

**MONEY IN SCHOOL BUILDINGS**

Money collected by district employees and student organizations shall be handled according to prudent business procedures. All money collected shall be receipted and accounted for and directed without delay to the proper location of deposit. Any money left overnight in schools shall be kept in locked locations provided for safekeeping of valuables. After 24 hours all money collected needs to be give to the Administrative Assistant with an activity deposit sheet. The Administrative Assistant will verify the deposit amount, make a copy of the activity deposit sheet and receipt and place it in the safe with the money. The original activity deposit sheet and receipt will be given to the advisor of the student organization who submitted the money for deposit.

**CASH RECEIPTS****School Meal Fees**

To supplement the cost of the school food program, the School Board has established a fee for meals. The fee is based on whether the individual eating is student, a faculty member or a non-faculty adult. Current fees, which are established by board action, are:

1. All paying students: \$1.25/breakfast & \$3.99/lunch
2. Students eligible for reduced priced meals: \$0.30/breakfast & \$0.40/lunch
3. All paying adults: \$2.36/breakfast & \$5.00/lunch

Meals can be paid either in advance or after charges have been incurred. The Business Office is responsible for tracking meal payments and accounts receivable and the Administrative Assistant is responsible for the collection of cash. If a parent wishes to pay at the school, payment should be made to the Administrative Assistant who issues a receipt to the payer. The Administrative Assistant receipts meal payments received in the mail and a copy of the receipt is made available to the Business Office for billing purposes.

Payments from parents who come to eat with their child(ren) should be made to the individual assigned to take the meal tally at the meal line, who will then give the money collected to the Administrative Assistant. The Administrative Assistant will receipt the payment.

The individual assigned to take the meal tally is responsible for recording school meal usage. Meal count is recorded in a daily roster after the meal has been served. The count is then transferred to the spreadsheet by the Business Office, which shows the number of meals per person per day.

Employees of the District can charge meal to be deducted from their payroll check. This is authorized before they charge meals using the Payroll Deduction Authorization Form, which provides written documentation of their consent to take out amounts for lunch fees for themselves, their spouse and their children. These forms are maintained in the employees payroll file. The Business Office upon receipt of the meal tally forms completes the State of Alaska Claim for Reimbursement - National School Lunch Program form. The Business Office, on a monthly basis, will mail lunch bills to families of students and staff.

## **Business and Noninstructional Operations**

AR 3450(b)

### **Recreation Club**

Fees are charged to the public for the use of the pool and gym. Fees are based on board action and are collected by the pool attendant during the hours of operation designated by the board or the facility user can pay at the school office during the regular school hours. The Administrative Assistant shall post a list of all paid facility users by the month.

**Library Fines**

To recover the cost of ordering replacements for lost library books, a fine of \$10 plus the actual replacement cost of the book will be assessed by the librarian for all unreturned to lost library books. The librarian is responsible for assessment and collection of this fine. Upon collection, the librarian will submit the cash/check received to the Administrative Assistant who will issue a receipt for both the librarian and the person who lost the book. A copy of the receipt and the cash/check are then given to the Business Manager. The Business Manager codes the deposit to the proper General Fund revenue account. The deposit is made during the next bank deposit trip. The deposit slip copy and certified bank deposit receipt are stapled together and filed in the proper monthly deposit file. Deposits are recorded in the general ledger through the cash receipt section of BDS upon receipt of the bank statement.

**Reimbursements**

On occasions, the District will receive payments from vendors, employees or others to reimburse costs paid by the District for services or goods received by the employee or other or for services paid for but not delivered by the vendor. Upon receipt of reimbursement in the mail, the Administrative Assistant will issue a cash receipt for the payment and forward a copy of the receipt with the check to the Business Manager. The Business Manager prepares a deposit for the receipt and codes the deposit to the account where the original cash outlay made by the District was coded. The deposit is made during the next bank deposit trip. The deposit slip copy and certified bank deposit receipt are stapled together and filed in the proper monthly deposit file. Deposits are recorded in the general ledger through the cash receipt section of BDS upon receipt of the bank statement.

**Gate Receipts**

Gate receipts represent the money collected as entrance fees from people attending athletic events. The amount of the fees are determined by Board action. Gate receipts are collected by a volunteer. At the end of the event, the total cash collected is counted by the volunteer and is recorded on an Activity Deposit Form. The cash and the Activity Deposit Form are turned in to the Administrative Assistant during the following day. The Administrative Assistant (or designee) recounts the cash and reconciles differences with the attendant before issuing the attendant a receipt. A copy of the receipt is attached to the activity deposit form which is submitted to the Business Manager.

**Tuition**

Tuition represents the amount the District can charge students who do not reside within the District's boundaries (The City and Borough of Yakutat). The amount charged is determined in the Tuition Rate Report which the State of Alaska Department of Education approved. Payments can be made by mail or in person to the Administrative Assistant. Upon receipt of the payment, the Administrative Assistant receipts the payment and forwards it along with a receipt copy to the Business Manager.

The Business Manager completes a deposit slip and deposits the cash during the next deposit trip to the bank. The Business Manager codes the deposit to the proper General Fund revenue account. The deposit slip copy, certified bank deposit receipt and activity deposit form are stapled together and files in the proper month deposit file. Deposits are recorded in the general ledger through the cash receipt section of BDS upon receipt of the bank statement.

**Student Activities**

Student activity groups raise money to accomplish their goals. At the end of a fundraising event or periodically during an event (as determined necessary by the group's advisor), the total cash collected is counted by the advisor or their student designee and is recorded on an Activity Deposit Form. The cash and the Activity Deposit Form are turned in to the Administrative Assistant.

The Administrative Assistant (or designee) recounts the cash and reconciles differences with the advisor before issuing the activity group a receipt. A copy of the receipt is attached to the activity deposit form which is submitted to the Business Manager with the cash.

The Business Manager completes a deposit slip and deposits the cash during the next deposit trip to the bank. The Business Manager does the deposit to the proper General Fund revenue account. The deposit slip copy, certified bank deposit receipt and activity deposit form are stapled together and filed in the proper monthly deposit file. Deposits are recorded in the general ledger through the cash receipt section of BDS upon receipt of the bank statement.

**Donations**

Donations will periodically be made to the District by various individuals and organizations. Donations can either be unrestricted or restricted in nature.

Unrestricted donations represent either money or items given to the District without conditions on use. All unrestricted donations must be accepted by the Superintendent before the District claims ownership. Unrestricted donations of money, upon acceptance, are receipted by the Administrative Assistant. The receipt should contain the District's employer Identification Number to allow the donee any applicable tax benefit if the donation of nothing was received in exchange for the donation. The donation and a copy of the receipt are given to the Business Manager/Accountant who completes a deposit slip and deposits the cash during the next deposit trip to the bank. The Business Manager codes the deposit to the proper General Fund revenue account. The deposit slip copy, a copy of the check and the certified bank deposit receipt are stapled together and filed in the proper month deposit file. Deposits are recorded in the general ledger through the cash receipt section of BDS upon receipt of the bank statement.

