



KENAI PENINSULA BOROUGH SCHOOL DISTRICT  
Policy Review Committee Meeting  
August 8, 2016  
1:15 PM  
Borough Assembly Chambers

**AGENDA**

- I. Call to Order
- II. Approval of notes from Policy Meeting of June 6, 2016 ..... Page 2
- III. Information items
- IV. Exhibits
  - i. E 9311 Board Policy Revision Timeline ..... Page 3
    - i. Update of review cycle and addition of link to Policy Review Submission Form. Initiation process – Distribute exhibit and form to the Board, Administrators for review with site counsel and directors ..... Page 4
- V. Previous discussions
  - i. *AR 1330 Use of School Facilities and Properties* ..... Page 60
  - ii. *E 9130a Board Committee* ..... Page 68
    - i. *Opinion of Legal Counsel, Holly Montague*

“Nothing in BP requires a certain number of the members of the policy review committee to be board members. # 9130a states that there is a three member committee which includes a district level liaison and a principal. It appears the size of the committee has grown so you should probably update the policy to reflect the new composition of the committee. However, I do not believe there was a quorum problem with the meeting unless there is a rule or policy that is not on the website that requires the quorum for the policy review committee to consist of a certain number of school board members.”
  - iii. *BP 3515.8 Alcohol Variance* ..... Page 69
- VI. Review of Section 7000-8000

**Please bring your laptop**

For most current agenda refer to:

[http://www.kpsbd.k12.ak.us/students\\_parents.aspx?id=34112](http://www.kpsbd.k12.ak.us/students_parents.aspx?id=34112)



# Kenai Peninsula Borough School District Policy Committee Meeting Notes June 6, 2016 1:15 PM Borough Assembly Chambers

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**ATTENDANCE:**

Dan Castimore – Absent  
Lynn Hohl – Present  
Marty Anderson – Absent  
John Kelly - Present  
Dave Jones – Present  
Sarge Truesdell – Absent  
Joe Arness – ex-officio member - Present

Guests: Sean Dusek, John O'Brien, Tim Navarre, Julie Cisco

**CALL TO ORDER:**

The meeting convened at 1:32 PM when a quorum was present with the presence of Joe Arness

**APPROVAL OF  
NOTES:**

The notes of May 2, 2016 were approved as corrected.

**TOPICS DISCUSSED  
And ACTION  
TAKEN:**

Policy Review Committee Meeting – there was discussion on whether to have a committee meeting in July. It is a difficult time to year to have a quorum of the full board, and especially committees. If it is the intent of the committee not to have meetings in July, it should be added to the committee charge.  
*AR 1330 Use of School Facilities and Properties* – one committee member feels the increase of fees reduces the opportunities for kids. Clarifying language added to Application procedure, paragraph #7. No consensus on cancellation fee, bring to worksession for full board discussion.  
*E 9130a Board Committees* – return to Policy Committee no action taken  
*BP 3515.8 Alcohol Variance* – return to Policy Committee, no action taken

