

MONEY IN SCHOOL BUILDINGS

Money collected by district employees and student organizations shall be handled according to prudent business procedures. All money collected shall be receipted and accounted for and directed without delay to the proper location of deposit. Any money left overnight in schools shall be kept in locked locations provided for safekeeping of valuables.

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)

PERIODIC FINANCIAL REPORTS

The Superintendent or designee shall keep the Regional 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)

Note: Pursuant to A.S. 14.14.090, the board is required to submit a summary report and statement of money expended to the borough assembly or city council when requested, but not more than once a month.

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*

MAINTENANCE

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

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

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

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

Legal Reference:

ALASKA STATUTES

14.11.011 Grant Applications

14.11.100 State Aid for Costs of School Construction Debt

Added 1/03

ENERGY CONSERVATION

The Regional 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)

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, Instructional Leaders and supervisors shall:

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

EQUIPMENT

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

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

(cf. 1230 - School-Connected Organizations)

(cf. 1330 - Use of School Facilities)

The written consent of the Instructional Leader 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.

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

(cf. 3440 - Inventories)

Revised 9/97

Revised 9/98

EQUIPMENT

Copy Machines

Copy machines are purchased primarily for school related purposes. Because of limited access to copy machine services in some communities, however, site and district administrators are authorized to grant permission for use of district copy machines to non-school individuals or groups on a limited basis. All such non-school use is subject to availability of machines and materials.

The cost of such use is set at \$.15 per copy.

Building administrators are to develop site specific procedures for accommodating such use.

Fax Machines

Fax machines are purchased primarily for school related purposes. Because of limited access to fax machine services in some communities, however, site and district administrators are authorized to grant permission for use of district fax machines to non-school individuals or groups on a limited basis. All such non-school use is subject to availability of machines and materials.

The cost of such use is set at \$1.00 per copy for transmitting faxes and \$.15 per page for receiving faxes.

Building administrators are to develop site specific procedures for accommodating such use.

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 non-school 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 _____ Public Schools for any damages which might occur through usage during the period of lending.

Signature

Added 9/98

TOBACCO-FREE SCHOOLS/SMOKING

Smoking

Note: The following optional policy establishes designated areas where employees may smoke. A.S. 18.35.305 allows designated smoking areas if properly ventilated, located where minors are not permitted, and a collective bargaining agreement requires the designation of an employee smoking area. Federal law requires that the designated smoking area, if any, be outside district facilities.

The Regional School Board recognizes that secondhand smoke is a major contributor to indoor air pollution and presents a health risk to all.

Smoking is prohibited in public schools and meetings except as allowed by law in private residences and designated employee smoking areas. District employees and adult visitors may smoke on school grounds in areas designated by the Superintendent or designee. Such areas shall be properly ventilated and prohibited to minors.

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

Legal Reference:

ALASKA STATUTES

18.35.300-18.35.330 Health Nuisances

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

Revised 1/03

ENVIRONMENTAL SAFETY

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

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

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

(cf. 3513.3 - Tobacco-Free Schools/Smoking)

(cf. 3514.1 - Hazardous Substances and Pesticides)

(cf. 3543 - Transportation: Emergency and Safety Procedures)

(cf. 4157/4257/4357 - Employee Safety)

(cf. 5141.1 - Accidents)

(cf. 5142 - Student Safety)

(cf. 6114 - Emergencies and Disaster Preparedness Plan)

(cf. 6153 - Field Trips)

(cf. 7111 - Evaluating Existing Buildings)

Legal Reference:

ALASKA STATUTES

18.31.010-18.31.050 *Asbestos Health Hazard Abatement Program*

18.70.080-18.70-300 *Fire Protection*

ALASKA ADMINISTRATIVE CODE

18 AAC 90.625 *School Use and Notification*

Revised 1/03

HAZARDOUS SUBSTANCES AND PESTICIDES

Hazardous Substances

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

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

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

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

Pesticides

The Superintendent or designee shall, when practical, ensure the use of non-chemical 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