If an unrestricted donation is either services or goods which do not have conditions placed on their use, they must be approved by the Superintendent. If the donor would like to receive a receipt to use for their taxes because they have not received anything back in exchange for the gift, the item must be valued at its estimated fair market value. If the value is estimated at or in excess of \$5,000, the donor must provide an independent appraisal of the item's value before a receipt will be issued. All valuations of donated goods and services must be approved by the Superintendent prior to issuing a receipt by the District's Secretary. After issuing a receipt, the Administrative Assistant forwards a copy of the receipt to the Business Manager who will enter the donation as revenue in the accounting system with a corresponding debit to the expenditure account which most closely reflects the nature of goods or services received.

**Business and Noninstructional Operations**

AR 3450(f)

**Donations** (continued)

The receipt should contain the following information:

<District's Letterhead>

Donor's Address

Current Date

Dear Donor's Name:

Thank you for your gift of the Description of the Item(s). The date of donation, for your tax records, is Donation Date. The fair market value of the gift on the donation date is Fair Market Value. The District's Employer Identification Number is District E.I.N.

Thanks again for your generous support for the District.

Sincerely,

Superintendent

Restricted donations represent money or items given to the District with conditions placed on use. All restricted donations must be approved by Board action prior to the District's acceptance of the donation. Upon board approval, the donation will be processed like unrestricted donations. Responsibility lies with the Superintendent to ensure that all restrictions accepted by the Board are followed.

*(cf - BP 3552 - Regular lunch program)*

*(cf - AR 1330 - Use of school facilities)*

*(cf - BP 6161.2 - Damaged or Lost Instructional Materials)*

*(cf - BP 3452 - Student Activity Funds)*

*(cf - BP 3330 - Tuition)*

*(cf - BP 3290 - Gifts, Grants & Bequests)*

**YAKUTAT SCHOOL DISTRICT**

**Adopted: July 1, 1997**

**Revised: May 5, 2008**

**Revised: August 27, 2010**

**Revised: October 19, 2010**

**Business and Noninstructional Operations**

AR 3451

**PETTY CASH**

The district will not use a petty cash fund.

*(cf. 3400 - Management of District Assets)*

**YAKUTAT SCHOOL DISTRICT**  
**Adopted: July 1, 1997**  
**Deleted: May 5, 2008**



**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.

Student organizations may find it necessary to seek donations when all fundraising means are exhausted. Prior to seeking donations, the advisor must obtain approval from the Superintendent who will determine if there is actual need.

All pupil activity funds generated or expended in connection with school sponsored or approved activities are considered funds of the District and therefore are subject to the same rules of accountability, control and audit as other funds of the District. All student activity fund accounting will be centralized in the district office.

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

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

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

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

**STUDENT ACTIVITY FUNDS**

**Authorized Pupil Activity Groups**

All pupil activity groups must be approved by the board and have a staff advisor.

To form a new activity group, the pupils must first obtain a staff advisor. The pupils and the advisor then must define the purpose of the new group and notify the Superintendent of their intentions to form an approved group.

The Superintendent presents the proposed group to the School Board during the next regularly scheduled meeting. Once approved, the group has the authority to raise and expend money to accomplish their stated purpose.

**Record Keeping**

Advisors are required to keep records indicating the amount of funds raised during the year and the amount expended. They must compare the balances shown on their records to the balances provided by the Business Manager from the district's general ledger. Discrepancies must be resolved between the Business Manager (through review of detailed transaction history reports) and the advisor. If they cannot resolve the discrepancy, the Superintendent will make the final determination.

The official records indicating a pupil activity group's balance will be the district's general ledger, not the advisor's records.

**Fund Raising and Collections**

Student activity groups raise money to accomplish their goals. At the end of a fundraising event or periodically during an event (as determined necessary by the group's advisor), the total cash collected is counted by the advisor or their student designee and is recorded on an Activity Deposit Form. The cash and the Activity Deposit Form are turned in to the Administrative Assistant.

The Administrative Assistant (or designee) recounts the cash and reconciles differences with the advisor before issuing the activity group a receipt. A copy of the receipt is attached to the activity deposit form which is placed in the safe to await the next bank deposit by the Business Office.

## **Business and Noninstructional Operations**

AR 3452(b)

### **STUDENT ACTIVITY FUNDS (CONTINUED)**

The Business Manager completes a deposit slip and deposits the cash during the next deposit. The Business Manager codes the deposit to the proper General Fund revenue account. The deposit slip copy, certified bank deposit receipt and activity deposit form are stapled together and filed in the proper monthly deposit file. Deposits are recorded in the general ledger through the cash receipt section of BDS upon receipt of the bank statement.

### **Disbursements**

All pupil activity disbursement funds will be disbursed through the regular disbursement process that all other District resources follow. Disbursements must be initially approved by the group's advisor before they can be submitted to the district office for approval. Groups are not allowed expend more money than their current available balance without prior express permission from the Board.

### **Carryover**

Balances available at the end of a school year will be carried into the subsequent school year for future expenditure by the group.

If a student group ceases existence after the end of a school year, the Board will reappropriate any remaining funds during their next budget revision.

### **Budgeting**

All activity groups are required to prepare a budget detailing their anticipated sources and uses of funds. These budgets must be approved by the Superintendent and are the advisor's responsibility to monitor. Any significant anticipated changes must be reported by the advisor to the Superintendent.

### **Reporting**

Pupil activity group advisors will receive year-to-date reports on a monthly basis from the Business Manager. These reports will include: beginning of the year balances for each student group, year-to-date receipts, year-to-date disbursements and the ending available balance.

**YAKUTAT SCHOOL DISTRICT**  
**Adopted: July 1, 1997**  
**Revised: May 5, 2008**

**PERIODIC FINANCIAL REPORTS**

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

*(cf. 3100 - Budget)*

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

*Legal Reference:*

ALASKA STATUTES

*14.08.111 Duties (Regional school boards)*

*14.14.090 Additional duties*

*14.14.050 Annual audit*

ALASKA ADMINISTRATIVE CODE

*4 AAA 06.121 Annual financial reporting requirements*

*4 AAA 09.130 School district audit*

**YAKUTAT SCHOOL DISTRICT**  
**Adopted: July 1, 1997**

**PERIODIC FINANCIAL REPORTS**

**School Board**

The Business Manager will provide the School Board with the following month end financial reports on Thursday before their regular scheduled work session (excluding special sessions) related to the previous month:

1. Expenditure report summary for all Funds. A detailed report for the General Fund and Food Service Special Revenue Fund shall include: month-to-date expenditures, year-to-date expenditures, the current adopted budget, the amount of expenditures encumbered, the available budget balance remaining, and the percent of the budget expended and encumbered. The report should list all functions and objects for each function.
2. Revenue report summary for all Funds. A detailed report for the General Fund and Food Service Special Revenue Fund shall include: month-to-date revenue received, year-to-date revenue received, the current adopted budget, the budget balance and the percentage of the budget received.
3. Any other report, as requested by board members prior to the Thursday before the regularly scheduled board meeting.

**Board Treasurer**

The Business Manager will provide the School Board Treasurer with the following month end financial reports, in addition to the regular School Board reports on Thursday before their regular scheduled board meeting related to the previous month:

1. A copy of the latest bank reconciliation for all bank accounts, including investment accounts. The bank reconciliation should include: a listing of all outstanding checks, deposits and any other reconciling items; a copy of the reconciliation page approved by the Superintendent; a printout from the accounting system which shows the balance in the account for all funds (cash balance report); and a copy of the bank statement.