**ADJOURN:**

The meeting was adjourned at 1:54 PM

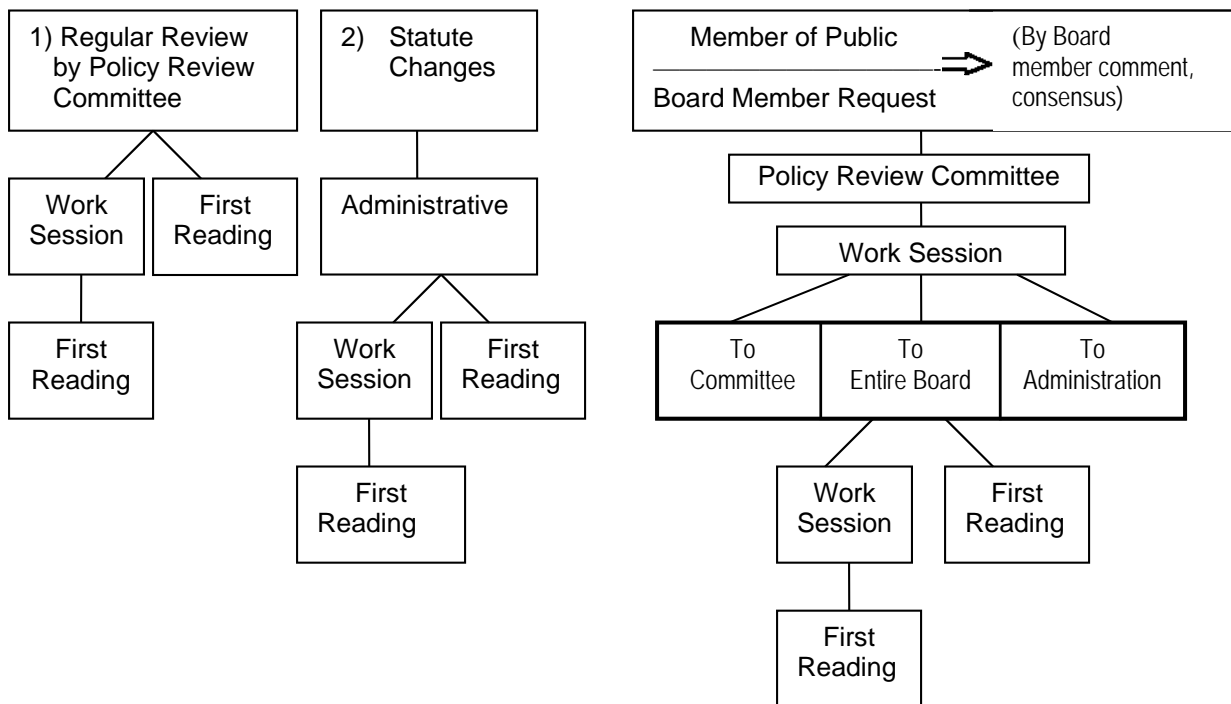
Submitted by: Natalie Bates

**Board Policy Revision Time Line**

<del>2017-182-13</del>	<del>2018-193-14</del>	<del>2019-204-15</del>	<del>2020-2115-16</del>	<del>2021-2216-17</del>
Section 9000 (Bylaws of the Board)	Section 2000 (Administration)	Section 4000 (Personnel)	Section 0000 (Philosophy-Goals-Objectives and comprehensive Plans)	Section 7000 (New Construction)
Section 1000 (Community Relations)	Section 3000 (Business and Noninstructional Operations)	Section 5000 (Students)	Section 6000 (Instruction)	Section 8000 (Advisory School Boards)]

**Policy Review Process\***

3) By Request [Link to change request form](#)



\*Administrative recommendations accompany first reading.

**Policy Section 0000  
(Philosophy-Goals-Objectives Comprehensive Plans)**

<b>Policy</b>	<b>Number</b>	<b>BP</b>	<b>AR</b>	<b>To be Changed</b>	<b>Reason for Requested Change</b> (Please provide language of proposed change)
0. Concepts and Roles	0	<a href="#">BP</a>			
1. Philosophy	100	<a href="#">BP</a>			
2. Goals for the School District	200	<a href="#">BP</a>	<a href="#">AR</a>		
<a href="#">E 0200(a) School Initiative Quality Approval Process</a>					
<a href="#">E 0200(b) School Initiative Quality Assurance</a>					
<a href="#">E 0200(c) Technology/Digital Resource Request Form</a>					
A. Vision for Student Learning	210	<a href="#">BP</a>			
B. Goals for School Operations	220				
3. Objectives/Goal Indicators for School District	300				

**Policy Section 0000  
(Philosophy-Goals-Objectives Comprehensive Plans)**

A. Objectives for Student Learning	310				
B. Objectives for School Operations	320				
4. Comprehensive Plans	400				
A. Nondiscrimination in District Programs and Activities	410	<a href="#">BP</a>			
1. Service Animals	411	<a href="#">BP</a>			
<a href="#">E 0411 Service Animals</a>					
B. School-Based Decision Making/Site Councils	420	<a href="#">BP</a>	<a href="#">AR</a>		
<a href="#">E 0420a: Site Council End of Year Report</a>					
<a href="#">E 0420b: Site-Based Improvement Councils</a>					



**Policy Number      BP      AR   To be Changed      Reason for Requested Change**

**(Please provide language of proposed change)**

0. Concepts and Roles	1000		
A. Goals and Objectives	1010		
B. Youth Services	1020		
1. Communication with the Public	1100	<a href="#">BP</a>	
A. Media	1110		
1. School-Sponsored Publications x1325	1111		
2. Media Relations	1112	<a href="#">BP</a>	
3. Communication Using Electronic Media	1114	<a href="#">BP</a>	
<a href="#">E1114</a> <a href="#">Communications Using Electronic Media</a>			
B. Public Involvement in Board Meetings	1120	<a href="#">BP</a>	
C. Responsibility of the School Personnel	1130		

D. Responsibilities of the Board	1140	<a href="#">BP</a>	
E. Commendations and Awards	1150	<a href="#">BP</a>	<a href="#">AR</a>
2. Participation by the Public	1200		
A. School Community Associations	1210		
B. Advisory Questionnaire	1220		
C. Advisory Committees	1230	<a href="#">BP</a>	
D. Organizations Supporting Student Activities (includes parent/booster clubs)	1240	<a href="#">BP</a>	<a href="#">AR</a>
E. Volunteer Assistance	1250	<a href="#">BP</a>	
F. Visits to Schools	1260	<a href="#">BP</a>	
G. Educational Foundation	1270		
3. Public Activities Involving Staff, Students or School Facilities	1300		
A. Relations between Public and the Schools	1310		
1. Participation in Community Life	1311		
2. Public Complaints Concerning the Schools	1312	<a href="#">BP</a>	
<a href="#">E1312a Public Complaints Concerning the Schools</a> <a href="#">E1312b Complaint Form</a>			



a. Public Complaints Concerning School Personnel	1312.1	<a href="#">BP</a>	<a href="#">AR</a>
b. Public Complaints Concerning Instructional Material	1312.2	<a href="#">BP</a>	<a href="#">AR</a>
<a href="#">E1312.2(a): Request for Reconsideration of Instructional Materials</a> <a href="#">E 1312.2 (b) Library Bill of Rights</a>			
c. Public Complaints Concerning Discrimination	1312.3	<a href="#">BP</a>	<a href="#">AR</a>
d. Public Complaints Concerning Elementary and Secondary Education Act Requirements	1312.4		<a href="#">AR</a>
3. Willful Disruption of the School	1313	<a href="#">BP</a>	
B. Relations between Public and Students x 6145.5	1320		
1. Solicitation of Funds from and by Students	1321	<a href="#">BP</a>	
<a href="#">E1321a Guidelines for Gaming/Raffles</a>			
<a href="#">E1321b Gaming/Raffle Pre-Approval</a>			
2. Public Performances by Students	1322		
3. Contacts for Students	1323		

