



POLICY REFERENCE MANUAL



**KODIAK ISLAND BOROUGH SCHOOL DISTRICT
BOARD OF EDUCATION**

TABLE OF CONTENTS

ARTICLE 0 PHILOSOPHY-GOALS-OBJECTIVES AND (Series 0000) COMPREHENSIVE PLANS

Concepts and Roles.....	BP 0000		
Philosophy.....	BP 0100		
Goals for the School District.....	BP 0200	AR	
Nondiscrimination in District Programs and Activities.....	BP 0410		E
Service Animals	BP 0411		
Community School Program.....	BP 0430		
Review and Evaluation	BP 0500		
School District Report Card	BP 0510	AR	
School Accountability/School Improvement.....	BP 0520	AR	
Discontinuation or Closure of Schools	BP 0530		

ARTICLE 1 COMMUNITY RELATIONS (Series 1000)

Concepts and Roles.....	BP 1000		
Communication with the Public.....	BP 1100		
Media Relations	BP 1112		
District Sponsored Social Media	BP 1114		
Public Involvement in Board Meetings	BP 1120		
Responsibilities of the Board	BP 1140		
Commendations and Awards	BP 1150		
Citizen Advisory Committees.....	BP 1230		
School-Connected Organizations.....	BP 1240		
Volunteer Assistance	BP 1250		
Visits to the Schools.....	BP 1260	AR	
Public Complaints Concerning the Schools.....	BP 1312		
Public Complaints Concerning School Personnel	BP 1312.1	AR	E
Public Complaints Concerning Instructional Materials.....	BP 1312.2	AR	E
Public Complaints Concerning Discrimination	BP 1312.3	AR	
Public Complaints Concerning ESEA Programs	BP 1312.4	AR	
Willful Disruption.....	BP 1313		
Solicitation of Funds From and By Students	BP 1321	AR	E
Public Performances by Students.....	BP 1322	AR	
Use of School Facilities	BP 1330		
Access to District Records	BP 1340	AR	
Relations Between Other Governmental Agencies.....	BP 1400		
and the Schools			
Interagency Cooperation for Student and Staff Safety	BP 1410	AR	
Relations Between Private Industry and the Schools	BP 1700		

ARTICLE 2 ADMINISTRATION
(Series 2000)

Concepts and Roles	BP 2000		
Administrative Staff Organization	BP 2100		
Organization Chart/Lines of Responsibility	BP 2110		
Superintendent of Schools	BP 2120		
Superintendent's Contract	BP 2121		
Superintendent of Schools: Job Description	BP 2122	AR	
Evaluation of the Superintendent.....	BP 2123		
Administrative Leeway in Absence of Board Policy.....	BP 2210		
Representative and Deliberative Groups	BP 2230		
Temporary Designee.....	BP 2250		
Conflict of Interest	BP 2300		

ARTICLE 3 BUSINESS & NONINSTRUCTIONAL
(Series 3000) OPERATIONS

Concepts & Roles	BP 3000		
Budget.....	BP 3100	AR	
Transfer of Funds	BP 3110		
Income.....	BP 3200		
Materials Fees	BP 3260		
Sale & Disposal of Books, Equipment & Supplies.....	BP 3270	AR	E
(Personal Property)			
Gifts and Bequests	BP 3290		E
Expenditures/Expending Authority	BP 3300		
Purchasing Procedures	BP 3310		
Bids	BP 3311		
Contracts	BP 3312		
Payment for Goods and Services	BP 3314		
Relations with Vendors.....	BP 3315		
Management of District Assets/Accounts.....	BP 3400		
Inventories.....	BP 3440	AR	E
Fixed Assets Capitalization.....	BP 3440.1	AR	
Money in School Buildings	BP 3450		
Student Activity Funds	BP 3452	AR	E
Periodic Financial Reports	BP 3460		
Fund Balance Classification	BP 3470		
Maintenance	BP 3510		
Energy Conservation.....	BP 3511	AR	
Equipment.....	BP 3512		E
Tobacco-Free Schools/Smoking	BP 3513		
Environmental Safety.....	BP 3514	AR	

