



KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Assistant Superintendent

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December 4, 2008

TO: Board of Education

FROM: Dave Jones, Assistant Superintendent

SUBJECT: Proposed Policy Revisions

The following policies were reviewed by the Board Policy Committee on November 3, 2008, reviewed by a Board worksession and first read on December 1. They are put forward for a final read with a recommendation for approval from the administration

The administration recommends that the following policy numbers be changed to realign with the AASB policy numbers. Additionally, some of these policies represent minor changes in title only.

Current Policy Number	New Policy Number:
<i>BP 3316 Conflict of Interest</i>	<i>BP 3315.1</i>
<i>E 3316 Request to do Business with the Kenai Peninsula Borough School District</i>	<i>E 3315.1</i>
<i>BP, AR & E 3342 Payroll</i>	<i>BP, AR & E 3350</i>
<i>AR & E 3342 Travel</i>	<i>AR & E 3360</i>
<i>BP 3411 Checking Accounts</i>	<i>BP 3410.1</i>
<i>BP 3490 Reserves</i>	<i>BP 3470</i>
<i>BP 3510 Maintenance</i>	<i>BP 3510 Operation and Maintenance of Plant</i>
<i>BP & AR 3513.4 Pest Management</i>	<i>BP 3514.2</i>
<i>BP 3520 School Safety and Security</i>	<i>BP 3515</i>
<i>BP & AR 3521 Critical Incident Plan</i>	<i>BP & AR 3515.5 Emergency Action Plan</i>
<i>BP 3521.1 Hazardous Substances</i>	<i>BP 3514.1</i>
<i>BP 3515.2 Intruders on Campus</i>	<i>BP 3515.2</i>
<i>BP & AR 3522.5 Campus Disturbances</i>	<i>BP & AR 5131.4</i>
<i>BP 3522.6 Violent and Aggressive Conduct</i>	<i>BP 5141.41</i>
<i>BP & AR 3531 Recovery for Property Damage</i>	<i>BP & AR 3531 Recovery for Property Loss or Damage</i>
<i>BP 3541.2 Transportation for Special Education Children</i>	<i>BP 3541.2 Transportation for Exceptional Children</i>
<i>BP 3550 Food Service</i>	<i>BP 3550 Student Nutrition Program</i>

Additionally, the administration recommends changing the name of Section 3000 from Business and Noninstructional Operations to Business and Instructional Support Operations.

Note that in this section some of the policy numbers are recommended to be changed. The number in the parenthesis indicates the new policy number.

BP & AR 3100 Budget – verbiage changes for clarity

BP 3280 Return, Sale or Lease of School Facilities or Real Property – Allows for exceptions to be approved by Borough Mayor.

BP 3290 Gifts, Grants and Bequests – Added donations of computers, peripherals and cell phones.

BP 3300 Expenditures/Expending Authority – punctuation correction

AR 3310 Purchasing Requisitions/Purchase Orders – Included vendor responsiveness as a consideration in selecting vendor.

BP 3342 (3350) Payroll – The district currently pays employees on the last day of the month with the exception of May when pay is generally earlier. Changes here reflect current practice.

AR 3342 (3350) Payroll – Employees are only allowed to use 403(b) and 457 retirement plans from a list of approved companies. Addition here adds a clarifying statement.

BP 3400 Management of District Assets/Accounts – Added federal regulations to the audits section.

BP 3411 (3410.1) Checking Accounts – Allows schools to operate a petty cash and a gaming checking account with the approval of the Superintendent.

BP 3452 Student Activity Funds – Replaced Business Office Manual with established District procedures.

BP 3512 Equipment – Limits equipment to being removed from schools site for only school related activities. The facilities use permit needs to be used to rent equipment.

BP & AR 3515.5 Critical Incident Plan – The District now uses “Emergency Action Plan” and recommends that the policy be changed to reflect this.

AR 3522.1 (3515) Access and Keys- Administration suggests changing the fee for a lost key from \$100 to \$300 as the cost of rekeying a building is considerably higher.

BP 3530 Risk Management – Changed “Central Office” to “District Office” and replaced “Executive Director.” with ”Superintendent” which will be identified in the designees list.

BP 3550 Food Service – Replace “Food Service” with “Student Nutrition Program” as this is the current term used in the district.

BP 3580 District Records – Replace “Records Management System” with “guide”, and “program” with “retention schedule”.

BP & AR 3522.5 (BP & AR 5131.4) Campus Disturbances – change policy numbers to align with AASB.

