

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

NOTE: The Nenana City School District comprehensive index/table of contents provides a standard index system designed to accommodate future policies/regulations and at the same time provides a table of contents for this manual. This manual contains only those Board policies (BP), administrative regulations (AR) and exhibits (E) specified in the right-hand column.

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## **Business and Noninstructional Operations**

### **CONCEPTS AND ROLES**

The School Board recognizes that money and money management comprise the foundational support of the entire school program. To make that support as effective as possible, the Board intends to:

1. Encourage advance planning through the best possible budget procedures.
2. Explore practical sources of dollar income.
3. Guide the expenditure of funds in alignment with the district's strategic plan so as to derive the greatest possible educational returns.
4. Expect sound fiscal management from the administration.
5. Advocate a level of per student funding sufficient to provide quality education.

The Board desires to support the educational program with high standards of safety in the operation and maintenance of school facilities, equipment and services.

### **Role of The Board**

The Board:

1. Solicits public input on educational needs and utilizes that information in making budget decisions.
2. Approves and adopts the annual budget and approves budget transfers between functions.
3. Is accountable for all district funds.
4. Adopts written policies governing the purchase of supplies and equipment.
5. Monitors all expenditures by receiving monthly expenditure reports.
6. Reviews the annual audit of district accounts and business procedures.
7. Adopts an insurance program, which complies with law and reflects prudent financial management.
8. Provides for plans to maintain facilities.

**Business and Noninstructional Operations**

**CONCEPTS AND ROLES** (continued)

9. Advocates and secures community support for additional financing when necessary.

**Role of Superintendent or Designee**

The Superintendent or designee:

1. Prepares the detailed annual budget and presents it to the Board for adoption.
2. Administers the budget and keeps expenditures within approved limits.
3. Enforces requisition and purchase order policies and regulations.
4. Establishes control/inventory systems to account for district funds, supplies and equipment in accordance with law and Board policy.
5. Makes all financial reports required by law or Board policy and prepares reports for public release.
6. Analyzes the district's financial condition and presents the Board with proposals for meeting financial needs.
7. Provides for the annual audit of district accounts and business procedures.
8. Helps the Board to establish an adequate insurance program.
9. Maintains the district's noninstructional operations.

**Working Relationships of the Board and Superintendent or Designee**

The Superintendent or designee shall recommend financial plans to the Board in accordance with the district's goals and objectives, whenever district programs may be endangered by a lack of funds or when the continuation of district programs may result in an over expenditure of district funds.

The Board desires complete information from the Superintendent or designee on all matters relating to the district's financial operations. The Board shall monitor all district financial operations so that it may fully discharge its legal responsibilities with regard to school finance.

*(cf. 3460 - Financial Reports and Accountability)*

**Business and Noninstructional Operations**

**CONCEPTS AND ROLES (continued)**

*Legal Reference:*

ALASKA STATUTES

*14.08.101 Powers (Regional School Boards)*

*14.08.111 Duties (Regional School Boards)*

*14.12.020 Support, Management and Control*

*14.14.060 Relationship between borough school district and borough*

*14.14.065 Relationship between city school district and city*

*14.14.090 Additional duties*

**NENANA CITY SCHOOL DISTRICT**

**Adopted: August 12, 1997**

Revision Dates: January 20, 2004; December 12, 2005

**Business and Noninstructional Operations**

**BUDGET**

The School Board shall establish and maintain a balanced budget. The Board shall adopt an annual budget, which is compatible with district goals and objectives described in the strategic plan.

*(cf. 0200 - Goals for the School District)*  
*(cf. 3460 - Financial Reports and Accountability)*

The district budget shall be prepared annually from the best possible estimates of revenues and expenditures. The Superintendent or designee shall determine the manner in which the budget shall be prepared and shall schedule the budget adoption process in accordance with legal time requirements. A public work session shall be held prior to the adoption of the budget or a revised budget.