PESTICIDE APPLICATION

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

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

ANNUAL REGISTRATION FOR NOTICE OF PESTICIDE APPLICATION

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

NOTICE

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

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

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

Business and Noninstructional Operations

PESTICIDE APPLICATION (continued)

AR 3514.1(b)

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

Applications Not Requiring Notice or Posting

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

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

Required Record Keeping

The Instructional Leader 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;

Business and Non-instructional Operation

AR 3514.1(c)

PESTICIDE APPLICATION (continued)

(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

SCHOOL SAFETY AND SECURITY

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

(cf. 3514 - Environmental Safety)

(cf. 3515.2 - Intruders on Campus)

(cf. 4158/4258/4358 - Employee Security)

(cf. 5131 - Student Conduct)

(cf. 5131.4 - Campus Disturbances)

(cf. 5131.5 - Vandalism)

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5131.7 - Weapons and Dangerous Instruments)

(cf. 5136 - Gangs)

(cf. 5141.4 - Child Abuse and Neglect)

(cf. 5142 - Student Safety)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 6114 - Emergencies and Disaster Preparedness Plan)

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

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

SCHOOL SAFETY AND SECURITY

The school Instructional Leader shall establish procedures to:

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

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

Keys

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

Each Instructional Leader 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 secure the building as required.

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 Instructional Leader 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

School Ground Security

The Instructional Leader may appoint a security advisory committee composed of parents/guardians, students and staff. This committee shall examine the school's degree of security and existing site procedures for emergencies in order to recommend measures by which security may be enhanced and site procedures expanded or improved.

INTRUDERS ON CAMPUS

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

The Instructional Leader 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 Instructional Leader 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.

If an emergency exists, the Instructional Leader is required to refer to the site crisis response plan.

(cf. 1250 - Visits to the Schools)

(cf. 3515 - School Safety and Security)

(cf. 4158 - Employee Security)

(cf. 5131.4 - Campus Disturbances)

(cf. 5131.7 - Weapons and Dangerous Instruments)

RECOVERY FOR PROPERTY LOSS OR DAMAGE

The Regional School Board shall seek reimbursement of damages from any individual or from the parents/guardians of any minor who commits any act that results in damage to or loss of district property.

(cf. 4156.3 – Reimbursement, Uniforms and Allowances)

(cf. 4158/4258 – Employee Security)

If the Superintendent or designee or law enforcement officials are unable to fix responsibility for the damage or loss, the Board may authorize the Superintendent or designee to offer a reward for information leading to the identification and apprehension of the guilty party. (see BP 3544.11)

**Lower Yukon School District
Adopted: September 30, 2003
Adopted: April 29, 2005**

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.

Business and Non-Instructional Operations

BP 3523(a)

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.
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.

ELECTRONIC MAIL (continued)

Public Records

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

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

(cf. 3580 - Business Records)

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

Legal Reference

ALASKA STATUTES

A.S. 09.25.110 - Public Records Open to Inspection and Copying

A.S. 09.25.120 - Public Records; Exceptions; Certified Copies

A.S. 09.25.220 - Definitions

A.S. 40.21.010-.150 - Management and Preservation of Public Records

ALASKA ADMINISTRATIVE CODE

6 AAC 96.200 - Public Information Principles

Revised 1/03



LOWER YUKON SCHOOL DISTRICT

P.O. Box 32089 • Mountain Village, Alaska 99632

Phone: (907) 591-2411 Fax: (907) 591-2449

George Smith
Chairman

John Lamont
Superintendent

LOWER YUKON SCHOOL DISTRICT E 3523 (a) TECHNOLOGY DISCIPLINE PLAN FY 06

In order to comply with the Dec 21, 2000 Children's Internet Protection Act (CIPA), the Lower Yukon School District took the current Internet Safety practices and voted them into policies at the March 28, 2005 Regional School Board meeting.

Internet Safety Policy:

In order to comply with the Children's Internet Protection Act, an Internet Safety Policy must address the following issues:

- Access by minors to inappropriate matter on the Internet and World Wide Web.
- The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
- Unauthorized access, including so-called "hacking," and other unlawful online activities.
- Unauthorized disclosure, use, and dissemination of personal information regarding minors.
- Measures designed to restrict minors' access to materials harmful to minors.

