



KENAI PENINSULA BOROUGH SCHOOL DISTRICT  
Policy Review Committee Meeting

April 6, 2015

12:45 PM

Conference Room C, Borough Building

**AGENDA**

- I. Call to Order
- II. Approval of notes from Policy Meeting of March 2, 2015 ..... Page 2
- III. Information items
  - i. *BP 5125.1 Release of Directory Information* .....Page 3
    - i. *E 5125.1 Directory Information Parent Opt-Out Form* ..Page 5
- IV. Exhibits
- V. Previous discussions
  - i. BP 5141.31 Immunizations .....Page 6
    - i. Copies of other school district's policies regarding control of infectious diseases
    - ii. *BP 5112.2 Exclusions from Attendance* ..... Page 14
  - ii. *AR 1330 Use of School Facilities and Properties* .....Page 15
- VI. New
  - i. *BP 3470 Fund Balance.* .....Page 23
- VII. Review of Section 4000-5000

**Please bring your laptop**

For most current agenda refer to [http://www.kpbsd.k12.ak.us/students\\_parents.aspx?id=8922](http://www.kpbsd.k12.ak.us/students_parents.aspx?id=8922)



# Kenai Peninsula Borough School District Policy Committee Meeting Notes

March 2, 2015

1:00 PM

Conference Room C, Borough Building

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**ATTENDANCE:**

Dan Castimore – Present  
Lynn Hohl – Present  
Marty Anderson – Absent  
Dave Jones – Present  
Sarge Truesdell – Present

Guests:

John O'Brien  
Laurie Olson  
Julie Cisco  
Joann Riener  
Carmen Magee  
Jim White

**CALL TO ORDER:**

The meeting convened at 1:05 PM

**APPROVAL OF  
NOTES:**

The notes from the February 2, 2015 meeting were approved as written.

**TOPICS  
DISCUSSED:**

*BP 5125.1 Release of Directory Information*  
*E 5144.1(c) Expulsion Recommendation Process*  
*E 3350(b) Salary Reduction Agreement Form 403(b)*  
*E 3350(c) Salary Reduction Agreement Form 457*  
*E 6161.4(b) KBPSD Wireless Information*  
*AR 6161.4 Acceptable Use Policy/Internet Safety*  
*BP 5141.31 Immunizations*  
*BP and AR 5141.21 Administering Medication*

**ACTION TAKEN:**

*BP 5125.1 Release of Directory Information – move forward to worksession*  
*- E 5125.1(b) requested for next meeting*  
*E 5144.1(c) Expulsion Recommendation Process – to Board*  
*E 3350(b) Salary Reduction Agreement Form 403(b) – to Board*  
*E 3350(c) Salary Reduction Agreement Form 457 – to Board*  
*E 6161.4(b) KBPSD Wireless Information – to Board*  
*AR 6161.4 Acceptable Use Policy/Internet Safety – move forward to worksession*  
*BP 5141.31 Immunizations*  
*- Research what other schools are doing when an epidemic*  
*BP and AR 5141.21 Administering Medication – move forward to worksession*

**ADJOURN:**

The meeting was adjourned at 1:59 PM

Submitted by: Natalie Bates

**RELEASE OF DIRECTORY INFORMATION**

Directory information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed.

The Superintendent may use student directory information in school publications and may authorize the release of directory information to representatives of the news media, prospective employers, post-secondary institutions, military recruiters, legislators, or nonprofit or other organizations. Directory information consists of the following: student's name, mailing address, telephone number, electronic mail address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, grade level, enrollment status, degrees, honors and awards received, scholarship eligibility, and most recent previous school attended.

*(cf. 5128 – Alaska Performance Scholarship)*

Directory information may not include a student's social security number or student identification number, unless the student identification number qualifies as an electronic identifier. An electronic personal identifier is an ID used by a student to gain access to student electronic services such as on-line registration, on-line grade reporting, or on-line courses. These electronic personal identifiers may be disclosed as directory information so long as the identifier cannot be used by itself to gain access to educational records but must be combined with a PIN or other access device.

The District, before making directory information available, shall give public notice at the beginning of each school year of the information which it has designated as directory information. This notice shall also identify all disclosures required by state and federal law, unless parents opt out of such disclosure. The District shall allow a reasonable period of time after such notice has been given for parents/guardians to inform the District that any or all of the information designated should not be released. The District may provide parents with the ability to limit disclosure to specific parties or for specific purposes, as determined by the District.

