRANSPORTATION ROUTES AND Services (continued)

Note: 4 AAC 27.056 requires that each district that receives pupil transportation funds from the department submit pupil transportation reports on prescribed forms. The pupil transportation annual report shall be submitted by October 1 of each year. The pupil transportation quarterly report shall be submitted not later than 15 days after the end of each quarter of the fiscal year. The final report is due by July 15 of each year, unless the district is offering summer school transportation services, in which case it is due by August 15. Any school bus accident reports must be submitted not later than 10 days after the end of each month in which a reportable school bus accident occurs.

The District will timely submit to the Department of Education and Early Development all transportation reports required by law.

Note: 4 AAC 27.086 establishes minimum standards for requests for proposals ("RFP"). Districts must ensure that an RFP commences six months before the expiration date of the current contract. Pre-bid conferences shall be held 30 days after the release of the RFP. Proposals are due to the district 14 days after the pre-bid conference and shall be opened that day in public at the hour and place stated in the RFP. The School Board shall forward a copy of the written proposed contract and successful proposal to the Department of Education and Early Development, not later than April 15 of the fiscal year preceding the first year of the contract. A copy of the final signed contract shall be forwarded to the Department not later than the first day of the contract. Each District with an ADM of 4,500 or more shall work with the Department to align, bid and remain on the same five-year term cycle.

All contracts for pupil transportation awarded by the School Board will be based on the competitive proposal process and meet minimum standards as required by law.

(cf. 3541.2 - Transportation for Special Education Students)
(cf. 3541.5 - Alternative Transportation Arrangements)

Legal References:

UNITED STATES CODE
49 U.S.C. §§ 30101, et seq.

ALASKA STATUTES
14.09.010 Transportation of pupils

ALASKA ADMINISTRATIVE CODE
4 AAC 27.006-27.951 Pupil transportation

Business and Non Instructional Operations AR 3541(a)

TRANSPORTATION ROUTES AND SERVICES

100 Establishment of Regular Routes

1. A regular pupil transportation route may be established if

   (a) Fifteen or more pupils reside more than one and one-half miles from the attendance center to be served by the route, measured from the closest point of the school property to the closest point of the residence property using a route which a student could actually walk to the location. Students will not be required to cross private property without the permission of the property owner.

   (b) Some roads within the boundaries of the District are not considered safe for school bus operation. The District attempts to establish school bus routes that will serve students in a timely fashion on all days when school is in session. The following requirements must be met before a route is approved. The entire route is over regularly maintained roads, having at least a gravel surface, which are under the supervision and all-weather maintenance of the Department of Transportation and Public Facilities, a public utility district, a municipality, a borough service area, or any other agency supported by public funds; adequate turnaround space for transportation vehicles must be available on the route.

   (c) Because of the differences in vehicles used for student transportation the District considers a number of additional factors when evaluating a road for a school bus route.

      1) Access – Areas with limited access (one road in and out) are not desirable.
      2) Grade – Residential and collector streets with a grade in excess of 20% will not be considered for school bus services. Grades between 10% and 20% will be evaluated to determine if school bus service can be provided in conjunction with all other factors.
      3) Recovery Area – Roads with steep grades must have adequate area to recover from a skid should the bus lose traction while traveling up or down a grade.
      4) Road Width – The road must be built and maintained to a sufficient width to allow a school bus and another vehicle to pass without leaving the roadway.

5) Sharp Curves – Tight curves that require the bus to enter the oncoming lane of traffic are unacceptable. Curves at the end of

TRANSPORTATION ROUTES AND SERVICES (continued)

a steep grade can cause a serious safety hazard should the school bus lose traction and will be grounds for denial of a route extension.

6) Sight Distance – There should be sufficient sight distance, especially on hills, curves, and at the student loading zones so that other traffic can be seen.
7) Steep Embankments – Embankments along the sides of the road can cause a hazard should the school bus lose traction.
8) Winter Maintenance – All roads on school bus routes must be maintained to provide safe access for school buses especially during the winter months.