Email and Distance Education Policy:

The following Internet safety practices were voted into policy at the Regional School Board meeting, to protect the students of the Lower Yukon School District:

- Electronic information resources and communication contract must be signed before given access to the District email or Internet. Student/ Staff/ Community must have a signed contract, an account name and password before having access to the Internet and First Class email system.
- Lower Yukon School District does not allow chat rooms *for students*.
- Web based email will be available for staff and students only between the hours of 5 pm and ~~8 am~~ **12:00 midnight** Monday - Friday and all day on weekends.

LOWER YUKON SCHOOL DISTRICT
Adopted: Feb. 27, 2008



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E 3523 (b)

- Internet Filters are in place to protect students on all computers. LYSD and GCI School Access can and will filter out inappropriate websites. District Office has the capability to block Internet sites and to monitor on-line activities on all computers.
- Unauthorized access, including so-called 'hacking', and other unlawful online activities by Students/Staff/Community will void Electronic Information Resources and Communications contract.

LYSD District Learning Circuit, DLC:

District distance education and communication learning circuits are to be used only for district approved uses. Site to site and multiple site communication is limited to:

- Distance learning programs.
- Interschool communication programs and administrative purposes only.
- Use of PolyCam videophone services are on a pre-approved basis only.

LYSD Equipment and Security Designs:

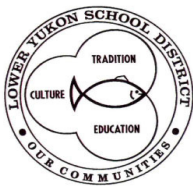
LYSD technology equipment is for the production of educational services first and foremost.

- Student/ Staff/ Community must not alter or remove security setting or maintenance tools needed to keep technology equipment in proper working order.
- Student/ Staff/ Community must obtain approval before incorporating any external interfaces (joy sticks/gaming equipment), PCI/ FireWire/ USB drives, or other mass storage devices, into district technology equipment.

Consequences for inappropriate Internet use by students and schools.

- The District has the capability to suspend students, staff, and schools from the Internet, district email system, and all other technology equipment. The student, teacher, and parent/guardian must sign a declaration of violation, and commit to compliance to the Information Resources and Communications contract, before privileges are reinstated.

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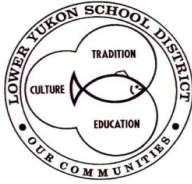
John Lamont
Superintendent

E 3523 (c)

RULES:

1. Students using networked computers must have an Electronic Information Resources and Communications contract signed by a parent/guardian.
2. Faculty/ Staff/ Community must have an Electronic Information Resources and Communications contract signed before any use occurs using District computers and equipment.
3. Students must have permission from a teacher or staff member before using a computer for District FirstClass email or Internet access.
4. Students may not enter Internet email or chat rooms.
5. ~~Staff/ Community/ Faculty/ may not enter Internet email or chat rooms.~~
6. Students/ Employees/ Community must use appropriate language on District First Class email.
7. Students must not attempt to access any files that are considered inappropriate.
8. Students/ Employees/ Community will not manipulate, or decommission district implemented software or protective maintenance applications and shall preserve the integrity of district technology equipment to the best of their capabilities.
9. Students / Employees / Community must not post messages or access materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
10. Wasting school resources through improper use of the computer system.
11. Downloading or using copyrighted information without permission from the copyright holder.

LOWER YUKON SCHOOL DISTRICT
Adopted: Feb. 27, 2008



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E 3523 (d)

CONSEQUENCES: For all violations except those described below as Severe:

- 1st offense: 1 week suspended use
- 2nd offense: 4 weeks suspended use
- 3rd offense: 9 weeks suspended use
- After the 3rd offense students will continue to receive 9 weeks suspension for each minor violation.

Possible abuses that would lead to the consequences above:

- Using a computer without permission.
- Students giving others passwords to their email or internet accounts.
- Using other users email accounts.
- Downloading or using copyrighted information without permission from the copyright holder.
- Wasting school resources through improper use of the computer system.
- Utilizing school bandwidth and equipment for downloading large numbers of files such as music and videos to school computers for personal use.
- Use of inappropriate language such a profanity in email.

