

Business and Noninstructional 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 permissible reasons.

Employees must exercise caution and good judgment in the use of the e-mail system. Electronic mail messages can sometimes 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, includes an electronic communication that is transmitted between two or more computers, electronic terminals, or devices 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 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 expectation of privacy or confidentiality.
5. 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.

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 applicable public records acts. The Superintendent or designee shall develop administrative regulations or guidelines 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.

Additions shown in *highlighted italic text*
Deletions show in ~~strikethrough text~~

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ELECTRONIC MAIL (continued)

(cf. 3580 - Business Records)

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

Legal Reference

ALASKA STATUTES

AS 40.25.110 - Public Records Open to Inspection and Copying

AS 40.25.120 - Public records; exceptions; certified copies

AS 40.25.220 - Definitions

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

ALASKA ADMINISTRATIVE CODE

6 AAC 96.200 – Public Information Principles

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BP 3530

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

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BP 3541.1

SCHOOL-RELATED TRIPS

Trips by School Vehicles

The Superintendent or designee shall regulate the use of the District transportation for approved school-related activities. School organizations requesting transportation shall be fully responsible for the costs of the trip. To the extent that funding has been approved, such costs may be charged to the District.

Transportation by Private Automobile

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

Drivers shall be required to possess a valid driver's license and liability insurance in amounts required by law.

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

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

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)

**HYDABURG CITY SCHOOL DISTRICT
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. Seat Belts _____

INSURANCE INFORMATION

Insurance Company _____

Policy No. _____ Expiration Date _____

Liability Limits of Policy _____

(The minimum acceptable liability limit for privately owned vehicles is the amount required by law. 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.

Signature _____ Date _____

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BP 3541.2

TRANSPORTATION FOR CHILDREN WITH DISABILITIES

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

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

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

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

(cf. 3540 - Transportation)

(cf. 3541.5 - Alternative Transportation Arrangements)

(cf. 6172 - Special Education)

Legal Reference:

ALASKA STATUTES

14.30.278 Individualized education program

14.30.347 Transportation of exceptional children

ALASKA ADMINISTRATIVE CODE

4 AAC 52.730 State aid for transportation

4 AAC 27.021 Establishment of special education routes

Business and Noninstructional Operations

BP 3550(a)

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 based on regular lunch service and including such other snack and breakfast programs as the needs of the students and the financial capacity of the District permit. The Board recognizes that the lunch program is an important complement to the nutritional responsibilities of parents/guardians.

The Board believes that:

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

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

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

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BP 3550(b)

FOOD SERVICE (continued)

Note: Effective July 1, 2015, federal regulations of the Department of Agriculture, Food and Nutrition Service, require that certain food service personnel meet minimum professional standards. More specifically, school nutrition program directors who are responsible for management of the day-to-day food service operations for all schools in the district must meet minimum educational qualifications as a condition of hire. The qualifications vary depending upon the student enrollment (size) of the district. The qualification requirements are applicable to the hire of new directors only; current directors employed prior to the July 1, 2015 effective date are grandfathered. In addition, the new regulations require minimum continuing education and training requirements for all student nutrition staff, including school nutrition program directors, school nutrition program managers who are responsible for day-to-day operations of food service for a particular school, and other personnel who work an average of at least 20 hours per week. The hours of continuing education/training varies depending upon the position held by the individual.

Qualified and trained food service personnel are critical to a healthy and safe food service program. The Superintendent or designee shall hire qualified personnel, taking into consideration professional standards required by law, and will provide continuing education and training in compliance with federal standards.

(cf. 4131 – Staff Development)

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

(cf 3554 – Other Food Sales)

(cf. 5040– Student Nutrition and Physical Fitness)

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

Legal Reference:

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

CODE OF FEDERAL REGULATIONS

7 C.F.R. Parts 210, 220, and 235 National School Lunch Program and Breakfast Program

FEDERAL REGISTER

Professional Standards for State and Local School Nutrition Programs Personnel as Required by the Healthy, Hunger-Free Kids Act of 2010, Vol. 80, No. 40 and No. 88 (2015)

Business and Noninstructional Operations

BP 3553

FREE AND REDUCED PRICED MEALS

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

(cf. 5040 – Student Nutrition and Physical Activity)

Although all student meals will be provided free of charge, eligibility for free, and reduced priced meals will be determined periodically for the purpose of establishing the districts reimbursement factors under the National School Breakfast and Lunch Programs.

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

Legal Reference:

FEDERAL REGISTER

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

~~*National School Lunch Program and School Breakfast Program*~~

Business and Noninstructional Operations

BP 3580(a)

DISTRICT RECORDS

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

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

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

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

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

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

Business and Noninstructional Operations

BP 3580(b)

DISTRICT RECORDS (continued)

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

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

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

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

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

Legal Reference:

ALASKA STATUTES

~~09~~40.25.120-~~09~~40.25.220 Public Records Act

14.03.115 Parental Access

14.17.49~~0~~910 Restrictions governing receipt and expenditure of money from public school foundation account

40.21.010-40.21.140 Public records

ALASKA CONSTITUTION

Art. 1, sec. 22, Right to Privacy

UNITED STATES CODE

5 U.S.C. § 552a – Privacy Act

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

HYDABURG CITY SCHOOL DISTRICT
ADOPTED: 08/27/09