



# KENAI PENINSULA BOROUGH SCHOOL DISTRICT

## Assistant Superintendent

Dave Jones

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June 18, 2008

## MEMORANDUM

TO: Board of Education

FROM: Dave Jones, Assistant Superintendent

RE: Policy Revisions – Section 1000

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As a part of its annual review of policies, the Policy Review Committee has reviewed Section 1000. Additionally, they have reviewed *BP 3110*, *AR 3343*, *E 3343(a)*, *E3343(b)* and *BP 3491*.

The administration submits these policies for a final reading by the full Board.

Changes to this section are mostly housekeeping with the exception of

*Contents* – In reviewing the contents to the AASB policy we realized that we had become out-of-synch with their numbering system. We are changing the policy numbers only for 1230 – 1270.

*BP 1112 Media Relations* - Since meeting announcements and agenda are now on-line, we are deleting the reference to media receiving them upon request.

*BP 1150 Commendations and Awards* – Added link to web page regarding the Golden Apple Award.

*BP 1220 Advisory Committees* – Changed advisory committee conclusions and recommendations to notification on-line vs. in writing.

*BP 1250 Volunteer Assistance* – Requiring all potential volunteers to complete the application process.

*AR 1330 Use of School Facilities and Properties* – 1) Mentioned exhibit to be used for approval of use of Firearms, 2) deleted section on Community Schools, and 3) specified the exhibit to be used for the use agreement. Facility rates are currently being reviewed. Recommendations will be brought to the Board on rate increases during FY 2009.

*BP 1700 Relations Between Private Industry and the Schools* – Added encouragement for advertising sponsorship relationships.

*BP 3110 Transfer of Funds* – At Board request, the amount of budget transfers needing Board approval is increased from \$10,000 to \$50,000.

*AR 3343 Travel and Per Diem, E 3343(a) Statement of Expenses, and E 3343(b) Statement of Mileage Expenses* – Recommends meal expenses be reimbursed based on State of Alaska Rates. Mileage reimbursement and out-of-state per diem meal expenses are to be reimbursed per the federal GSA schedule.

*BP 3491 Equipment Reserve Fund* – This policy was last approved in May 2004, however, was apparently inadvertently deleted. We would like to appropriately correct this error.

Attached: Revised Policies

<b>Designee List</b>			
O. Concepts and Roles	1000		
A. Goals and Objectives	1010		
B. Youth Services	1020		
<b>1. Communication with the Public</b>	<b>1100</b>	<b><u>BP</u></b>	
A. Media	1110		
1. School-Sponsored Publications x1325	1111		
<b>2. Media Relations</b>	<b>1112</b>	<b><u>BP</u></b>	
<b>B. Public Involvement in Board Meetings</b>	<b>1120</b>	<b><u>BP</u></b>	
C. Responsibility of the School Personnel	1130		
D. Responsibilities of the Board	1140	<b><u>BP</u></b>	
E. Commendations and Awards	1150	<b><u>BP</u></b>	<b><u>AR</u></b>
2. Participation by the Public	1200		
A. School Community Associations	1210		
<b>B. Advisory Questions</b>	<b>1220</b>		
<b>C. Advisory Committees</b>	<b>1230</b>	<b><u>BP</u></b>	
<b>D. Organizations Supporting Student Activities (includes parent/booster clubs)</b>	<b>1240</b>	<b><u>BP</u></b>	<b><u>AR</u></b>
<b>E. Volunteer Assistance</b>	<b>1250</b>	<b><u>BP</u></b>	
<i>E1240 Volunteer Questionnaire</i>			
<b>F. Visits to Schools</b>	<b>1260</b>	<b><u>BP</u></b>	
<b>G. Educational Foundation</b>	<b>1270</b>		
3. Public Activities Involving Staff, Students or School Facilities	1300		
A. Relations between Public and the Schools	1310		
1. Participation in Community Life	1311		
<b>2. Public Complaints Concerning the Schools</b>	<b>1312</b>	<b><u>BP</u></b>	
<i>E1312 Complaint Form</i>			
a. Public Complaints Concerning School Personnel	1312.1	<b><u>BP</u></b>	<b><u>AR</u></b>
b. Public Complaints Concerning Instructional Material	1312.2	<b><u>BP</u></b>	<b><u>AR</u></b>
<i>E1312.2(a&amp;b): Request for Reconsideration of Instructional Materials: Library Bill of Rights</i>			
c. Public Complaints Concerning Discrimination	1312.3	<b><u>BP</u></b>	<b><u>AR</u></b>
d. Willful Disruption of the School	1313	<b><u>BP</u></b>	

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B. Relations between Public and Students x 6145.5	1320		
<b>1. Solicitation of Funds from and by Students</b>	<b>1321</b>	<b><u>BP</u></b>	
<i><u>E1321: Approved Student Fundraising</u></i>			
2. Public Performances by Students	1322		
3. Contests for Students	1323		
4. Gifts to Students	1324		
<b>5. Advertising and Promotion</b>	<b>1325</b>	<b><u>BP</u></b>	<b><u>AR</u></b>
a. Commercials	1325.1		
6. Voter Registration	1326		
<b>C. Use of School Facilities and Properties</b>	<b>1330</b>	<b><u>BP</u></b>	<b><u>AR</u></b>
<i><u>E1330 (a&amp;b) Room/Building Use Application</u></i>			
<i><u>E1330c Application for Community Possession of a Firearm or Deadly or Defensive Weapon on School Grounds</u></i>			
<b>D. Access to District Records (includes procedures and materials, requests for information, reports, surveys)</b>	<b>1340</b>	<b><u>BP</u></b>	<b><u>AR</u></b>
<i><u>E1340 Public Records Request</u></i>			
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		
<b>7. Relations Between Private Industry and the Schools</b>	<b>1700</b>	<b><u>BP</u></b>	

## SECTION 1000 DESIGNEE LIST

In each of the following policies, regulations or exhibit, the word “superintendent” is used to refer to the superintendent or “**designee**”. In each of the references of the term “superintendent” the designee is listed below:

<i>Policy/Regulation/Exhibit</i>	<i>Designee</i>
BP 1100 Communication with the Public	Senior Management
BP 1112 Media Relations	Senior Management
BP 1140 Responsibility of the Board Paragraph 3: “The Board shall contract with a Superintendent and may enter into a contract with that officer...”	Superintendent
Paragraph 5: “The Board shall require reports from its Superintendent concerning conditions of efficiency and...”	Senior Management
Paragraph 6: “The Board shall pass upon the annual budget prepared by the Superintendent.”	Chief Financial Officer
Paragraph 10: “The Board shall evaluate the Superintendent annually using a Board adopted evaluation instrument.”	Superintendent
Paragraph 11: “Members of the Board individually will refer compliments, suggestions and constructive criticism...”	Senior Management
<b>BP 1150 Commendations and Awards</b>	Human Resources Director
<b>AR 1150 Commendations and Awards</b>	Human Resources Director
<b>BP 1230 Advisory Committees</b>	Leadership Team
<b>BP 1240 Organizations Supporting Student Activities (includes parent/booster clubs)</b>	Chief Financial Officer
<b>BP 1250 Volunteer Assistance</b>	Senior Management
<b>BP 1260 Visits to the Schools</b>	Site Administrator
<b>BP 1312 Public Complaints Concerning the Schools</b>	Senior Management
<b>BP 1312.1 Public Complaints Concerning School Personnel</b>	Superintendent
<b>AR 1312.1 Public Complaints Concerning School Personnel</b>	Senior Management
<b>AR 1312.2 Public Complaints Concerning Instructional Material</b>	Assistant Superintendent
<b>BP 1312.3 Public Complaints Concerning Discrimination</b>	Assistant Superintendent
<b>BP 1321 Solicitation of Funds from and by Students</b> Paragraph 1: “Fund raising campaigns or drives that involve students and are approved at the school level,....”	Senior Management
Paragraph 2: “Any use of the permit for other than raffles must have approval from the Superintendent”	Senior Management
Paragraph 4: “When approved in advance by the Superintendent, funds may be solicited or materials...”	Senior Management
Paragraph 5: “The Superintendent may limit fund raising activities in order to prevent interference with the...”	Senior Management
<b>E 1321 Solicitation of Funds from and by Students</b>	Chief Financial Officer
<b>BP 1325 Advertising and Promotion</b>	Assistant Superintendent
<b>AR 1325 Advertising and Promotion</b>	Assistant Superintendent
<b>E 1330 Use of School Facilities</b>	Assistant Superintendent
<b>BP 1340 Access to District Records (includes procedures and materials, requests for information, reports, surveys)</b>	Assistant Superintendent
<b>AR 1340 Access to District Records (includes procedures and materials, requests for information, reports, surveys)</b>	Assistant Superintendent
<b>BP 1700 Relations Between Private Industry and the Schools</b>	Assistant Superintendent

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**Community Relations**

BP 1100

**COMMUNICATION WITH THE PUBLIC**

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

The Superintendent, within budgetary limits, shall use various means of communication to keep the public aware of the goals, programs, achievements and needs of our schools. One of the main tools of communication is the [District](#) website located at [www.kpbsd.k12.ak.us](http://www.kpbsd.k12.ak.us). Members of the community shall have opportunities to become involved in the schools and to express their interests and concerns.

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

*(cf. 0420 - School-Based Decision Making/ Site Councils)*  
*(cf. 1340 - Access to District Records)*  
*(cf. 9320 - Board Meetings)*

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:** \_\_\_\_\_

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**Community Relations**

BP 1112

**MEDIA RELATIONS**

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

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

Media representatives are welcome at all Board meetings.

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*(cf. 9320 - Board Meetings)*

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

*(cf. 1260 - Visits to the Schools)  
(cf. 3522.3 - Intruders on Campus)*

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

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*(cf. 9010 - Public Statements)*

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

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

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

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:** \_\_\_\_\_

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**Community Relations**

BP 1120

**PUBLIC INVOLVEMENT IN BOARD MEETINGS**

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

(cf. [9320](#) - Meetings)

(cf. [9321](#) - Closed Meetings)

(cf. [9322](#) - Agenda/Meeting Materials)

(cf. [9323](#) - Meeting Conduct)



**Community Relations**

BP 1150

**COMMENDATIONS AND AWARDS**

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

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

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

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

Reference:

[Golden Apple Award is located on KPBSD website at http://www.kpbsd.k12.ak.us/departments.aspx?id=8512](http://www.kpbsd.k12.ak.us/departments.aspx?id=8512)

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:** \_\_\_\_\_

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**Community Relations**

AR 1150

**COMMENDATIONS AND AWARDS**

Any Board member, employee, parent/guardian, student or community member may nominate an individual or organization for School Board recognition.

Persons nominating an individual, business or organization for School Board Recognition shall submit a written request to the Superintendent for consideration by the [District](#) Recognition Committee, a committee established by the School Board, to review and select individuals or organizations who have made an outstanding contribution to the [District](#).

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Types of School Board recognition may include, but are not limited to, the following:

1. Plaques or awards, to be presented at a Board meeting, for providing outstanding service to the [District](#).
2. Board Resolution, to be read at a Board meeting, for distinguished service to to education or in recognition of an educational achievement.
3. Letter of Recognition, to be prepared by the Superintendent behalf of the Board, for significant achievement and/or service by groups such as the basketball team, choir, band, and parent/guardian/community organizations.
4. Receptions and other informal recognition activities to recognize outstanding service to the [District](#).

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**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:** \_\_\_\_\_

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**ORGANIZATIONS SUPPORTING STUDENT ACTIVITIES**

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

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

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

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**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**  
**Adoption Date:** \_\_\_\_\_

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**Community Relations**

AR 1240

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**ORGANIZATIONS SUPPORTING STUDENT ACTIVITIES**

Requests for recognition as a student support organization shall be submitted to the principal and shall contain:

1. The name of the organization.
2. The date of application.
3. Membership qualifications.
4. The names, addresses and phone numbers of all officers.
5. A brief description of the organization's purpose.
6. The signature of the representative who submits the request for authorization.
7. Evidence of non-profit status and/or liability insurance.

*(cf. 1330 - Use of School Facilities & Properties)*

Authorizations shall be automatically renewed each year per receipt of current information.

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

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

For those groups operating within the District (not a stand-alone, non-profit group), funds raised and used will be co-operatively managed by the organization's executive committee and the school administrator.

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School connected organizations must submit an annual financial statement showing all expenditures and all income from fund raisers. These are compiled at the school level and reported to the Superintendent. School connected organizations automatically grant the District the right to audit their financial records at any time, either by District personnel or by a CPA.

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**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**  
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**Community Relations**

BP [1240](#)

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

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

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**Community Relations**

AR [1240](#)

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6. The signature of the representative who submits the request for authorization.
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**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

Adoption Date: \_\_\_\_\_

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**Community Relations**

BP [1250](#)

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**VOLUNTEER ASSISTANCE**

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

Individuals wishing to volunteer in the schools shall complete a [District](#) designed application process.

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The Superintendent shall establish regulations to protect the safety of both students and volunteers. Volunteers shall act in accordance with [District](#) policies and regulations.