Severe Clause Suspension:

In addition to disciplinary actions invoked on the student committing offenses listed under the severe category, revocation of the internet / email user agreement will also be administered.

First offense:

- Loss of internet/email for a period of 1 quarter (9 weeks) to 1 semester (18 weeks).
- **Suspension time to be decided by the Instructional Leader and will take into consideration the behavior and conduct of the individual during the initial 9 week period.**

Second Offense:

1 semester (36 weeks).

Third Offense:

Remainder of the year.

Severe Offenses:

- Accessing a teacher's computer without permission.
- Use of school technology for the proliferation of pornography of any kind.
- Using threatening or abusive behavior in email towards another individual.
- Using the system for any illegal purpose.
- Gaining unauthorized access to restricted information or resources such as student records, etc.

LOWER YUKON SCHOOL DISTRICT

Adopted: Feb. 27, 2008



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Chairman

John Lamont
Superintendent

E 3523 (e)

I understand and agree to the above LYSD technology access and usage agreement. I also understand that violation of the above rules and regulations will result in penalties and suspensions, but not to extend beyond one school year.

User Name:
(Please print): _____

User Signature: _____

Date: _____

PARENT OR GUARDIAN

This section must be signed if applicant is a student of the Lower Yukon School District. As the parent or guardian of this student, I have read this contract and understand that access to electronic information resources is designed for educational purposes. I understand that it is impossible for the Lower Yukon School District to restrict access to all controversial materials and I will not hold the District responsible for controversial materials my child acquires on the L.Y.S.D. Wide Area Network. I agree to report any misuse of the electronic information resources to a Lower Yukon School District administrator. Misuse comes in many forms, but can be viewed as any message sent or received that includes/suggests pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described above. I accept full responsibility for supervision if and when my child's use of electronic information resources is not in a school setting. I hereby give my permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian Name:
(Please print): _____

Parent or Guardian Signature: _____

Date: _____

LOWER YUKON SCHOOL DISTRICT
Adopted: Feb. 27, 2008

RISK MANAGEMENT

The Regional 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)

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. A.S. 14.14.020 requires that districts or municipalities obtain a bond not to exceed \$50,000 before the officer responsible for district moneys begins his/her duties, unless the officer has already been bonded pursuant to A.S. 29.20.610, and that the bond be filed with the clerk of the Regional School Board.

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*

TRANSPORTATION

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

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

The goals of the transportation service are:

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

(cf. 3312 - Contracts)

(cf. 3541.5 - Alternative Transportation Arrangements)

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

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

(cf. 6182 - Secondary Boarding Program)

Legal Reference:

ALASKA STATUTES

14.09.010 Transportation of Pupils

14.09.030 School Buses

14.30.347 Transportation of Exceptional Children

ALASKA ADMINISTRATIVE CODE

4 AAC 09.050 Secondary Boarding Programs

Revised 1/04

TRANSPORTATION ROUTES AND SERVICES

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

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

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

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

(cf. 3541.2 - Transportation for Special Education Students)

(cf. 3541.5 - Alternative Transportation Arrangements)

Legal Reference:

UNITED STATES CODE

49 U.S.C. §§ 30101, et seq.

ALASKA STATUTES

14.09.010 Transportation of Pupils

ALASKA ADMINISTRATIVE CODE

4 AAC 27.990 Definitions

Revised 1/04

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

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

Drivers shall be required to possess a valid driver's license and liability insurance of at least \$100,000 per occurrence or be covered under the District's liability insurance. The driver must be 16 years of age or older. Each driver will receive training prior to each trip on both safety and emergency procedures. Drivers shall at all times operate vehicles at predetermined safe and reasonable speeds.