Directory information shall not be released regarding any student whose parent/guardian notifies the District in writing that such information may not be disclosed. Directory information shall not be released for personal or commercial purposes. The *E 5125.1(b) Directory Information Parent Opt-Out Form* is provided for this purpose. Parents may not, by opting out of directory information, prevent a school from requiring a student to identify him or herself, or to wear or carry a student ID or badge.

**RELEASE OF DIRECTORY INFORMATION**

The District may disclose directory information about former students without meeting the requirements of this section.

*Legal Reference*

ALASKA STATUTES

- 14.03.113 District determination of scholarship eligibility*
- 14.30.745 Provision of student information to academy*
- 14.43.930 Scholarship program information*
- 14.43.810-849 Alaska Merit Scholarship Program*

UNITED STATES CODE

- 20 U.S.C. § 1232g*
- No Child Left Behind Act, 20 U.S.C. § 7908 (2001)*
- USA Patriot Act, § 507, P.L. 107-56 (2001)*

ALASKA MUNICIPAL CODE

\_\_\_\_\_ *4 AAC 43/-1—900 Alaska Performance Scholarship Program*

CODE OF FEDERAL REGULATIONS

\_\_\_\_\_ *34 C.F.R Pt 99 as amended, December 2011*

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**  
**~~Adoption Date: 8/6/2012~~ Revised:**

## Kenai Peninsula Borough School District

### Directory Information Parent Opt-Out Form

I request that my student be exempted from release of student directory information including student's name, address, telephone number, email address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, grade level, enrollment status, degrees, honors and awards received, scholarship eligibility, and most recent previous school attended.

School Name:		Date of Birth:	
Student Name:		Student ID #:	

- Withhold Student Directory Information from representatives of the military.
- Withhold Student Directory Information from all other representatives (includes post-secondary educational institutions, prospective employers, legislators, news media, sport publications and non-profit or other organizations).
- Withhold my student's eligibility for University of Alaska scholarship programs.
- Withhold student names, addresses and phone numbers from Alaska Military Youth Academy.
- Withhold place of birth from Student Directory information released.
- Withhold student photographs or videotapes from District or school publications including but not limited to yearbook, student newsletters, Parent/Student Handbook; on the Internet; or for use or broadcast by the news media.

This opt-out is valid until a new form is completed.

\_\_\_\_\_  
Parent Name (printed)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

This form should be returned to the school and is only valid for information requested from the School District after the form is received and entered.

cc: School  
Assistant Superintendent of Instruction

**IMMUNIZATIONS**

Prior to first entry into school, a child must be fully immunized ~~against diphtheria, pertussis, tetanus, polio, measles, rubella, mumps, hepatitis A & B and any other immunizations~~ as required by law. ~~Specific booster doses for some Parents will be notified if immunizations for their child are required for some students~~ during the school year. ~~Children over the age of six shall not be required to be immunized against pertussis and children 12 years and older shall not be required to be immunized against rubella.~~ KPBSD will comply with state law in all matters involving immunization compliance.

*(cf. 5119 - Correspondence and Other Programs)*

Any student who does not (a) show evidence of required immunization; (b) present an Alaska Immunization Requirements Medical Exemption & Disease History Form ~~a letter or affidavit~~ from the physician or other medical practitioner authorized by statute stating that immunizations would be injurious to the health of the child or members of the child's family or household; or (c) present a notarized State of Alaska Religious Exemption Form ~~an affidavit~~ signed by the parent/guardian affirming that immunization conflicts with the tenets and practices of a religion of the church or religious denomination of which the applicant/parent/guardian is a member ~~which the child is a member~~ shall be excluded from school until such time as the immunization is obtained or affidavit of exemption has been filed with the school.

The Superintendent shall exclude those students who fail to meet immunization requirements as required by law.

**Provisional Admission**

Where regular weekly medical services are not available, the Superintendent may grant provisional admission to students in exceptional circumstances for up to ninety (90) days.

A homeless child or youth, as defined by the McKinney-Vento Homeless Assistance Act, who does not have a record of required immunizations may be provisionally enrolled for a period not exceeding 30 days. The Homeless Liaison will provide assistance in obtaining immunization records and/or assisting the child to be immunized to comply with state law.

*(cf. 5112.2 - Exclusions from Attendance)*

Provisional admissions shall be reported to the Department of Health and Social Services. The Superintendent shall inform parents/guardians of available immunization services and state or federal assistance.