## **Business and Noninstructional Operations**

AR 3460(b)

### **PERIODIC FINANCIAL REPORTS** (Continued)

2. An expenditure and revenue report for all funds not included in the Board reports listed in No. 1 under School Board above.
3. Detailed listings of all expenditures and revenues incurred/received, by account, for the month.
4. A balance sheet for all funds which details year beginning balances, year-to-date debits, year-to-date credits and ending balances for the month listed by object code.

### **Superintendent**

The Superintendent will receive all reports provided to the School Board and to the Treasurer prior to delivery to the board members. After review of the reports, the Superintendent will approve the reports to be included in the board packets.

The Superintendent will have read only access to the accounting system and will have the ability to print reports, therefore, additional printing of reports by the Business Manager will only be necessary as directed by the Superintendent.

**YAKUTAT SCHOOL DISTRICT**

**Adopted: July 1, 1997**

**Revised: May 5, 2008**

**FUND BALANCE CLASSIFICATION**

BP 3470(a)

Note: This policy is consistent with the requirements of the Government Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions. The policy allows a school board to have greater control over the district's fund balances by addressing the order of spending.

Neither this policy nor GASB Statement No. 54 preclude the calculation required to be made in the Auditor's Report on Fund Balance Compliance as required by 4 AAC 06.121(5)(A).

The Board desires to establish a fund balance classification policy tailored to the needs of the School District in a manner consistent with governmental accounting standards. As provided for in Governmental Accounting Standards Board (GASB) Statement No. 54, the Board identifies the order of spending unrestricted resources applying the highest level of classification of fund balance, while honoring constraints on the specific purposes for which amounts in those fund balances can be spent.

It is the responsibility of the Superintendent or designee to make recommendations to the Board regarding fund balance designations. Formal Board action is required to establish, modify, and/or rescind a committed fund balance amount.

**Fund Balance Classifications**

Fund balances will be classified as follows:

- A. Nonspendable fund balance – The nonspendable fund balance classification includes amounts that cannot be spent because they are either: (a) not in spendable form; or, (b) legally or contractually required to be maintained intact. This includes items not expected to be converted to cash, including inventories, prepaid expenses, supplies, and long-term receivables, and the principal of a permanent fund.
  
- B. Restricted fund balance – The restricted fund balance classification is utilized when constraints (restrictions) placed on the use of resources are either: (a) externally imposed by creditors, grantors, contributors, or governmental laws or regulations; or, (b) imposed by law through constitutional provisions or enabling legislation. This includes “categorical balances.”
  
- C. Committed Fund Balance – The committed fund balance classification reflects amounts that can only be used for specific purposes determined by formal action of the Board. Commitments may be removed or changed by formal Board action. Any remaining excess fund balance in a special revenue or capital projects fund at fiscal year end shall be a committed fund balance and designated for the intended purpose of that special revenue or capital project fund. Such fund balances shall be carried over to the ensuing fiscal year as Committed Fund Balance.

**FUND BALANCE CLASSIFICATION**

BP 3470(b)

- D. Assigned Fund Balance – The assigned fund balance classification reflects amounts intended to be used by the district for specific purposes. Intent can be expressed by the Board or by the Superintendent, having been designated such authority. In governmental funds other than the general fund, assigned fund balance represents the amount that is not restricted or committed. Thus, the assigned fund balance classification is the residual classification for the special revenue, debt service, capital projects and/or permanent funds (unless that amount is negative, which requires classification as unassigned fund balance).
- E. Unassigned Fund Balance – The unassigned fund balance classification is the residual classification for the general fund and includes all amounts not contained in the other classifications. Positive unassigned amounts will be reported only in the general fund. If another governmental fund, other than the general fund, has a fund balance deficit, then it will be reported as a negative amount in the unassigned classification of that fund.

**Spending Prioritization**

The order of spending regarding the restricted and unrestricted fund balances, when an expenditure is incurred for which both restricted and unrestricted fund balance is available, should first reduce restricted fund balance and then unrestricted fund balance. The order of spending regarding unrestricted fund balance is that committed amounts should be reduced first, followed by the assigned amounts, and then the unassigned amounts when expenditures are incurred for purposes for which amounts in any of those unrestricted fund balance classifications could be used.

The Board authorizes the Superintendent to assign amounts to a specific purpose in compliance with GASB 54. An unassigned fund balance should also be reported in the order of spending unrestricted resources, but is not restricted or committed.



**ACCESS TO THE COMPUTERIZED ACCOUNTING SYSTEM**

The District's policy is to restrict access to its computerized accounting system to authorized personnel.

This policy is designed to protect and to prevent the unauthorized access to the District's accounting system. This policy speaks primarily to local access, because the District's system is not connected to a dedicated line and so unauthorized remote access is unlikely.

This policy applies to the computerized accounting system maintained by District personnel in order to process the District's financial data. This system is referred to a

Full Access - Full access refers to the ability to input or change accounting data in any way. It also allows the user to make inquiries of or to run reports based on the accounting data.

Read-only Access - Read-only access refers to the ability to make inquiries of or run reports based on the accounting date, but in no way add to or alter it.

**ACCESS TO THE COMPUTERIZED ACCOUNTING SYSTEM**

**Passwords**

Each District personnel shall log on to the computerized accounting system using a password. Each employee's password is to be kept confidential. Passwords should be changed periodically.

**Graduated Levels of Access**

The Business Manager shall have full access to all of the accounting data.

The Superintendent shall have read-only access to the accounting data.

The School/Accounting Clerk shall have full access to payroll-related data. The School/Accounting Clerk processes the District payroll when the Business Manager is not available. The School/Accounting Clerk shall not have access to data not associated with the payroll system.

The Administrative Assistant shall have full access to the payroll module but read-only access to rest of the accounting system. The Administrative Assistant processes the District payroll when the Business Manager and the School/Accounting Clerk are not available.

**Back-up of the Computerized Accounting System**

District personnel shall periodically make a copy of the data contained in the District's accounting system. The copy shall be kept in a secure place.

The purpose of this policy is to ensure that the accounting system can be restored should it be corrupted by an unforeseen event.

**Bi-annual Complete Back-ups, Batch Processing Back-ups and Back-up Copy Storage**

The Business Manager shall make a complete copy of the District's accounting data on a tape cartridge every six months.

After data is processed as a batch, the Business Manager shall make a copy of the affected accounting systems and data files.

All back-up copies are to be kept in the fire-proof safe or off site, as determined by the Superintendent.

**ACCESS TO THE COMPUTERIZED ACCOUNTING SYSTEM**

**Data Entry**

The data entry function is to be fulfilled by the Business Manager. Batch processing requirements should be staggered throughout the month so that the Business Manager will be able to process all data accurately and on a timely basis.

This policy is designed to maintain the highest feasible segregation of duties. There are three types of duties in any accounting process: Authorization, recording and custody. To the extent feasible, the District should design jobs so that employees with one duty do not assume others.

