

Business and Noninstructional Operations

MONEY IN SCHOOL BUILDINGS

BP 3450

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 IASD business office. Any money left overnight in schools shall be kept in locked locations provided for safekeeping of valuables.

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: DECEMBER 2014**

Business and Noninstructional Operations

PETTY CASH FUNDS

AR 3451

The purpose of a petty cash fund is to have cash available in the office of the Principal/Principal-Teacher or other administrative officer for express charges, postage due and other unforeseen small expenses which cannot conveniently be charged and handled in the usual manner.

1. The amount of cash funds at any school site shall not exceed \$100.
2. The Principal/Principal-Teacher or administrative official in whose name the fund is created will be responsible for all expenditures made from it.
3. Each disbursement will be supported by a cash register tape, a sales slip or other evidence of the expenditure. Such evidence will be summarized monthly, or earlier if the fund needs replenishment.
4. The documents and the summary will be forwarded to the business office where a check will be issued to replenish the fund.
5. The amount on deposit plus receipts of disbursement must always equal the original amount of the fund.
6. Funds will be regularly audited by the business office.
7. The petty cash account will be closed at the end of each fiscal year by the business office.
8. Money left overnight in schools shall be kept in a safe or secured place.

(cf. 3400 - Management of District Assets)

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: DECEMBER 2014**

Business and Noninstructional Operations

STUDENT ACTIVITY FUNDS

BP 3452

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

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

Student funds shall be managed in accordance with sound district and business accounting 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.

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

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

Student activity accounting procedures are the same as the district's accounting procedures. Student activity funds are deposited in the district's bank account. No school accounts or individual teacher accounts are allowed.

cf. 1240 – School-Connected Organizations

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: DECEMBER 2014**

Business and Noninstructional Operations

STUDENT ACTIVITY FUNDS

E 3452

SCHOOL-CONNECTED ORGANIZATIONS AND STUDENT ACTIVITY FUND RAISING ACTIVITIES

1. All fund raising activities should clearly state what the specific fundraising activity money is being used for.
2. All funds must be processed through the Principal/Principal-Teacher and IASD Business Office.
3. No advance will be given any group if money for a trip is not raised by the scheduled trip date and submitted to the District Office.
4. Only approved student activities will be counted as a day in school. Unapproved activities will count as an absence.
5. Approved activities will be covered under district insurance.
6. All out of state trips must receive prior board approval.
7. No travel arrangements will be made for any student trip before a budget of all trip expenses is submitted and reviewed by business personnel for accuracy and all funds for the trip are deposited into the school district's checking account.
8. The Principal/Principal/Teacher will monitor all accounts with oversight from the IASD business office.
9. When money is sent from schools outside McGrath it must be in the form of a money order or check. No cash is to be sent through the mail.
10. Fundraising activities is for the purpose of group activities. Monies will not be raised for individual student gain or given to any individual student in the form of cash or material items without prior IASD Board approval.
11. All money should be immediately accounted for and placed in a locked location until it is sent to the district office in McGrath.
12. No money raised by students for activities may be used for any other activity other than that which has been designated as the original purpose for said money. In the event that an account or activity is inactive for more than three years, the ASB is authorized to reallocate funds available to another site activity/club.
13. In the event that an activity or club is inactive for more than three years and has a pos,
14. All accounts must have a positive balance by the end of May or the Superintendent or designee will adjust the accounts to close out over expended accounts.

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: May 2015**

Business and Noninstructional Operations

PERIODIC FINANCIAL REPORTS

BP 3460

The Superintendent or designee shall keep the Iditarod School Board informed about the district's financial condition. The Iditarod School 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 AAC 06.121 Annual financial reporting requirements

4 AAC 09.130 School district audit

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: DECEMBER 2014**

Business and Noninstructional Operations

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 consumable inventories, prepaid expenses, supplies, and long-term receivables
- 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.” This includes encumbrances, student activity fund balances and impact aid.

IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: December 2014

Business and Noninstructional Operations

FUND BALANCE CLASSIFICATION (continued)

BP 3470 (b)

- 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 Iditarod School Board. Commitments may be removed or changed by formal Iditarod School 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.