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

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**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:**

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## VOLUNTEER QUESTIONNAIRE

*You are a recipient of unconditional love, you are a volunteer!*

<b>PERSONAL</b>			
Name		Phone #	
Address		City	Zip
I am available to be at school the following days:			
<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday			
<b>EMPLOYMENT</b>			
I am presently: <input type="checkbox"/> working full time <input type="checkbox"/> working part time <input type="checkbox"/> homemaker			
<input type="checkbox"/> college student <input type="checkbox"/> retired <input type="checkbox"/> high school student			
<b>EXPERIENCE/SKILLS</b>			
Volunteer experience:			
Work experience:			
Specific skills I would like to share:			
<b>EMERGENCY CONTACT</b>			
Name		Home Phone #	
<input type="checkbox"/>	I just LOVE working with kids! Count me in during	<input type="checkbox"/> Reading	<input type="checkbox"/> Math
<input type="checkbox"/>	I prefer working with kids in _____ grades.		
<input type="checkbox"/>	I'm energetic! I like to do busy work such as filing, Xeroxing, bulletin boards.		
<input type="checkbox"/>	I'm an organizer and can make phone calls for PTA or classroom teachers.		
<input type="checkbox"/>	WOW..the library needs help. I can do that!		
<input type="checkbox"/>	I am creative! I could create a bulletin board or help with an art project.		
<input type="checkbox"/>	Boy can I work well on a committee (Family Fun Night, Reflections, Book Fair, Teacher Appreciation, Canned Food Drive, Recycling, Fund Raising, Baking, etc.)		
<input type="checkbox"/>	I have some great stories and pictures from a trip I took that I can share with kids.		
<input type="checkbox"/>	Everyone is special! I have a talent and/or hobby I can share!		
<input type="checkbox"/>	I would like to write news articles for the newspaper.		
<input type="checkbox"/>	I can help sponsor an after-school activity such as sports, cooking, languages and art!		
<input type="checkbox"/>	I'm a very safe driver and would love to help transport kids on a field trip. Oh the places we could go!		
<input type="checkbox"/>	I'm pretty good with a computer; I could help in the computer lab.		
<input type="checkbox"/>	I would love to help in the office: <input type="checkbox"/> answering phones <input type="checkbox"/> filing <input type="checkbox"/> copying <input type="checkbox"/> typing <input type="checkbox"/> laminating.		
<i>All volunteers MUST have T.B. tests in order to volunteer in school. The school nurse can administer at no charge.]</i>			



**Community Relations**

BP [1260](#)

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**VISITS TO THE SCHOOLS**

The School Board encourages parents/guardians and interested members of the community to visit the schools and, in compliance with established procedures, view the educational program. The Superintendent shall invite parents/guardians and the community to open house activities and other special events.

*(cf. 1112 - Media Relations)*

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

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

*(cf. 3520 – School Safety & Security)*  
*(cf. 3522 – School Security)*  
*(cf. 3522.3 - Intruders on Campus)*

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**  
**Adoption Date:** \_\_\_\_\_

Deleted: 6/2/03

**Kenai Peninsula Borough School District  
Complaint Form**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Name: \_\_\_\_\_ School: \_\_\_\_\_  
Mailing \_\_\_\_\_ Grade Level of \_\_\_\_\_  
Address \_\_\_\_\_ Student: \_\_\_\_\_

| School Board Policy 1312 (Community Relations)

In order to promote fair and constructive communications, this form shall govern the resolution of complaints. Complaints concerning school personnel should be made directly by you to the person against whom the complaint is lodged. If the complaint cannot be resolved informally by the person involved, please submit the complaint in writing to the school principal or immediate supervisor.

1. Include the name of each employee involved and brief summary of the complaint and the facts surrounding it.
  
  
  
  
  
  
  
  
  
  
2. Please include a description of the efforts made to discuss the complaint with the employee involved and the failure to resolve the matter.

Central Office Use:

Teacher/Staff       Principal       Special Programs       Curriculum  
 Schedule       Co-Curricular Activities       Discipline       Other/Specify

***Please return completed form to the Assistant Superintendent of Instruction.*** 8/5/03

**Community Relations**

BP 1312.1

**PUBLIC COMPLAINTS CONCERNING SCHOOL PERSONNEL**

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

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*(ref. - Policy and Procedure Handbook for Teacher Evaluation)*  
*(cf. 1260 - Visits to the School)*  
*(cf. 1312 - Public Complaints Concerning the Schools)*  
*(cf. 4112.6 - Personnel Records)*  
*(cf. 9323 - Meeting Conduct)*

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

*(cf. 5141.4 - Child Abuse and Neglect (Reporting Procedures))*

*Legal Reference:*  
ALASKA STATUTES  
*44.62.310 Agency meetings public*

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:** \_\_\_\_\_

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**Community Relations**

AR 1312.1(a)

**PUBLIC COMPLAINTS CONCERNING SCHOOL PERSONNEL**

In order to promote fair and constructive communication, the following procedures shall govern the resolution of complaints. Every effort should be made to resolve a complaint at the earliest possible stage. Complaints concerning school personnel should be made directly by the complainant to the person against whom the complaint is lodged. Parents/guardians are encouraged to attempt to orally resolve concerns with the staff member personally.

1. If the complaint cannot be resolved informally by the persons involved, the complainant may submit the complaint in writing to the school principal or immediate supervisor. A written complaint must include the name of each employee involved and a brief but specific summary of the complaint and the facts surrounding it. It should also include a specific description of efforts made to discuss the complaint with the employee involved and the failure to resolve the matter.
2. All written complaints regarding District personnel other than administrators shall be initially filed with the principal or immediate supervisor. If the complaint regards a principal or central office administrator, the written complaint shall be initially filed with the Superintendent. If the written complaint concerns the Superintendent, it shall be initially filed with the Board President. If the complaint is also against the District, the principal shall provide a copy of the complaint to the District Superintendent so that appropriate procedures may be followed.
3. The principal or immediate supervisor shall investigate and attempt to resolve the complaint. Once the investigation is complete, all concerned parties will be advised as to the outcome.
4. If the complaint remains unresolved after review by the principal or the immediate supervisor, the complainant may appeal to the Superintendent for consideration. The complainant, the employee, or the Superintendent may ask to address the School Board regarding the complaint.
5. Except when a complaint is directed against the Superintendent, no party to a complaint may address the Board, either in closed or open session, unless the Board has received a Superintendent's written report concerning the complaint.

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AR 1312.1(b)

**PUBLIC COMPLAINTS CONCERNING SCHOOL PERSONNEL** (continued)

6. Complaints before the Board concerning an employee that may tend to be prejudicial to the employee's reputation or character shall be addressed in executive session of the Board except that the employee may require the hearing to be conducted in open session. All parties to a complaint, including the school administration, may be asked to attend a Board meeting or part of such meeting for the purpose of presenting all available evidence and allowing every opportunity for explaining and clarifying the issue. Any decision of the Board following the hearing shall be final.

*(cf. 9321 - Executive Sessions)*

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:** \_\_\_\_\_

Deleted: 6/2/03

## Community Relations

AR 1312.2(a)

### CHALLENGES TO INSTRUCTIONAL MATERIALS

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

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#### Complaint and Review Process for Required Material:

Complaints must be presented in writing to the principal on the appropriate District form (*E 1312.2 Request for Reconsideration of Instructional Materials*).

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Complaints regarding printed material must specify the precise nature of the objection. The statement must be signed and identified in such a way that a proper reply will be possible.

When the complaint involves required instructional material, such as a required book or video, individual students may be excused from the required use of challenged materials after the parent/guardian has presented a written complaint. The teacher will then assign the student alternate materials of equal merit.

Use of the materials by a class, school or the District, however, shall not be restricted until the Board has made a final decision.

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Upon receiving a complaint, the principal will acknowledge its receipt and answer any questions regarding procedure. The principal will then notify the Superintendent and the teacher(s) involved of the complaint. The principal will confer with the teacher or certificated staff using the material to discuss alternative materials or options for the teacher and student.