BP 3522.6 (BP 5131.41) Violent and Aggressive Conduct – change policy number to align with AASB.

Business and Instructional Support Operations

BP 3100

Deleted: Noninstructional Operations

BUDGET

The School Board shall establish and maintain a balanced budget. The Board shall adopt an annual budget which is compatible with District goals and objectives.

*(cf. 0200 – Goals for the School District)
(cf. 3460 – Periodic Financial Reports)*

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

In order to receive public input early in the budget preparation process, a budget development committee, composed of members of the community, Board and staff, shall meet to discuss the budget and shall report its findings and recommendations to the Board.

Deleted: review

Deleted: review the proposed

(cf. 1230 –Advisory Committees)

Legal Reference:

ALASKA STATUTES

- 14.07.030 Powers of state department
- 14.07.170 Additional powers and duties of state board
- 14.12.020 Support, management and control
- 14.14.060 Relationship between borough school district and borough
- 14.14.065 Relationship between city school district and city
- 14.17.300 – 14.17.990 Financing of public schools

ALASKA ADMINISTRATIVE CODE

- 4 AAC 09.006 – 4 AAC 09.050 State Aid
- 4 AAC 09.110 – 4 AAC 09.990 School Operating Fund

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: _____

Deleted: 5/3/2004

Business and Instructional Support Operations

AR 3100

Deleted: Noninstructional Operations

BUDGET

Public Hearing, Forums and Availability of Proposed Budget

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

The Board shall hold public forums on the proposed budget for the purpose of permitting any district resident an opportunity to appear and speak to the budget or any item in the budget.

Deleted: hearings

Adoption of the Budget

The adoption of the budget shall not take place until the public hearings are concluded. The District budget shall conform to state regulations regarding form and content.

By May 1, the Board shall adopt and submit an annual budget to the borough assembly for approval of the local contribution of revenue to the School District.

By July 15, the adopted budget shall be submitted to the State Department of Education and Early Development for approval. The Commissioner may reject the District budget if it is not in the form required by the State, is not balanced, or does not meet local effort contributions required by law. If rejected by the State, a revised budget shall be submitted within thirty days of the notice of rejection. If the budget contains a prior year fund balance as revenue, the budget shall be revised and resubmitted if the annual audit shows the fund balance to be less than projected.

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KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Adoption Date:

Deleted: 5/3/2004

Business and Instructional Support Operations

BP 3280

Deleted: Noninstructional Operations

RETURN, SALE OR LEASE OF SCHOOL FACILITIES, REAL PROPERTY OR EQUIPMENT

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

The Board shall recommend the return of school facilities, real property or equipment to the Kenai Peninsula Borough whenever it is apparent the District will have no future use for them. Exceptions shall be approved by the Borough Mayor.

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(cf. 1330 – Use of School Facilities & Properties)

Legal Reference:

ALASKA STATUTES

14.07.030 Powers of state department

14.08.101 Powers (Regional school boards)

14.08.151 Land and buildings

ALASKA ADMINISTRATIVE CODE

4 AAC 32.085 Disposal of abandoned or obsolete property

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Adoption Date:

Deleted: 5/3/2004

GIFTS, GRANTS AND BEQUESTS

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

1. Not begin a program which the Board would be unwilling to continue when the donated funds are exhausted.
2. Not entail undesirable or hidden costs, such as additional staff workload.
3. Place no restrictions on the school program.
4. Not be inappropriate or harmful to students.
5. Not imply endorsement of any business or product.
6. Not conflict with any provision of the Board policy or public law.
7. Have a purpose consistent with those of the District.
8. Gift and/or donation value shall be set by the donor.
9. Donations of computers, computer peripherals, and cell phones shall be approved by the Superintendent.

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

Upon acceptance by the School Board, all gifts, grants and bequests shall become School District property. At the Superintendent's discretion, a gift may be used at a particular school.

(cf. 3440 – Inventories)

EXPENDITURES/EXPENDING AUTHORITY

The Board, through the budgetary process, authorizes the Superintendent to make expenditures. The Superintendent shall obtain supplies, services, materials and equipment in accordance with law.

(cf. 3310 – Purchasing Procedures)
(cf. 3311 – Bids)
(cf. 3313 – Contracts, Leases and Agreements)
(cf. 3460 – Periodic Financial Reports)

The Superintendent shall not authorize any expenditure which exceeds the major budget classification.