- 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 or Business Manager 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, technology 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 followed by committed, assigned and unassigned 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 Iditarod School Board authorizes the Superintendent or Business Manager to assign, transfer or dispose of fund balance in 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. The assignment, transfer or disposition of fund balance will be reported to the Iditarod School Board.

Added 3/2012

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: December 2014**

Business and Noninstructional Operations

MAINTENANCE

BP 3510

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 Iditarod School 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 or designee 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

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: DECEMBER 2014**

Business and Noninstructional Operations

ENERGY CONSERVATION

BP 3511

The Iditarod 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.

(cf. 3510 Maintenance)

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: DECEMBER 2014**

Business and Noninstructional Operations

ENERGY CONSERVATION

AR 3511 (a)

District and site plans to conserve resources shall 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, Principal/Principal-Teachers 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

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: April 2015**

Business and Noninstructional Operations

ENERGY CONSERVATION (continued)

AR 3511 (b)

Electricity Incentive Program

The Iditarod School Board adopted the following electricity incentive program to reduce the cost of electricity at each site. School sites and maintenance will share the benefits from the reduction of electrical costs.

The following computation will be used to determine school cost savings:

1. Cost of electricity will be compiled from the prior three year period. For FY'08, years FY05-07 will be used.
2. Payments for this prior year period will be averaged. This will be the base cost for the next fiscal year (FY09).
3. If a site shows a reduction in electrical costs from the base period, this reduction will be split between the school site and the maintenance budgets on a 25/75% basis.
4. Cost savings will be added to the site's instructional budget when the budget is revised following the October count in the next fiscal year (FY09).
5. A historical spreadsheet will be compiled detailing the results of each school site and will be reported to the Iditarod School Board.

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: April 2015**

Business and Noninstructional Operations

EQUIPMENT

BP 3512

All employees may use District owned equipment and facilities provided an acceptable agreement has been made with the site administrator.

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)

The consent of the Principal/Principal-Teacher 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.

(cf. 3440 - Inventories)

Business and Noninstructional Operations

EQUIPMENT

E 3512

LENDING AGREEMENT

NOTE: The following form is recommended for use when school district property is loaned or otherwise made available to a community member or organization for nonschool-related use.

Items to be borrowed _____

Date needed _____ Date to be returned _____

From _____
(School or School Personnel)

Borrower _____
(Company or Organization)

Person responsible for above borrowed items _____

AGREEMENT: I, _____, agree to return all borrowed items in the same condition as when borrowed and to reimburse Iditarod Area School District for any damages which might occur through usage during the period of lending.

Signature

Added 9/98

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: DECEMBER 2014**

Business and Noninstructional Operations

TOBACCO-FREE SCHOOLS/SMOKING

BP 3513.3 (a)

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

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: December 2014**

Business and Noninstructional Operations

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

Revised 3/2012

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: DECEMBER 2014**

Business and Noninstructional Operations

ENVIRONMENTAL SAFETY

BP 3514

The Iditarod 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

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: DECEMBER 2014**

Business and Noninstructional Operations

HAZARDOUS SUBSTANCES AND PESTICIDES

BP 3514.1

Hazardous Substances

The Iditarod 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 Iditarod School 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 Iditarod School 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

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: DECEMBER 2014**

Business and Noninstructional Operations

PESTICIDE APPLICATION

AR 3514.1 (a)

The Principal/Principal-Teacher 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/Principal-Teacher 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;

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: December 2014**

Business and Noninstructional Operations

PESTICIDE APPLICATION (continued)

AR 3514.1 (b)

- (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.

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/Principal-Teacher 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/Principal-Teacher 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

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: December 2014**

Business and Noninstructional Operations

PESTICIDE APPLICATION (continued)

AR 3514.1 (c)

Required Record Keeping

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

- (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

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: DECEMBER 2014**

Business and Noninstructional Operations

SCHOOL SAFETY AND SECURITY

BP 3515

The Iditarod School Board is fully committed to preventing violence and crime on school grounds. The Superintendent or designee 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 Iditarod School 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.