3. Gifts to Students	1324		
4. Gifts to Students	1324		
5. Advertising and Promotion	1325	<a href="#">BP</a>	<a href="#">AR</a>
a. Commercials	1325.1		
6. Voter Registration	1326		
C. Use of School Facilities and Properties	1330	<a href="#">BP</a>	<a href="#">AR</a>
<a href="#">E1330 (a) Room/Building Use Application</a>			
<a href="#">E 1330 (b) Community Use of School Facility and Waiver</a>			
<a href="#">E1330c Application for Possession of a Firearm or Deadly or Defensive Weapon on School Grounds</a>			

D. Access to District Records (includes procedures and materials, requests for information, reports, surveys)	1340	<a href="#">BP</a>	<a href="#">AR</a>
<a href="#">E1340 Public Records Request</a>			
4. Relations between Other Governmental Agencies and the Schools	1400		
A. Local Agencies (includes law enforcement, fire, health, welfare, recreation)	1410		
B. State Agencies	1430		
1. Waivers	1431		
C. Federal Agencies	1440		
5. Relations between Area, State, Regional and National Associations and the Schools x 9330	1500		
6. Relations between Other Education Organizations and the Schools	1600		
a. Colleges and Universities	1610		
b. Elementary and Secondary Schools (includes public, private, and correctional)	1620		
1. Home-Based Schooling	1621		



**Policy Number**

**BP**

**AR**

**To be Changed**

**Reason for Requested Change**

(Please provide language of proposed change)

0. Concepts and Roles	2000	<a href="#">BP</a>	
A. Goals and Objectives	2010		
1. Administrative Staff Organization x 4300	2100	<a href="#">BP</a>	
A. Organization Chart/Lines of Responsibility	2110	<a href="#">BP</a>	
B. Superintendent of Schools	2120	<a href="#">BP</a>	
1. Superintendent's Contract	2121	<a href="#">BP</a>	<a href="#">AR</a>
2. Superintendent of Schools: Job Description	2122	<a href="#">BP</a>	<a href="#">AR</a>
3. Evaluation of the Superintendent	2123	<a href="#">BP</a>	<a href="#">AR</a>
<a href="#">E2123: Superintendent Evaluation by School Board</a>			
2. Administrative Operations	2200		
A. Administrative Action in Absence of Board Policy	2210	<a href="#">BP</a>	

B. Review of Administrative Decisions	2220		
C. Representative and Deliberative Groups	2230		
D. Management and Communication Systems	2240		
<a href="#"><u>E2240: Management and Communication Systems</u></a>			
E. Teacher-in-Charge/Principal's Designee	2250	<a href="#"><u>BP</u></a>	
<a href="#"><u>E2250: Absence from Buildings</u></a>			
3. Conflict of Interest	2300		

**Policy Number**

**BP**

**AR**

**To be Changed**

**Reason for Requested Change**

(Please provide language of proposed change)

<u>Designee List</u>			
0. Concepts & Roles	3000	<u>BP</u>	
A. Goals & Objectives	3010		
B. Fiscal Policy Team	3020		
1. Budget (includes planning, preparation, proposal budget, adoption, administration)	3100	<u>BP</u>	<u>AR</u>
A. Transfer of Funds	3110	<u>BP</u>	
2. Income x3430	3200	<u>BP</u>	
A. Local Funds	3210		
B. State Funds	3220		
C. Federal Funds	3230		

D. Tuition Fees	3240		
E. Transportation Fees x 3540	3250		
F. Materials Fees	3260	<u>BP</u>	
1. Rental of District Personal Property	3261		
G. Disposal of Books, Equipment & Supplies (Personal Property)	3270	<u>BP</u>	
H. Return, Sale or Lease of School Facilities, Real Property or Equipment	3280	<u>BP</u>	
I. Gifts, Grants & Bequests (does not include state or federal funds)	3290	<u>BP</u>	
3. Expenditures/Expending Authority	3300	<u>BP</u>	
A. Purchasing Procedures	3310	<u>BP</u>	<u>AR</u>
<a href="#">E3310 (a&amp;b): p-Card Use Agreement and Guidelines</a>			



1. Bids	3311	<u>BP</u>	<u>AR</u>
2. Contracts	3312		
a. State Contract/Cooperative Purchasing	3312.1		
3. Contracts, Leases and Agreements	3313	<u>BP</u>	
4. Payment for Goods and Services	3314	<u>BP</u>	
a. Prepayment Fund	3314.1		
b. Revolving Funds	3314.2		
c. Equipment Purchases - New Facility	3314.3	<u>BP</u>	
5. Relations with Vendors	3315	<u>BP</u>	
a. Conflict of Interest	3315.1	<u>BP</u>	

<a href="#">E3315.1 Request to do Business with the Kenai Peninsula Borough School District</a>			
B. Claims and Actions Against the District	3320		
C. Tuition	3330		
D. Rental/Long-term Leasing	3340		
1. Purchase, Lease, Rental of Neighboring District-owned Property	3341		
2. Remote Site Living Expenses	3344	<a href="#">BP</a>	
<a href="#">E 3344 Remote Site Living Expenses</a>			
E. Payroll	3350	<a href="#">BP</a>	<a href="#">AR</a>
<a href="#">E 3350(a) Active List Tax Shelter</a>			
<a href="#">E 3350(b) Salary Reduction Agreement &amp; Investment Selection Form</a>			
<a href="#">E 3350(c) Salary Reduction Agreement 457</a>			
F. Travel and Per Diem	3360		<a href="#">AR</a>