(cf. 3100 – Budget)
(cf. 3120 – Transfer of Funds)

The Board shall not recognize obligations incurred contrary to Board policy and administrative regulations.

Legal Reference:

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

PURCHASING PROCEDURES

Purchasing Requisitions/Purchase Orders

1. Insofar as possible, goods and services purchased will meet the needs of the person or department ordering them at the lowest price consistent with standard purchasing practice. Vendor responsiveness, maintenance costs, replacement costs, and trade-in values shall be considered when determining the most economical purchase price.
2. Requisitions for budgeted items shall originate from personnel directly responsible for their use. All requisitions shall be given proper review for approval or disapproval by the appropriate administrative personnel.
3. Every transaction between a buyer and seller involving the transfer of property, equipment, or supplies shall be made by purchase order, procurement card, formal contract, or petty cash expenditure.
4. Purchase orders and formal contracts shall be signed by the Superintendent.
5. Procurement cards issued in the responsible employee's name shall be utilized in accordance with parameters set forth in *E 3310a Procurement Card Use Agreement*. Receipts and documentation shall be forwarded to the business office for payment.
6. The business office or other appropriate administrative entity shall verify the availability of funds.

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Quantity Purchasing

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

(cf. 3451 – Petty Cash Funds)

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: _____

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Business and Instructional Support Operations

BP 3350

Deleted: Noninstructional Operations

Deleted: 3342

PAYROLL

All employees will be paid monthly on the last business day of the month, with the exception of May.

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Any employee eligible for payroll payments may authorize the direct deposit of his/her payroll to a designated banking institution upon delivery of a written request to the payroll office.

Substitute and temporary employees shall be paid at the daily or hourly rate established by the Board. Certificated substitute teachers employed in the same position continuously for more than nineteen (19) days shall be paid in accordance with the regular salary schedule.

Subject to emergency school closure approval by the commissioner of education, employees shall be entitled to pay for those days that schools are closed due to epidemics or other causes beyond the control of school authorities. School days missed for other reasons or for reasons not approved by the commissioner must be made up.

The District may withhold an employee's last month of service salary until that person has submitted all summaries, statistics, reports and other items required by the District.

Upon appropriate written authorization from the employee, the Board shall make deductions from the salary of any employee and make appropriate remittance for annuities, credit union, or other approved plans or programs.

Employees can elect to take a tax sheltered annuity deduction from the active list of companies on file with the business office.

Legal Reference:

ALASKA ADMINISTRATIVE CODE
4 AAC 18.021

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Adoption Date:

Deleted: 06/04/2001

Business and Instructional Support Operations

AR 3350

Deleted: Noninstructional Operations

Deleted: 3342

PAYROLL – IRS Retirement Plans

Employees hired at least half time may purchase 403(b) and 457 retirement plans with portions of their income. The Board shall offer no advice or make any recommendations or representation respecting the value or merit of any company or annuity program offered. The selection of a company or program shall be made solely by the employee who shall assume all risks of participation in the program chosen.

Participation in 403(b) and 457 retirement plans will conform to the following rules that are applicable to such plans per the Internal Revenue Code (I.R.C.):

The Superintendent shall act as agent for the Board in the administration of all aspects of the 403(b) and 457 retirement plans.

The Board shall, by reduction of compensation in the amount specified, remit payment for 403(b) and 457 retirement plans for employees pursuant to I.R.C. provided the employee submits a signed salary reduction agreement.

The Superintendent will maintain a list of approved companies for 403(b) and 457 retirement plans. Employees will be limited to selecting from only the approved companies listed in E 3342(b) Tax Shelter Annuity List.

Deleted: Purchase of these plans for employees by the District will be limited to companies on this list

Any companies that sell 403 (b) annuities may be placed on the District's list if they have five (5) or more signed contracts with employees.

The Board shall not withhold income taxes on the amount of the contributions requested to be made by the employee for the 403(b) and 457 retirement plans in a given year, provided that the employee and the firm, from which the employee's annuity has been purchased, have executed and furnished the District hold harmless agreements (Service Provider Agreement) on forms provided by the District.

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Adoption Date:

Deleted: 5/7/2007

MANAGEMENT OF DISTRICT ASSETS/ACCOUNTS

Accounting Systems

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

(cf. 3440 – Inventories)

Outstanding Encumbrances

Encumbrances outstanding at the end of any fiscal year shall be designated as non-lapsing appropriations to be carried forward to the subsequent year's budget.

Fund Balance

Designations of fund balance shall be approved by the Board.