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

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

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

(cf. 6153 - School-Sponsored Trips)

LOWER YUKON SCHOOL DISTRICT
Adoption Date: Oct. 30, 1997
Revision Date: October 29, 1997
Adopted: April 29, 2005

SCHOOL DRIVER REGISTRATION FORM**DRIVER** (circle one) **Employee** **Parent** **Volunteer****Name** _____ **Date of Birth** _____**Address** _____ **Driver's License No.** _____**Telephone No. ()** _____ **Expiration Date** _____**VEHICLE****Name of Owner** _____ **Year** _____**Address** _____ **Make** _____**License Plate No.** _____ **Registration** _____**Expires** _____**Seating Capacity** _____ **No. of Seat Belts** _____**INSURANCE INFORMATION:****Insurance Company** _____**Policy No.** _____ **Expiration Date** _____**Liability Limits of Policy** _____

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

Name of Agent _____**Telephone No. ()** _____

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

Name _____ **Date** _____

TRANSPORTATION FOR EXCEPTIONAL CHILDREN

The Regional 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*

Revised 9/98

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*

Revised 9/97

TRANSPORTATION: EMERGENCY AND SAFETY PROCEDURES

The Regional 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.

Legal Reference:

*ALASKA STATUTES
14.09.030 School Buses*

Revised 9/99

VANDALISM OF DISTRICT OWNED EQUIPMENT AND PROPERTY

The Regional School Board realizes that vandalism of the Lower Yukon School District facilities or equipment harms all of us – students, parents, staff, advisory school board members, regional board members, and community members. Vandalism is costly and takes time and effort away from other important District maintenance projects.

Vandalism can only be prevented if all of us act together and send a message that vandalism will not be tolerated by the District or the community.

The Regional School Board authorizes the District administration to offer an appropriate reward of 10% of the cost of the damages, not to exceed \$2,000 to any person who provides reliable information that results in the identification, arrest and prosecution of those responsible for vandalism of Lower Yukon School District equipment, facilities, or property, or that results in the District taking legal action against those responsible for such vandalism. The reward will not be paid to any person who took part in or aided vandalism of District facilities or equipment.

(cf. 5131.5 – Vandalism, Theft, and Graffiti)

(cf. 3515.4 – Recovery for Property Loss or Damage)

VANDALISM OF DISTRICT OWNED EQUIPMENT AND PROPERTY

The Regional School Board realizes that vandalism of the Lower Yukon School District facilities harms all of us - students, parents, staff, advisory school board members, regional board members, and community members. Vandalism is costly and takes time and effort away from other important District maintenance projects.

Vandalism can only be prevented if all of us act together and send a message that vandalism will not be tolerated by the District or the community.

To further the effort of identifying and prosecuting vandals, the Lower Yukon School District will offer up to \$2,000 reward to any person who provides reliable information that results in the identification and arrest of those responsible for vandalism of Lower Yukon School District equipment, facilities, or property, or that results in the District taking legal action against those responsible for such vandalism. The reward will not be paid to any person who took part in or aided vandalism of District facilities.

The Superintendent or designee will determine the amount of any reward based upon the severity of the damage.

Information can be provided by phone or in writing to:

Superintendent
Lower Yukon School District
P.O. Box 32089
Mountain Village, AK 99632
907-591-2411

or

Maintenance Director
Lower Yukon School District
P.O. Box 32089
Mountain Village, AK 99632
907-591-2411

LOWER YUKON SCHOOL DISTRICT
Adoption Date: Nov. 23, 1988
Revised: Feb. 27, 2008

REWARD

Board Policy 3544 authorizes the Superintendent *or designee* to post rewards for information leading to the identification *and* arrest, *based upon a police report*, of any person(s) responsible for the damage or loss. The reward will not be paid to any person who took part in or aided in the vandalism or theft.

The district is seeking information concerning the following crime:

The district is offering *a* reward *of* _____ for information leading to the identification *and* arrest, *based upon a police report*, of any person(s) responsible for the damage or loss.

Superintendent *or designee*, LYSD Schools

Date

FOOD SERVICE

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

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

The Board believes that:

1. Foods 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.

ADULT BREAKFAST AND LUNCH

LYSD Breakfast or Hot Lunch Program is for students who are participating in this program. Teachers and staff only will participate in this program and are required to pay \$2.75 for breakfast and \$4.25 for lunch. This program does not include the general public from participating in an open restaurant atmosphere.