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: DECEMBER 2014**

Business and Noninstructional Operations

SCHOOL SAFETY AND SECURITY

AR 3515 (a)

The school Principal/Principal-Teacher 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

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 Principal/Principal-Teacher. Keys shall be issued only to those employees who regularly need a key in order to carry out normal activities of their position.

Each Principal/Principal-Teacher 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, heat, appliances etc., when leaving the room or building).

The duplication of school keys is prohibited. The person issued a key shall be responsible for its safekeeping. If a key is lost, the person responsible shall report the loss to the Principal/Principal-Teacher immediately and shall pay for all replacement costs of keys and locks. Duplicate keys may be obtained only through the district maintenance office.

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

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: DECEMBER 2014**

Business and Noninstructional Operations

INTRUDERS ON CAMPUS

BP 3515.2

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

The Principal/Principal-Teacher 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.

(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)

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: DECEMBER 2014**

Business and Noninstructional Operations

RECOVERY FOR PROPERTY LOSS OR DAMAGE

BP 3515.4

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 Iditarod School Board shall seek reimbursement of damages from any individual or from the parents/guardians of any minor who commits any 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 Superintendent or designee or law enforcement officials are unable to fix responsibility for the vandalism, the Board authorizes the Superintendent's or designee's discretion, 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

Revised 2/2010

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: DECEMBER 2014**

Business and Noninstructional Operations

RECOVERY FOR PROPERTY LOSS OR DAMAGE

AR 3515.4

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.

Revised 2/2010

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: DECEMBER 2014**

Business and Noninstructional Operations

RESTRICTIONS ON SEX OFFENDERS ON CAMPUS

BP 3515.5 (a)

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 Iditarod School 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

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: December 2014**

Business and Noninstructional Operations

RESTRICTIONS ON SEX OFFENDERS ON CAMPUS (continued)

BP 3515.5 (b)

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;
 - 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 or designee. 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/Principal-Teacher 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/Principal-Teacher and/or Superintendent or designee 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)

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: December 2014**

Business and Noninstructional Operations

RESTRICTIONS ON SEX OFFENDERS ON CAMPUS (continued)

BP 3515.5 (c)

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.

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

Added 2/11

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: December 2014**

Business and Noninstructional Operations

ELECTRONIC MAIL (E-Mail)

BP 3523 (a)

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.

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: December 2014**

Business and Noninstructional Operations

ELECTRONIC MAIL (continued)

BP 3523 (b)

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 Iditarod School 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 Iditarod School 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 40.25.110 - Public Records Open to Inspection and Copying

AS 40.25.120 - Public records; exceptions; certified copies

AS 40.25.220 - Definitions

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

ALASKA ADMINISTRATIVE CODE

6 AAC 96.200 – Public Information Principles

Revised 1/03

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: DECEMBER 2014**

Business and Noninstructional Operations

RISK MANAGEMENT

BP 3530

Note: A.S. 14.03.150 requires districts to maintain adequate property insurance for replacement cost of district facilities and equipment. 4 AAC 31.200 requires that Regional Education Attendance Areas include the state as an additional insured on property loss insurance. .

The Iditarod 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 including public employee liability and dishonesty coverage.

(cf. 4154 - Personnel Insurance/Health & Welfare Benefits)
(cf. 5143 - Students/Insurance/Athletic Insurance)

Note: A.S. 14.08.091 requires that the officer of the regional school board responsible for custody of district funds file a bond for \$50,000 with the State Commissioner.

Each member of the Board, the Superintendent or designee, and any other officer or employee of the District entrusted with the custody, management, investment, accounting, or disbursement of District funds will be bonded for \$50,000 or have employee dishonesty coverage as part of the risk management program. Such bond shall be conditioned on the honest and faithful disbursement and accounting of District monies.