*(cf. 1220 - Citizen Advisory Committees)*

*Legal Reference:*

ALASKA STATUTES

- 14.07.030 Powers of state department*
- 14.07.170 Additional powers and duties of state board*
- 14.12.020 Support, management and control*
- 14.14.060 Relationship between borough school district and borough*
- 14.14.065 Relationship between city school district and city*
- 14.17.010 - 14.17.250 Public school foundation program*

ALASKA ADMINISTRATIVE CODE

- 4 AAC 09.005 - 4 AAC 09.105 State Aid*
- 4 AAC 09.110 - 4 AAC 09.160 School Operating Fund*

**NENANA CITY SCHOOL DISTRICT**

**Adopted: August 12, 1997**

Revision Dates: January 20, 2004; December 12, 2005

**Business and Noninstructional Operations**

**BUDGET**

**Availability of Proposed Budget**

The proposed budget, showing expenditures, cash balances and all revenues, shall be made available for public inspection prior to the public work session on the budget.

**Adoption of the Budget**

The district budget shall conform to state regulations regarding form and content.

The Board shall adopt and submit an annual budget to the city council for approval of the local contribution of revenue to the school district. If budget revisions are necessary based on the amount of local contribution to the schools approved by the city council. The Board shall approve any changes in public session. (A.S. 14.14.060/ 14/14/065)

By July 15, the adopted budget shall be submitted to the state department of education for approval. The state commissioner may reject the district budget if it is not in the form required by the state, is not balanced, or does not meet local effort requirements of law. If rejected by the state, a revised budget shall be submitted within thirty days of the notice of rejection. If the budget contains a prior year fund balance as revenue, the budget shall be revised and resubmitted if the annual audit shows the fund balance to be less than projected. (4 AAC 09.110/09.120)

**NENANA CITY SCHOOL DISTRICT**

**Adopted: August 12, 1997**

Revision Dates: January 20, 2004; December 12, 2005

**Business and Noninstructional Operations**

**TRANSFER OF FUNDS**

The School Board recognizes that the transfer of funds between budget categories may be necessary in order to ensure that the district maintains a balanced budget. The Superintendent or designee may authorize budget transfers under \$5,000. All transfers shall be reported to the Board and are subject to Board approval.

*Legal Reference:*

ALASKA STATUTES

*14.08.010 Powers (Regional school boards)*

*14.14.060 Relationship between borough school district and borough*

*14.14.065 Relationship between city school district and city*

**NENANA CITY SCHOOL DISTRICT**

**Adopted: August 12, 1997**

Revision Dates: January 20, 2004; December 12, 2005

**Business and Noninstructional Operations**

**MATERIALS FEES**

The School Board will make every effort to provide the instructional equipment, books and materials needed to maintain the desired instructional program so that teachers, students, and parents/guardians do not feel compelled to provide such items and school fund raising activities are minimized. The sale of any district provided school supplies or materials must be authorized by the Superintendent or designee or the Board.

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

**NENANA CITY SCHOOL DISTRICT**

**Adopted: August 12, 1997**

Revision Dates: January 20, 2004; December 12, 2005

**Business and Noninstructional Operations**

**SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES  
(PERSONAL PROPERTY)**

The School Board recognizes that the district may own personal property which is unusable, obsolete, or no longer needed by the district and that the disposal of such property may be in the best interests of the district.

The Superintendent or designee shall identify to the Board all inventoried personal property not needed by the district, together with the estimated value and recommended disposition. With Board approval, the Superintendent or designee shall arrange for the sale or disposal of district personal property in accordance with state law.

*(cf. 3440 - Inventories)*

**NENANA CITY SCHOOL DISTRICT**

**Adopted: August 12, 1997**

Revision Dates: January 20, 2004; December 12, 2005

**Business and Noninstructional Operations**

**SALE OR LEASE OF SCHOOL FACILITIES OR REAL PROPERTY**

The Board shall dispose of, or recommend to the state the disposal of, school facilities or real property whenever it is apparent the district will have no future use for it. If unused property will be needed at some future time, the Board may lease, or recommend to the state the lease of, such property. Any sale or lease of school facilities or real property will conform to the provisions of law.