**ARTICLE 3
(Series 3000)**

**BUSINESS & NONINSTRUCTIONAL
OPERATIONS (Continued)**

Hazardous Substances & Pesticides.....	BP 3514.1	AR	
School Safety and Security	BP 3515	AR	
Intruders on Campus	BP 3515.2		
Recovery for Property Loss or Damage.....	BP 3515.4	AR	
Restrictions on Sex Offenders on Campus	BP 3515.5		
Electronic Mail (E-Mail).....	BP 3523	AR	
Risk Management	BP 3530		
Transportation	BP 3540		
Transportation Routes & Services	BP 3541	AR	
School-Related Trips	BP 3541.1		E
Transportation for Children with Disabilities	BP 3541.2		
Alternative Transportation Arrangements	BP 3541.5		
Authority of School Bus Drivers	BP 3542		
Transportation: Emergency and Safety Procedures	BP 3543	AR	
Food Service	BP 3550		
Free and Reduced Priced Meals.....	BP 3553		
Other Food Sales.....	BP 3554		
District Records	BP 3580		

**ARTICLE 4
(Series 4000)**

PERSONNEL

Concepts and Roles.....	BP 4000		
Drug and Alcohol-Free Workplace.....	BP 4020		E
Nondiscrimination in Employment.....	BP 4030		
Health Insurance Portability & Accountability Act of 1996	BP 4040		
(HIPA) Privacy Policy			
Recruitment and Selection	BP 4111	AR	
Legal Status Requirement.....	BP 4111.2	AR	
Residency	BP 4111.3		
Contracts	BP 4112.1		
Health Examinations	BP 4112.4		
Security Check.....	BP 4112.5	AR	
Personnel Records.....	BP 4112.6		
Employment References	BP 4112.61		
Employment of Relatives.....	BP 4112.8		
Evaluation/Supervision	BP 4115	AR	
Nontenured/Tenured Status	BP 4116		
Resignation	BP 4117.2		
Personnel Reduction	BP 4117.3		
Layoff/Rehire.....	BP 4117.31		
Dismissal.....	BP 4117.4		
Nonretention	BP 4117.6	AR	
Suspension/Disciplinary Action.....	BP 4118		

ARTICLE 4 PERSONNEL (Continued)
(Series 4000)

Sexual Harassment.....	BP 4119.11		
Harassment.....	BP 4119.12		
Code of Ethics.....	BP 4119.21		E
Unauthorized Release of Confidential Information.....	BP 4119.23		
Political Activities of Employees.....	BP 4119.25		
Job Descriptions.....	BP 4119.3		
Employees with Infectious Disease.....	BP 4119.41	AR	
Exposure Control Plan for Bloodborne Pathogens.....	BP 4119.42	AR	
Universal Precautions.....	BP 4119.43	AR	
Student Teachers.....	BP 4122		
Staff Development.....	BP 4131		
Publication or Creation of Materials.....	BP 4132		
Travel Expenses.....	BP 4133	AR	
Soliciting and Selling.....	BP 4135		
Nonschool Employment.....	BP 4136		
Negotiated Agreement.....	BP 4141		
Negotiations/Consultation.....	BP 4143		
Complaints.....	BP 4144	AR	
Health and Welfare Benefits.....	BP 4154		E
Awards and Recognition.....	BP 4156.2		
Reimbursement and Allowances.....	BP 4156.3		
Employee Safety.....	BP 4157		
Employee Security.....	BP 4158		
Family and Medical Leave Act.....	BP 4161.4		
Teacher Aides/Paraprofessionals.....	BP 4222		E

ARTICLE 5 STUDENTS
(Series 5000)

Concepts and Roles.....	BP 5000		
Noncustodial Parents.....	BP 5021		
School Discipline and Safety.....	BP 5030	AR	
Student Nutrition and Physical Activity.....	BP 5040	AR	E
Admission.....	BP 5111	AR	
Part-time Enrollment.....	BP 5111.2	AR	
Rules and Regulations.....	BP 5112		
Exemptions from Attendance.....	BP 5112.1	AR	
Exclusions from Attendance.....	BP 5112.2	AR	
Education for Homeless Children and Youths.....	BP 5112.6		
Absences and Excuses.....	BP 5113	AR	
School Attendance Boundaries.....	BP 5116		
Transfers.....	BP 5118		
Children of Military Families.....	BP 5119	AR	
Communications with Parents/Guardians.....	BP 5124		
Student Records.....	BP 5125	AR	E