After receiving the complaint, the Superintendent will convene the Instructional Review Committee.

The Instructional Materials Review Committee shall be composed of the following:

1. Assistant Superintendent for Instruction,
2. one Board member,
3. one principal,
4. two teachers,
5. one librarian,
6. four community members, and
7. one student.

**CHALLENGES TO INSTRUCTIONAL MATERIALS** (continued)

The duties of the Instructional Material Review Committee shall be as follows:

1. Consider all requests for reconsideration of instructional materials used in schools.
2. Base decisions on the principles of the freedom to learn, read and inquire.
3. Study thoroughly all materials referred to them and read available reviews.

The Instructional Materials Review Committee will use the following process:

1. The essential criteria utilized to reconsider instructional materials will be the American Library Association Bill of Rights.
2. The general acceptance of the materials shall be checked by consulting standard evaluation aids and other authorities.
3. Instructional materials will be evaluated according to the criteria used to select instructional material in the District. Passages or parts may not be taken out of context. Values and faults are to be weighed against each other, and the opinions based on the material as a whole.
4. Following evaluation of materials, a report with recommendations shall be reported to the Board. The committee's report may present both majority and minority opinions.

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

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The Review Committee shall summarize its findings in a written report and submit it in a timely fashion to the Superintendent who will place the issue on the agenda for the next regular meeting of the Board for final action.

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The report and recommendation of the Review Committee shall be brought to the School Board for review and approval.

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Deleted: committee

The Superintendent shall notify the complainant of the Board's decision.

The Superintendent will send a copy of the committee's report and the action of the Board to all schools in the District.

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

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**CHALLENGES TO INSTRUCTIONAL MATERIALS** (continued)

**Process for Non Required Materials:**

When the complaint involves non required materials, such as optional supplemental videos, library books, materials used in extra curricular activities or programs, the individual students may be excused from the use of the challenged materials after the parent/guardian has presented a written complaint. The teacher may then suggest or recommend alternate materials of equal merit.

The right of a teacher, program, school, or District to use the non required supplemental materials shall not be restricted until a decision has been made by the Superintendent, following receipt of the recommendation of the instructional team or review committee.

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Complaints must be presented in writing to the principal on the appropriate District form (*E 1312.2 Request for Reconsideration of Instructional Materials*).

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Complaints regarding printed material must specify the precise nature of the objection. The statement must be signed and identified in such a way that a proper reply will be possible.

Upon receiving a complaint, the principal will acknowledge its receipt and answer any questions regarding procedure. The principal will notify the Assistant Superintendent for Instruction and the teacher(s) involved of the complaint. The principal will confer with the teacher or certificated staff using the material to discuss alternative materials or options for the teacher and student.

After receiving the complaint, the Assistant Superintendent for Instruction will convene a District Instructional Review Team to review the complaint, prepare a summary report and make recommendation to the Superintendent on the actions to be taken.

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The District Instructional Review Team shall be composed of the following:

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1. Assistant Superintendent for Instruction,
2. Director of Curriculum
3. Staff Development Specialist
4. At least one appropriate grade level or content teachers,
5. One librarian or District media specialist

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**CHALLENGES TO INSTRUCTIONAL MATERIALS** (continued)

The duties of the Instructional Review Team shall be as follows:

1. Consider all requests for reconsideration of non-required instructional materials used in schools.
2. Base decisions on the principles of the freedom to learn, read and inquire.
3. Study thoroughly all materials referred to them and read available reviews.

The Instructional Review Team will use the following process:

1. The essential criteria utilized to reconsider instructional materials will be the American Library Association Bill of Rights.
2. The general acceptance of the materials shall be checked by consulting standard evaluation aids and other authorities.
3. Instructional materials will be evaluated according to the criteria used to select instructional material in the District. Passages or parts may not be taken out of context. Values and faults are to be weighed against each other, and the opinions based on the material as a whole.
4. Following evaluation of materials, a report with decision shall be reported to the Superintendent.

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

The Instructional Review Team may make one of three decisions:

- (1) to allow status quo – continued access and use of the material as currently allowed;
- (2) to modify/limit access or use of the material;
- (3) to have material and complaint reviewed by the Instructional Review Committee as described in the section for required materials

The review committee shall summarize its findings and decision in a written report and submit it in a timely fashion to the Superintendent.

The Superintendent will review the report and decision of the instructional review team and will provide a copy of the report and decision to the Board.

Should the Superintendent accept the decision, he or she will notify the Board and complainant of the decision and provide information on the appeal process to the complainant.

AR 1312.2(e)

**CHALLENGES TO INSTRUCTIONAL MATERIALS** (continued)

Should the Superintendent reject the decision, he or she will notify the team, the complainant, and the Board. The Superintendent may require a full review of the material by the Instructional Review Committee, make an independent recommendation to the Board, or place the issue as an action item on the agenda for the next regular meeting of the Board.

| When the District reviews any challenged instructional material, it shall not be subject to any additional reconsideration for 12 months.

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**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:** \_\_\_\_\_

Deleted: 6/2/03

E 1312.2(a)

**Kenai Peninsula Borough School District**  
**Request for Reconsideration of Instructional Materials**

Title, Author, Other Description of Material: \_\_\_\_\_

Type:	<input type="checkbox"/> Text	<input type="checkbox"/> Reader	<input type="checkbox"/> Library Book	<input type="checkbox"/> Periodical	<input type="checkbox"/> Pamphlet
	<input type="checkbox"/> Film	<input type="checkbox"/> Recording	<input type="checkbox"/> Other (describe):		

1. Statement of objection (Please be specific: cite page, concepts, vocabulary, etc.).  
\_\_\_\_\_  
\_\_\_\_\_
2. What impact or affect do you feel this material has on students?  
\_\_\_\_\_  
\_\_\_\_\_
3. For what age/grade would you recommend this material?  
\_\_\_\_\_
4. Is there anything good about this material?  
\_\_\_\_\_  
\_\_\_\_\_
5. Did you read or see the entire contents?  
What parts?  
\_\_\_\_\_
6. What is the evaluation of this material by literary or educational critics?  
\_\_\_\_\_  
\_\_\_\_\_
7. What do you believe to be the theme or purpose of this material?  
\_\_\_\_\_  
\_\_\_\_\_
8. What purpose or goal does the teacher have for use of this material?  
\_\_\_\_\_  
\_\_\_\_\_
9. What action do you recommend that the School District take regarding this material?  
 Do not assign my child.     Refer for reevaluation by IMC committee  
 Withdraw from school use.     Restrict use to higher grades, specify \_\_\_\_\_
10. What material do you recommend that will serve a similar purpose?  
\_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Phone: \_\_\_\_\_

E 1312.2 (b)

**LIBRARY BILL OF RIGHTS**

The American Library Association affirms that all libraries are forums of information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**  
**Adoption Date: 7/1/96**

## Community Relations

BP 1312.3(a)

### PUBLIC COMPLAINTS CONCERNING DISCRIMINATION

The Superintendent shall establish procedures to investigate and seek to resolve complaints alleging unlawful discrimination related to educational programs and activities.