*Legal Reference:*

**IMMUNIZATIONS**

ALASKA STATUTES

14.30.065 Supervision

14.30.125 Immunization

ALASKA ADMINISTRATIVE CODE

4 AAC 06.055 Immunizations required

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date Revised: 10/18/2004**



## 5220 - Attendance

The Board of Education requires that the students enrolled in the schools of this district attend school regularly. The educational program offered by this district is predicated on the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose. Attendance at school may be temporarily excused when the demonstrated mental or physical condition of the student makes attendance impractical and threatens the health of other students; when the student has been suspended or denied admission to school in accordance with law; or when the student is equally well served by an educational experience or other circumstance approved by the principal.

Students absent from school for any reason are responsible for the completion of assignments missed because of their absence. No student excused for a religious holiday shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on the religious holiday. Unexcused absences from school or from classes within the school day constitute truanancies and shall be subject to the disciplinary rules of the Board. Repeated truanancies may result in disciplinary action and/or a student being declared a "habitual truant".

Prolonged or repeated absences may result in retention at grade level or loss of credit toward the high school diploma.

A.S. 14.30.010  
 4 A.A.C. 05.040(e)  
 4 A.A.C. 06.055(f)  
 CBJ Municipal Code 03.30  
 CBJ Municipal Code 42.20.220  
 CBJ Municipal Code 03.45.010  
 CBJ Municipal Code 03.45.020  
 CBJ Municipal Code 03.45.030  
 CBJ Municipal Code 03.30.065

Adopted: 01/08/1985

Revised: 09/04/1990  
 Revised: 02/04/1997  
 Revised: 08/19/1997  
 Revised: 06/18/2002  
 Revised: 08/05/2003

## RULES & REGULATIONS

### Non-Attendance Procedures

The following procedures have been established to encourage regular school attendance. Throughout the procedure, counselors administrators, and other school district staff will work with the family to improve the student attendance situation so that school success may be enhanced. A non-attending student is defined as a student with a pattern of inconsistent attendance that results in a lack of school success. School nurses may conduct home visits or a doctor's note may be requested for absences due to illness after five (5) sequential days or numerous individual days.

Step 1-A non-attending student is identified by teachers or other staff who then notifies the building administrator. Appropriate staff will make telephone calls or home visits to determine the nature of the attendance problem, offer advice, and help resolve issues. A letter from a building administrator describing the concern will be sent to the parents/guardian with a copy to the Truancy Officer. A copy of Board Policy and CBJ Ordinance 2300-17 regarding attendance must be included. [\(5220A\)](#)

Step 2-If non-attendance continues, the student may be declared a "habitual truant" after five (5) unexcused absences. Notification of declaring a student a habitual truant will be sent from a building administrator by certified mail, return receipt requested to the parents/guardian with a copy to the Truancy Officer. A copy of Board Policy, CBJ Ordinance 2003-17 regarding attendance, and the student's daily attendance record must be included. [\(5220B\)](#)

Step 3-Five (5) or more unlawful absences constitute a violation of Alaska Compiled School Laws, City and Borough of Juneau Ordinance, and Juneau School District policy and may result in the issuance of a citation. This citation may be issued by the Truancy Officer or other Juneau School District designated enforcement agents to any parent/guardian of an habitual truant, and or the habitual truant student him/herself. A copy of the citation must be forwarded to the Truancy Officer. A citation may be issued at any time if the student has a documented history of truancy and has previously gone through Steps 1 and 2.

All violations will be reported to the Superintendent who will then make a report to the Board.

An excused absence is defined as any absence as a result of illness, family travel, alternative placement or other excused circumstance (determined on a case-by-case basis) whereby school staff has been notified in advance by the parent/guardian. Absences outside of illness and bereavement leave require permission in advance to complete the work.

A "habitual truant" is defined as a student with five (5) or more unexcused absences. A student failing to attend or refusing to attend school during any part of the semester remaining after the Juneau School District has given notice that (s)he is a habitual truant constitutes a violation. Violations may result in a



citation with mandatory fine(s) and possible court appearance(s). Citations may be issued by the Truancy Officer or other Juneau School District designated enforcement agents to any parent/guardian of a habitual truant, and/or the habitual truant him/herself.

#### **Unauthorized Presence on Campus**

Students of each school in the district are prohibited from entering the campus of another school in the district during school hours unless their presence on campus is for an authorized purpose. Authorized purposes include the following: participation in a class or school-sponsored activity; attendance at a meeting of a recognized student club or organization; prearranged counseling or health clinic appointments; pick-up or delivery of, or other necessary assistance to or from, a student's family members; or any other purpose for which the student has received prior approval from the school's principal or designee. Failure to abide by this rule will subject the student to discipline as provided in the applicable discipline grid. Repeated failure to abide by this rule will subject the student to criminal trespass charges if the student refuses or fails to leave a campus where he or she is not authorized to be after being requested to do so by a school official.