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

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

*(cf. 1220 - Citizen Advisory Committees)*

*Legal Reference:*

ALASKA STATUTES

*14.07.030 Powers of state department*

*14.08.101 Powers (Regional school boards)*

*14.08.151 Land and buildings*

ALASKA ADMINISTRATIVE CODE

*4 AAC 32.085 Disposal of abandoned or obsolete property*

**NENANA CITY SCHOOL DISTRICT**

**Adopted: August 12, 1997**

Revision Dates: January 20, 2004; December 12, 2005

## **Business and Noninstructional Operations**

### **GIFTS, GRANTS AND BEQUESTS**

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

1. Not begin a program, which the Board would be unwilling to continue when the donated funds are exhausted.
2. Not entail undesirable or hidden costs, such as additional staff workload.
3. Place no restrictions on the school program.
4. Not be inappropriate or harmful to the best education of students.
5. Not imply endorsement of any business or product.
6. Not conflict with any provision of the Board policy or public law.
7. Have a purpose consistent with those of the district.

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

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

*(cf. 3430 - Investing)*

*(cf. 3440 - Inventories)*

**NENANA CITY SCHOOL DISTRICT**

**Adopted: August 12, 1997**

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**Business and Noninstructional Operations**

**EXPENDITURES/ EXPENDING AUTHORITY**

The Superintendent or designee may purchase supplies, materials and equipment in accordance with law. Prior Board approval is required for purchases over \$5,000. The Board shall approve or ratify all transactions.

- (cf. 3310 - Purchasing Procedures)*
- (cf. 3311 - Bids)*
- (cf. 3312 - Contracts)*
- (cf. 3460 - Financial Reports and Accountability)*

The Superintendent or designee shall not authorize any proposed expenditure, which exceeds the major budget classification allowance against which the expenditure is the proper charge unless an amount sufficient to cover the purchase is available in the budget for transfer.

- (cf. 3100 - Budget)*
- (cf. 3110 - Transfer of Funds)*

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

*Legal Reference:*

ALASKA STATUTES

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

**NENANA CITY SCHOOL DISTRICT**

**Adopted: August 12, 1997**

Revision Dates: January 20, 2004; December 12, 2005

**Business and Noninstructional Operations**

**PURCHASING PROCEDURES**

The School Board desires to ensure that maximum value is received for money spent by the district and that records are kept in accordance with law. The Superintendent or designee may issue and sign purchase orders.

- (cf. 3300 - Expenditures/Expending Authority)*
- (cf. 3400 - Management of District Assets)*
- (cf. 3460 - Financial Reports and Accountability)*
- (cf. 9270 - Conflict of Interest)*

The School Board encourages the selection of Alaskan products when such products meet the needs of the district and shall adhere to state law regarding purchasing preferences for Alaskan products.

- (cf. 3311 - Bids)*
- (cf. 3312 - Contracts)*

*Legal Reference:*

ALASKA STATUTES

- 14.08.101 Powers (Regional school boards)*
- 14.14.060 Relationship between borough school district and borough*
- 14.14.065 Relationship between city school district and city*
- 14.17.190 Restrictions governing receipt and expenditure of money from public school foundation account*
- 29.71.050 Procurement preferences for recycled Alaska products*
- 36.30 State Procurement Code*
- 37.05 Fiscal Procedures Act*

*City of Richmond v. J.A. Croson Co., 488 U.S. 469(1989)*

**NENANA CITY SCHOOL DISTRICT**

**Adopted: August 12, 1997**

Revision Dates: January 20, 2004; December 12, 2005

**Business and Noninstructional Operations**

**PURCHASING PROCEDURES**

**Purchasing Requisitions/Purchase Orders**

1. Insofar as possible, goods and services purchased will meet the needs of the person or department ordering them at the lowest price consistent with standard purchasing practice. Maintenance costs, replacement costs, and trade-in values shall be considered when determining the most economical purchase price.
2. Requisitions for budgeted items shall originate from personnel directly responsible for their use. All requisitions shall be given proper review for approval or disapproval by the appropriate administrative personnel.
3. Every transaction between a buyer and seller involving the transfer of property, equipment, or supplies shall be made by purchase order, formal contract or receipt.
4. Purchase orders and other purchase obligations shall be signed by the Superintendent or designee.
5. The business office or other appropriate administrative entity shall verify the availability of funds and prepare purchase order to commit the expenditures.

**Quantity Purchasing**

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

**NENANA CITY SCHOOL DISTRICT**

**Adopted: August 12, 1997**

Revision Dates: January 20, 2004; December 12, 2005

**Business Noninstructional Operations**

**BIDS**

The district shall purchase equipment, supplies and services on a competitive bidding basis when required by law and whenever it appears to be in the best interest of the district to do so. The Superintendent or designee shall establish procedures to ensure that verbal quotes are obtained for purchases over \$500; that informal written quotes are obtained for purchases between \$2,000 - \$25,000; and that formal advertised bids are solicited for purchases over \$25,000.