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

*(cf. 1340 - Access to District Records)*

*(cf. 4112.6 - Personnel Records)*

*(cf. 5125 - Student Records)*

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

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

*(cf. 1312.1 - Public Complaints Concerning School Personnel)*

*(cf. 1312.2 - Public Complaints Concerning Instructional Materials)*

*(cf. 5141.4 - Child Abuse and Neglect (Reporting Procedures))*

#### Legal Reference:

##### ALASKA STATUTES

14.18.010 *Discrimination based on sex and race prohibited*

14.18.020 *Discrimination in employment prohibited*

14.18.090 *Enforcement by state board of education*

14.18.100 *Remedies (Sex or Race Discrimination)*

##### ALASKA ADMINISTRATIVE CODE

4 AAC 06.510 *Discrimination in hiring practices*

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

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

#### Deleted: ¶

Note: 4 AAC 06.560 mandates that the District adopt and make available to the public written grievance procedures for violations of A.S. 14.18 or 4 AAC 06.500 - 4 AAC 06.600, governing sex and race discrimination.¶

BP 1312.3(b)

**PUBLIC COMPLAINTS CONCERNING DISCRIMINATION** (continued)

TITLE VI, CIVIL RIGHTS ACT OF 1964

TITLE VII, CIVIL RIGHTS ACT OF 1964

TITLE IX, EDUCATION AMENDMENTS OF 1972

SECTION 504, REHABILITATION ACT OF 1973

34 CODE OF FEDERAL REGULATIONS

200.74 and Part 300

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

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

CIVIL RIGHTS RESTORATION ACT

20 U.S.C. 1683 et seq.

VOCATIONAL REHABILITATION ACT OF 1973, SECTIONS 503 AND 504

29 U.S.C. 791 et seq.

AGE DISCRIMINATION IN EMPLOYMENT ACT

29 U.S.C. 621 et seq.

VIETNAM ERA VETERANS' ACT

38 U.S.C. 2011 et seq.

AMERICANS WITH DISABILITIES ACT

42 U.S.C. 12101 et seq.

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:** \_\_\_\_\_

Deleted: 6/2/03

**Community Relations**

**PUBLIC COMPLAINTS CONCERNING DISCRIMINATION**

**Compliance Responsibility**

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

Assistant Superintendent for Instruction  
148 N. Binkley  
Soldotna, AK 99669  
(907) 262-5846

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

**Filing of Complaint**

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

**Investigation of Complaint**

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

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

**Written Decision**

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

- 1. The findings and disposition of the complaint, including corrective actions, if any.

**Deleted:** ¶  
Note: 4 AAC 06.560 requires that discrimination grievance procedures provide for a hearing before the Board on the record and a final decision within 60 days. ...

**Deleted:** ¶  
Note: Federal law requires the district to designate the person responsible for the overall implementation of the requirements of Title IX and Section 504, which prohibit discrimination on the basis of sex and handicap. ...

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2. The rationale for the above disposition.

3. Notice of the complainant's right to appeal the decision and procedures to be followed for initiating such an appeal.

**Appeal to the Board**

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

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**State or Federal Appeal**

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

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

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:**

Deleted: 7/1/96



**WILLFUL DISRUPTION OF THE SCHOOL**

The School Board recognizes that parents, legal guardians, and other adults may misunderstand or disagree with the policies of the District or the actions of its employees. The Board expects the staff and administration to respond to such concerns in a polite and professional manner. The Board also expects that parents and other adults will conduct themselves in an appropriate manner in their efforts to pursue such matters, including use of the District's compliant procedures.

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In resolving such concerns, a safe and orderly learning environment in which teachers can teach and students can learn must be maintained. The School Board does not condone having its employees subjected to name calling, defamation of character, threats, or coercion of any kind. Adults who violate these standards of conduct shall be instructed to conduct themselves in a proper manner or to leave School District property. Should an individual refuse to follow these instructions in a prompt and orderly manner, the Superintendent, principal, or designee, is authorized to call law enforcement agencies for assistance to have the individual removed and charges may be filed for willful disruption of the school. Other charges which are applicable may also be filed at the discretion of the administrator.

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(cf. 1260 – Visits to the Schools)  
(cf. 3520 – School Safety and Security)  
(cf. 3522.3 – Intruders on Campus)

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**KENAI PENINSULA SCHOOL DISTRICT**  
**Adoption Date:** \_\_\_\_\_

Deleted: 3/5/2001

**SOLICITATION OF FUNDS FROM AND BY STUDENTS**

Fund raising campaigns or drives that involve students and are approved at the school level, shall be reported to the Superintendent. In approved drives, no individual or group quotas shall be required for students, donations shall be voluntary and without pressure. Due to safety concerns, door-to-door solicitation by students without parental accompaniment is discouraged, especially at the elementary level.

Schools must apply to the state annually for gaming permits to operate any games of chance and contests of skill (raffle, bingo, etc.). Any use of the permit for other than raffles must have approval from the Superintendent.

Upon the dissolution of the organization, the disposition of net proceeds from charitable gaming will go to a charitable organization or another qualified organization that is authorized to conduct an activity.

When approved in advance by the Superintendent, funds may be solicited or materials distributed for those nonprofit, nonpartisan charitable organizations that are properly chartered or licensed by state or federal law.

*(cf. 3452 - Student Activity Funds)*  
*(cf. [1240](#) - Organizations Supporting Student Activities)*  
*(cf. 3290 - Gifts, Grants, and Bequests)*

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

No student shall be denied admission to a class for failure to raise a specified amount of money for activities associated with a class. Enrichment activities outside the normal requirements of a course may have individual fees required for attendance or participation.

Legal Reference

*AS 05.15.690 - Games of Chance and Contests of Skill*

**Community Relations**

BP 1325

**ADVERTISING AND PROMOTION**

**Public Information**

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

- (cf. 0100 - Philosophy)*
- (cf. 0410 - Nondiscrimination in District Programs and Activities)*
- (cf. 1321 - Solicitation of Funds from and by Students)*
- (cf. 5145.2 - Freedom of Speech/Expression: Publications Code)*
- (cf. 6145.5 - Student Organizations and Equal Access)*
- (cf. 6162.8 - Research)*

**Paid Advertisements**

Advertising copy may be solicited provided it does not interfere with school-community relations.

The District shall not accept advertising copy which:

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1. Is obscene, libelous, or slanderous, or which incites students to commit unlawful acts, violate school rules, or disrupt the school's orderly operation.
2. Attacks or denigrates any group on account of sex, race, color, religion, ancestry, national origin, handicap or disadvantage.
3. Promotes the use or sale of materials or services which are illegal or inconsistent with school objectives. Ads for tobacco, intoxicants, and x-rated movies or products shall not be used.