Adopted: 08/01/1988

Revised: 08/01/1989

Revised: 08/02/1994

Revised: 10/03/1995

Revised: 02/04/1997

Revised: 08/19/1997

Revised: 06/18/2002

Revised: 08/05/2003

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**BP 5141.31** **IMMUNIZATIONS**

The Matanuska Susitna Borough School District immunization policy abides by the Alaska Immunization Regulation [4 AAC 06.055](#) which requires that all children in Alaska public/private schools, certified preschools, and licensed child care facilities be immunized. With reference to Authority: [AS 14.07.020](#) and [AS 14.30.125](#).

(cf. [5112.2](#) - Exclusion)

Legal References:

ALASKA STATUTES

[14.30.065](#) Supervision

[14.30.125](#) Immunization

ALASKA ADMINISTRATIVE CODE

[4 AAC 06.055](#) **IMMUNIZATIONS** REQUIRED

Adoption Date: 08/07/95

Revised Date: 10/21/98

Revised Date: 01/06/10

**MATANUSKA SUSITNA BOROUGH SCHOOL DISTRICT**

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## Series 5000 - STUDENTS

### BP 5000 CONCEPTS AND ROLES

The focus of the school system is on the student. It is incumbent upon the School Board, district and school administration and teachers to provide for the physical and intellectual welfare of the students in their charge. The school district shall work closely with parents/guardians and the community in order to achieve a harmony of interests.

Students must be recognized and understood as individuals, each with his/her own unique abilities, social and economic background, ambitions and educational needs. The programs and services of the district must be designed and executed with this concept well in mind if the fullest development of each is to be achieved.

Students are expected to accept personal responsibility for making maximum use of those educational opportunities afforded by applying themselves diligently to learning both in the classroom and in other school-sponsored settings. It is also expected that as a result of the total school experience students will come to appreciate the values of self-discipline, responsibility, respect for others, their community, their country and its governmental processes.

Discrimination with respect to color, creed, race, sex, religion, ancestry, handicap, or national origin is prohibited as regards admission, attendance, and educational programming.

(cf. [0410](#) - *Nondiscrimination in District Programs and Activities*)

(cf. [5145.3](#) - *Nondiscrimination*)

#### **Role of School Board**

The Board:

1. Establishes policies to provide the best attainable program of education for the district's students.
2. Authorizes the establishment of special classes, programs, or other facilities for students who are in need of special education in keeping with all legal provisions.
3. Provides for the physical and mental well-being of students.
4. Determines policies regarding student behavior and attendance within the limits of the law.
5. Determines the boundaries of school attendance within the district.

#### **Role of Superintendent or Designee**

The Superintendent or designee:

1. Administers all schools and classes established by the Board.
2. Directs the instruction, guidance and discipline of all students.
3. Assign students to alternative programs or grades as may improve their education, reduce the expense of maintaining schools, or relieve geographic or demographic conditions.
4. Enforces compliance with compulsory attendance laws.
5. Has immediate authority for the closing of schools in case of emergencies involving the health and safety of students.

Adoption Date: 08/07/95

722 Infectious Diseases

It is the policy of the school district to protect students and employees from infectious diseases in order to maintain a level of health that maximizes employees' production of and students' utilization of educational opportunities. The school district shall work in cooperation with local and state health and human service agencies and in conformance with public health statutes and regulations in developing a plan for the prevention, control, and management of infectious diseases of public health significance in public schools. The school district's department of nursing services shall be responsible for the plan to ensure control of infectious diseases in the school setting.

For purposes of this policy, the term "infectious disease" includes, but is not limited to those diseases of public health significance set forth in 7 AAC 27.005, which regulations are incorporated by reference - acquired immune deficiency syndrome (AIDS), human immunodeficiency virus (HIV), and pandemic influenza.

Policy Adopted: April 7, 1987

Policy Revised: December 5, 1989

Policy Revised: December 5, 2006





Book	ASD Policies
Section	Section 400 - Students and Student Services
Title	Infectious Disease
Number	475
Status	Active
Legal	
Last Revised	June 22, 1992

Every child is entitled to a level of health which permits maximum utilization of educational opportunities. The Anchorage School District shall work cooperatively with the Municipality of Anchorage, Department of Health and Human Services and the Alaska Department of Health and Social Services to enforce and adhere to public health statutes and regulations for the prevention and control of diseases of public health significance in schools. The Anchorage School District shall maintain a Health Services Department which establishes specific procedures to ensure control of infectious diseases in the school setting.