To ensure that good value is received for funds expended, specifications shall be carefully designed and shall describe in detail the quality, delivery and service required.

*(cf. 9270 - Conflict of Interest)*

*(cf. 4030 - Nondiscrimination in Employment)*

*Legal Reference:*

ALASKA STATUTES

*14.14.060 Relationship between borough school district and borough*

*14.14.060 (h) Procurement of supplies and equipment*

*14.14.065 Relationship between city school district and city*

*14.03.085 Procurement preference for recycled Alaska products*

*29.71.050 Procurement preferences for recycled Alaska products*

*35.15 Construction Procedures*

*36.15.020 Use of local agricultural and fisheries products required in purchases with state money*

ALASKA ADMINISTRATIVE CODE

*4 AAC 27.085 Competitive pupil transportation proposals*

*4 AAC 31.080 Construction and acquisition of public school facilities*

*FAIRBANKS NORTH STAR BOROUGH SCHOOL DISTRICT v. BOWERS. 851 P.2d 56*  
*(Alaska 1992)*

**NENANA CITY SCHOOL DISTRICT**

**Adopted: August 12, 1997**

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**Business and Noninstructional Operations**

**BIDS**

Under no condition shall bids be accepted after the advertised bid opening time, regardless of whether the bids are actually opened at that time.

When two or more identical bids are received, the Board may determine by lot which bid shall be accepted.

After being opened, all advertised bids shall be made available for review by all interested parties.

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

**NENANA CITY SCHOOL DISTRICT**

**Adopted: August 12, 1997**

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**Business and Noninstructional Operations**

**CONTRACTS**

The Superintendent or designee may enter into contracts on behalf of the district. All contracts must be approved or ratified by the School Board.

*(cf. 3300 - Expenditures/Expending Authority)*

Contracts between the district and outside agencies shall conform to standards required by law and shall be prepared under the direction of the Superintendent or designee. Contracts, where appropriate, shall be submitted to the legal advisor of the district for review and approval.

The district shall not enter into any contract with a person, agency, or organization if it has knowledge that such person, agency or organization discriminates on the basis of race, color, creed, sex, religion, ancestry, national origin, age or non job-related handicap or disability, either in employment practices or in the provision of benefits or services to students or employees.

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

*Legal Reference:*

ALASKA STATUTES

*14.08.101 Powers*

ALASKA ADMINISTRATIVE CODE

*4 AAC 27.085 Competitive pupil transportation proposals*

*4 AAC 27.100 Contractor's duties*

*4 AAC 31.065 Selection of designers and construction managers*

*4 AAC 31.080 Construction and acquisition of public school facilities*

**NENANA CITY SCHOOL DISTRICT**

**Adopted: August 12, 1997**

Revision Dates: January 20, 2004; December 12, 2005

**Business and Noninstructional Operations**

**PAYMENT FOR GOODS AND SERVICES**

The Superintendent or designee may authorize payment only for those goods and services that have been approved or are scheduled for ratification by the School Board.

The Superintendent or designee may make advance payment if a decrease in cost is possible or if the material is unavailable to the district without advance payment.

The Superintendent or designee may pay invoices in excess of previously approved purchase order amounts without further Board approval when the excess is less than 10% of the total price or the amount represents sales tax, transportation charges, or charges made for the detention of a shipment during loading or unloading.

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**Adopted: August 12, 1997**

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**Business and Noninstructional Operations****RELATIONS WITH VENDORS**

Note: The following optional policy should be revised as needed to reflect district philosophy and needs and is intended to avoid situations wherein a conflict of interest exists or appears to exist. AS 11.56.100-11.56.130 defines the felony offense of receiving a bribe and the misdemeanor offense of receiving unlawful gratuities. Receiving a bribe includes soliciting or receiving a benefit with the intention or understanding that a public servant's decisions or actions will be influenced. Receiving unlawful gratuities includes soliciting a benefit of any value or accepting any benefit having a value of \$50 or more for performing an official act not entitled to any special or additional compensation.