Audits

The Board shall provide for an annual audit of District accounts by a certified public accountant who has no personal interest in District fiscal affairs. The audit shall be conducted in accordance with the requirements of state [and federal](#) regulations.

Legal Reference:

ALASKA STATUTES

- 14.08.111 Duties (Regional school boards)
- 14.14.050 Annual Audit
- 14.14.060 Relationship between borough school district and borough
- 14.14.065 Relationship between city school district and city
- 14.17.082 Fund balance in school operating fund

ALASKA ADMINISTRATIVE CODE

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

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Adoption Date: _____

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Business and Instructional Support Operations

BP 3410.1

Deleted: Noninstructional Operations

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CHECKING ACCOUNTS

The business office shall establish a payroll checking account and an accounts payable checking account requiring at least two signatures.

The business office shall establish a food service and pupil activity checking account requiring at least two signatures.

With approval of the Superintendent, each school may operate a petty cash checking account and a gaming checking account.

No other checking accounts are to be established without Board authorization.

All bank accounts must be in the District or school name.

(cf. 3451 – Petty Cash Funds)

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Adoption Date: _____

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Business and Instructional Support Operations

BP 3452

Deleted: Noninstructional Operations

STUDENT ACTIVITY FUNDS

Student organizations may raise and spend money in order to promote the general welfare, morale and educational experiences of the students. Student funds shall finance worthwhile activities which go beyond those provided by the District.

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

Student funds shall be managed in accordance with the established District procedures.

Deleted: Business Office Manual

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

The Board shall provide an annual audit of student accounts by a certified public accountant.

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

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Adoption Date: _____

Deleted: 5/3/2004

EQUIPMENT

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

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

(cf. 1240 – Organizations Supporting Student Activities)
(cf. 1330 – Use of School Facilities & Properties)

District-owned equipment can only be removed from the school site for school-related activities or approved rentals. The consent of the principal is required prior to the removal. District-owned equipment may be rented through BP & AR 1330 Use of Facilities and Properties and E 1330(a & b) Building Use Application form.

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

No personal telephone calls will be charged to District telephones. All personal telephone calls shall be charged to the employee's home phone or credit card number.

(cf. 3440 – Inventories)

Business and Instructional Support Operations

BP 3515.5

Deleted: Non-Instructional Operations

EMERGENCY ACTION PLAN

Deleted: 3521

Deleted: CRITICAL INCIDENT

All District staff and students must be prepared to respond quickly and responsibly to critical incidents. A critical incident includes emergencies, disasters and other events which require emotional support. The Superintendent develop and maintain a District-wide model emergency action plans.

Deleted: critical incident

Each site shall maintain a crisis response team consisting of (at a minimum) the principal, one certificated staff member, one classified staff member, and one parent whose child attends the school. Each site shall have a plan which shall be:

1. based on the District-wide model,
2. modified to address issues specific to the site, community, population, etc.,
3. reviewed and updated annually.

The Superintendent shall consult with city and/or borough officials so that District and site plans may provide the best possible way of handling each situation and also provide for emergency communications systems between these officials and each District school.

*(cf. 3520 – School Safety and Security)
(cf. 3522 – School Security)
(cf. 5142 – Student Safety)*

The School Board shall grant the use of school buildings, grounds and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The Board shall cooperate with such agencies in furnishing and maintaining whatever services the Board deems necessary to meet the community's needs.

Disaster simulation exercises shall be held annually at each school site and shall demonstrate how safety procedures may be applied to various types of emergencies.

The Board encourages all employees to become proficient in first aid and cardiopulmonary resuscitation.

*Legal Reference:
ALASKA STATUTES
14.03.030 School term
14.03.140 Emergency drills
18.70.080-18.70.300 Fire protection*

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Adoption Date: _____

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Business and Instructional Support Operations

AR 3515.5

Deleted: Non-instructional Operations

EMERGENCY ACTION PLAN

Deleted: 3521

Deleted: CRITICAL INCIDENT

The District-wide model Emergency Action Plan (EAP) shall be available to staff, students, and the public, in the office of the Superintendent. Each individual (site specific) Emergency Action Plan shall be available for inspection by staff, students, and the public, in the office of the principal (or responsible administrator).

Deleted: Critical Incident

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Deleted: Critical Incident

The principal (or responsible administrator) will assume responsibility for the implementation of the Emergency Action Plan from the time of the event until either relieved by competent authority (Fire Dept, Police Dept, etc.) or until normal conditions are restored.