The District has a small number of administrative personnel, and so it is difficult to maintain the desired level of separation of duties while spreading work evenly to all personnel. The Business Manager, who fulfills the recording role (data entry), should not also authorize transaction. However, due to the small number of staff, the Business Manager, in addition to the recording function, also fulfills the custody role, that is, the responsibility of maintaining District payroll and other disbursement records. The intention of this policy is to maintain separation between the authorization and recording functions, recognizing that, due to a lack of manpower, the District is not able to separate the recording from custody roles. In order to enable the Business Manager to successfully accomplish the data processing role, similar transactions are grouped in batches and entered into the system at the same time. Batch processing requires that the Business Manager receive the properly authorized information at the right time so that it can be included in the applicable batch. Therefore, special attention is paid to scheduling.

**Segregation of Duties**

The District shall maintain graduated levels of access to the District's computerized accounting system. The Business Manager shall have the highest level of access.

The Business Manager shall not enter data in the system that has not been duly authorized by the Superintendent or his designee.

Check copies shall be attached to the duly authorized supporting documentation and be properly filed.

## **Business and Noninstructional Operations**

AR 3470.1(c)

### **ACCESS TO THE COMPUTERIZED ACCOUNTING SYSTEM**

#### **Data Entry**

#### **Timing of Batch Processing**

Timesheets for classified employees shall be signed by the employee and the employee's supervisor and be submitted to the Business Manager by the Friday ten days before the scheduled classified employee's payday.

#### **Cooperation**

District employees must submit approved timesheets to accounting on a timely basis. Cash disbursement checks cannot be processed daily and District employees should plan accordingly and be patient to allow the Business Manager some level of efficiency.

**YAKUTAT SCHOOL DISTRICT**  
**Adopted: July 1, 1997**  
**Revised: May 5, 2008**

**MAINTENANCE**

Note: In order to qualify for a capital improvement project grant or debt reimbursement under AS 14.11.011, a school district must have in effect a preventive maintenance plan. This plan: 1) must include a computerized maintenance management program, cardex system, or other formal systematic means of tracking the timing and costs associated with planned and completed maintenance activities, including scheduled preventive maintenance; 2) must address energy management for buildings owned or operated by the district; 3) must include a regular custodial care program for buildings owned and operated by the district; 4) must include preventive maintenance training for facility managers and maintenance employees; and 5) must include renewal and replacement schedules for electrical, mechanical, structural, and other components of facilities owned and operated by the district. Additionally, the district must be adequately adhering to the preventive maintenance plan.

The Board recognizes the importance of timely maintenance and repair of district facilities, property and equipment in ensuring the safety of students and employees, in protecting state and local investment, in providing necessary loss control, and in helping to ensure the availability of capital funding. A preventive maintenance plan shall be in effect which includes custodial care, scheduled preventive maintenance, and energy management for district buildings. The Superintendent shall ensure a systematic means of tracking the timing and costs associated with maintenance activities; shall direct the preparation of renewal and replacement schedules for electrical, mechanical, structural, and other components of district facilities; and shall provide for preventive maintenance training for facility managers and maintenance employees.

*(cf. 3511 - Energy Conservation)*  
*(cf. 3514 - Environmental Safety)*  
*(cf. 3515 - School Safety and Security)*  
*(cf. 5142 - Safety)*

All school buildings and equipment shall be regularly inspected to assure that all are maintained at the highest level of safety. Employees are responsible for promptly reporting to their supervisor any damage to district property or equipment.

*Legal Reference:*  
*ALASKA STATUTES*  
*14.11.011 Grant applications*  
*14.11.100 State aid for costs of school construction debt*

*Added 1/03*

**ENERGY CONSERVATION**

The School Board desires to reduce energy use in the district in order to help conserve natural resources and save money to support other district needs.

The Superintendent or designee shall establish energy use reduction goals, monitor energy consumption and encourage employees and students to conserve resources. The Superintendent or designee shall regularly inspect district facilities and operations and make recommendations for maintenance and capital expenditures which may help the district reach its energy consumption goals.

**ENERGY CONSERVATION**

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

1. Educational programs for employees and students.
2. Classroom and building management and maintenance.
3. Food services and equipment maintenance.
4. Transportation services and maintenance.
5. New construction.
6. Administrative operations.
7. Use of facilities by outside groups.
8. Reduced energy use or shutting down of facilities during vacation periods.

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

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

1. Solicit comments related to district energy use.
2. Expect students and staff to cooperate in all conservation efforts.
3. Give recognition to those who reduce energy use.

**EQUIPMENT**

School equipment may be used by staff members and/or students only for school-related tasks. Except when otherwise authorized by Board policy, personal use of district property is prohibited and may be cause for disciplinary action.

*(cf. 4170 – District Issued Portable Technology)*

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

*(cf. 1230 - School-Connected Organizations)*

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

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Note: The following paragraph is optional and should be reviewed in conjunction with district liability coverage.

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

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Note: Upon approval of the Superintendent, some districts may desire to make school equipment available for use by members of the community. It is recommended that community users be required to sign a lending agreement which would help protect the district if a community member becomes injured by the district's equipment. Districts should consult their insurance providers to determine whether the district is adequately insured to cover any losses that may result if its equipment is used by the public.

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*(cf. 3440 - Inventories)*

*Revised 1/09*



**TOBACCO-FREE SCHOOLS/SMOKING**

**Tobacco-Free Schools**

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

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

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

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

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

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

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

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

**TOBACCO-FREE SCHOOLS/SMOKING (continued)**

BP 3513.3(b)

Note: Federal law does permit the use of tobacco products in a private residence. The following language clarifies whether or not your district will permit smoking in district-provided housing.

This prohibition does apply to any private residence owned or leased by the district for housing purposes.

*(cf. 5131.62 - Tobacco)*

*Legal Reference:*

ALASKA STATUTES  
*18.35.300-18.35.330 Health nuisances*

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

**YAKUTAT SCHOOL DISTRICT**  
**Adopted: July 1, 1997**  
**Revised: February 7, 2005**  
**Revised: May 7, 2012**

**ENVIRONMENTAL SAFETY**

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

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

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

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

*Legal Reference:*

ALASKA STATUTES

*18.31.010-18.31.050 Asbestos health hazard abatement program*

*18.70.080-18.70-300 Fire protection*

ALASKA ADMINISTRATIVE CODE

*18 AAC 90.625 School use and notification*

*Revised 1/03*

**HAZARDOUS SUBSTANCES AND PESTICIDES**

**Hazardous Substances**

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

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

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

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

**Pesticides**

The Superintendent or designee shall, when practical, ensure the use of nonchemical methods to control pests, including proper sanitation practices, structural repair, and window screens.

When application of pesticides is necessary, the Superintendent or designee shall ensure timely notice to parents and the public.

Legal Reference:

*ALASKA ADMINISTRATIVE CODE  
18 AAC 90.625 School use and notification*

*Revised 1/03*

**YAKUTAT SCHOOL DISTRICT  
Adopted: July 1, 1997  
Revised: March 7, 2005**

## **BUSINESS AND NONINSTRUCTIONAL OPERATION**

AR3514.1(A)

### **PESTICIDE APPLICATION**

The Principal/Site Administrator shall be responsible for insuring that the following procedures are followed before application of a pesticide to an area of the school that is used by or is accessible to children.