No district employee or Board member shall accept personal gifts, commissions or expense-paid trips from individuals or companies selling equipment, materials or services required in the operation of district programs. Gifts include any gift purchased specifically for an employee, which is not generally offered to other buyers.

This policy does not prohibit employees from accepting promotional or advertising items such as calendars, desk pads, notebooks and other office gadgets, which are offered by business concerns, free to all as part of their public relations programs.

District employees who work for or serve as consultants for potential vendors shall not participate in evaluating any equipment, materials or services of that vendor or its competitors.

*(cf. 6161.1 - Selection and Evaluation of Instructional Materials)*

*(cf. 9270 - Conflict of Interest)*

This policy does not prohibit the Board from accepting materials and/or services, which are of use and benefit to the district.

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

*Legal Reference:*

ALASKA STATUTES

*11.56.100-56.130 Bribery and related offenses*

**NENANA CITY SCHOOL DISTRICT**

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**Business and Noninstructional Operations**

**MANAGEMENT OF DISTRICT ASSETS/ACCOUNTS**

**Accounting Systems**

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

*(cf. 3440 - Inventories)*

**Audits**

The Board shall provide for an annual audit of district accounts by a public accountant who has no personal interest in district fiscal affairs. The audit shall be conducted in accordance with the requirements of state regulations.

*Legal Reference:*

ALASKA STATUTES

*14.08.111 Duties (Regional school boards)*

*14.14.050 Annual Audit*

*14.14.060 Relationship between borough school district and borough*

*14.14.065 Relationship between city school district and city*

*14.17.082 Fund balance in school operating fund*

ALASKA ADMINISTRATIVE CODE

*4 AAC 06.120 Accounting and audit manuals, charts of accounts, code descriptions*

*4 AAC 06.121 Annual financial reporting requirements*

*4 AAC 09.130 School district audit*

*4 AAC 09.160 Fund balance*

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**INVENTORIES**

The Superintendent or designee shall provide for the proper control and conservation of district property. He/she shall maintain an inventory for all equipment currently valued in excess of \$5,000 or a lesser amount if required by state or federal grant requirements or regulations.

*(cf. 3270 - Sale and Disposal of Books, Equipment and Supplies)*

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

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

*Legal Reference:*

ALASKA STATUTES

*14.11.011 Grant applications*

*14.11.017 School construction grant conditions*

*14.14.050 Annual audit*

ALASKA ADMINISTRATIVE CODE

*4 AAC 06.120 Accounting and audit manuals, charts of accounts, code descriptions*

*4 AAC 51.300 Vocational facilities and equipment*

CARL D. PERKINS VOCATIONAL EDUCATION ACT, Public Law 98-524, 99-159

34 CODE OF FEDERAL REGULATIONS, 74.132-74.140

Office of Management and Budget, Circular A-102, Attachment N, Property Management Standards

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**INVENTORIES**

A physical inventory shall be conducted annually. Copies of the inventory shall be kept at the district office and school site.

Each site administrator or designee shall maintain an inventory of all equipment. The following information must be recorded:

1. Description (with manufacturer's name and/or model number).
2. Identification and/or serial number.
3. Date and cost of acquisition (estimate if unknown).
4. Funding source (grant source and grant title).
5. Purpose for which the purchase was made.
6. Current use, condition and location.
7. Date on which inventory information was verified.

If equipment is used for a purpose other than that for which it was originally purchased, the inventory shall include a dated statement justifying its current use.

All equipment purchased with federal funds or nonfederal-matching funds shall be labeled with the district's name and an equipment or inventory control number.

The date and mode of disposal of all equipment removed from the inventory shall also be recorded.

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**Business and Noninstructional Operations**

**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 within 48 hours to the proper location of deposit. Any money left overnight in schools shall be kept in locked locations provided for safekeeping of valuables.

**NENANA CITY SCHOOL DISTRICT**

**Adopted: August 12, 1997**

Revision Dates: January 20, 2004; December 12, 2005

**Business and Noninstructional Operations**

**PETTY CASH FUNDS**

The purpose of a petty cash fund is to have cash available in the office of the Site Administrator 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 \$300.
2. The Site Administrator 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. Funds are subject to audit by the district's auditor.
8. Money left overnight in schools shall be kept in a safe or secured place.