2. A transportation route must be free from duplicate mileage unless

   (a) The pickup point requiring the duplicate mileage serves at least three pupils and is at least one mile one way from the main route; or
   (b) The pickup point requiring the duplicate mileage serves 15 or more pupils.
   (c) The pickup point requiring the duplicate serves a minimum of one student per mile.

3. A regular transportation route may serve students attending private schools, provided there is space available. Routes may not be modified to accommodate private school students.

4. A regular transportation route may serve students attending charter schools, provided there is space available. Routes may be modified to accommodate charter school students.

130 Hazardous Routes

1. Those routes within one and one-half miles of an attendance center which cannot be safely traveled by children because of traffic, weather, or other hazards may be designated by the school board as hazardous routes.

2. The school board shall approve hazardous routes on an annual basis. A hazardous route designation applies only during the period that the hazard exists and for a maximum of one school year.

3. The Superintendent shall make recommendations to the school board each spring for the following school year.

TRANSPORTATION ROUTES AND SERVICES (continued)

140 Modification and Termination of Routes

1. The district may extend an existing regular route if

   (a) The extension is more than one mile and one way from the existing route unless it will serve 15 or more pupils; and
   (b) The extension serves a minimum of one student per mile; and
   (c) The extension is over regularly maintained roads as required under section 100 (1)(b) if it is to be added to a regular transportation route.

2. The District shall discontinue service:

   (a) For an existing regular or other conveyance route, when only ten or fewer pupils have been transported on that route for a period of two consecutive months;
   (b) For route extensions, if the average number of students to be transported falls below one student per mile or less during two consecutive months.

3. Route extensions apply only during the school year in which they were established.

160 General Provisions for Regular and Other Conveyance Routes, Route Extensions and In-Lieu-Of Agreements

1. The passenger capacity of a pupil transportation vehicle is determined based on the manufacture's rated capacity, calculated using a 13-inch seating space, for elementary school children and two-thirds of the manufacturer's rated capacity for students in middle, and high school. A school bus may not be loaded at more than 10 percent above capacity. Passengers may not be permitted to stand when the school bus is underway.

SCHOOL-RELATED TRIPS

Trips by School Vehicles

Note: Federal safety regulations enacted in 2000 govern the number of students that may be transported in vans. These regulations are applicable to the purchase or lease of new vans by Alaska school districts. After 1 September 2000, new vehicles designed by the manufacturer to carry 11 or more persons (rated capacity if equipped with full seating) that are used for transporting students to or from school or school-related activities are required to meet all Federal Motor Vehicle Safety Standards for school buses. As a result, passenger vans are limited to transporting a total of ten passengers, including the driver, unless the passenger van or suburban meets the Federal Motor Vehicle Safety Standards applicable to school buses. The large majority of passenger vans do not meet and comply with Federal school bus safety standards. Although used vans are not covered under the federal regulations, for risk management purposes, districts may want to require the new van standards for the purchase of used vans.

Besides taking students to and from school, the Board may approve transportation for field trips and school-sponsored activities. The Superintendent or designee shall regulate the use of the district transportation for approved school-related activities. Student councils, parent-teacher associations, and any other organizations requesting transportation shall be fully responsible for the costs of the trip. To the extent that funding has been approved by the Board, such costs may be charged to the district.

Transportation by Private Automobile

The Superintendent or designee may authorize the transportation of students by private automobile for approved field trips and activities when the vehicle is driven by an adult registered with the district for such purposes. Drivers shall be issued safety instructions and emergency information. All student passengers shall provide permission slips signed by their parents/guardians.

Drivers shall be required to possess a valid driver's license and liability insurance of at least $100,000 per occurrence.

Owners, drivers and passengers shall be informed that the registered owner and his/her insurance company are responsible for any accidents which may occur. District personnel who frequently transport students in their private vehicles are urged to carry liability insurance of $300,000 or more per occurrence.

SCHOOL-RELATED TRIPS (continued)

A seat belt must be provided for each passenger. Trucks and pickups may not transport more persons than can safely sit in the passenger compartment.

Owners furnishing private vehicles shall not accept reimbursement from passengers in excess of the cost of operating the vehicle. Reimbursement for the use of private transportation may be made from district funds.