## BP 5112.2 Exclusions From Attendance

### KPBSD Policy Manual

BP 5112.2

#### **Students**

#### **EXCLUSIONS FROM ATTENDANCE**

The School Board recognizes that there may be cases where denying admission is necessary because a student's presence in school presents a danger to the life, safety or health of students or school personnel.

The Board may exclude students from school because of a physical or mental condition which will render the student unable to reasonably benefit from the programs available or which will cause the attendance of the student to be harmful to the welfare of other students.

*(cf. 5141.22 - Infectious Diseases)*

*(cf. 6164.3 - Student Mental Health - Medication and Services)*

Students and their parents/guardians will be afforded due process rights to which they are entitled by law, board policy or administrative regulations.

*(cf. 5144.1 - Suspension and Expulsion)*

#### *Legal Reference:*

##### **ALASKASTATUTES**

*14.30.045 Grounds for suspension or denial of admission*

*14.30.047 Admission or readmission, when caused no longer exists*

*14.30.171 Prohibited Actions*

##### **ALASKAADMINISTRATIVE CODE**

*4 AAC 06.060 Suspension or denial of admission*

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**  
**Adoption Date: 2/18/08**

AR 5112.2 Exclusions From Attendance

**USE OF SCHOOL FACILITIES AND PROPERTIES****Conditions of Use**

1. Sponsoring organizations shall provide competent adult supervision agreed upon at the time the request for facility use is submitted. Principals are program supervisors and shall not be called upon to supervise activities of other groups.
2. Applicants shall supply any special supervision, determined necessary by the principal.
3. ~~Smoking is prohibited.~~ Tobacco is prohibited. 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.
4. Alcoholic beverages/illegal or illicit drugs are not permitted in school facilities or on school property at any time.
5. Firearms or other deadly or defensive weapons, as defined in AS 11.81.900(b) (16) and (19), are not permitted in school facilities or on school property without advance approval of E 1330c Application for Community Possession of Firearms.
6. Installation of equipment, alteration of existing building facilities, use of materials that affect the condition of floors, walls or other building parts may not be undertaken without specific approval of the principal.
7. Groups or organizations using the facilities shall assume all responsibility for the collection of admission fees, taxes, or other fees in connection with their programs unless prior arrangements have been made with the principal.
8. Advertising or sales of merchandise and printed matter, except that incidental to the program, is forbidden on school grounds.
9. Evening activities and programs shall be concluded thirty (30) minutes prior to the close of the second shift custodian work day and buildings shall be vacated by the close of the second shift custodian's work day unless prior approval has been granted by the principal, or if use is of the swimming pool.
10. Rental agreements are not transferable.
11. Rental fees shall be determined in advance. Custodian or other service charges, may be assessed at the conclusion of the activity according to the level of service provided.

**USE OF SCHOOL FACILITIES AND PROPERTIES**

12. Seating, other special equipment, or facilities arrangements shall be made at the time the rental agreement is issued. Extra compensation shall be paid to cover costs for supervision, transferring equipment, setting up equipment in the building, or other services.
13. Fire and safety regulations shall be observed.
14. Lunchroom facilities may be used by students, parents, and teachers organizations for the purpose of preparing and/or serving meals prepared by the cafeteria staff. Groups not desiring to use the kitchen facilities for food preparation may opt to rent commons, cafeteria, or gymnasium facilities, and have meals catered with permission of the building principal. Cafeteria staff must be present to supervise use of food preparation equipment in kitchen facilities.
15. The District reserves the right to cancel an E 1330a Room/Building Use Application if such action is deemed necessary and in the best interest of the District. In the event of such revocation or cancellation, the District will refund any advance payment made and there shall be no claim or right to damages or expenses on the part of the permittee. All KPBSD cancellations will be approved by the superintendent and reported to the Board annually.
16. The District is not responsible for loss or damage to personal property by individuals or groups.
17. The District may require a hold harmless agreement (when appropriate) and a certificates of insurance.
18. Violation of these rules or regulations shall restrict subsequent facility use agreement.

**Application Procedure**

1. E 1330a Room/Building Use Application shall be filed with the principal at least ten (10) days prior to the date when facilities are to be used.
2. School completes application, including all applicable fees and administrator signs.
3. School sends application to Risk Management Office along with Certificates of Insurance.
4. Risk Management reviews and forwards to the Assistant Superintendent of Instructional Services
5. Assistant Superintendent approves, signs and sends back to school.
6. School notifies applicant, collects fees and schedules event.