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

**NENANA CITY SCHOOL DISTRICT**

**Adopted: August 12, 1997**

Revision Dates: January 20, 2004; December 12, 2005

**Business and Noninstructional Operations**

**STUDENT ACTIVITY FUNDS**

Student organizations may raise and spend money in order to promote the general welfare, morale and educational experiences of the students. Student funds shall finance worthwhile activities, which go beyond those provided by the district. Minutes shall be kept of student organization meetings and shall properly reflect all financial activities.

*(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.

The 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)*

**NENANA CITY SCHOOL DISTRICT**

**Adopted: August 12, 1997**

Revision Dates: January 20, 2004; December 12, 2005

**Business and Noninstructional Operations**

**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 AAC 06.121 Annual financial reporting requirements*

*4 AAC 09.130 School district audit*

**NENANA CITY SCHOOL DISTRICT**

**Adopted: August 12, 1997**

Revision Dates: January 20, 2004; December 12, 2005

## Business and Noninstructional Operations

### 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 preventative 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 preventative maintenance; 2) must address energy management for buildings owned and operated by the district; 3) must include a regular custodial care program for buildings owned and operated by the district; 4) must include preventative maintenance training for faculty 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 preventative 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.

The Superintendent shall develop procedures to ensure the overall custodial care will maintain a high level of cleanliness and safety.

*(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*

**NENANA CITY SCHOOL DISTRICT**  
**Adopted: December 12, 2005**

**Business and Noninstructional Operations**

**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.

*(cf. 3510 Maintenance)*

**Business and Noninstructional Operations**

**ENERGY CONSERVATION**

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, Site Administrators 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.

**Business and Noninstructional Operations**

**EQUIPMENT**

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

*(cf. 3440 - Inventories)*

**NENANA CITY SCHOOL DISTRICT**

**Adopted: August 12, 1997**

Revision Dates: January 20, 2004; December 12, 2005

**Business and Noninstructional Operations**

**TOBACCO-FREE SCHOOLS/SMOKING**

**Tobacco-Free Schools**

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.

Therefore, the School Board believes it is in the best interests of students, employees and the general public to prohibit the use of tobacco products anywhere and anytime on district property and in district vehicles.

The Superintendent or designee shall post appropriate signs prohibiting smoking in accordance with law.

*(cf. 5131.62 - Tobacco)*

*Legal Reference:*

ALASKA STATUTES

*18.35.300-18.35.330 Health nuisances*

**NENANA CITY SCHOOL DISTRICT**

**Adopted: August 12, 1997**

Revision Dates: January 20, 2004; December 12, 2005

## **Business and Noninstructional Operations**

### **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)*

*(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*

**NENANA CITY SCHOOL DISTRICT**

**Adopted: August 12, 1997**

Revision Dates: January 20, 2004; December 12, 2005

**Business and Noninstructional Operations**

**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.

**NENANA CITY SCHOOL DISTRICT**

**Adopted: August 12, 1997**

Revision Dates: January 20, 2004; December 12, 2005

**Business and Noninstructional Operations**

**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.

**NENANA CITY SCHOOL DISTRICT**  
**Adopted: August 12, 1997**

Revision Dates: January 20, 2004; December 12, 2005

## **Business and Noninstructional Operations**

### **SCHOOL SAFETY AND SECURITY**

The school Site Administrator 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 Site Administrator. Keys shall be issued only to those employees who regularly need a key in order to carry out normal activities of their position.

Each Site Administrator 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.

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 Site Administrator 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.

**NENANA CITY SCHOOL DISTRICT**

**Adopted: August 12, 1997**

Revision Dates: January 20, 2004; December 12, 2005

**Business and Noninstructional Operations**

**INTRUDERS ON CAMPUS**

The School Board is committed to keeping the schools safe from intruders and requires all visitors to check in with the Site Administrator, or designee upon coming on campus.

The Site Administrator 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 Site Administrator 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)*

**NENANA CITY SCHOOL DISTRICT**

**Adopted: August 12, 1997**

Revision Dates: January 20, 2004; December 12, 2005

**Business and Noninstructional Operations**

**RECOVERY FOR PROPERTY LOSS OR DAMAGE**

The 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 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

*34.50.020 Liability for destruction of property by minors*

**NENANA CITY SCHOOL DISTRICT**

**Adopted: August 12, 1997**

Revision Dates: January 20, 2004; December 12, 2005

**Business and Noninstructional Operations**

**RECOVERY FOR PROPERTY LOSS OR DAMAGE**

**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 will 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 provided by law.