E3360(a): Statement of Expenses

E3360(b): Statement of Mileage

4. Management of District Assets/Accounts (includes systems, encumbering, audits)	3400	<u>BP</u>	
A. Depository	3410		
1. Checking Accounts	3410.1	<u>BP</u>	
B. Borrowing	3420		
C. Investing	3430		
D. Inventories	3440	<u>BP</u>	<u>AR</u>
1. Fixed Asets Capitalization	3440.1		
E. Money in School Buildings	3450	<u>BP</u>	
1. Petty Cash Funds	3451		<u>AR</u>
2. Student Activity Funds x6145.8	3452	<u>BP</u>	
F. Periodic Financial Reports	3460	<u>BP</u>	

G. Fund Balance	3470	<u>BP</u>	
1. Equipment Reserve Fund	3471	<u>BP</u>	<u>AR</u>
5. Noninstructional Operations	3500		
A. Maintenance and Operation of Plant x 7000 et seq.	3510	<u>BP</u>	
1. Energy Conservation	3511		
2. Equipment (includes instructional equipment)	3512	<u>BP</u>	
3. Facilities Use x 1330	3513		
a. Telephone	3513.1		
b. Parking	3513.2		
c. Tobacco-free Schools/Tobacco Use	3513.3	<u>BP</u>	
4. Environmental Safety	3514	<u>BP</u>	
a. Hazardous Substances	3514.1	<u>BP</u>	
b. Pest Management	3514.2	<u>BP</u>	<u>AR</u>
5. School Safety and Security: Access and Keys	3515	<u>BP</u>	<u>AR</u>
<a href="#">E 3515 School Safety &amp; Security</a>			
a. Crime Data Reporting	3515.1		

b. Intruders on Campus	3515.2	<a href="#">BP</a>	
c. District Police Department	3515.3		
d. Recovery for Property Loss or Damage	3515.4		
e. Emergency Action Plan	3515.5	<a href="#">BP</a>	<a href="#">AR</a>
g. Restrictions on Sex Offenders	3515.7	<a href="#">BP</a>	
B. Office Services	3520	—	
a. Data Processing/Word Processing x 6162.6	3521	—	—
b. Mail & Delivery	3522	—	
c. E-Mail	3523		
C. Risk Management (includes liability, property, employee bonds)	3530	<a href="#">BP</a>	
<a href="#">E3530(a): Student/Visitor Injury/Incident Report</a>			
1. Recovery for Property Loss or Damage	3531	<a href="#">BP</a>	<a href="#">AR</a>
D. Transportation x 3250	3540	<a href="#">BP</a>	
<a href="#">E 3540 Charter School Transportation Boundaries</a>			

1. Transportation Routes & Services	3541	<a href="#">BP</a>	
a. School-related Trips	3541.1	<a href="#">BP</a>	<a href="#">AR</a>
<a href="#">E3541.1(a): School Driver Registration Form</a> <a href="#">E3541.1(b) Private Vehicle Transport Safety Check Form</a> <a href="#">E3541.1(c) Booster Seat Safety Check</a>			
b. Transportation for Students with Disabilities	3541.2	<a href="#">BP</a>	
c. Nonpublic School Students	3541.3	<a href="#">BP</a>	
d. Transportation for Outside Groups	3541.4		
e. Alternative Transportation Arrangements	3541.5	<a href="#">BP</a>	
2. Roles and Duties of Employees	3542	<a href="#">BP</a>	
3. Transportation: Emergency and Safety Procedures	3543	<a href="#">BP</a>	

<a href="#"><u>E3543: School Bus Safety Instruction Form</u></a>			
a. Hazardous Bus Routes	3543.1	<a href="#"><u>BP</u></a>	<a href="#"><u>AR</u></a>
4. Equipment (includes maintenance and vandalism)	3544		
a. Vehicle Maintenance	3544.1	<a href="#"><u>BP</u></a>	<a href="#"><u>AR</u></a>
b. Privately owned	3544.2		
E. Student Nutritional Program	3550	<a href="#"><u>BP</u></a>	
1. Food Service Operations x 3310	3551		
2. Regular Lunch Programs	3552		
3. Free and Reduced Priced Meals	3553	<a href="#"><u>BP</u></a>	
4. Other Food Sales	3554	<a href="#"><u>BP</u></a>	
F. Debt Service (includes bonds)	3560		
G. Capital Outlay	3570		
I. District Records	3580	<a href="#"><u>BP</u></a>	

**Policy Section 4000  
(Personnel)**

<b>Policy</b>	<b>Number</b>	<b>BP</b>	<b>AR</b>	<b>To be Changed</b>	<b>Reason for Requested Change</b> (Please provide language of proposed change)
Concepts and Roles	4000	<a href="#">BP</a>			
B. Drug and Alcohol-Free Workplace	4020	<a href="#">BP</a>			
<a href="#">E4020: Drug and Alcohol-Free Workplace: Notice to Employees</a>					
1. Drug and Alcohol Testing of School District Commercial Driver Licensed Employees	4021	<a href="#">BP</a>	<a href="#">AR</a>		
C. Nondiscrimination in Employment	4030	<a href="#">BP</a>			
<a href="#">E4030: Notice to Employees: Protection for Whistle Blowers</a>					
D. Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Policy	4040		<a href="#">AR</a>		
1. Recruitment and Selection	4111		<a href="#">AR</a>		
b. Legal Status Requirement	4111.2	<a href="#">BP</a>	<a href="#">AR</a>		
a. Contracts	4112.1	<a href="#">BP</a>			