The following exception is permitted under this policy:

1. Employees who are away from their duty station or village.
2. School Board members who are visiting a site for the Regional School Board meetings only.
3. Volunteers are provided a free meal at each and every school site.
4. **Volunteers and substitute teachers other than district employees.**

LOWER YUKON SCHOOL DISTRICT

Adopted: Oct. 28, 2003

Adopted: April 29, 2005

Revised date: February 28, 2007

FREE AND REDUCED PRICED MEALS

The Regional 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 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:

NATIONAL SCHOOL LUNCH PROGRAM AND SCHOOL BREAKFAST PROGRAM

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.

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.

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.

(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.)

DISTRICT RECORDS

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

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*

Revised 9/97

COMPENSATION: STIPEND

Each Regional School Board member will receive a monthly stipend of \$1,000.00.

Stipends will be paid at the regular Board meeting each month.

Stipend checks will be paid t and mailed to absent Board members only if their absence is excused in accordance with Board bylaws.

No stipends will be issued in advance of the monthly Board meeting.

Exceptions to this policy can be made by the Board Chairman for Board Members who are experiencing a medical emergency and/or death in the immediate family.

LOWER YUKON SCHOOL DISTRICT
Adoption Date: January 25-26, 1999
Revised Date: October 10, 2005

COMPENSATION: MEETING ALLOWANCE

Each non-district employee, officially appointed to a Board committee, will be paid a meeting allowance of \$150.00 per day for attending an official Board approved meeting, including video/audio conferences or in person. **This includes an appointed designee approved by the RSB Board Chair.**

Allowances will not be paid for the purposes of poll voting.

Final interpretations as required shall be made by the Lower Yukon School District chairperson.

LOWER YUKON SCHOOL DISTRICT

Adoption Date: March 18-19, 1999

Revised Date: January 24, 2001

Revised Date: October 28, 2005

Revised Date: September 26, 2006

Revised Date: February 28, 2007

COMPENSATION: TRAVEL EXPENSES AND PER DIEM

Regional School Board members will receive transportation costs plus \$176 per day, per diem, from October through April, and \$259 per day from May through September. Per diem will be pro-rated on one-half (1/2) day basis while traveling within the State of Alaska on Board authorized school business. Travel to Anchorage from site and return will be limited to one-half (1/2) day reimbursement each way. The amount will cover all personal expenses, such as hotel, food, etc. Vehicle rental must have prior approval of the regional school board Chairman.

Except for acts of God, per diem ends upon termination of official business or when a Regional Board member returns to her/his home or abode immediately after carrying out Board approved business.

1. Regional School Board members may draw their per diem for out-of-district meetings in advance of the travel. Such requests should be made to the District Office no later than three days prior to the travel.
2. All board members who are unable to travel to meetings after receiving their per diem checks will immediately return said checks or reimburse the District for same.
3. All Board members who do not attend the assigned business meeting(s) must return any airfare expended, any per diem received, any lodging charged by them to the District. This policy will be waived only as the result of illness and/or other viable excuse(s) acceptable to the Chairperson.

Final interpretations as required shall be made by the Lower Yukon School Board chairperson or her/his designee.

(cf. 330 - Expenditures/Expending Authority)
(cf. 4133/4233/4333 - Travel Expenses)

LOWER YUKON SCHOOL DISTRICT
Adoption Date: November 23, 1998
Revision Date: January 25-26, 1999
Revision Date: March 20, 2000

COMPENSATION: MILEAGE ALLOWANCE

The Board understands that there may be times when it is beneficial to the District to have employees utilize their own vehicles for travel on District business. It is the desire of the Board that on such occasions the employee be compensated for that use and sets the rate of reimbursement at \$1.00 per mile. **Included in mileage allowance is reimbursement for fuel and oil.**

All employee use of private vehicles for District business must be preapproved by the Superintendent.

(cf. 3300 - Expenditures/Extending Authority)

LOWER YUKON SCHOOL DISTRICT
Adoption Date: April 30, 1999
Revised Date: February 28, 2007