**Payment of Reward**

The reward 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 been convicted or otherwise deemed guilty as a result of appropriate judicial procedures. The identity of the informant shall be considered confidential and will not be made public by the district.

**NENANA CITY SCHOOL DISTRICT**  
**Adopted: August 12, 1997**

Revision Dates: January 20, 2004; December 12, 2005

## **Business and Noninstructional Operations**

### **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.

## **Business and Noninstructional Operations**

### **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.

### **Acknowledgement**

The Superintendent or designee shall have each employee acknowledge receipt annually of this administrative regulation.

*(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*

**Business and Noninstructional Operations**

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

**Business and Noninstructional Operations**

**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)*

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*

*4 AAC 27.005-4 AAC 27.990 Transportation of pupils*

**NENANA CITY SCHOOL DISTRICT**

**Adopted: August 12, 1997**

Revision Dates: January 20, 2004; December 12, 2005

**Business and Noninstructional Operations**

**TRANSPORTATION ROUTES AND SERVICES**

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 funds. Students living less than one and one-half miles from school are not eligible for district transportation.

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 of one and one-half miles 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. SS 30101, et. Seq.*

ALASKA STATUTES

*14.09.010 Transportation of pupils*

ALASKA ADMINISTRATIVE CODE

*4 AAC 27.005 Approval of transportation routes*

*4 AAC 27.010 Establishment of regular routes*

*4 AAC 27.035 Hazardous routes*

*4 AAC 27.040 Modification and termination of approved routes*

*4 AAC 27.045 General Provisions for regular and other conveyance routes, route extensions, and in-lieu-of agreements*

*4 AAC 27.055 Required transportation reports and documents*

*4 AAC 27.120 Definitions*

*4 AAC 27.990 Definitions*

**NENANA CITY SCHOOL DISTRICT**

**Adopted: August 12, 1997**

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**Business and Noninstructional Operations**

**SCHOOL-RELATED TRIPS**

**Trips by School Vehicles**

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**

<p>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.</p>
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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 the amounts required by law. Owners, drivers and passengers shall be in

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)*

**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 \_\_\_\_\_

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 \_\_\_\_\_

**Business and Noninstructional Operations**

**TRANSPORTATION FOR EXCEPTIONAL CHILDREN**

The School Board recognizes its responsibility to provide transportation services, which give students with disabilities access to appropriate education programs and services. The district shall provide transportation for exceptional students 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, exceptional children 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 27.020 Establishment of special education routes

4 AAC 27.045 General provisions for regular and other conveyance routes, route extensions and in-lieu-of agreements

4 AAC 52.730 State aid for transportation

**NENANA CITY SCHOOL DISTRICT**

**Adopted: August 12, 1997**

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**Business and Noninstructional Operations**

**ALTERNATIVE TRANSPORTATION ARRANGEMENTS**

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

If a student's travel time exceeds two 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 27.025 Establishment of other conveyance routes*

*4 AAC 27.030 In-lieu-of agreements*

*4 AAC 27.120 Definitions*

*4 AAC 27.990 Definitions*

**NENANA CITY SCHOOL DISTRICT**

**Adopted: August 12, 1997**

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**Business and Noninstructional Operations**

**ROLES AND DUTIES OF EMPLOYEES**

**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, including the wearing of appropriate clothing for inclement weather.

*Legal Reference:*

ALASKA STATUTES

*28.15.046 Licensing of school bus drivers*

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 27.225 Issuance of school bus driver certificates under 4 AAC 27.200(a) and (b)*

*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*

**NENANA CITY SCHOOL DISTRICT**

**Adopted: August 12, 1997**

Revision Dates: January 20, 2004; December 12, 2005

**Business and Noninstructional Operations**

**TRANSPORTATION: EMERGENCY AND SAFETY PROCEDURES**

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.

Failure to follow bus driver directions, unsafe behavior or behavior not permitted at school may result in loss of bus riding privileges by action of the Principal.