Legal Reference:

ALASKA STATUTES

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

ALASKA ADMINISTRATIVE CODE

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

IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: DECEMBER 2014

Business and Noninstructional Operations

TRANSPORTATION

BP 3540 (a)

Air Carrier Insurance Requirements

Air carriers wanting authorization to carry students, staff and/or freight for IASD must have insurance coverage of \$ 2,000,000 combined single limit and \$300,000 per seat.

Air carriers wanting authorization to carry staff and/or freight for IASD must have insurance coverage of \$1,000,000 combined single limit and \$300,000 per seat.

Transportation by Private Aircraft

Transportation for employees, students or individuals doing school district business is not allowed.

Transportation of Alcoholic Beverages

Transportation on district paid air charters is not allowed.

Personal Travel on Iditarod School District Charters

Individuals desiring to utilize an available seat on a flight chartered by the Iditarod Area School District is required to complete the “Personal Travel on District Chartered Flights Waiver and Release of Liability” form.

Pupil Transportation

The Iditarod 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)

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: May 2015**

Business and Noninstructional Operations

TRANSPORTATION (continued)

BP 3540 (b)

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 Iditarod School 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.

Charter School Transportation

Note: (cf. 6182 - Secondary Boarding Program) Note: Effective July 1, 2014, AS 14.09.010 was amended to require that school districts adopt a policy addressing transportation services to students attending a charter school operated by the district. Department of Education and Early Development regulations require a charter school transportation policy if: 1) the district provides pupil transportation services under AS 14.09.010; and 2) the district operates a charter school or an application for the establishment of a charter school in the district is pending. A district must submit its charter school transportation policy to the Department for approval by: 1) April 15, 2015 if a charter school is in operation in the district on July 1, 2014; or 2) no later than 30 days after approval of a new charter school if the district does not already have an approved charter school transportation policy in effect. See 4 AAC 27.057 for further guidance on the transportation policy approval process. The policy is to be developed with input solicited from individuals involved in the charter school, including staff, students, and parents. If a district fails to adopt a policy, the district is required to allocate the amount of state transportation funding received for each charter school student to the charter school. AS 14.09.010(f).

The School Board recognizes that charter school students may benefit from transportation services. On a space available basis, charter school students may access school bus transportation on those regular school bus routes that run within the attendance area where the charter school is located. Transportation access is subject to the following:

- a. Charter school students may only access those school bus routes that are appropriate to their school level, i.e., elementary school, middle school or high school.
- b. Charter school students who reside within a mile and a half of the charter school are not eligible for transportation unless they must cross a designated hazardous road area. Special education routes are not subject to the mile and a half restriction.
- c. Charter school students must comply with all rules for safe and appropriate conduct while waiting for, boarding, and exiting the bus, and while riding the bus. Charter school students are subject to the same sanctions as other students for bus violations.
- d. Annually, the charter school must provide information to charter school families who are accessing school bus transportation about the district's school bus rules.

IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: April 2015

Business and Noninstructional Operations

TRANSPORTATION (continued)

BP 3540 (c)

- e. School bus transportation is not available to charter school students enrolled in charter schools identified as correspondence programs.

Annually, the Superintendent or designee shall communicate to the charter school the space availability on applicable transportation route(s) and determine the transportation needs of charter school students. If the number of charter school students desiring transportation exceeds available space, the charter school is responsible for developing a written process for addressing ridership on a fair and equitable basis. A copy of the written process shall be provided to the district.

Note: The above language reflects the minimum transportation obligation for charter school students as required by AS 14.09.010(e)(2). A district is not obligated to provide greater service, to establish dedicated routes for exclusive use of the charter schools, or to permit charter schools to opt out of the policy and receive transportation funding. The following is optional language for those districts desiring a process to consider, and act upon, requests by charter schools for additional transportation services.

A charter school desiring additional or dedicated student transportation may submit a written proposal to the Superintendent or designee. The proposal shall identify, at a minimum, student transportation needs, charter school funding available to support additional transportation, and the transportation routes and services being requested. The Superintendent will make a recommendation to the School Board to approve or deny the request. The Superintendent and the Board will consider the funding, equipment and personnel necessary to accommodate the requested transportation; the impact on operations of the district; the needs of the charter school and its students; equity with other charter schools and district alternative and optional programs; and the best interests of the district. The School Board will approve or deny the transportation request at a regularly scheduled meeting.