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

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

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:**

Deleted: 6/2/03

**Community Relations**

AR 1325

**ADVERTISING AND PROMOTION**

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

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

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**  
**Adoption Date: 6/2/03**

**USE OF SCHOOL FACILITIES AND PROPERTIES**

The Board encourages community groups to use school facilities for civic, educational, cultural, and recreational purposes. School related activities shall take precedence over other use of school facilities. When not in conflict with this primary mission, facilities should be available for community use as much as possible, subject to the following limitations:

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Note: A.S. 14.03.100 authorizes boards to grant the use of school facilities for lawful gatherings and assemblies and mandates that boards adopt written bylaws to insure reasonable and impartial use of school facilities.¶

1. Rental fees should be charged as defined by regulation.
2. Facility use must preserve facilities and properties for District educational programs.
3. Facility use should be scheduled through the principal.

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*(cf. 0100 - Philosophy)  
(cf. 0430- Community School Program)  
(cf. 6145.5 – Student Organizations and Equal Access)*

*Legal Reference:*

ALASKA STATUTES  
*04.16.080 Sales or consumption at school events  
14.03.100 Use of school facilities  
14.36.010-14.36.070 Community schools*

ALASKA ADMINISTRATIVE CODE  
*4 AAC 32.0100-32.030 Community schools*

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

**Community Relations**

AR 1330(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.
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 the [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.
10. Rental agreements are not transferable.

**Deleted:** express written permission of the Superintendent (not by a designee).

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9. Concessions operated in Community School programs shall be supervised by Community School coordinators. Operational costs shall be paid for from receipts, and the profit shall be deposited in the community school activity fund account. ¶

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**USE OF SCHOOL FACILITIES AND PROPERTIES** (continued)

- | 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. Deleted: 12
  
- | 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. Deleted: 13
  
- | 13. Fire and safety regulations shall be observed. Deleted: 14
  
- | 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. Deleted: 15
  
- | 15. Violation of these rules and regulations shall restrict subsequent facility use agreement. Deleted: 16
  
- | 16. The District reserves the right to cancel a Room/Building Use Form [E1330(a)] 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. Deleted: 17  
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- | 17. The District is not responsible for loss or damage to personal property by individuals or groups. Deleted: 18  
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- | 18. The District may require a hold harmless agreement and/or certificates of insurance, when appropriate. Deleted: 19  
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- | 19. Violation of these rules or regulations shall restrict subsequent facility use agreement. Deleted: 20

**Application Procedure**

- 1. School facilities use applications shall be filed with the principal ten (10) days prior to the date when facilities are to be used.

**USE OF SCHOOL FACILITIES AND PROPERTIES** (continued)

2. One (1) copy of the approved [E 1330a Room/Building Use Application](#) will be retained at the school, one (1) copy will be returned to the requesting party, if appropriate.
3. Rental, labor, or other charges assessed shall be itemized on the report of building use form and one (1) copy submitted to the school, one (1) copy to the party making the request. The principal will be responsible for collecting all charges for rental, labor, supplies, damages, or other fees.

Deleted: use agreement

**Priority Use of Facilities**

1. BOARD APPROVED PROGRAMS such as PAC's, band and orchestra parents, Community School classes/activities, 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. Requests shall be submitted to the principal. 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.
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.

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**USE OF SCHOOL FACILITIES AND PROPERTIES** (continued)**Fees**

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

<u>Facility Use</u> <sup>1</sup>	<u>Standard Rental</u> <sup>2</sup>	<u>Commercial Rental</u> <sup>3</sup>
Classrooms–regular	\$15.00/hour	\$25.00/hour
Classrooms–specialized <sup>4</sup>	20.00/hour	35.00/hour
Gymnasium	30.00/hour	55.00/hour
Kitchens <sup>5</sup>	20.00/hour	35.00/hour
Dining Areas	20.00/hour	35.00/hour
Swimming Pools (includes life guard)	*20.00/hour	45.00/hour

\*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) 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** (continued)

**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.

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A use of school facilities permit 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, 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 Room/Building Use Application.

Theater rules prohibit:

1. food, drinks, gum, smoking, feet on the furniture;
2. tampering with switches, equipment, or property;
3. issue of keys to non-school personnel;

**USE OF SCHOOL FACILITIES AND PROPERTIES** (continued)

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.

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.

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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. Teen Center, 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.

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.

**USE OF SCHOOL FACILITIES AND PROPERTIES** (continued)

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.

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 District 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.

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**KENAI PENINSULA BOROUGH SCHOOL DISTRICT,**  
**Adoption Date: \_\_\_\_\_**

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KENAI PENINSULA BOROUGH SCHOOL DISTRICT  
Room/Building Use Application

E 1330(a)

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School \_\_\_\_\_ Room Name, No., Etc. \_\_\_\_\_ Date(s) of Activity \_\_\_\_\_  
Age(s) of group \_\_\_\_\_ Admission  will,  will not, be charged.  
(Day of Week) \_\_\_\_\_  
From: \_\_\_\_\_ to \_\_\_\_\_ Approximate number of people using the facility \_\_\_\_\_  
(Include time to setup & take-down)

Purpose for Which Facility Will be Used \_\_\_\_\_ Organization \_\_\_\_\_

I have read and agree to the Instructions, and Conditions of Use. If using auditorium, I have also read and agree to AR 1330(e-g).  
 Certificate of Insurance is attached.

Person-In-Charge \_\_\_\_\_ Signature of Applicant \_\_\_\_\_

Mailing Address \_\_\_\_\_ Phone \_\_\_\_\_

See AR1330(d) for fee information.  
A room/building use fee  will,  will not, be charged. Amount \$ \_\_\_\_\_  
A custodial fee  will,  will not, be charged. Amount \$ \_\_\_\_\_ per hour plus overtime  
A technical fee  will,  will not, be charged. Amount \$ \_\_\_\_\_  
TOTAL \$ \_\_\_\_\_

Additional conditions/comments: \_\_\_\_\_

Approval of Local School Administrator \_\_\_\_\_ Date \_\_\_\_\_

COPY: School, Applicant, Community Schools (if appropriate)

**Instructions**

This application must be presented to the local building administrator ten (10) days prior to the date facilities are to be used. If approved, one copy will be retained at the school, one copy will be returned to the party making the request and, if appropriate, one copy will be submitted to the local Community School Programs office.

Where charges for room/building use apply, scheduling or rental fees will be charged according to rates established by the Board of Education. Cost of custodial or other services will be assessed at the conclusion of the activity according to the level of service provided. Such charges will be itemized on this form with one copy retained at the school and one copy sent to the party making the request. All scheduling, rental and/or custodial fees will be paid to the local school. No fees are charged for school or community school sponsored programs and activities, parent advisory committees, or PTA groups.

All applicants are responsible for adult supervision, cleanup and building security. Therefore, a mutually satisfactory agreement must be reached with the local building administrator or the custodian for this type of service prior to the start of such activities. If the applicant/lessee seeks to use school premises outside of normal school attendance hours for a community function, the applicant/lessee acknowledges that no school staff will be on duty unless the applicant arranges for a specific staff service in advance. The applicant/lessee agrees that it is responsible for adult supervision, interior cleanup, building security, and exterior maintenance of the sidewalks or walkways, including snow/ ice removal and application of traction control. The applicant/lessee further agrees that it is subject to all provisions of the administrative rules and regulations governing the community use of school facilities.