(cf. 6153 - School-sponsored Trips)

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT
BUSINESS OFFICE
333 SCHOENBAR ROAD
KETCHIKAN, AK 99901

SCHOOL DRIVER REGISTRATION FORM

TYPE OF DRIVER (circle one): Employee Parent Volunteer

NAME: _____ DATE OF BIRTH: _____

ADDRESS: _____ DRIVER LIC NUMBER: _____

CITY/STATE/ZIP _____ EXP DATE: _____

HOME PHONE: _____ WORK PHONE: _____ CELL: _____

VEHICLE

REGISTERED OWNER: _____ YEAR: _____

ADDRESS: _____ MAKE: _____

LICENSE NUMBER: _____

SEATING CAPACITY: _____ SEAT BELTS: _____

INSURANCE INFORMATION:

INSURANCE COMPANY: _____

POLICY NUMBER: _____ EXP DATE: _____

Minimum acceptable liability limit for privately owned vehicles is $100,000 per occurrence. If you transport students, it is recommended that your coverage be $300,000 per occurrence. **Attach copies of driver's license, insurance card for the vehicle, and policy stating coverage, to this form.**

I certify that the information given above is true and correct. I understand that if an accident occurs my insurance company shall bear primary responsibility for any losses or claims for damages:

Signature: _____ Date: _____

Fax to: the School District Business Office at 907-247-2143 or mail to the address above.

TRANSPORTATION FOR CHILDREN WITH DISABILITIES

Note: Children with disabilities must be transported with other non-disabled children if the district provides transportation to other students in the district. Separate transportation for an exceptional child is authorized only when it is in the best interest of that child due to the nature of the physical or mental disability. AS 14.30.347.

The School Board recognizes its responsibility to provide transportation that give students with disabilities access to appropriate education programs and services. The district shall provide transportation for students with disabilities in accordance with needs specified in their Individualized Education Program (IEP).

In selecting the most appropriate mode of transportation, IEP teams shall consider the student's unique safety and health needs, the availability of equipment, existing transportation schedules, and the extent to which transportation arrangements may help the student develop independent mobility skills.

Whenever possible, children with disabilities shall be transported with students without disabilities.

(cf. 3540 - Transportation)
(cf. 3541.5 - Alternative Transportation Arrangements)
(cf. 6172 - Special Education)

Legal Reference:

ALASKA STATUTES
14.30.278 Individualized education program
14.30.347 Transportation of exceptional children

ALASKA ADMINISTRATIVE CODE
4 AAC 52.730 State aid for transportation
4 AAC 27.021 Establishment of special education routes

**Legal references updated*: 6/10/2015

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT
Revision Date: 12/14/05
Revision Date: 08/26/09

TRANSPORTATION ROUTES AND SERVICES

110 Establishment of a Special Education Route

1. Special education pupils must be transported in accordance with the provisions of AS 14.30.347.

2. The district may establish separate special education routes for pupils if the district has determined that it is in the pupil's best interest to be transported separately, based on the recommendation of each pupil's child study team established under 4 AAC 52.140. These special education routes must meet the criteria set out in AR 3541 section 100 (1)(b).

3. Special education routes are not subject to the one and one-half mile restriction established under AR 3541 section 100.

4. Only pupils attending District schools or served by District personnel are eligible for transportation under section (2).

5. Pupils with a written 504 plan may be transported on special education routes if the district has determined that it is in the pupil's best interest to be transported separately, based on the recommendation of each pupil's child study team.

ALTERNATIVE TRANSPORTATION ARRANGEMENTS

Whenever it is more economical to do so, the Superintendent may seek agreement with the parents/guardians to reimburse parents/guardians in lieu of transportation.

If a student's travel time exceeds two hours per day, the Superintendent or designee will obtain the parent/guardian's permission or ensure that the parent/guardian has made alternative transportation or educational arrangements.