(cf. 6182 - Secondary Boarding Program)
(cf. 6181 - Charter School)

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

4 AAC 27.006-990 Transportation

4 AAC 27.057 Charter school transportation policy

Revised 3/2015

IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: April 2015

Business and Noninstructional Operations

TRANSPORTATION

E 3540 (a)

**PERSONAL TRAVEL ON DISTRICT-CHARTERED FLIGHTS
WAIVER AND RELEASE OF LIABILITY**

This form must be completed by any person desiring to utilize, for personal travel, an available seat on a flight chartered by the Iditarod Area School District. The District is not required to make open seats available for personal travel and does so at its discretion. The District may decline requests for personal travel at any time, for any passenger, solely at the District's option.

Name of Passenger(s): _____ Date of Travel: _____

Flight Origin: _____ Flight Destination: _____

Passenger's Relationship to District: Employee or Board Member
 Family member of Employee or Board Member
 Other: _____

I desire to utilize an available seat or seats for personal travel purposes, unrelated to Iditarod Area School District (IASD) business. In exchange for the opportunity to do so on the above-described flight chartered by IASD, I voluntarily execute this Waiver and Release of Liability in favor of IASD, including its Board members, employees, agents, and insurers. In exchange for good and valuable consideration, I make the following representations and agree to the following waiver and release of liability and acknowledgement of risk:

I have no physical or mental conditions that affect my ability to safely fly and have not been advised otherwise by a medical practitioner.

I understand that flying entails risks, including risks that are not reasonably foreseeable or that cannot be eliminated. These risks include, but are not limited to, the risk of bodily injury or death, pain and suffering, and damage to property.

I understand that IASD has chartered the above described flight and is in no way responsible for obligations that reside with the carrier, including, but not limited to, airworthiness of the plane, selection and supervision of flight crew, weather determinations, and insurance coverage on the flight and its passengers. In chartering a flight, IASD does not undertake any of these obligations which remain fully and solely the responsibility of the carrier.

If I am an employee of IASD, I acknowledge and agree that my travel on the above-described flight is for personal reasons only. My travel is not in the course and scope of employment and not in connection with any professional employment duties or obligations I may have with IASD. Should I suffer any accident or injury as a result of

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: May 2015**

Business and Noninstructional Operations

TRANSPORTATION (continued)

E 3540 (b)

**PERSONAL TRAVEL ON DISTRICT-CHARTERED FLIGHTS
WAIVER AND RELEASE OF LIABILITY (continued)**

my travel on the above-described flight, I understand that this is not a compensable injury under the Alaska Workers Compensation Act. If passenger is a student, I as the parent understand that this is not a compensable injury under IASD student accident insurance.

I ASSUME ALL OF THE RISKS ASSOCIATED WITH MY TRAVEL, INCLUDING RISKS NOT SPECIFICALLY IDENTIFIED IN THIS WAIVER AND RELEASE OF LIABILITY, AND THE RISK OF INJURY CAUSED BY THE CONDITION OF ANY PROPERTY, FACILITIES OR EQUIPMENT USED IN CONNECTION WITH THE TRAVEL.

I HEREBY IRREVOCABLY AND UNCONDITIONALLY WAIVE AND RELEASE IASD FROM ANY AND ALL CLAIMS, DEMANDS, LOSSES, LIABILITIES FOR PERSONAL INJURIES, DEATH, OR DAMAGE TO PROPERTY, AND ACTIONS OF ANY KIND, ARISING FROM MY PARTICIPATION IN THE PERSONAL TRAVEL, EVEN IF CAUSED IN WHOLE OR IN PART BY THE NEGLIGENCE OF IASD.