ARTICLE 5 STUDENTS (Continued)
(Series 5000)

Release of Directory Information	BP 5125.1		E
Challenging Student Records.....	BP 5125.2		
Withholding Grades, Diploma or Transcripts.....	BP 5125.3		
Awards for Achievement	BP 5126		
Graduation Ceremonies and Activities	BP 5127		
Alaska Performance Scholarship Program	BP 5128		
Conduct.....	BP 5131		
Bus Conduct.....	BP 5131.1	AR	
Federal Safe and Drug Free Zone “Safe Haven”	BP 5131.10		
Violent and Aggressive Conduct	BP 5131.41	AR	E
Threats of Violence.....	BP 5131.42		
Harassment, Intimidation and Bullying	BP 5131.43	AR	
Vandalism, Theft and Graffiti.....	BP 5131.5		
Alcohol and Other Drugs	BP 5131.6	AR	E
Tobacco/Nicotine.....	BP 5131.62		
Weapons and Dangerous Instruments.....	BP 5131.7		
Academic Honesty	BP 5131.9		
Dress and Grooming	BP 5132		
Gifts to School Personnel.....	BP 5133		
Gangs	BP 5136		
Positive School Climate.....	BP 5137		
Portable Electronic Devices, Including Cell Phones	BP 5138	AR	
Health Care and Emergencies.....	BP 5141	AR	
Administering Medication	BP 5141.21	AR	E
Infectious Diseases.....	BP 5141.22	AR	
Infectious Disease Prevention.....	BP 5141.23	AR	E
Health Examinations	BP 5141.3		
Immunizations.....	BP 5141.31		E
Child Abuse and Neglect	BP 5141.4	AR	
Child Abuse Prevention	BP 5141.41		
Suicide Prevention	BP 5141.52		
Safety	BP 5142		
School Safety Patrol.....	BP 5142.2	AR	
Discipline	BP 5144		
Suspension and Expulsion	BP 5144.1	AR	
Questioning and Apprehension.....	BP 5145.11		E
Search and Seizure	BP 5145.12		E
Student and Family Privacy Rights.....	BP 5145.15		
Freedom of Speech/Expression.....	BP 5145.2		E
Nondiscrimination.....	BP 5145.3		
Sexual Harassment.....	BP 5145.7	AR	E
Married/Pregnant/Parenting Students	BP 5146		
Dropout Prevention.....	BP 5147		

ARTICLE 6 INSTRUCTION
(Series 6000)

Concepts and Roles.....	BP 6000		
Goals and Objectives	BP 6010		
Parent Involvement	BP 6020	AR	
School Calendar	BP 6111		
School Day	BP 6112	AR	
Crisis Response Plan.....	BP 6114	AR	
Pandemic/Epidemic Emergencies.....	BP 6114.4	AR	
Ceremonies and Observances	BP 6115		
Classroom Interruptions.....	BP 6116	AR	
Curriculum Development and Evaluation	BP 6141	AR	
Recognition of Religious Beliefs and Customs	BP 6141.2		
Multicultural Education	BP 6141.3		
Family Life/Sex Education	BP 6142.1		
Community Service	BP 6142.4		
Environmental Education.....	BP 6142.5		
Courses of Study.....	BP 6143		
Controversial Issues	BP 6144	AR	
Extracurricular Activities	BP 6145	AR	
Interscholastic Competition	BP 6145.2	AR	
Sportsmanship.....	BP 6145.21	AR	
Concussion in Student Athletes	BP 6145.22		
Publications.....	BP 6145.3		
Student Organizations and Equal Access	BP 6145.5	AR	E
High School Graduation Requirements	BP 6146.1		
High School Equivalency Test.....	BP 6146.2	AR	
College and Career Readiness Assessments	BP 6146.3	AR	E
Reciprocity on Graduation Requirements.....	BP 6146.4		
Differential Requirements for Individuals with.....	BP 6146.5		
Exceptional Needs			
Elementary School Developmental Profile.....	BP 6146.6		
Activity and Academic Trips	BP 6153	AR	
Class Examinations/Challenging Courses by Examination	BP 6155	AR	
Individualized Education Program	BP 6159	AR	
Procedural Safeguards and Complaints for Special Education.....	BP 6159.1	AR	E
Selection and Evaluation of Instructional Materials.....	BP 6161.1	AR	
Supplementary Instructional Materials	BP 6161.11		
Damaged or Lost Instructional Materials	BP 6161.2	AR	
Internet	BP 6161.4	AR	E
Standardized Testing.....	BP 6162.5	AR	
Use of Copyrighted Materials	BP 6162.6	AR	
Research.....	BP 6162.8		
Libraries/Media Centers.....	BP 6163.1		
School Gardens, Greenhouses, and Farms.....	BP 6163.4		
Guidance and Counseling Services.....	BP 6164.2		
Student Mental Health – Medication and Services.....	BP 6164.3		
Child Find	BP 6164.4		