*(cf. 5131.1 - Bus Conduct)*

*Legal Reference:*

ALASKA STATUTES

14.09.030 School buses

**NENANA CITY SCHOOL DISTRICT**

**Adopted: August 12, 1997**

Revision Dates: January 20, 2004; December 12, 2005

**Business and Noninstructional Operations**

**TRANSPORTATION: EMERGENCY AND SAFETY PROCEDURES**

**Emergency Closings**

When conditions prevail at the school which the Principal considers to be of an emergency nature he/she will notify the Superintendent and a decision will be made as to whether or not to discontinue school for the day.

Emergency or hazardous conditions are defined as those situations that could be harmful to the safety of the students and staff.

Examples of the above include, but are not restricted to, utility failures, student body disturbance or disobedience, or weather.

The Superintendent or his designee will decide on any early or emergency dismissal action.

In the instance of closure due to emergency conditions, the radio stations in Nenana and Fairbanks will be called for public service announcements concerning school closures.

Student activities requiring out of district travel will be cancelled when temperatures fall to -40 F at the departure point.

Buses will not pick up students when the temperatures falls to -55 F. Coordination between the transportation company and Nenana City Public School will ensure notification to the Fairbanks KIAK and Nenana KIAM radio stations for parent notifications.

KIAM Nenana 832-5426  
KIAK Fairbanks 457-1921

Parents have the option to send their students to school below -50 F. Days missed by students due to parents utilizing this option will not be counted in enforcing the attendance policy, with verification by note or phone from the parent.

**NENANA CITY SCHOOL DISTRICT**

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**FOOD SERVICE**

The School Board recognizes that students need adequate, nourishing food in order to grow and learn and to give a good foundation for their future physical well-being. The Board may provide for a food service program, which could include regular lunch service, snack service, and/or 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 available on school premises should contribute to the nutritional well-being of students.
2. Foods available be considered as carefully as other educational support materials.
3. Foods be prepared in ways which will appeal to students while retaining nutritive quality.
4. Food should be served in quantities appropriate to the needs of students at their age level and served in as pleasant and relaxed an atmosphere as possible.

The School Board intends that, insofar as possible, the school food services program shall be self-supporting. Program financial reports shall be presented regularly for inspection by the Board.

**NENANA CITY SCHOOL DISTRICT**

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**Business and Noninstructional Operations**

**FREE AND REDUCED PRICED MEALS**

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.

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

*NATIONAL SCHOOL LUNCH PROGRAM AND SCHOOL BREAKFAST PROGRAM  
COMPETITIVE FOODS. (7 CFR Parts 210.11 and 220.)*

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**Business and Noninstructional Operations**

**OTHER FOOD SALES**

The Superintendent or designee may permit food sales by student or adult entities or organizations provided that these sales comply with state and federal regulations, do not impair the food service's ability to be financially sound, and observe appropriate sanitation and safety procedures.

Note: The sentence below reflects minimum U.S. Department of Agriculture requirements for schools that participate in the National School Lunch Program and/or School Breakfast Program.

No foods of minimal nutritional value shall be sold in food service areas during breakfast/lunch periods if the school participates in federal breakfast/lunch programs.

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

Legal Reference:

NATIONAL SCHOOL LUNCH PROGRAM AND SCHOOL BREAKFAST PROGRAM:  
COMPETITIVE FOODS. (7 CFR Parts 210.11 and 220.)

**Business and Noninstructional Operations**

**DISTRICT RECORDS**

Note: A.S. 40.21.070 requires districts to follow the state records retention program to the extent practical

School district records shall be developed, maintained and disposed of according to the requirements of federal and state laws and regulations. The School Board may approve the destruction of records having no legal or administrative value or historical interest.

Note: A.S. 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 disposal of "routine records." The district should establish regulations defining its routine records, and time limits for retention of all records.

The Superintendent or designee shall establish administrative regulations so that district personnel will know how district records are to be maintained or destroyed. The Superintendent or designee shall ensure the confidentiality of district records as permitted or required by law.

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

*Legal Reference:*

ALASKA STATUTES

*09.25.120-09.25.220 Public Records Act*

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

*40.21.010-40.21.140 Public records*

ALASKA ADMINISTRATIVE CODE

*4 AAC 27.085 Competitive pupil transportation proposals*

**NEEDS AR POLICY DEVELOPED**

**NENANA CITY SCHOOL DISTRICT**  
**Adopted: December 12, 2005**