I AGREE TO DEFEND, HOLD HARMLESS AND INDEMNIFY IASD FROM ANY CLAIM, LIABILITY, LOSS, DAMAGES OR EXPENSES (INCLUDING ATTORNEYS FEES) RESULTING FROM A CLAIM BROUGHT BY A FELLOW PASSENGER, OR ANY OTHER PERSON, FOR LOSS OR DAMAGE CAUSED BY MY CONDUCT IN CONNECTION WITH THE TRAVEL.

I have read this document, understand its terms, and have voluntarily signed this Waiver and Release of Liability.

MUST BE SIGNED BY ADULT PASSENGER, OR PASSENGER'S PARENT (OR LEGAL GUARDIAN), PRIOR TO DEPARTURE:

Signature of Parent: _____ Date: _____

Print Name: _____

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: May 2015**

Business and Noninstructional Operations

TRANSPORTATION ROUTES AND SERVICES

BP 3541 (a)

Note: Effective July 25, 2014, the Department of Education and Early Development amended and added regulations 4 AAC 27.006-951, establishing regular and special education transportation routes, allowing in-lieu-of agreements, establishing hazardous routes and requiring transportation reports to be filed. A regular transportation route may be established where 8 or more students reside more than one and one-half miles from school, and the entire route is over regularly maintained roads under the supervision and maintenance of the Department of Transportation and Public Facilities, a public utility district, a municipality, a borough service area or other agency supported by public funds, and the route provides adequate turnaround space for transportation vehicles. 4 AAC 27.011.

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. Districts will use the most cost efficient methods when developing and establishing regular and special education routes and engaging in other transportation related services. Transportation shall be provided for students living at least one and one-half miles from school. Special education routes will be established without regard to distance.

Note: Pursuant to 4 AAC 27.036, the Board may designate hazardous routes within one and one-half mile from school. The designation must be by resolution which must state the nature and potential duration of the hazard and is only valid for one year.

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

Note: A district may establish in-lieu-of agreements with parents to provide reimbursement for transporting their children to the nearest attendance center if: 1) the student's residence is more than one and one-half miles from the regular bus route and the pupil's attendance center (unless the child is a special education student); 2) the per-mile rate does not exceed the maximum mileage reimbursement rate paid by the district to administrative employees; and 3) reimbursement is based on the actual miles traveled, not the number of students.

Instead of extending existing transportation routes or establishing new routes, the District may establish in-lieu-of agreements to reimburse parents for transporting their children at approved rates and under approved conditions.

(Cf. 3540- Transportation)

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: April 2015**

Business and Noninstructional Operations

TRANSPORTATION ROUTES AND SERVICES (continued)

BP 3541 (b)

Note: 4 AAC 27.056 requires that each district that receives pupil transportation funds from the department submit pupil transportation reports on prescribed forms. The pupil transportation annual report shall be submitted by October 1 of each year. The pupil transportation quarterly report shall be submitted not later than 15 days after the end of each quarter of the fiscal year. The final report is due by July 15 of each year, unless the district is offering summer school transportation services, in which case it is due by August 15. Any school bus accident reports must be submitted not later than 10 days after the end of each month in which a reportable school bus accident occurs.

The district will timely submit to the Department of Education and Early Development all transportation reports required by law.

Note: 4 AAC 27.086 establishes minimum standards for requests for proposals ("RFP"). Districts must ensure that an RFP commences six months before the expiration date of the current contract. Pre-bid conferences shall be held 30 days after the release of the RFP. Proposals are due to the district 14 days after the pre-bid conference and shall be opened that day in public at the hour and place stated in the RFP. The School Board shall forward a copy of the written proposed contract and successful proposal to the Department of Education and Early Development, not later than April 15 of the fiscal year preceding the first year of the contract. A copy of the final signed contract shall be forwarded to the Department not later than the first day of the contract. Each District with an ADM of 4,500 or more shall work with the Department to align, bid and remain on the same five-year term cycle.

All contracts for pupil transportation awarded by the School Board will be based on the competitive proposal process and meet minimum standards as required by law.