**USE OF SCHOOL FACILITIES AND PROPERTIES**

7. Once fees have been collected, reservations can only be cancelled with the permission of the superintendent.

~~6-8.~~ If applicant cancels, a cancelation fee of \$?? will be assessed.

**Priority Use of Facilities**

It is the goal of the Board to have facilities used as much as possible. The following groups have priority for use of school facilities in the following order:

1. BOARD APPROVED PROGRAMS such as Parent Advisory Committees (PACs), site councils, PTAs, band and orchestra parents, drama and other school clubs shall be allowed rent-free use of school facilities for meetings or activities. Fees may be charged for technical or special services. Requests shall be submitted to the principal.
2. YOUTH PROGRAMS such as Campfire, Boy/Girl Scouts, to include private educational organizations shall be allowed rent-free use of school facilities for meetings or activities. Fees shall include a scheduling charge per request and may include custodial, technical, and special service charges whenever use occurs outside of regular custodial hours. Requests shall be submitted to the principal on E 1330a Room/Building Use Application.
3. NONPROFIT GROUPS, civic/charitable organizations whose purpose is to improve community welfare and whose receipts are expended for community welfare shall be allowed use of school facilities at no cost to the District. Scheduling and custodial fees must be paid by the group. Requests shall be submitted to the principal.
4. GOVERNMENTAL GROUPS (i.e. city, borough, state agencies) conducting civic business shall be allowed use of school facilities at no cost to the District. Custodial fees must be paid by the group whenever use occurs outside of regular custodial hours. Requests shall be submitted to the principal.
5. BASIC GROUPS - All groups that do not meet the criteria of 1, 2, 3, 4, or 6.
6. PRIVATE, FOR PROFIT, COMMERCIAL GROUPS.

**USE OF SCHOOL FACILITIES AND PROPERTIES**

These priorities apply to the initial scheduling of events. Cancelling a reservation to provide a higher priority group access requires the explicit permission of the superintendent.

**Fees**

Scheduling fee (used when other fees not applied) \$15 for priority Use Categories 2 and 3.

<b>Facility Use</b>	<b>Standard Rental</b>	<b>Commercial Rental</b>
Classrooms–regular	\$15.00/hour	\$25.00/hour
Classrooms–specialized	\$20.00/hour	\$35.00/hour
Gymnasium	\$30.00/hour	\$55.00/hour
Kitchens	\$20.00/hour	\$35.00/hour
Dining Areas	\$20.00/hour	\$35.00/hour
Swimming Pools	<del>\$20</del> 75.00/hour*	<del>\$4</del> 95.00/hour

~~(includes life guard)~~

\*Rates for swimming pools include all required fees including custodial services and life guards.

~~\*Private party rental of the swimming pool is \$35.00/hour and includes a life guard.~~

1. Additional fees may be charged for technical services and special equipment such as projectors, projector operators, special custodial services, building supervision, set up and removal of chairs or bleachers.
2. Standard Rental rate shall apply to churches, clubs, restricted membership organizations, political, and business groups. Scheduling and custodial fees must be paid by the group. Requests shall be submitted to the principal.
3. Commercial Rental rates shall apply to (1) any activity that profits an individual or organization (2) any activity where the gate receipts or donations are to be used for partisan political activities including political education (3) any activity whenever admission is charged. Scheduling and custodial fees must be paid by the group. Requests shall be submitted to the principal.

**USE OF SCHOOL FACILITIES AND PROPERTIES**

4. Specialized Rooms include: home ec., music, art, rehearsal, Little Theater, multipurpose rooms, and small gyms.
5. Kitchen use must include additional payment for food service personnel.

**Theater/Auditorium**

The District welcomes use of the school theater/auditorium facilities for presentation of performances for community enjoyment with the understanding that school functions have first call upon facilities. Theater/auditorium use inquiries must be made to the theater manager.

*An E 1330a Room/Building Use Application* must be approved by the principal and the theater manager prior to use.

An annual schedule of theater events will be made in September for the following school year. A minimum of thirty (30) days is necessary to schedule an event and permits are issued on a first come, first served basis.

No person may use theater equipment without authorization and only trained personnel may operate theater equipment. Special lighting or sound equipment requests should be identified on the application when submitted. Unforeseen needs may be accommodated with theater manager approval.