Note: Districts and schools are permitted to develop a registration system to provide notification of pesticide application only to those parents who wish to receive the notification. If a registration system is not used, all parents of students at the applicable school site must receive notice prior to each pesticide application. 18 AAC 90.625.

### **ANNUAL REGISTRATION FOR NOTICE OF PESTICIDE APPLICATION**

The Principal/Site Administrator shall provide written notice to parents/guardians at the beginning of each school year, or upon a child's enrollment, that pesticides may be used in or around the school. The notice shall explain how a parent may register to receive notification at least 24 hours prior to a pesticide treatment.

### **NOTICE**

Note: If the notice is given in writing, it may not be included with any other notice being provided to parents or guardians on another matter. 18 AAC 90.625(d).

At least 24 hours prior to application of a pesticide, parents/guardians who have registered, as specified above, shall be provided individual notice delivered by phone, face to face oral communication, electronic mail, U.S. mail, or facsimile. The notice must contain the following information:

- (1) a description of the area where the pesticide will be applied;
- (2) the date and approximate time of application; if the application will be outdoors, the notification must include three dates in chronological order in case the preceding date is canceled due to weather;
- (3) the common or brand name of each pesticide to be used;
- (4) the targeted pests to be controlled by the pesticide;
- (5) each active ingredient in the pesticide;
- (6) the EPA registration number;
- (7) the telephone contact number, if any, on the label of the pesticide for additional information about each pesticide; and
- (8) a contact name and telephone number at the school.

**PESTICIDE APPLICATION** (continued)**Posting**

Immediately before starting the application of a pesticide, the certified applicator shall post an 8 1/2 x 11-inch sign in the area of the school where the pesticide is to be applied. The Principal/Site Administrator shall ensure the sign remains posted and children are kept out of the treated area until the reentry interval on the label, if any, has expired; or, if the label does not specify a reentry interval, for at least 24 hours. The sign must be in the form specified by the Department of Environmental Conservation.

If pesticides are used outside the school term and the school is open to or accessible by the public, the notification required under this section must be prominently posted in a conspicuous location on the school premises at least 24 hours before the pesticide treatment is scheduled to begin.

**Emergency Application**

The Principal/Site Administrator may authorize an immediate pesticide treatment without prior notification to registered parents if the administrator determines an emergency exists. An emergency includes an immediate and unanticipated threat to the health and safety of the individuals at the school. An emergency does not exempt the school from the posting requirements.

**Applications Not Requiring Notice or Posting**

The following pesticide applications are not subject to the notification or posting requirements of this regulation:

- (1) applications of antimicrobial pesticides;
- (2) an application where the school remains unoccupied for a continuous 72 hour period following the application of the pesticide;
- (3) applications of rodenticides in tamper resistant bait stations or in areas inaccessible to children;
- (4) applications of silica gels and other ready-to-use pastes, foams, or gels that will be used in areas inaccessible to children.

**Required Record Keeping**

The Principal/Site Administrator shall keep records of pesticide applications subject to the notification and posting requirements of this regulation. Records must include

**PESTICIDE APPLICATION** (continued)

(1) a copy of each notice issued, or, if no notice is issued for an emergency application, all the information required in a notice had one been issued;

(2) the date of application;

(3) the name and employer of the individual who applied the pesticide, including the individual's certification number;

(4) the rate of application;

(5) the concentration of the pesticide applied; and

(6) the total amount of pesticide used.

Records of pesticide application must be made available to the Department of Environmental Conservation and to the public for review.

*Added 1/03*

**YAKUTAT SCHOOL DISTRICT**  
**Adopted: March 7, 2005**

**SCHOOL SAFETY AND SECURITY**

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

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

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

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



**SCHOOL SAFETY AND SECURITY**

The Superintendent or designee shall establish procedures to:

1. Minimize fire hazards.
2. Reduce the probability of faulty equipment.
3. Guard against the chance of electrical shock.
4. Maintain records and funds in a safe place.
5. Protect against vandalism and burglary.
6. Assign responsibility for use of school building keys.
7. Maintain locked buildings during non-business hours.
8. Provide routine patrolling of the schools and school grounds.
9. Secure outdoor areas and reduce the number of entrances which give access to the schools, by means such as fencing or landscaping.

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

**Keys**

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

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

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

**SCHOOL SAFETY AND SECURITY** (continued)

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

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

**INTRUDERS ON CAMPUS**

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

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

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

*(cf. 1250 - Visits to the Schools)*

*(cf. 3515 - School Safety and Security)*

*(cf. 4158 - Employee Security)*

*(cf. 5131.4 - Campus Disturbances)*

*(cf. 5131.7 - Weapons and Dangerous Instruments)*

**RECOVERY FOR PROPERTY LOSS OR DAMAGE**

Note: School districts may bring a civil action against one or both parents of a student who knowingly or intentionally destroys district property. Parents are liable for damages in an amount not to exceed \$15,000 and are also responsible for the court costs incurred by the district in bringing the action. If the parents have insurance that covers the damages claimed by a school district, and the policy limit is in excess of \$15,000, the district can recover up to \$25,000, or the policy limits, whichever amount is lower.

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

*(cf. 4156.3 - Reimbursement, Uniforms and Allowances)*

*(cf. 4158/4258 - Employee Security)*

*(cf. 5131.5 - Vandalism, Theft and Graffiti)*

If the district or law enforcement officials are unable to identify the individual(s) responsible for the theft or vandalism, the Board may authorize the Superintendent or designee, to offer a reward for information leading to the identification and apprehension of the guilty party.

*Legal Reference:*

ALASKA STATUTES

*09.65.255 Liability for acts of minors*

*43.23.065 Exemption of and levy on permanent fund dividends*

*47.12.300 Court records*

**YAKUTAT SCHOOL DISTRICT**

**Adopted: July 1, 1997**

**Revised: June 29, 2010**

**RECOVERY FOR PROPERTY LOSS OR DAMAGE**

Note: The following sample regulation may be revised or deleted.

**Reports**

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

**Investigation**

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

**Recovery of Damages**

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

**Payment of Reward**

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

**RESTRICTIONS ON SEX OFFENDERS ON CAMPUS**

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

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

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

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

**Sex Offenders Who Do Not Have Children Enrolled in the District**

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

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

**Parent/Guardian Sex Offenders**

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

1. When he/she is a qualified voter and is coming upon district property, before or after normal school hours, solely for purpose of casting a vote;
2. To attend an open meeting held outside the student instructional day; or
3. With the Superintendent or school administrator’s prior approval, under the procedures set forth below:
  - a. to pick up or drop off his/her own child at the school where the child is enrolled;

**RESTRICTIONS ON SEX OFFENDERS ON CAMPUS (continued)**

- b. to attend a parent-teacher conference or other meeting with faculty or staff to discuss the child's progress or other educational needs of the child;
- c. under other special circumstances, on a case-by-case basis, for which the school administrator has given written consent.