(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 27.006-27.951 Pupil transportation

Revised 3/2015

IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: April 2015

Business and Noninstructional Operations

TRANSPORTATION ROUTES AND SERVICES

AR 3541 (a)

HAZARDOUS ROUTES

A hazardous transportation route will be provided to children within the City of McGrath living less than 1.5 miles from the school. The approved route provides transportation services to children beginning at Hoffman Road on Chinana Avenue (River Road) to HUD, New HUD and return to the school property.

REGULAR ROUTE

The regular bus route will consist of one or two loops in the morning and one or two loops in the afternoon. The loops in the morning and afternoon shall be concurrent to minimize the amount of time spent driving. The inclusion of additional loops in the morning and afternoon is contingent upon funding and will be determined at the beginning of each school year.

COLD WEATHER ROUTE

The bus driver will provide door to door pickup and drop off service for students when the temperature is -30 degrees or colder.

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: DECEMBER 2014**

Business and Noninstructional Operations

SCHOOL-RELATED TRIPS

BP 3541.1 (a)

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.

Besides taking students to and from school, the Iditarod School 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 Iditarod School Board, such costs may be charged to the district.

Transportation by Private Automobile

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 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.

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: December 2014**

Business and Noninstructional Operations

SCHOOL-RELATED TRIPS (continued)

BP 3541.1 (b)

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

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: DECEMBER 2014**

Business and Noninstructional Operations

TRANSPORTATION FOR CHILDREN WITH DISABILITIES

BP 3541.2

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

4 AAC 27.021 Establishment of special education routes

Revised 3/2015

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: DECEMBER 2014**

Business and Noninstructional Operations

ALTERNATIVE TRANSPORTATION ARRANGEMENTS

BP 3541.5

In Lieu of Transportation

Whenever it is more economical to do so, the School Board may seek agreement with the parents/guardians to reimburse parents/guardians in lieu of transportation.

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. 4 AAC 27.032 provides the following limitations on in-lieu-of agreements: 1) unless the child is a special education student, the student's residence must be more than a mile and a half from both the nearest regular bus route and the student's attendance center; 2) the per-mile rate may not exceed the maximum reimbursement rate paid to district employees; and 3) reimbursement must be based on the actual miles traveled, not the number of students transported.

(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

4 AAC 27.032 In-lieu-of agreements

Revised 3/2015

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: April 2015**

Business and Noninstructional Operations

IN LIEU OF TRANSPORTATION

AR 3541.5

A parent who drives a second vehicle to and from the school to chaperone a student on a second vehicle will (not) be reimbursed for the second vehicle cost.

Parents are required to complete an In Lieu of Transportation Agreement and submit a monthly reimbursement request for reimbursement of expenses.

In lieu of transportation payments will be made only if transportation funds are available for this purpose.

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.
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Bus drivers are prohibited from utilizing a 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

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: May 2015**

Business and Noninstructional Operations

TRANSPORTATION: EMERGENCY AND SAFETY PROCEDURES

BP 3543

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 of which 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 Iditarod 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

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: DECEMBER 2014**

Business and Noninstructional Operations

FOOD SERVICE

BP 3550 (a)

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 brunch programs as the needs of the students and the financial capacity of the district permit. The Board recognizes that the brunch and lunch program are 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.

IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: April 2015

Business and Noninstructional 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:

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)

Revised 3/2015

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: April 2015**

Business and Noninstructional Operations

FREE AND REDUCED PRICED MEALS

BP 3553

The Iditarod 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/brunch and lunch programs where feasible.

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)

IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: April 2015

Business and Noninstructional Operations

OTHER FOOD SALES

BP 3554

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.

Any funds raised will follow district fundraising guidelines and funds applied to the appropriate site accounts.

(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)

Revised 4/2014

IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: DECEMBER 2014

Business and Noninstructional Operations

DISTRICT RECORDS

BP 3580 (a)

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 Iditarod 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.

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: December 2014**

Business and Noninstructional Operations

DISTRICT RECORDS (continued)

BP 3580 (b)

Note: Alaska Statute 40.21.080 provides that public records may not be destroyed except on the authority of the local governing body. The Iditarod School 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.

The Iditarod 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.

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

Revised 1/09

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: DECEMBER 2014**