(cf. 6181 - Correspondence Study Program)
(cf. 6182 - Secondary Boarding Program)

Legal Reference:

ALASKA STATUTES
14.09.010 Transportation of pupils
14.30.347 Transportation of exceptional children

ALASKA ADMINISTRATIVE CODE
4 AAC 09.050 Secondary Boarding Programs
4 AAC 27.025 Establishment of other conveyance routes
4 AAC 27.032 In-lieu-of agreements

**Legal references updated 6/10/2015*

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT
Adoption Date: 10/13/99
Revision Date: 8/26/09

TRANSPORTATION ROUTES AND SERVICES

120 IN-LIEU-OF AGREEMENTS

1. The Superintendent may establish agreements with parents to provide reimbursement for transporting their children to the nearest attendance center or bus pickup in place of extending an existing route or establishing a new route.

2. The following limitations apply to in-lieu-of agreements entered under (1) of this section:

   (a) Unless the child is handicapped, the pupil's residence must be more than one and one-half miles from both the nearest regular bus stop and his or her attendance center, or there are not roads;
   (b) The per mile rate may not exceed the maximum rate paid by the school district for travel of its employees when using their private vehicle for school business;
   (c) The rate for transporting students via boat shall be $5 per trip to take students to a regular bus stop; and
   (d) Reimbursements must be based on the actual miles traveled or trips incurred and not the number of pupils transported.

3. Only families who are transporting students to a District school are eligible.

ROLES AND DUTIES OF EMPLOYEES

Authority of School Bus Drivers

Students transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus. The driver shall be held responsible for the orderly conduct of the students while they are on the bus or being escorted across a street, highway, or road.

(cf. 5131.1 - Bus Conduct)

All bus drivers shall receive training as mandated by law. They also shall be familiar with and adhere to district policies and regulations relating to student transportation.

Legal Reference:

ALASKA STATUTES
28.15.046 Licensing of school bus drivers

ALASKA ADMINISTRATIVE CODE
4 AAC 27.200 Approved school bus driver training courses
4 AAC 27.210 Certification of instructors
4 AAC 27.220 Minimum standards for school bus driver training courses
4 AAC 27.230 Issuance of school bus driver certificates under 4 AAC 27.200 (c)
4 AAC 27.235 Revocation of school bus driver training course approval
4 AAC 27.240 Revocation of instructor certificate

ROLES AND DUTIES OF EMPLOYEES

Authority of School Bus Drivers

All bus drivers and the administrative unit of the bus drivers will collect transportation agreements from students (*see Exhibit 5131.3.*)

a. Students who have not submitted a completed transportation agreement within 10 days of starting service may be denied transportation services.
b. The contracted transportation administration will contact families to the best of its ability, prior to the end of the ten-day period and denial of service.
c. School bus drivers must take safety concerns into account prior to denying transportation to a student.

(cf 5131.3 Bus Conduct)

TRANSPORTATION: EMERGENCY AND SAFETY PROCEDURES

The School Board places a high priority on student safety and believes that student instruction in safe riding practices and emergency procedures appropriate for the type of conveyance, territory, and weather conditions, may lessen the risk of serious injury. The Superintendent or designee shall inform parents/guardians of district safety precautions and encourage their support and participation as appropriate.

(cf. 5131.1 - Bus Conduct)

FOOD SERVICE

The School Board recognizes that students need adequate, nourishing food in order to grow and learn and to give a good foundation for their future physical well-being. The Board may provide for a food service program based on regular lunch service and including such other snack and breakfast programs as the needs of the students and the financial capacity of the district permit. The Board recognizes that the lunch program is an important complement to the nutritional responsibilities of parents/guardians.

The Board believes that:

1. Foods and beverages available on school premises should contribute to the nutritional well-being of students and meet the nutritional criteria of the National School Lunch and Breakfast Programs and current U.S. Dietary Guidelines for Americans.

2. Foods and beverages available should be considered as carefully as other educational support materials.

3. Foods and beverages should be prepared in ways which will appeal to students while retaining nutritive quality.

4. Food should be served in quantities appropriate to the needs of students at their age level and served in as pleasant and relaxed an atmosphere as possible with adequate time for students to eat.

5. Foods grown in the state provide nutritional, environmental, and economic benefits and should be utilized in the district's food service program to the extent feasible.