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 District 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.

**[See E1330(b) for Conditions of Use]**

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## E 1330(b)

### 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.
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 the express written permission of the Superintendent.
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. Concessions operated in community school programs shall be supervised by Community School coordinators. Operational costs shall be paid for from receipts, and the profit shall be deposited in the Community School activity fund account.
10. 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.
11. Rental agreements are not transferable.
12. 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.
13. 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.
14. Fire and safety regulations shall be observed.
15. 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.
16. Violation of these rules and regulations shall restrict subsequent facility use agreement.
17. The District reserves the right to cancel a 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.
18. The District is not responsible for loss or damage to personal property by individuals or groups.
19. The District may require a hold harmless agreement and/or certificates of insurance, when appropriate.
20. Violation of these rules or regulations shall restrict subsequent facility use agreement.

### Application Procedure

1. School facilities use applications shall be filed with the principal ten days prior to the date when facilities are to be used.
2. One copy of the approved use agreement will be retained at the school, and one copy will be returned to the requesting party, if appropriate.
3. Rental, labor, or other charges assessed shall be itemized on the Room/Building Use Application and one copy submitted to the school, one copy to the party making the request. The principal will be responsible for collecting all charges for rental, labor, supplies, damages, or other fees.

### Priority Use of Facilities

1. BOARD APPROVED PROGRAMS such as PAC's, band and orchestra parents, Community School classes/activities, 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. Requests shall be submitted to the principal. 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.
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.

**Application for Community Possession of a Firearm or  
Deadly or Defensive Weapon on School Grounds**

**Name or Organization** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**Contact Name** \_\_\_\_\_  
**Phone Number** \_\_\_\_\_

**Description of Event** \_\_\_\_\_  
**Location of Event** \_\_\_\_\_  
**Date of Event** \_\_\_\_\_  
**Time of Event** \_\_\_\_\_

**Narrative justification for request (include description of firearm or deadly or defensive  
weapon/purpose for possession on school grounds/names of participants/safety practices/etc).**

<b>Building Administrator</b> Date:	<b>Local Law Enforcement Official</b> Date:	<b>Superintendent</b> Date:	Deleted: or Designee
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**A copy of this request must be carried on the person of any individual given permission to  
have a firearm or weapon on school grounds. Approval is only valid for the date of this event.**

**Community Relations**

BP 1340

**ACCESS TO DISTRICT RECORDS**

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

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*(cf. 4112.6/4212.6/4312.6 - Personnel Records)*  
*(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential Information)*  
*(cf. 5125 - Student Records; Confidentiality)*  
*(cf. 9011 - Confidential Information)*  
*(cf. 9321 - Executive Sessions)*

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

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The District may charge for copies of public records or other materials requested by individuals or groups and such records shall be provided to the requesting party within three days of receipt of the written request. (E 1340). The charge, based on actual costs of preparation and duplication, shall be determined by the Superintendent. Costs for production of items resulting in nominal charges may be waived by the Superintendent.

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*Legal Reference:*

ALASKA STATUTES  
*09.25.120-09.25.220 Public Records Act*  
*14.14.090 Additional duties*  
*City of Kenai v. Kenai Peninsula Newspapers, 642 P2d 1316 (Alaska 1982)*  
*Anchorage School District v. Anchorage Daily News, 779 P2d 1191 (Alaska 1989)*

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

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:** \_\_\_\_\_

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**Community Relations**

AR 1340(a)

**ACCESS TO DISTRICT RECORDS**

Any person may have access to and receive a copy of any identifiable public record. Requests for District records shall be submitted to the Superintendent. The District shall, consistent with the orderly conduct of District business, make a good faith and diligent effort to provide a rapid and intelligible response to requests for inspection of records. District records shall be examined in the presence of the staff member regularly responsible for their maintenance and security or his/her designee.

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Public records include any writings and records except:

1. records of vital statistics and adoption proceedings which shall be treated in the manner required by AS 18.50. (AS. 09.25.120)
2. records pertaining to juveniles. (AS. 09.25.120)
3. medical and related public health records. (AS. 09.25.120)
4. records required to be kept confidential by a federal law or regulation or by state law. (AS. 09.25.120)
5. names, addresses, or other personal identifying information contained in school library records, except as requested by the parent/guardian. (AS 09.25.130)
6. records exempted by Board action including but not limited to: (AS. 09.25.120)
  - a. Personnel evaluation records (4 AAC 19.040)
  - b. Reports of ongoing investigation involving students or District employees.
  - c. Records regarding ongoing negotiations on a pending collective bargaining agreement, disclosure of which would impair the District's bargaining position.
  - d. Records of contemplated purchase, lease, or acquisition of real property, or other property or services where release would impair the District's ability to obtain favorable terms in the transaction, or where the disclosure would provide the potential seller with an unfair competitive advantage.

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**ACCESS TO DISTRICT RECORDS** (continued)

- e. Information obtained by the District's insurance carriers and their attorneys and agents regarding potential or pending claims against the District.
- f. Communication between any District department, School Board member, and the borough or District's attorney concerning pending or actual litigation.

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

Where there is a question as to whether the information or records requested are exempt from disclosure, privileged or confidential, the request shall be referred to the Superintendent for a determination as to whether the material is subject to disclosure. If the information requested is determined to be exempt from disclosure, the person requesting the information shall be advised in writing, stating the applicable law or rule of exemption, within 3 working days of receiving the request.

If the request is vague or so broad as to make it difficult to determine or identify the records of information requested, the employee shall so advise the requesting person within 3 days of receiving the request.

If the records cannot be located in time to make a response within 3 working days of the request, the requesting party shall be promptly so advised; if the requesting party still desires the information or records, a reasonable and diligent search shall be made for them.

Original records or information shall not leave the custody of the School District.

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AR 1340(c)

The District may require the requestor to prepay all costs and expenses associated with responding to a request for records, including reasonable personnel, administrative overhead, copying costs, or other associated expenses. The Superintendent may waive imposition of costs when in the best interest of the District.

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The District has no requirement to organize, coordinate, collate, modify, create, interpret, program, translate, transcribe, decode, or otherwise convert information which is requested. Any request for public records in a form which requires the District or any of its employees to do such acts may be granted only on a time available basis. Requests of this nature must have reasonable costs, as determined by the Superintendent, prepaid by the requestor.

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*(cf. 1312 - Complaints Concerning the Schools)*

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**  
**Adoption Date:**

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KENAI PENINSULA BOROUGH SCHOOL DISTRICT	E1340
<b>PUBLIC RECORDS REQUEST</b>	
148 N. Binkley Street Soldotna, AK 99669	Telephone: 907-714-8888 FAX: 907-262-9645

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Email: \_\_\_\_\_

Telephone No: \_\_\_\_\_ FAX: \_\_\_\_\_

DOCUMENTS REQUESTED	
I hereby request to inspect the following documents:	
Title of Record:	_____
Date of Record:	_____
Description of Record – Please provide any additional information that will assist us in locating the record for you as quickly as possible.	
_____	

I understand that I will be charged a fee of .25 plus sales tax for each page that I request to be copied. I further understand that if it is determined that my request(s) will require more than five hours of staff time per calendar month that I will pay, upon notification, the total actual personnel costs required to complete the search and/or copying tasks, per AS 40.25.110(c).