**Policy Section 4000  
(Personnel)**

d. Health Examinations	4112.4	<a href="#">AR</a>		
e. Security Check	4112.5	<a href="#">BP</a>	<a href="#">AR</a>	
f. Personnel Records	4112.6	<a href="#">BP</a>		
(1) Employment References	4112.61	<a href="#">BP</a>	<a href="#">AR</a>	
h. Employment of Relatives	4112.8	<a href="#">BP</a>	<a href="#">AR</a>	
3. Assignments	4113	<a href="#">BP</a>		
5. Evaluation/Supervision	4115	<a href="#">BP</a>	<a href="#">AR</a>	
6. Nontenured/Tenured Status	4116	<a href="#">BP</a>		
b. Resignation	4117.2	<a href="#">BP</a>		

**Policy Section 4000  
(Personnel)**

c. Personnel Reduction	4117.3	<a href="#">BP</a>			
d. Dismissal	4117.4		<a href="#">AR</a>		
f. Nonretention	4117.6	<a href="#">BP</a>	<a href="#">AR</a>		
8. Suspension/Disciplinary Action	4118	<a href="#">BP</a>	<a href="#">AR</a>		
(1) Sexual Harassment	4119.11	<a href="#">BP</a>	<a href="#">AR</a>		
(2) Harassment	4119.12	<a href="#">BP</a>	<a href="#">AR</a>		
(1) Codes of Ethics	4119.21	<a href="#">BP</a>			
<a href="#">E4119.21: Code of Ethics and Teaching Standards: Professional Teaching Practices Commision</a>					
(3) Unauthorized Release of Confidential Information	4119.23	<a href="#">BP</a>			
(5) Political Activities of Employees	4119.25	<a href="#">BP</a>	<a href="#">AR</a>		
c. Duties of Personnel	4119.3	<a href="#">BP</a>			
(2) Exposure Control Plan for Bloodborne Pathogens	4119.42	<a href="#">BP</a>	<a href="#">AR</a>		
<a href="#">E4119.42: Hepatitis B Vaccination Declination Form</a>					
(3) Universal Precautions	4119.43	<a href="#">BP</a>	<a href="#">AR</a>		
<a href="#">E4119.43: Safe Glove Removal</a>					
2. Student Teachers	4122	<a href="#">BP</a>			
1. Staff Development	4131	<a href="#">BP</a>			
2. Publication or Creation of Materials	4132	<a href="#">BP</a>			
3. Travel Expenses	4133	<a href="#">BP</a>	<a href="#">AR</a>		
5. Soliciting and Selling	4135	<a href="#">BP</a>	<a href="#">AR</a>		
6. Nonschool Employment	4136	<a href="#">BP</a>			

**Policy Section 4000  
(Personnel)**

1. Collective Bargaining Agreement	4141	<a href="#">BP</a>		
f. Concerted Actions/Work Stoppage	4141.6	<a href="#">BP</a>		
3. Negotiations/Consultation	4143	<a href="#">BP</a>		
4. Health Benefits	4154	<a href="#">BP</a>	<a href="#">AR</a>	
<a href="#">E4154: Health Benefits</a>				
b. Awards and Recognition	4156.2	<a href="#">BP</a>		
c. Reimbursement, Uniforms and Allowances	4156.3	<a href="#">BP</a>		
8. Employee Security	4158	<a href="#">BP</a>		
a. Sick Leave Bank	4161.1	<a href="#">BP</a>		
1. Recruitment and Selection	4211	<a href="#">BP</a>		
b. Legal Status Requirement (see 4111.2)	4211.2	<a href="#">BP</a>		
2. Appointment and Conditions of Employment	4212	<a href="#">BP</a>		
d. Health Examinations (see 4112.4)	4212.4		<a href="#">AR</a>	
e. Security Check (see 4112.5)	4212.5	<a href="#">BP</a>	<a href="#">AR</a>	
f. Personnel Records (see 4112.6)	4212.6	<a href="#">BP</a>		
(1) Employment References (see 4112.61)	4212.61	<a href="#">BP</a>		
h. Employment of Relatives (see 4112.8)	4212.8		<a href="#">AR</a>	
5. Evaluation/Supervision	4215	<a href="#">BP</a>		
b. Resignation	4217.2	<a href="#">BP</a>		
8. Dismissal/Suspension/Disciplinary Action	4218	<a href="#">BP</a>	<a href="#">AR</a>	
(1) Sexual Harassment (see 4119.11)	4219.11	<a href="#">BP</a>	<a href="#">AR</a>	
(1) Code of Ethics (see 4119.21)	4219.21	<a href="#">BP</a>		