Deleted: Critical Incident

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Adoption Date: _____

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Business and Instructional Support Operations

AR 3515

Deleted: Noninstructional Operations

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ACCESS AND KEYS

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

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

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

The duplication of school keys is prohibited. The person issued a key shall be responsible for its safekeeping. If a key is lost, the person responsible shall report the loss to the principal immediately and shall pay a \$300 fee. Duplicate keys may be obtained only through the District office.

Deleted: 1

Keys shall be used only by authorized employees and shall never be loaned to students, volunteers or other non-employees.

Deleted: (cf. Business Office Manual)

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date:

Deleted: 5/3/2004

RISK MANAGEMENT

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

1. Property Loss Insurance (buildings and equipment).
2. Workers Compensation Insurance.
3. Liability Insurance.

(cf. 4154 – Personnel Insurance/Health & Welfare Benefits)

Student Injuries

The teacher or person in charge immediately following an incident must complete a KPBSD Student Injury/Illness Report (E 3530(a)). The report must be filled out completely and accurately, describing the incident and follow up care in detail. The original form is to be sent to District Office within 48 hours. Copies should be retained for the school and nurse. Contact District Office immediately, by telephone, if student is transported to a medical facility.

Deleted: Central

Employee Injuries

All work-related employee injuries and illnesses must be reported on the KPBSD Employee Injury/Illness Report form (E 3530(b)). The injured employee must fill out the front of the report and the immediate supervisor fills out the back. If the injury/illness requires medical attention other than first aid or causes employee to miss the next scheduled work shift, the State of Alaska “Report of Occupational Injury or Illness” form #07-6101 (E-3530(c)) must be filled out and sent in to District Office along with the KPBSD form. The State form must be filed in Juneau within ten (10) days after employee has knowledge of the injury. Send the original report(s) to Human Resources within 24 hours of the injury and keep a copy for the school files. Do not send forms directly to the Alaska Department of Labor. Contact District Office immediately, by telephone, if the employee is transported to a medical facility.

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Liability Insurance

The District carries liability insurance to cover most situations. When a situation arises for which the District may be liable, the Superintendent should be notified immediately. Any injury to a student or an employee requires that a report be filed.

Deleted: Executive Director – Business Management

Under no circumstances is an employee to admit any liability or promise that medical bills will be paid by the District.

RISK MANAGEMENT (continued)

Auto Insurance

Anyone transporting students for an activity, at school request, must report any accident to the Superintendent at the earliest possible time.

Legal Reference:

ALASKA STATUTES

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

ALASKA ADMINISTRATIVE CODE

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

Business and Instructional Support Operations

BP 3550

Deleted: Noninstructional Operations

STUDENT NUTRITION SERVICES

Deleted: Food Service

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

Deleted: food service

The Board believes that:

1. Foods available on school premises should contribute to the nutritional well-being of students.
2. Foods available be considered as carefully as other educational support materials.
3. Foods be prepared in ways which will appeal to students while retaining nutritive quality.
4. Food should be served in quantities appropriate to the needs of students at their age level and served in as pleasant and relaxed an atmosphere as possible.

The School Board intends that, insofar as possible, **student nutrition services** shall be self-supporting. The Board shall review and approve of menu prices. Program financial reports shall be presented regularly for inspection by the Board.

Deleted: the school food services program

(cf.- 3554 – Other food sales)

(cf 5141.6 – Student Nutrition and Physical Fitness)

Legal Reference:

*Richard B Russell National School Lunch Act. 42 U.S.C. et seq.
Child Nutrition Act of 1996, 42 U.S.C. 1771 et seq.*

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Adoption Date:

Deleted: 7/1/96

Deleted: Noninstructional Operations

DISTRICT RECORDS

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

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

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

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

The School Board adopts as its guide the Model Records Retention Schedule for Alaska School Districts. The Superintendent will implement a records management retention schedule that meets or exceeds the Model Records Retention Schedule for Alaska School Districts. Any exceptions shall be approved by the Superintendent.

Deleted: Records Management System

Deleted: program

Deleted: consistent with this Schedule

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

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

Legal Reference:

- ALASKA STATUTES
- 09.25.120-09.25.220 Public Records Act
- 14.03.115 Parental Access
- 14.17.190 Restrictions governing receipt and expenditure of money from public school foundation account
- 40.21.010-40.21.140 Public records

BP 3580(b)

DISTRICT RECORDS (Continued)

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

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

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: _____

Deleted: 6/2/08