Note: Effective January 14, 2010, the U.S. Department of Agriculture requires schools participating in the National School Lunch and Breakfast Programs to develop a written food safety program for the preparation and serving of school meals. The goal is to prevent and reduce the risk of food-borne illness among students. Schools are required to utilize the "hazard analysis and critical control point (HACCP) system" when developing their food safety programs. A written safety program must be in place for each food preparation and service facility that prepares and serves meals under the federal breakfast or lunch programs.

The Superintendent or designee will oversee the development of a written food safety program for each food preparation and serving facility in the district, as required by law. Foods and beverages will be stored, prepared and served in accordance with food safety regulations in order to prevent or reduce the risk of food-borne illness among students.

FOOD SERVICE (continued)

The School Board intends that, insofar as possible, the school food services program shall be self-supporting and may include foods from school gardens, greenhouses and farms. The Board shall review and approve of menu prices. Program financial reports shall be presented regularly for inspection by the Board.

(cf. 3554 – Other Food Sales)
(cf. 5040 – Student Nutrition and Physical Activity)
(cf. 6163.4 – School Gardens, Greenhouses and Farms)

Legal Reference:

UNITED STATES CODE
Richard B. Russell National School Lunch Act, 42 U.S.C. 1751-1769j
Child Nutrition Act of 1996, 42 U.S.C. 1771-1793

CODE OF FEDERAL REGULATIONS
7 C.F.R. Parts 210 and 220, National School Lunch Program and Breakfast Program

FEDERAL REGISTER
Nutrition Standards for All Foods Sold in Schools ("Smart Snacks in School"), Vol. 78, No. 125, Part II, Department of Agriculture (2013)

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT
Adoption Date: 10/13/99
Revision Date: 8/26/2015

FOOD SERVICE

Student meals and beverage selections are to be administered and supervised by trained and qualified food persons who can oversee and monitor the implementation of the nutritional guidelines set by the USDA and the National School Lunch Program.

FOOD SERVICE

Price List

Lunches:	
Elementary/Middle School Student (K-8)	3.25*
Secondary Student (9-12)	3.50*
Reduced Price	.40
Adult	4.75
Milk	.50

**Price to be effective August 25, 2015.*

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT

Adoption Date: 6/25/03
Revision Date: 8/27/08
Revision Date: 6/23/2010
Revision Date: 10/11/2010
Revision Date: 5/13/2015

FREE AND REDUCED PRICED MEALS

The School Board desires to provide meals of the proper quality and amount for good nutrition to eligible students by participating in the national school breakfast and lunch programs where feasible.

(cf. 5040 – Student Nutrition and Physical Activity)

Eligibility for free or reduce priced meals shall be based on federal regulations. Parents/guardians shall be informed of the district policy and regulations concerning free or reduced priced meals.

All applications and records related to eligibility for the free or reduced price meal program shall be confidential.

(cf. 1340 - Access to District Records)
(cf. 5125 - Student Records)

Children eligible for free or reduce priced meals and milk shall not be treated differently from other children and shall have the same choice of meals or milk that is available to those children who pay the full price. There shall be no overt identification of any of the children by the use of special tokens or tickets or by any other means. The children shall not be required to work for their meals or milk, use a separate dining area or entrance, or consume their meals or milk at a different time.

Legal Reference:

FEDERAL REGISTER
Nutrition Standards for all Foods Sold in Schools ("Smart Snacks in School"), Vol. 78, No, 125, Part II, Department of Agriculture (2013)

(Legal reference updated 6/2014)

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT
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OTHER FOOD SALES

The Superintendent or designee may permit food sales by student or adult entities or organizations provided that these sales comply with state and federal regulations, do not impair the food service's ability to be financially sound, and observe appropriate sanitation and safety procedures.

No foods of minimal nutritional value shall be sold in food service areas during breakfast/lunch periods if the school participates in federal breakfast/lunch programs.

The Board believes that all food available at school should contribute to the development of sound nutritional habits and should reflect concern for the health and well-being of our students.