**Policy Section 4000  
(Personnel)**

(3) Unauthorized Release of Confidential/Privileged Information (see 4119.23)	4219.23	<a href="#">BP</a>			
(4) Political Activities of Employee (see 4119.25)	4219.25	<a href="#">BP</a>	<a href="#">AR</a>		
c. Duties of Personnel (see 4119.3)	4219.3	<a href="#">BP</a>			
(2) Exposure Control Plan for Bloodborne Pathogens (see 4119.42)	4219.42	<a href="#">BP</a>	<a href="#">AR</a>		
<a href="#">E4219.42: Hepatitis B Vaccination Declination Form</a>					
(3) Universal Precautions (see 4119.43)	4219.43	<a href="#">BP</a>	<a href="#">AR</a>		
<a href="#">E4219.43: Safe Glove Removal</a>					
2. Teacher Aides/Paraprofessionals	4222	<a href="#">BP</a>			
2. Publication or Creation of Materials (see 4132)	4232	<a href="#">BP</a>			
3. Travel Expenses (see 4133)	4233	<a href="#">BP</a>	<a href="#">AR</a>		
5. Soliciting and Selling (see 4135)	4235	<a href="#">BP</a>	<a href="#">AR</a>		
6. Nonschool Employment (see 4136)	4236	<a href="#">BP</a>			
1. Agreement (see 4141)	4241	<a href="#">BP</a>			
f. Concerted Activities/Work Stoppage (see 4141.6)	4241.6	<a href="#">BP</a>			
3. Negotiations/Consultation (see 4143)	4243	<a href="#">BP</a>			
3. Overtime Pay/Compensatory Time Off	4253	<a href="#">BP</a>			
4. Health and Welfare Benefits (see 4154)	4254	<a href="#">BP</a>	<a href="#">AR</a>		
<a href="#">E4154: Health Benefits</a>					
c. Reimbursement, Uniforms and Allowances (see 4156.3)	4256.3	<a href="#">BP</a>			
8. Employee Security (see 4158)	4258	<a href="#">BP</a>			

**Policy Section 4000  
(Personnel)**

a. Sick Leave Bank (see 4161.1)	4261.1	<a href="#">BP</a>			
3. Management and Supervisory Personnel	4300	<a href="#">BP</a>			
b. Legal Status Requirement (see 4111.2)	4311.2	<a href="#">BP</a>	<a href="#">AR</a>		
d. Health Examinations (see 4112.4)	4312.4		<a href="#">AR</a>		
e. Security Check (see 4112.5)	4312.5	<a href="#">BP</a>	<a href="#">AR</a>		
f. Personnel Records (see 4112.6)	4312.6	<a href="#">BP</a>			
(1) Employment References (see 4112.61)	4312.61	<a href="#">BP</a>			
h. Employment of Relatives (see 4112.8)	4312.8	<a href="#">BP</a>	<a href="#">AR</a>		
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4. Transfer/Reassignment	4314	<a href="#">BP</a>			
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<a href="#">E5111(d): Early Entrance Approval Checklist</a>					
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2. Attendance and Exceptions	5112				
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2. Academic Load	5122				
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<a href="#">E 5125(a) For Students 18 &amp; Older Disclosure to Parents of Dependent Students &amp; Consent Form</a>					
<a href="#">E 5125(b) Notification of Rights Under FERPA</a>					
<a href="#">E 5125(c) Request for Release of Health Information</a>					
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<a href="#">E5125.1a: Notice of Student Directory Information</a>					
<a href="#">E5125.1b: Directory Information: Parent Opt Out Form</a>					
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c. Withholding Grades, Diploma and Transcripts	5125.3	<a href="#">BP</a>			
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7. Graduation Ceremonies and Activities	5127	<a href="#">BP</a>			
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D. Welfare	5140				
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<a href="#">E5141.21(b): Medication Authorization Non-Prescription Medication Request</a>					
<a href="#">E5141.21(c) Medication Authorization Form Long-Term Medication Request</a>					
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(3) Infectious Disease Prevention	5141.23	<a href="#">BP</a>	<a href="#">AR</a>		
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(1) Due Process	5144.11	<a href="#">BP</a>	<a href="#">AR</a>		
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0. Concepts and Roles	6000	<a href="#">BP</a>			
A. Goals and Objectives	6010				
B. Parent Involvement	6020	<a href="#">BP</a>			
1. Elementary and Secondary	6100				
	6110				
A. Schedules					
1. School Calendar	6111	<a href="#">BP</a>			
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<a href="#">E 6141 (b): Curriculum Content Review Cycle</a>					
<a href="#">E 6141 (c) Course Development and Adoption Guide</a>					
<a href="#">E 6141 (d) Proposal for Curriculum Addition/Revision Outside of Cycle</a>					
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b. Recognition of Religious Beliefs and Customs	6141.2	<a href="#">BP</a>			

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d. Assessment	6141.4	<a href="#">BP</a>	<a href="#">AR</a>		
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3. Courses of Study	6143	<a href="#">BP</a>			
4. Controversial Issues	6144	<a href="#">BP</a>	<a href="#">AR</a>		
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<a href="#">E 6145.22(1) A Parent's Guide to Concussion in Sports</a>					

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<a href="#">E 6145.22(2) ASAA Parent and Student Verification of Receipt of Information Concerning Concussions</a>					
<a href="#">E 6145.22(4) ASAA Healthcare Provider Release and Return to Play Protocol</a>					
c. Publications	6145.3	<a href="#">BP</a>			
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e. Student Organizations and Equal Access <a href="#">E 6145.5: Subchapter VIII - The Equal Access Act</a>	6145.5	<a href="#">BP</a>	<a href="#">AR</a>		
6. Graduation Requirements/Standards of Proficiency	6146				
a. High School Graduation Requirements <a href="#">E 6146.1(a): Physical Education Waiver Request</a>	6146.1	<a href="#">BP</a>	<a href="#">AR</a>		