CERTIFICATE OF NONLITIGATION AFFILIATION

I hereby certify that

(1) I am not involved in litigation, in a judicial or administrative forum, nor am I acting on behalf of or otherwise representing any party who is involved in litigation with the Kenai Peninsula Borough or Kenai Peninsula Borough School District to which the requested record is relevant; and

(2) The requested public record is strictly for  my own personal use  
 use on behalf of \_\_\_\_\_

I certify under penalty of perjury, that the foregoing statements are true. (Name of business, organization)

Print Name	Signature	Date
------------	-----------	------

  

FOR OFFICE USE ONLY		
	Staff Member	Research Time (minutes)
Request Received	_____	_____
Request Reviewed	_____	_____
Record(s) Located	_____	_____
Fee Calculated	_____	_____
Requestor Notified	_____	_____
Documents Sent	_____	_____
	Amount:	_____

(Revised 1/2007)

**Community Relations**

BP 1700

**RELATIONS BETWEEN PRIVATE INDUSTRY AND THE SCHOOLS**

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

*(cf. 1150 - Commendations and Awards)*

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

Advertising sponsorship relationships are encouraged in support of school programs. All sponsorship agreements shall be reviewed by the superintendent before finalized.

*(cf. 1220 - Advisory Committees)*

*(cf. 1250 - Volunteer Assistance)*

*(cf. 6164.2- Guidance and Counseling Services)*

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

*(cf. 3290 - Gifts, Grants and Bequests)*

*(cf. 6000 - Instruction)*

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

*(cf. 1260 - Visits to the Schools)*

*(cf. 6020 - Parent Involvement)*

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**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:** \_\_\_\_\_

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**Business and Noninstructional Operations**

BP 3110

**TRANSFER OF FUNDS**

All transfers between funds shall have Board approval.

| Budget transfers within funds in excess of fifty thousand dollars (\$50,000) shall have Board approval.

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| Budget transfers under fifty thousand dollars (\$50,000) shall be approved by the Superintendent. An informational summary of these transfers will be reported to the Board quarterly.

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*Legal Reference:*

ALASKA STATUTES

14.08.010 Powers (Regional school boards)

14.14.060 Relationship between borough school district and borough

14.14.065 Relationship between city school district and city

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:** \_\_\_\_\_

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**Business and Noninstructional Operations**

AR 3343

**TRAVEL AND PER DIEM**

District employees and Board members traveling on school business will be allowed per diem and travel rates for overnight and daily travel consistent with budgeted allocations. All travel must have administrative authorization and be conducted in accordance with regulation.

In-state per diem meal expenses will be reimbursed based on the State of Alaska rates. Out-of-state per diem meal expenses will be reimbursed per the federal GSA schedule.

If other modes of transportation are used, travel expense is reimbursed for a reasonably priced car rental, taxi or other ground travel expenses.

Overnight lodging is reimbursed at actual expense.

Documentation is required for travel, lodging and registration fee reimbursement.

- Deleted:** Travel
- Deleted:** at the approved mileage rate \$0.35 per mile or airfare and
- Deleted:** reasonable
- Deleted:** Meals are reimbursed as follows.¶  
Per diem Meal Schedule (not to exceed \$40)¶  
Breakfast . \$10.00  
Lunch . \$10.00  
Dinner . \$20.00

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:** \_\_\_\_\_

**Deleted:** September 11, 2006

**STATEMENT OF EXPENSES  
For Employees and Board Members**

To Be Used When Overnight Travel is Required

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Employee E#

**RECEIPTS MUST BE ATTACHED**

**FOR EXPENSES IN CONNECTION WITH:**

Purpose of Meeting \_\_\_\_\_

Meeting at \_\_\_\_\_ Dates \_\_\_\_\_

**TRANSPORTATION:**

Airfare (documentation required) at \$ \_\_\_\_\_ \$ -  
or number of miles \_\_\_\_\_ at 50.5 cents per mile \$ -

**PER DIEM\*\*:**

Departure Date \_\_\_\_\_ Time \_\_\_\_\_  AM  PM

In-State Rates (based on State of Alaska rates):

Sun      Mon      Tue      Wed      Thu      Fri      Sat

Hotel @ actual	_____	_____	_____	_____	_____	_____	_____	\$ -
----------------	-------	-------	-------	-------	-------	-------	-------	------

Breakfast @ \$12	_____	_____	_____	_____	_____	_____	_____	\$ -
------------------	-------	-------	-------	-------	-------	-------	-------	------

Lunch @ \$16	_____	_____	_____	_____	_____	_____	_____	\$ -
--------------	-------	-------	-------	-------	-------	-------	-------	------

Dinner @ \$32	_____	_____	_____	_____	_____	_____	_____	\$ -
---------------	-------	-------	-------	-------	-------	-------	-------	------

*(Out-of-State rates based on federal GSA per diem rates, <http://www.gsa.gov>,*

Return Date \_\_\_\_\_ Time \_\_\_\_\_  AM  PM

**OTHER EXPENSES:**

Please list \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TOTAL** \$ -

I certify the above is a true statement of expenses incurred by me in connection with the activity noted above and accordingly make claim for reimbursement.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Account number

\_\_\_\_\_  
Administrator Approval

\*\* No meals or incidental expenses shall be paid unless associated travel requires extended hours, out of district travel or overnight lodging. To be eligible for meal reimbursement on the day travel begins or ends, an individual must be in travel status for a minimum of three consecutive hours within the meal period noted below:

Breakfast: Midnight to 10:00 AM

Lunch: 10:00 AM to 3:00 PM

Dinner: 3:00 PM to Midnight

**Must Be Submitted Monthly**





**Business and Noninstructional Operations**

BP 3491

**EQUIPMENT RESERVE FUND**

The School Board recognizes the need to plan for the cyclical replacement of capital assets and the impact such replacement has on the operating budget. The School Board, has therefore, authorized the creation and maintenance of a special revenue fund that is dedicated to the acquisition and/or replacement of such capital equipment.

*(cf. 3000 – Concepts and Roles)*  
*(cf. 3300 – Expenditures/Expending Authority)*

Access to revenue in the Equipment Reserve Fund will be limited to capital purchases in excess of ten thousand dollars (\$10,000). Funds drawn from the Equipment Reserve Fund will be transferred to the appropriate expenditure account as necessary to record the purchase.

*(cf. 3120 – Transfer of Funds)*  
*(cf. 3310 – Purchasing Procedures)*  
*(cf. 3311 – Bids)*

In order to protect the integrity of the fund, a fiscal plan for recompensation must be included with the transfer request. The Superintendent will determine an appropriate life cycle for equipment purchased and an amortization schedule for fund regeneration.

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*(cf. 3400 – Management of District Assets/Accounts)*  
*(cf. 3460 – Periodic Financial Reports)*