It is forbidden to change, cut, knock out, remove, or in any way alter or modify the basic building structure including the stage floor, proscenium, apron, ramp, doors and walls without theater manager permission. This includes curtains and valance, teasers, stage microphone pickup, doorbell, piping for mounting stage lights, fire extinguishers, work lights, curtain rods, pulley and rope, intercom system, or breezeway stair railing. No special wiring may be added or existing wiring removed, relocated, or modified for any special effects. This applies to any and all wiring on stage, in the light booth, or other location within the building complex.

Use of school facilities permits will be limited to the theater/auditorium dressing room on the dates and times requested. All user groups are subject to the rules as outlined by the E 1330a Room/Building Use Application.

**USE OF SCHOOL FACILITIES AND PROPERTIES**

**Theater rules prohibit:**

1. food, drinks, gum, smoking, obscenity, or feet on the furniture;
2. tampering with switches, equipment, or property;
3. issue of keys to non-school personnel;
4. loan of school property critical to the operation of the theater/auditorium;
5. animals in the theater, unless they are essential to a performance and approved by the theater manager;
6. activity in violation of School Board policy, local, state, or federal law where applicable.

cf. 3515 Access and Keys

cf. 5131.62 Tobacco

Three theater use categories determine fee charges.

**Category I** – School Use. Priority is given to School District programs including Kenai Peninsula College courses. In order to qualify for this use category, Kenai Peninsula College must charge tuition and give credits to all participants in the course.

FEES: No rental charges. Custodial, technical and utility charges as required or necessary.

**Category II** – Non-profit organizations. Includes groups or organizations operated to benefit school-age youth (e.g. TeenCenter, Boy Scouts, Campfire) or non-profit organizations whose net proceeds are used for cultural, charitable, educational, non-partisan political activities and have received a letter of exemption from the IRS; any city, borough, state, federal activities; adult organizations not conducting Category III commercial ventures. All commercial concerts, whether they are sponsored by a non-profit organization or not, do not qualify under this category. Non-profit groups are subject to the rules and regulations as outlined in the Basic Provisions Agreement.

**USE OF SCHOOL FACILITIES AND PROPERTIES**

FEES: \$300 per performance, \$75 per rehearsal, plus custodial and technical charges as required or necessary. A rehearsal period is four hours in length, an additional charge will be assessed to all groups that exceed the allotted rehearsal period.

**Category III** – Commercial Use. (1) any activity that profits an individual or organization, agent or promoter eligible for fees or reimbursement, or (2) any activity where the gate receipts or donations are to be used for partisan political activities including political education. All commercial concerts fall into this category. The District reserves the right to deny a permit to a sponsor if the sponsor has previously failed to comply with District policies, rules or regulations or cannot demonstrate adequate experience or ability to successfully promote and produce a public performance in District facilities.

FEES: Theater managers determine the rate within the following range. \$1000-\$1500 per performance in theater/auditoriums with 600 or more seats; \$500-\$750 per performance in theater/auditoriums with less than 600 seats; and custodial and additional technical personnel charges as may be required or necessary. Rehearsal fee will be \$100. A rehearsal period is four hours in length. An additional charge of \$30/hour will be assessed to groups that exceed the allotted rehearsal period. A custodial charge of \$30/hour will be charged to all groups.

**Deposits in Advance**

Category II users shall pay a damage deposit of \$300 not later than two (2) weeks prior to opening night. This deposit will be refunded when it is determined that no damage occurred in all areas used by the applicant. In the event of damage, applicant liability is not limited. If the user cancels after contracts are signed the user shall forfeit the deposit fee.

Category III use of school facilities requests must be submitted four (4) weeks in advance and accompanied by a non-refundable \$300 deposit per performance that shall be considered a portion of the total use fee. Category III users shall pay a damage deposit of \$300 not later than two (2) weeks prior to opening night. This deposit will be refunded when it is determined that no damage occurred in all areas used by the applicant. In the event of damage, applicant liability is not limited. If the user cancels after contracts are signed the user shall forfeit the deposit fee.

**USE OF SCHOOL FACILITIES AND PROPERTIES**

The applicant/lessee agrees to assume the risk of liability for damages because of bodily injury or property damage to any person or entity arising out of the use of the premises, and it agrees to indemnify, defend, and hold the School District harmless from any claims, demands, or suits by any person or entity arising out of that use, unless the liability is on account of the District's sole negligence. The applicant further agrees to provide the District with a certificate of insurance naming the District as an additional insured, unless the Superintendent waives this requirement in writing. All parties to this agreement shall be subject to all provisions of the administrative rules and regulations governing community use of school facilities.