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

**Procedures for Prior Approval**

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

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

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

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

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

*(cf. 5021 – Noncustodial Parents)*

**Electronic Communications**

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

**RESTRICTIONS ON SEX OFFENDERS ON CAMPUS (continued)**

**Student Sex Offenders**

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

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

**Contractors**

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

**Violations of this Policy**

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

*Legal Reference:*

ALASKA STATUTES

*12.63.010-.020 Registration of sex offenders and related requirements; Duration of sex offender or child kidnapper duty to register*

*12.63.100(5) Registration of Sex Offenders - Definitions*



**ELECTRONIC MAIL (E-Mail)**

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

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

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

**Definition of Electronic Mail**

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

**Appropriate Use**

1. Users of district e-mail are responsible for their appropriate use.
2. All illegal and improper uses, including but not limited to, pornography, obscenity, harassment, solicitation, gambling, and violating copyright or intellectual property rights are prohibited.
3. Use of the e-mail system for which the district will incur an expense without the expressed permission of a supervisor is prohibited.
4. Electronic messages are not for private or confidential matters. Because there is no guarantee of privacy or confidentiality, other avenues of communication should be used for such matters.
5. Except for directory information, student records will not be transmitted by electronic mail.

**ELECTRONIC MAIL** (continued)

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

**Violations**

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

**Public Records**

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

The custodian of records for the district will assist the public in locating any specific public electronic mail record requested and will ensure public access to public electronic mail records without unreasonable delay or cost.

*(cf. 3580 - Business Records)*

*(cf. 9012 - Communications To and From the Board)*

*Legal Reference*

ALASKA STATUTES

*AS 09.25.110 - Public Records Open to Inspection and Copying*

*AS 09.25.120 - Public records; exceptions; certified copies*

*AS 09.25.220 - Definitions*

*AS 40.21.010-.150 - Management and Preservation of Public Records*

ALASKA ADMINISTRATIVE CODE

*6 AAC 96.200 - Public Information Principles*

*Revised 9/01*

*Revised 1/03*

**YAKUTAT SCHOOL DISTRICT**

**Adopted: May 6, 2002**

**Revised: March 7, 2005**

**RISK MANAGEMENT**

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

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

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

*(cf. 5143 - Students/Insurance/Athletic Insurance)*

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

*Legal Reference:*

ALASKA STATUTES

*14.03.150 Insurance required*

*14.08.091 Administration (Regional Education Attendance Areas)*

*14.11.011 Grant applications*

*14.12.115 Indemnification*

*14.14.020 Bond required*

*21.76.010-21.76-900 Joint insurance arrangements*

ALASKA ADMINISTRATIVE CODE

*4 AAA 31.200 Loss protection required*

*4 AAA 31.205 Self-insurance programs*

*4 AAA 31.210 Deductible amounts*

*4 AAA 31.215 Proceeds*

*4 AAA 31.220 Proof of insurance*

*4 AAA 31.225 Failure to procure insurance*

**RISK MANAGEMENT**

**Bonded Employees/Board Members**

All employees and board members who has check signing authority shall be bonded. In addition, the Business Manager, Elementary Secretary and Administrative Assistant shall be bonded.

The purpose of this policy is to reduce the risk associated with a District employee/Board Member who possesses contractual authority on behalf of the District or who occupies a sensitive (trusted) position in the event that they dishonestly appropriate District resources.

All District employees or Board Members who have contractual authority or occupy sensitive positions.

**TRANSPORTATION**

Note: In 2003, the Department of Education and Early Development repealed the majority of its regulations governing pupil transportation.

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

The goals of the transportation service are:

1. To provide maximum safety for students between home and school and on school-sponsored trips.
2. To promote desirable student behavior and respect for traffic safety.
3. To provide assistance and transportation for handicapped students.
4. To provide transportation for field trips.

*(cf. 3312 - Contracts)*

*(cf. 3541.5 - Alternative Transportation Arrangements)*

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

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

*(cf. 6182 - Secondary Boarding Program)*

*Legal Reference:*

ALASKA STATUTES

*14.09.010 Transportation of pupils*

*14.09.030 School buses*

*14.30.347 Transportation of exception children*

ALASKA ADMINISTRATIVE CODE

*4 AAC 09.050 Secondary Boarding Programs*

*Revised 1/04*

**YAKUTAT SCHOOL DISTRICT**

**Adopted: July 1, 1997**

**Revised: May 7, 2001**

**Revised: May 2, 2005**

**Transportation Routes and Services**

Note: In 2003, the Department of Education and Early Development repealed the majority of its regulations governing pupil transportation.

The School Board shall approve transportation routes and services based upon student needs and a continuing assessment of financial resources, including district funds and state reimbursements.

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

The Board may charge a fare for regular transportation provided to students within the established walking distance or for supplemental transportation services.

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

*Legal Reference:*

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

ALASKA STATUTES  
*14.09.010 Transportation of pupils*

ALASKA ADMINISTRATIVE CODE  
*4 AAC 27.990 Definitions*

*Revised 1/04*

**YAKUTAT SCHOOL DISTRICT**  
**Adopted: July 1, 1997**  
**Revised: May 6, 2002**  
**Revised: May 2, 2005**

**SCHOOL-RELATED TRIPS**

**Trips by School Vehicles**

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

Note: The following optional language may revised or deleted as appropriate.

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

**Transportation by Private Automobile**

Note: In spite of any waiver of liability, in certain cases a court may find schools liable for injuries to students occurring in private vehicles during school-sponsored activities. Therefore, AASB recommends that districts consult their attorneys before deciding whether or not to allow the use of private automobiles for school-related trips.

Note: The following option and exhibit are provided for districts that allow transportation by private vehicles.

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

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

**SCHOOL-RELATED TRIPS** (continued)

Note: AASB strongly recommends that districts require at least \$100,000 minimum liability. If desired, however, the district may change the above specification to read "liability insurance in amounts required by law."

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

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

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

*(cf. 6153 - School-sponsored Trips)*

*Revised 9/01*

**YAKUTAT SCHOOL DISTRICT**  
**Adopted: July 1, 1997**  
**Revised: May 6, 2002**



**SCHOOL DRIVER REGISTRATION FORM**

DRIVER (circle one)      Employee      Parent      Volunteer

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ Driver's License No. \_\_\_\_\_

Expiration Date \_\_\_\_\_

Telephone No. ( ) \_\_\_\_\_

VEHICLE

Name of Owner \_\_\_\_\_ Year \_\_\_\_\_

Address \_\_\_\_\_ Make \_\_\_\_\_

License Plate No. \_\_\_\_\_ Registration \_\_\_\_\_

Expires \_\_\_\_\_

Seating Capacity \_\_\_\_\_ No. Seat Belts \_\_\_\_\_

INSURANCE INFORMATION

Insurance Company \_\_\_\_\_

Policy No. \_\_\_\_\_ Expiration Date \_\_\_\_\_

Liability Limits of Policy \_\_\_\_\_

(The minimum acceptable liability limit for privately-owned vehicles is \$100,000 per occurrence. If you transport students often, it is recommended that your coverage be \$300,000 per occurrence.)

Name of Agent \_\_\_\_\_

Telephone No. ( ) \_\_\_\_\_

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

Name \_\_\_\_\_ Date \_\_\_\_\_

**TRANSPORTATION FOR EXCEPTIONAL CHILDREN**

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

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

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

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

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

*Legal Reference:*

ALASKA STATUTES  
*14.30.278 Individualized education program*  
*14.30.347 Transportation of exceptional children*

ALASKA ADMINISTRATIVE CODE  
*4 AAC 52.730 State aid for transportation*

*Revised 12/04*

**YAKUTAT SCHOOL DISTRICT**  
**Adopted: July 1, 1997**  
**Revised: May 2, 2005**

**ALTERNATIVE TRANSPORTATION ARRANGEMENTS**

Note: The following option is intended to address the unique transportation needs of some students.