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<a href="#">E 6146.1(b): Approval to Take High School Level Algebra at the Middle School</a>					
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b. High School Equivalency Test	6146.2	<a href="#">BP</a>			
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1. Differential Requirements for Individuals with Exceptional Needs	6146.51	<a href="#">BP</a>			
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<a href="#">E 6146.51b 504 Eligibility Determination</a>					
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2. Student Grouping	6152				
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<a href="#">E 6153(c) Field Trip Information Form</a>					
<a href="#">E 6153(d) Verification of Field Trip Information</a>					
<a href="#">E 6153 (e) Field Trip Questionnaire</a>					
<a href="#">E 6153(f) Student Indemnification Statement/Medical Consent/Consent to Participate/Behavior Contract</a>					
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<a href="#">E 6153(h) Volunteer Indemnification Statement / Alcohol Drug-Free Statement</a>					
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<a href="#">E 6153.1(a): Field Trip Participation Consent Form, Medically Fragile or Intensive Needs Students</a>					
<a href="#">E 6153.1(b): Field Trip Accomodation Plan; Students with Medical Needs</a>					
5. Homework/Makeup Work	6154				
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(1) Supplementary Instructional Materials	6161.11	<a href="#">BP</a>	<a href="#">AR</a>		

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(2) Gifts of Instructional Materials	6161.12	<a href="#">BP</a>			
(3) Student Fees for Instructional Materials	6161.13	<a href="#">BP</a>	<a href="#">AR</a>		
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(1) Acceptable Use Policy/Internet Safety Policy	6161.4	<a href="#">BP</a>	<a href="#">AR</a>		
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2. Instructional Resources for Teachers (includes instructional television)	6162				
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b. Curriculum Consultants	##				
c. Teacher Aides/Paraprofessionals	##				
(1) Student Aides	##				
d. Community Relations	##				
e. Standardized Testing	##				
f. Use of Copyrighted Materials	6162.6	<a href="#">BP</a>	<a href="#">AR</a>		
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h. Research	6162.8	<a href="#">BP</a>		
<a href="#">E 6162.8 (a-c) Research and Survey Approval Procedures;</a>				
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3. Instructional Resources for Students	6163			
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b. Guidance and Counseling Services	6164.2	<a href="#">BP</a>		
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d. Child Find	6164.4	<a href="#">BP</a>	<a href="#">AR</a>	
e. Time Out Room	<del>rr</del> #			
f. Intervention Teams	6164.5	<a href="#">BP</a>	<a href="#">AR</a>	
G. Curriculum Extensions/Specialized Programs	6170			
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a. Education of Alaska Native/Native American Children	6174.1	<a href="#">BP</a>	<a href="#">AR</a>		
5. Migrant Children Program	6175	<a href="#">BP</a>			
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3. Alternative High Schools	6183	<a href="#">BP</a>	<a href="#">AR</a>		
4. Secondary Program Adaptation	6184	<a href="#">BP</a>			
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6. Independent Study Program	6186	<a href="#">BP</a>			
7. Charter Schools	6187	<a href="#">BP</a>	<a href="#">AR</a>		
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<a href="#">E 6187(b): Charter School Application/Contract Provisions</a>					
I. Evaluation of the Instructional Program	6190	<a href="#">BP</a>	<a href="#">AR</a>		
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<a href="#">Designee List</a>					
0. Concepts and Roles	7000	<a href="#">BP</a>			
A. Goals and Objectives	7010				
1. Planning (Master Plans)	7100	<a href="#">BP</a>			
A. Determining Needs (includes projecting educational Programs, forecasting, enrollment)	7110				
1. Evaluating Existing Buildings	7111				
2. Determining Extent of New Construction (includes alterations, additions, repairs)	7112				
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E. Relations with other Governmental Units (includes other governing boards, local, borough, state, federal and intermediate unit)	7150	<a href="#">BP</a>			
2. Designing	7200				
A. Professional Services	7210	<a href="#">BP</a>			
B. Site Selection and Development	7220	<a href="#">BP</a>			
C. Building Design	7230				
D. Equipment and Furniture	7240				
3. Financing	7300				

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A. Methods of Financing	7310	<a href="#">BP</a>			
B. Tax Levies	7320				
C. Determination of Costs	7340				
D. Payments to Architects, Engineers, Contractors	7350				
4. Constructing	7400				
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B. Contracts	7420				
C. Change Orders	7430				
D. Protection and Guarantees	7440				
E. Supervision	7450				
F. Records/Reports/Documents	7460				
G. Inspection of Completed Project	7470				
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<a href="#">Designee List</a>					
0. Role of Board and Members (includes powers, purposes, duties)	9000	<a href="#">BB</a>			
<a href="#">E9000a: Role of Board Members</a>					
<a href="#">E9000b: Administrator Selection Process</a>					
<a href="#">E9000c: Board of Education Request</a>					
A. Public Statements	9010	<a href="#">BB</a>			
1. Confidential Information	9011	<a href="#">BB</a>			

**Policy Section 6000  
(Instruction)**

1. Confidential Information	9011	<a href="#">BB</a>			
1. Organization	9100				
A. Board Membership	9110	<a href="#">BB</a>			
<a href="#">E9110: Student Representative on KPBSD Board - Job Description</a>					
B. Officers and Auxiliary Personnel	9120	<a href="#">BB</a>			
1. President	9121	<a href="#">BB</a>			