ARTICLE 6 INSTRUCTION (Continued)
(Series 6000)

Student Study Teams	BP 6164.5	AR	
Title 1 Programs.....	BP 6171	AR	E
Special Education.....	BP 6172		
Education for Gifted and Talented Students	BP 6173		
English Language Acquisition/Limited English Proficiency	BP 6174		E
Education of Native/Indian Children	BP 6174.1	AR	
Migrant Children Program.....	BP 6175		
Vocational Education.....	BP 6178	AR	
Correspondence Study Program	BP 6182	AR	
Secondary Boarding Program.....	BP 6183		

ARTICLE 7 NEW CONSTRUCTION
(Series 7000)

Concepts and Roles.....	BP 7000
Planning	BP 7100
Relations with Other Governmental Units.....	BP 7150
Professional Services	BP 7210
Site Selection and Development	BP 7220

ARTICLE 8 RURAL ADVISORY SCHOOL
(Series 8000) BOARDS

Concepts and Roles.....	BP 8000		
Board Membership.....	BP 8110		
Elections.....	BP 8120	AR	E
Vacancies	BP 8130		
Officers	BP 8140		
Powers and Duties.....	BP 8200		
Orientation	BP 8310		
Meetings.....	BP 8320	AR	
Member Responsibilities	BP 8330		
Code of Ethics.....	BP 8340		E

ARTICLE 9 BYLAWS OF THE BOARD
(Series 9000)

Role of Board and Members (Powers, Purposes, Duties).....	BB 9000
Public Statements.....	BB 9010
Disclosure of Confidential Information	BB 9011
Communications To and From the Board.....	BB 9012

**ARTICLE 9
(Series 9000)**

**BYLAWS OF THE BOARD
(Continued)**

Board Standards	BB 9020	AR
Board Membership.....	BB 9110	
Officers	BB 9120	
President.....	BB 9121	
Vice President	BB 9122	
Clerk/Secretary and Treasurer	BB 9123	
Attorney	BB 9124	
Board Representatives	BB 9140	
Board Members.....	BB 9200	
Qualifications	BB 9210	
School Board Elections	BB 9220	
Resignation	BB 9222	
Board Vacancies	BB 9223	
Oath or Affirmation	BB 9224	E
Orientation	BB 9230	
Board Development	BB 9240	
Remuneration, Reimbursement, and Other Benefits	BB 9250	AR
Legal Protection	BB 9260	
Conflict of Interest	BB 9270	
Code of Ethics.....	BB 9271	
Governance	BB 9300	
Policy Manual	BB 9310	
Board Policies	BB 9311	
Board Bylaws.....	BB 9312	
Administrative Regulations	BB 9313	
Suspension of Policies, Bylaws, Administrative Regulations	BB 9314	
Meetings.....	BB 9320	
Executive Sessions.....	BB 9321	
Agenda/Meeting Materials.....	BB 9322	
Meeting Conduct.....	BB 9323	
Board Minutes.....	BB 9324	
Membership in Associations.....	BB 9330	
Board Self-Evaluation.....	BB 9400	