Note: State regulation previously provided that if student travel time exceeds two hours per day, parent/guardian permission is required or the parent/guardian may select other reasonable and available educational or transportation alternatives. That regulation has been repealed. Districts may retain a two hour standard, select a different standard, or remove a maximum ride standard altogether.

If a student's travel time exceeds 2 hours per day, the superintendent or designee will obtain the parent/guardian's permission or ensure that the parent/guardian has made alternative transportation or educational arrangements.

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

*Legal Reference:*

ALASKA STATUTES

*14.09.010 Transportation of pupils*

*14.30.347 Transportation of exception children*

ALASKA ADMINISTRATIVE CODE

*4 AAC 09.050 Secondary Boarding Programs*

*4 AAC 27.990 Definitions*

*Revised 12/04*

**YAKUTAT SCHOOL DISTRICT**  
**Adopted: July 1, 1997**  
**Revised: May 2, 2005**  
**Revised: May 5, 2008**

## **Business and Noninstructional Operations**

### **ROLES AND DUTIES OF EMPLOYEES**

BP 3542

#### **Authority of School Bus Drivers**

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

*(cf. 5131.1 - Bus Conduct)*

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

Note: State law, AS 28.35.161, prohibits texting while driving. Option 1 sets forth this legal requirement. Option 2 prohibits the use of all personal phones and devices while driving or performing professional duties.

Bus drivers are prohibited from using personal cell phones or other personal electronic devices at all times while driving and while performing other professional duties. Use of district provided phones or electronic equipment shall be in compliance with district procedures. Bus drivers are prohibited from utilizing a district issued cell phone or other portable electronic device to read or type text messages or other non-voice communications while driving.

#### *Legal Reference:*

##### ALASKA STATUTES

*28.15.046 Licensing of school bus drivers*

*28.35.161 Use of electronic devices while driving; unlawful installation of television, monitor, or similar device*

##### ALASKA ADMINISTRATIVE CODE

*4 AAC 27.200 Approved school bus driver training courses*

*4 AAC 27.210 Certification of instructors*

*4 AAC 27.220 Minimum standards for school bus driver training courses*

*4 AAC 27.230 Issuance of school bus driver certificates under 4 AAC 27.200 (c)*

*4 AAC 27.235 Revocation of school bus driver training course approval*

*4 AAC 27.240 Revocation of instructor certificate*

*Revised 3/2013*

**YAKUTAT SCHOOL DISTRICT**  
**Adopted: July 1, 1997**  
**Revised: May 7, 2001**  
**Revised: June 3, 2013**

**TRANSPORTATION: EMERGENCY AND SAFETY PROCEDURES**

Note: Districts are required to provide student instruction on safe boarding, riding, and exiting of school buses and emergency procedures. If the District's buses are equipped with seat belts, the District must instruct drivers and passengers regarding appropriate seat belt use. Districts are also required to conduct at least three school bus drills each school year, one must be conducted during the first three weeks of the school term. The drills must encompass safe boarding, exiting and emergency procedures. AS 14.09.030

The School Board places a high priority on student safety and believes that student instruction in safe riding practices and emergency procedures appropriate for the type of conveyance, territory, and weather conditions, may lessen the risk of serious injury. The District shall provide instruction on safe boarding, riding, exiting and emergency procedures to students who are transported by bus and shall conduct school bus drills. The Superintendent or designee shall inform parents/guardians of district safety precautions and encourage their support and participation as appropriate.

*(cf. 5131.1 - Bus Conduct)*

*Legal Reference: Alaska Statutes 14.09.030 School buses*

*Revised 9/99*

**YAKUTAT SCHOOL DISTRICT**  
**Adopted: July 1, 1997**  
**Revised: May 7, 2001**

## **Business & Non-Instructional Operations**

### **FOOD SERVICE**

BP 3550(a)

Note: The following optional policy may be revised to reflect district philosophy and needs.

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

The Board believes that:

1. Foods and beverages available on school premises should contribute to the nutritional well-being of students and meet the nutritional criteria of the National School Lunch and Breakfast Programs and current U.S. Dietary Guidelines for Americans.
2. Foods and beverages available should be considered as carefully as other educational support materials.
3. Foods and beverages should be prepared in ways which will appeal to students while retaining nutritive quality.
4. Food should be served in quantities appropriate to the needs of students at their age level and served in as pleasant and relaxed an atmosphere as possible, with adequate time for students to eat.
5. Foods grown in the state provide nutritional, environmental, and economic benefits and should be utilized in the district's food service program to the extent feasible.

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

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

## **Business & Non-Instructional Operations**

### **FOOD SERVICE (continued)**

BP 3550(b)

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

*(cf. 3554 – Other Food Sales)*

*(cf. 5040 – Student Nutrition and Physical Activity)*

*(cf. 6163.4 – School Gardens, Greenhouses and Farms)*

#### *Legal Reference:*

##### ALASKA STATUTES

*03.20.100 Farm-to-school program*

*14.30.375 School gardens, greenhouses, and farms*

##### UNITED STATES CODE

*Richard B. Russell National School Lunch Act, 42 U.S.C. 1751-1769j*

*Child Nutrition Act of 1996, 42 U.S.C. 1771-1793*

##### CODE OF FEDERAL REGULATIONS

*7 C.F.R. Parts 210 and 220, National School Lunch Program and Breakfast Program*

##### FEDERAL REGISTER

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

**YAKUTAT SCHOOL DISTRICT**

**Adopted: July 1, 1997**

**Revised: April 17, 2006**

**Revised: April 4, 2011**

**Revised: June 2, 2014**

**Business and Noninstructional Operations**

BP 3551.1

**FOOD SERVICE**

**Inventory Management**

The food service staff will be responsible for maintaining an inventory listing of all food supplies on hand quarterly. The year end inventory will be valued at June 30 based on actual cost using the first-in/first-out (FIFO) method and the District's general ledger will reflect the change in inventory; using the consumption method of recording changes in inventory.

**YAKUTAT SCHOOL DISTRICT**  
**Adopted: July 1, 1997**



**FOOD SERVICE**

Consumption method - The method under which inventories are recorded as expenditures when use.

First-in/First-out (FIFO) method - The method of recording the cost of an item consumed from inventory in which the first items purchased are the first items recorded as used when calculating the ending value of items in inventory.

**Counts**

The food service staff will prepare an inventory count four times a year. The counts will be performed during the following times:

1. The week following the last day of school
2. The week preceding the first day of school
3. A time designated by the Superintendent in the second quarter of the school year
4. A time designated by the Superintendent in the third quarter of the school year

Counts will be performed using a spreadsheet printout of the known inventory items, grouped by vendor and by item type. Counts will indicate how many cases and individual items are in inventory. If an individual item has been opened and has not been completely consumed, it will not be counted.

**Year end cut-off**

Orders received after the last day of school will be added to the inventory amount. Orders received after June 30 will not be added to the year end inventory amount.

**Valuation**

Inventory items will be valued at cost. If the cost of shipping is not readily available for each item, a reasonable estimate can be used. Valuation is performed by the Elementary Secretary and cost is determined based on invoices. Invoices will be made available to the Elementary Secretary by the Business Manager during the week following the last day of school.

**Business and Noninstructional Operations**

BP 3551.1(b)

**FOOD SERVICE**

**USDA commodities**

Counts for USDA commodities will be kept separate from the counts of purchased inventory.

USDA inventory will be valued by the Business Manager based on the valuation designated by the USDA

**YAKUTAT SCHOOL DISTRICT**  
**Adopted: July 1, 1997**

**FREE AND REDUCED PRICED MEALS**

Note: Optional policy for districts participating in federal food programs.

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

*(cf. 5040 – Student Nutrition and Physical Activity)*

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

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

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

*(cf. 5125 - Student Records)*

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

*Legal Reference:*

FEDERAL REGISTER

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

**YAKUTAT SCHOOL DISTRICT**  
**Adopted: July 1, 1997**  
**Revised: June 2, 2014**

**OTHER FOOD SALES**

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

**During School Day**

Between the hours of 12:00 AM and 30 minutes after the conclusion of the instructional day, the Superintendent or designee may permit food and beverage sales by student or adult entities or organizations provided that these sales meet the requirements of the National School Lunch Act, Nutrition Standards for All Foods Sold in Schools, also known as Smart Snacks in School, do not impair the food service's ability to be financially sound, and observe appropriate sanitation and safety procedures.

*(cf. 5040 – Student Nutrition and Physical Activity)*  
*(cf. 6163.4 – School Gardens, Greenhouses and Farms)*

**Outside of School Day**

From 30 minutes after the conclusion of the instructional day until 12:00 AM, the Superintendent or designee may permit food and beverage sales by student or adult entities or organizations provided that these sales comply with state and federal regulations and observe appropriate sanitation and safety procedures.

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

*Legal Reference:*

UNITED STATES CODE

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

CODE OF FEDERAL REGULATIONS

*7 C.F.R. Parts 210 and 220, National School Lunch Program and Breakfast Program*

FEDERAL REGISTER

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

**YAKUTAT SCHOOL DISTRICT**  
**Adopted: July 1, 1997**  
**Revised: April 17, 2006**  
**Revised: April 4, 2011**  
**Revised: \_\_\_\_\_, 2014**

**DISTRICT RECORDS**

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

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

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

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

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

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

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

**DISTRICT RECORDS**

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

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

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

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

ALASKA STATUTES

*40.25.120-40.25.220 Public Records Act*

*14.03.115 Parental Access*

*14.17.910 Restrictions governing receipt and expenditure of money from public school foundation account*

*40.21.010-40.21.140 Public records*

ALASKA CONSTITUTION

*art. 1, sec. 22, Right to Privacy*

UNITED STATES CODE

*5 U.S.C. § 552a – Privacy Act*

*20 U.S.C. § 1232 g & 34 CFR Part 99 – Family Educational Rights & Privacy Act*

**YAKUTAT SCHOOL DISTRICT**

**Adopted: July 1, 1997**

**Revised: May 2, 2005**

**Revised: May 5, 2008**

**Revised: August 10, 2009**

**DISTRICT RECORDS**

**Current Filing System**

To ensure efficient access, filing centers will be established. To reduce the amount of duplicate and unnecessary record retention, individual desk files should be avoided unless they are used in daily operations.

Unless necessary, records should usually only be kept by the originator or sender and not by the receiver to avoid duplicate filing systems.

The following filing guidelines should be adhered to optimize filing efficiency and records access:

1. All file cabinets and files will follow recognized rules of order, such as Left to Right, Top to Bottom, Front to Back and in the case of chronological records, newest to oldest.
2. File markers or label headings will always be placed at the beginning or front of a file or group of files.
3. Alphabetical files should always be filed under broad topical categories. Files should never be filed under individual employee names (except personnel) to avoid confusion and refileing in the event of turnover. Files should be always filed under the “proper” or company names whenever appropriate. In the case of individuals, files should be maintained according to the persons “Last name” then First name and Middle initial.

**Record Retention and Storage**

Storage of archived records will be maintained in the locked storage area of the building. Access to this area will be limited to the Administrative Assistant, Business Manager, Superintendent and Board Members.

Non-permanent files will be stored in cardboard file boxes. Each file box will be labeled on the front with the contents, dates covered, and destruction date if applicable. Permanent records will be maintained in metal fire-resistant file cabinets.

Files should be stored only in boxes with similar items, dates and retention periods. This will allow easier access and purging of records. A general rule to keep in mind is that it is better to only half fill a file box than to file two dissimilar types of files in the same box.

**Business and Noninstructional Operations**

AR 3580(b)

**DISTRICT RECORDS (CONTINUED)**

These holding periods will be maintained for the documents listed below. Any questions regarding document not listed should be directed to the Administrative Assistant (personnel records) or Business Manager (payroll and disbursement records).

<u>Document</u>	<u>Holding Period in Years</u>
Accident Reports After Settlement	8
Account Payable (Vouchers & Invoices)	6
Bank Statements and Reconciliations	6
Canceled Checks	6
Cash Receipts Books	Permanent
Claim Files (Against Us)	6
Claim Files (by Us)	3
Contracts, Agreements & Leases after expiration	8
Board Minutes, Tapes and Records	Permanent
Credit Files	6
Employee Records (Terminated)	6
Engineering and Scientific Records	Permanent
Financial Statements (Internal)	5
Financial Statements (External)	Permanent
General Ledgers and Journals	Permanent
Sales and Other Tax Returns	6
Insurance Claims After Settlement	10
Patents and licenses	17
Payroll Registers and Time Sheets	6
Payments and Reports to Government Agencies	6
Physical Inventory Records (after disposal)	6
Purchasing Correspondence	6
Sales Correspondence	2
Sales Invoices	6
Travel and Expense Reports	6

**Record Destruction**

Three to six months after each year-end, the Administrative Assistant will proceed with destruction of all files that have exceeded their recognized holding period.

The actual listing of records destroyed will be maintained permanently for future reference.



**DISTRICT RECORDS (CONTINUED)**

Destruction of the files will be performed by the Administrative Assistant for shredding and disposal. Disposal of records into the District's general trash service is not allowed.

**Personnel files**

Personnel information will be kept in two separate filing systems. (1) files containing the information used in routine payroll processing; (2) files containing long-term personnel information related to hiring, promoting, and the termination. Both types of personnel files will be kept in locked in locked storage that assures confidentiality.

The Business Manager is responsible for the payroll files. The Administrative Assistant is responsible for the personnel files.

The employee file used in routine payroll processing will be limited to such administrative items as employment contracts, INS form 1-9, IRS form W-4, payroll deduction authorization, timesheets, and pay rate change forms (payroll action).

Long-term personnel information will be kept in a file separate from routine payroll processing information. Long-term personnel information includes such items as applications, resumes, letters of reference, interview summaries, evaluations, disciplinary action reports, letters of complaint/commendation, plans for improvement, physical exams, employment contracts, Drug Free Workplace Policy notification documentation. Drug Free Workplace Policy violation documentation, letters of resignation, and termination notices.