**Policy Section 6000  
(Instruction)**

1.1 President	9121	<a href="#">BB</a>			
2. Vice President	9122	<a href="#">BB</a>			
3. Clerk	9123	<a href="#">BB</a>			
4. Treasurer	9124	<a href="#">BB</a>			
C. Board Committees	9130	<a href="#">BB</a>			
<a href="#">E 9130a: Board Committees - Policy Committee</a>					
<a href="#">E 9130b: Board Committees - Charter School Oversight Committee</a>					
<a href="#">E 9130c: Board Committees - Ethics &amp; Community Relations</a>					
D. Board Representatives	9140	<a href="#">BB</a>			
2. Board Members	9200	<a href="#">BB</a>			
A. Qualifications	9210				
B. School Board Elections	9220				
1. Recruiting New Board Members	9221				
2. Resignation	9222	<a href="#">BB</a>			

**Policy Section 6000  
(Instruction)**

3. Board Vacancies	9223	<a href="#">BB</a>			
4. Oath or Affirmation	9224	<a href="#">BB</a>			
<a href="#">E9224: Oath or Affirmation</a>					
C. Orientation	9230	<a href="#">BB</a>			
D. Board Development	9240	<a href="#">BB</a>			
E. Compensation, Reimbursement, Other Benefits	9250	<a href="#">BB</a>	<a href="#">AR</a>		
F. Legal Protection	9260	<a href="#">BB</a>			
G. Conflict of Interest	9270	<a href="#">BB</a>			
1. Code of Ethics	9271	<a href="#">BB</a>			
<a href="#">E9271: Code of Ethics</a>					
E. Governance	9300	<a href="#">BB</a>			
A. Policy Manual	9310	<a href="#">BB</a>			
1. Board Policies	9311	<a href="#">BB</a>			
<a href="#">E9311: Board Policy Revision Timeline</a>					
2. Board Bylaws	9312	<a href="#">BB</a>			
3. Administrative Regulations and Exhibits	9313	<a href="#">BB</a>			
4. Suspension of Policies, Bylaws, Administrative Regulations	9314	<a href="#">BB</a>			

**Policy Section 6000  
(Instruction)**

B. Meetings (includes posting requirements)	9320	<a href="#">BB</a>		
1. Executive Sessions	9321	<a href="#">BB</a>		
2. Agenda/Meeting Materials (includes construction, posting, advance delivery)	9322	<a href="#">BB</a>		
<a href="#">E9322: Order of Business</a>				
3. Meeting Conduct	9323	<a href="#">BB</a>		
<a href="#">E9323: Please Evaluate Us</a>				
4. Board Minutes	9324	<a href="#">BB</a>		
C. Membership in Associations	9330			
4. Board Self-Evaluation	9400	<a href="#">BB</a>		
<a href="#">E9400: Board Self Assessment</a>				

**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.~~Smoking of any substance, legal or illegal, 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 a fee paying applicant cancels, a cancelation fee of \$50 will be assessed.

**Priority Use of Facilities – Excluding Pools and Theaters**

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. ~~NONCOMMERCIAL PROFIT~~ 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. If a non-profit is charging its members fees and making a profit from use of our facilities; commercial facility fees will be charged.

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.

**USE OF SCHOOL FACILITIES AND PROPERTIES**

6. PRIVATE, FOR PROFIT, COMMERCIAL GROUPS.

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 — \$20.00/hour\* — \$45.00/hour~~

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.
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.

**USE OF SCHOOL FACILITIES AND PROPERTIES**

**Swimming Pool Rates**

Non-Commercial \$25/hour per lifeguard, minimum of one required. Coaches can serve as backup.

**Birthday Party Rentals**

1-15 swimmers - \$65/hour

16-45 Swimmers - \$100/hour

46-75 Swimmers - \$125/hour

76-100 Swimmers - \$150/hour

\*\$25 for each additional lifeguard as needed for the pool activity

**Commercial Pool Rentals**

\$150/hour with \$25/hour for each additional lifeguard as needed.

**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.



**USE OF SCHOOL FACILITIES AND PROPERTIES**

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.

**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.

**USE OF SCHOOL FACILITIES AND PROPERTIES**

**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. Non-Commercial Groups who do not charge the participants a fee and including swim teams, student clubs, fire department dive teams, etc.~~

FEES: ~~\$300-\$600~~ per performance, ~~\$12575~~ 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; plus technician fee \$65/hour and custodial and additional technical personnel~~ charges as may be required or necessary. Rehearsal fee will be ~~\$100125~~. A

**USE OF SCHOOL FACILITIES AND PROPERTIES**

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.

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)

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**  
**REVISED: 9/9/2013**

**BOARD COMMITTEES**

**Committees of the Board**

**Policy Committee**

- Name:** Board Policy Review
- Department:** Board of Education
- Focus Area:** Policy Manual
- Membership:** School Board Members with District Facilitator and School Administrators
- Type:** Standing
- Meeting Dates:** As needed
- Duration:** Ongoing annually

The Board of Education Policy Committee is charged with regular review and rewrite as necessary of school district policies. The ~~three~~six member committee includes a district level administrative liaison and a principal representative. The committee accomplishes their work specifically through a regular process of reviewing two sections of policy manual each year, reviewing updates proposed by the Alaska Association of School Boards, and reviewing policies which have been called into question or concerns expressed about. Members of the community and staff are included in discussions on specific issues. Once the policy committee completes their review, formatted policy updates are brought forward to the entire Board, usually first in worksession format and then through two official readings/action by the entire Board of Education.

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**  
**Adoption Date: 6/2/2008**

REVISED:  
 BB 9130 Board Committees

**ALCOHOL VARIANCE REQUESTS**

All requests for a change to the alcohol variances from the Kenai Peninsula Borough shall be directed to the Superintendent.

KPB Ordinance 7.10.020 D