(cf. 1321 - Solicitations of Funds from and by Students)

Legal Reference:

NATIONAL SCHOOL LUNCH PROGRAM AND SCHOOL BREAKFAST PROGRAM; COMPETITIVE FOODS. (7 2`213 Parts 210.11 and 220.)

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DISTRICT RECORDS

Note: Alaska Statute 40.21.070 requires districts to follow the state records management and retention program to the extent practical. In 2007, the Department of Education and Early Development updated its 1992 publication relating to records retention practices for school districts. The newly updated *Model Records Retention Schedule for Alaska School Districts* lists and describes most records that school districts administer and recommends minimum retention guidelines, irrespective of the media utilized. The schedule is only a guide and districts may establish their own varying schedules to meet specific school or community needs or practices.

School district records shall be developed, maintained and disposed of according to the requirements of federal and state laws and regulations. Records, regardless of format, should remain accessible and durable for their prescribed retention period. Electronic records, including email, should be administered under operating policies and procedures, ideally in an unaltered format, to ensure that the records remain authentic and trustworthy for their full retention period.

Note: In 2007, the Federal Rules of Civil Procedure underwent a major revision to include electronic discovery rules. The Federal Rules mandate that entities, including school districts, retain documents that are relevant to a claim or defense to a claim. Thus, electronically stored information that is relevant to a claim must be saved for an extended period of time. Even inadvertent destruction of electronic data, for example pursuant to your email purging procedures, can result in sanctions for your district if you are involved in litigation. A "litigation hold" is a directive to parties not to destroy any documents, including electronically stored information in all of its various forms, that might be relevant to a legal proceeding, or that might lead to the discovery of relevant information. In the event the district becomes aware of actual or threatened litigation, audit, or investigation that may concern a group of records, those records should not be disposed of until authorized to do so upon advice of your attorney.

The Superintendent or designee shall undertake the preservation and retention of records and data, including electronically stored information, when there becomes a likelihood that potential litigation will occur.

Irreplaceable, vital school district records must be protected against destruction in the event of a fire, flood, earthquake, terrorist act or other disaster. Vital records are those containing critical information essential to the continuity of operations, or the protection of the rights and interests of the school district, its students, and staff. The Superintendent or designee shall identify vital records and implement measures to ensure that these documents are preserved.

The School Board authorizes the destruction of records having no legal or administrative value or historical interest, following retention for those periods described in the records retention schedule.

Note: Alaska Statute 40.21.080 provides that public records may not be destroyed except on the authority of the local governing body. The Board may authorize by policies or regulations, the disposal of "routine records." The District should establish regulations defining its routine records, and time limits for retention of all records.

DISTRICT RECORDS

The School Board adopts as its Records Management System the Model Records Retention Schedule for Alaska School Districts. The Superintendent or designee will implement a records management program consistent with this Schedule.

The Superintendent or designee shall ensure the confidentiality of district records as permitted or required by law. All district employees must guard against improper disclosure of confidential and personally identifiable information.

(cf. 1340 - Access to District Records)
(cf. 4112.6/4212.6/4312.6 - Personnel Records)
(cf. 5125 - Student Records)
(cf. 3523-Electronic Mail)

Note: Participants in the E-rate program have specific document retention requirements which go into effect for funding year 2004. Under FCC rules, program beneficiaries must "retain all records related to the application for, receipt and delivery of discounted services for a period of five years after the last day of service delivered" in any particular funding year. FCC Rule § 54.516. Specifically, eight categories of documents must be retained: prebidding process, bidding process, contracts, application process, purchase and delivery of services, invoicing, inventory, and forms and rule compliance.

Legal Reference:

ALASKA STATUTES
04.25.120-40.25.220 Public Records Act
14.03.115 Parental Access
14.17.190 Restrictions governing receipt and expenditure of money from public school foundation account
40.21.010-40.21.140 Public records

ALASKA CONSTITUTION
art. 1, sec. 22, Right to Privacy

UNITED STATES CODE
5 U.S.C. § 552a – Privacy Act
20 U.S.C. § 1232 g & 34 CFR Part 99 – Family Educational Rights & Privacy Act

Revised 1/09

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT
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