*Legal Reference:**ALASKA STATUTES**18.35.300 - 18.35.330 Health nuisances (smoking)*

**FUND BALANCE****Purpose of Fund Balance**

An appropriate fund balance is a critical factor in the long range financial planning of a school district to assure sound financial practices and management. There is a need to maintain a cash flow to provide financial reserves for unanticipated expenditures and/or revenue shortfalls of an emergency nature. Examples of these situations follow:

- Unexpected costs incurred by mandated, but not funded, State or Federal programs,
- Increased utility costs due to abnormal price increase or unusually cold weather,
- Greater than expected inflation,
- Unexpected decrease in Federal, State or Local revenue,
- Unexpected deficits in other operating funds (Student Nutrition Services, Transportation),
- Unexpected decrease in student enrollment.

**Definitions**

**Fund Balance** - the cumulative difference between revenues and expenditures; it approximates available resources absent significant liabilities.

**Fund Balance Classifications** - GASB 54 established five classifications for fund balance as follows:

- *Nonspendable fund balance*—amounts that are not in a spendable form (such as inventory) or are required to be maintained intact (such as the corpus of an endowment fund)
- *Restricted fund balance*—amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation

**FUND BALANCE**

- *Committed fund balance*—amounts constrained to specific purposes by a government itself, using its highest level of decision-making authority (Kenai Peninsula Borough School Board); to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest-level action to remove or change the constraint. School Board action to constrain resources must occur prior to fiscal year-end; however, the specific amount can be determined in the subsequent period.
- *Assigned fund balance*—amounts a government *intends* to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority
- *Unassigned fund balance*—amounts that are available for any purpose; these amounts are reported only in the general fund.

The five categories of fund balance place varying strengths of spending constraints on available resources in a descending order as listed. Nonspendable fund balance is the most restrictive classification and unassigned fund balance is the least restrictive.

**State of Alaska Reserve Allowances** Alaska Administrative Code 4 AAC 09.160 (not GAAP compliant) establishes that reserves in the year-end fund balance in a school’s operating fund may be only in the following categories:

- (1) Encumbrances,
- (2) Inventory,
- (3) Prepaid expenses including fuel,
- (4) Retirement incentive program,
- (5) Self-insurance and
- (6) Federal impact aid received in response to the application submitted during fiscal year of the audit under 4 AAC 09.130.

**Policy**

Alaska Statute AS 14.17.505 establishes that a District may not accumulate in a fiscal year an unreserved portion (as defined by 4 AAC 09.130) of its year-end fund balance in its school operating fund that is greater than 10 percent of its expenditure for that fiscal year.

**Minimum Unassigned Fund Balance**



**FUND BALANCE**

The District will maintain a minimum unassigned fund balance in its General Fund ranging from 2 percent to 4 percent of the subsequent year’s budget expenditures and outgoing transfers. This minimum fund balance is to protect against cash flow shortfalls related to timing of projected revenue receipts and to maintain a budget stabilization commitment.

- **Replenishing deficiencies** – when fund balance falls below the minimum 4 percent range, the District will replenish shortages/deficiencies using the budget strategies and timeframes described below.

The following budgetary strategies shall be utilized by the District to replenish funding deficiencies:

- The District will reduce recurring expenditures to eliminate any structural deficit or,
- The District will increase revenues or pursue other funding sources, or,
- Some combination of the two options above

Minimum fund balance deficiencies shall be replenished within the following time periods:

- Deficiency resulting in a minimum fund balance between 3 percent and 4 percent shall be replenished over a period not to exceed one year
- Deficiency resulting in a minimum fund balance between 3 percent and 2 percent shall be replenished over a period not to exceed three years
- Deficiency resulting in a minimum fund balance of less than 2 percent shall be replenished over a period not to exceed five years.

~~It is the policy of the District to maintain a General Fund Unassigned Fund Balance which does not exceed 5 percent of the prior year’s General Fund expenditures.~~ Any amount in excess of ~~this 5-10~~ percent will be utilized to reduce the School District request for local effort funding for the subsequent year.

When an expenditure has been duly authorized and funding to pay for the expenditure is available within multiple fund balance classifications, the funding available in the most restrictive classification will be used first.

*Legal References:*

**FUND BALANCE**

ALASKA ADMINISTRATIVE CODE  
4 AAC 09.130 School District Audit  
4 AAC 09.160 Fund Balance

ALASKA STATUTES  
AS 14.17.505 Fund Balance in School Operating Fund

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**~~Revision Date: May 2, 2011~~**

Revised: