

Regular Meeting  
Tuesday, June 14, 2022 6:00 PM

MS/HS Library  
109 Charles W St  
Petersburg, AK 99833

## **Agenda**

1. **CALL TO ORDER**
2. **DETERMINE QUORUM**
3. **PLEDGE OF ALLEGIANCE**
4. **APPROVAL OF AGENDA**
5. **CORRESPONDENCE**
6. **COMMENTS FROM AUDIENCE UNRELATED TO AGENDA ITEMS**
7. **COMMENTS FROM AUDIENCE RELATED TO AGENDA ITEMS**
8. **COMMENTS FROM BOARD MEMBERS**
9. **CONSENT AGENDA**
  - 9.1. MAY, 2022, Monthly accounting report, bills, payroll, and electronic fund transfers, ASB trial balance and P-Card statements in the amount of \$1,075,803.74
  - 9.2. MAY. 10, 2022, regular board meeting minutes
  - 9.3. PERSONNEL ACTION REPORT
10. **ADMINISTRATIVE REPORTS**
  - 10.1. Superintendent's report  
**Presenter:** Superintendent Kludt-Painter
  - 10.2. Elementary Principal's Report  
**Presenter:** Principal Heather Conn
  - 10.3. MS/HS Principal's Report  
**Presenter:** Principal Rick Dormer
  - 10.4. Director of Activities Report  
**Presenter:** AD Jaime Cabral
11. **SCHOOL BOARD COMMITTEE REPORTS**
12. **OLD BUSINESS**
  - 12.1. Action: Policies in 2nd Reading
13. **NEW BUSINESS**
  - 13.1. Action: Accept Senior Gift
  - 13.2. Action: FY 23 Budget presentation
  - 13.3. Informational: MAP data update
  - 13.4. Informational: 22-23 School and Activity Handbooks
  - 13.5. Informational: RFP for Secondary Roof Replacement
14. **ADDITIONAL COMMENTS FROM BOARD MEMBERS**
15. **FUTURE AGENDA ITEMS**
16. **OTHER NEW BUSINESS**
17. **ADJOURNMENT**



Monday to Fridays  
June 13 till August 12  
Closed 4th of July

Petersburg School District

# SUMMER Food Program



Breakfast 8:30 to 9:30  
Lunch 11:30 to 1:00

FREE FOR ALL KIDS 18 AND YOUNGER

RAE C STEDMAN ELEMENTARY CAFETERIA  
303 DOLPHIN

ENTER THROUGH CAFETERIA DOOR  
Adults can eat for \$5.00 per lunch



ALL STUDENTS MUST EAT ON SITE



This Institute is an equal opportunity provider.

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# Petersburg School District

## Revenue Report

 Summary Only

From Date: 5/1/2022

To Date: 5/31/2022

Fiscal Year: 2021-2022

Account Number / Description

	Budget	Range To Date	YTD	Uncollected Balance	% Remaining
<b>Fund: 100 GENERAL FUND</b>					
100.000.000.000.011 CITY DIRECT APPROPRIATIONS	\$1,800,000.00	\$150,000.00	\$1,650,000.00	\$150,000.00	8.33%
100.000.000.000.031 INTEREST	\$700.00	\$60.46	\$512.60	\$187.40	26.77%
100.000.000.000.040 OTHER LOCAL REVENUES	\$54,000.00	\$6,602.90	\$44,282.95	\$9,717.05	17.99%
100.000.000.000.043 STUDENT ACTIVITY REVENUE	\$2,700.00	\$0.00	\$2,706.10	(\$6.10)	-0.23%
100.000.000.000.044 STUDENT FEES	\$43,000.00	\$2,132.15	\$42,780.05	\$219.95	0.51%
100.000.000.000.047 E-RATE REVENUE	\$93,134.00	\$7,761.20	\$77,612.00	\$15,522.00	16.67%
100.000.000.000.051 FOUNDATION PROGRAM	\$5,671,753.00	\$392,791.00	\$5,279,021.00	\$392,732.00	6.92%
100.000.000.000.056 TRS ON-BEHALF PAYMENTS	\$682,274.00	\$0.00	\$0.00	\$682,274.00	100.00%
100.000.000.000.057 PERS ON-BEHALF PAYMENTS	\$103,846.00	\$0.00	\$0.00	\$103,846.00	100.00%
100.000.000.000.090 OTHER STATE REVENUES	\$19,010.00	\$0.00	\$21,028.00	(\$2,018.00)	-10.62%
<b>Fund 100 Total:</b>	\$8,470,417.00	\$559,347.71	\$7,117,942.70	\$1,352,474.30	15.97%
<b>Grand Total:</b>	\$8,470,417.00	\$559,347.71	\$7,117,942.70	\$1,352,474.30	15.97%

End of Report

May 2022  
 Monthly Bills  
 \$ 1,075,803.74

## Petersburg School District

### Expenditure Budget Balance Report

 Summary Only

From Date: 5/1/2022

To Date: 5/31/2022

Fiscal Year: 2021-2022

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
<b>Fund: 100 GENERAL FUND</b>						
100.100.100.000.315 CERTIFICATED TEACHER	\$684,800.00	\$58,396.10	\$509,825.30	\$174,974.70	\$169,188.10	\$5,786.60 0.85%
100.100.100.000.323 AIDES	\$0.00	\$341.25	\$341.25	(\$341.25)	\$0.00	(\$341.25) 0.00%
100.100.100.000.329 SUBSTITUTES/TEMPORARIES	\$64,500.00	\$5,631.38	\$46,427.61	\$18,072.39	\$14,365.13	\$3,707.26 5.75%
100.100.100.000.363 WORKERS COMPENSATION	\$4,812.00	\$426.33	\$3,686.47	\$1,125.53	\$1,215.68	(\$90.15) -1.87%
100.100.100.000.364 INSURANCE-HEALTH/LIFE	\$207,785.00	\$14,839.41	\$131,470.37	\$76,314.63	\$43,096.67	\$33,217.96 15.99%
100.100.100.000.365 RETIREMENT CONTRIBUTION-TRS	\$218,491.00	\$7,083.34	\$63,750.03	\$154,740.97	\$21,250.04	\$133,490.93 61.10%
100.100.100.000.366 RETIREMENT CONTRIBUTION-PERS	\$0.00	\$0.00	\$33.31	(\$33.31)	\$0.00	(\$33.31) 0.00%
100.100.100.000.367 MEDICARE TAX	\$10,000.00	\$884.12	\$7,602.46	\$2,397.54	\$2,505.30	(\$107.76) -1.08%
100.100.100.000.368 SOCIAL SECURITY TAX	\$3,499.00	\$303.41	\$2,373.35	\$1,125.65	\$870.94	\$254.71 7.28%
100.100.100.000.421 STAFF TRANSPORTATION	\$1,500.00	\$305.23	\$305.23	\$1,194.77	\$0.00	\$1,194.77 79.65%
100.100.100.000.426 STUDENT TRANSPORTATION	\$3,000.00	\$1,290.21	\$1,290.21	\$1,709.79	\$0.00	\$1,709.79 56.99%
100.100.100.000.450 SUPPLIES, MATERIALS & MEDIA	\$51,000.00	\$35,280.00	\$35,280.00	\$15,720.00	\$0.00	\$15,720.00 30.82%
100.100.100.000.451 TEACHING SUPPLIES	\$10,050.00	\$99.30	\$7,924.57	\$2,125.43	\$0.00	\$2,125.43 21.15%
100.100.100.000.474 CURRICULUM ADOPTION	\$15,100.00	\$12,941.05	\$14,632.22	\$467.78	\$0.00	\$467.78 3.10%
100.100.100.000.476 COPIER SUPPLIES	\$7,000.00	\$133.94	\$5,277.29	\$1,722.71	\$0.00	\$1,722.71 24.61%
100.100.100.000.491 DUES AND FEES	\$10,000.00	\$1,200.00	\$3,059.80	\$6,940.20	\$0.00	\$6,940.20 69.40%
100.100.100.001.451 ENGLISH SUPPLIES	\$2,500.00	\$2,804.41	\$3,437.93	(\$937.93)	\$123.78	(\$1,061.71) -42.47%
100.100.100.002.451	\$750.00	\$0.00	\$1,103.73	(\$353.73)	\$0.00	(\$353.73)

**Petersburg School District**

**Expenditure Budget Balance Report**

Summary Only

From Date: 5/1/2022

To Date: 5/31/2022

Fiscal Year: 2021-2022

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
MATH SUPPLIES						-47.16%
100.100.100.003.451	\$1,500.00	\$322.57	\$1,391.45	\$108.55	\$0.00	\$108.55
SCIENCE SUPPLIES						7.24%
100.100.100.004.451	\$750.00	\$260.92	\$643.31	\$106.69	\$70.00	\$36.69
SOCIAL STUDIES SUPPLIES						4.89%
100.100.100.005.451	\$500.00	\$0.00	\$501.86	(\$1.86)	\$0.00	(\$1.86)
PILP SUPPLIES						-0.37%
100.100.100.007.451	\$1,500.00	\$694.92	\$1,551.85	(\$51.85)	\$0.00	(\$51.85)
PE SUPPLIES						-3.46%
100.100.100.008.451	\$3,000.00	\$0.00	\$2,940.55	\$59.45	\$41.00	\$18.45
MUSIC SUPPLIES						0.62%
100.100.100.009.451	\$1,700.00	\$0.00	\$1,747.84	(\$47.84)	\$0.00	(\$47.84)
ART/JEWELRY/PHOTO SUPPLIES						-2.81%
100.100.100.020.451	\$500.00	\$0.00	\$152.29	\$347.71	\$0.00	\$347.71
HEALTH SUPPLIES						69.54%
100.100.100.021.451	\$750.00	\$25.94	\$765.43	(\$15.43)	\$0.00	(\$15.43)
SPANISH SUPPLIES						-2.06%
100.100.160.000.315	\$84,384.00	\$7,032.00	\$63,288.00	\$21,096.00	\$21,096.00	\$0.00
CERTIFICATED TEACHER						0.00%
100.100.160.000.329	\$1,500.00	\$0.00	\$1,050.00	\$450.00	\$0.00	\$450.00
SUBSTITUTES/TEMPORARIES						30.00%
100.100.160.000.363	\$538.00	\$46.57	\$426.08	\$111.92	\$139.72	(\$27.80)
WORKERS COMPENSATION						-5.17%
100.100.160.000.364	\$26,079.00	\$2,173.28	\$19,559.52	\$6,519.48	\$6,519.84	(\$0.36)
INSURANCE-HEALTH/LIFE						0.00%
100.100.160.000.365	\$26,877.00	\$883.22	\$7,948.98	\$18,928.02	\$2,649.66	\$16,278.36
RETIREMENT CONTRIBUTION-TRS						60.57%
100.100.160.000.367	\$1,223.00	\$94.69	\$862.64	\$360.36	\$282.26	\$78.10
MEDICARE TAX						6.39%
100.100.160.000.368	\$31.00	\$0.00	\$0.00	\$31.00	\$0.00	\$31.00
SOCIAL SECURITY TAX						100.00%
100.100.160.006.451	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
AQUACULTURE SUPPLIES						100.00%
100.100.160.300.451	\$2,500.00	\$405.68	\$1,692.51	\$807.49	\$807.27	\$0.22
CULINARY SUPPLIES						0.01%
100.100.160.309.451	\$2,500.00	\$403.57	\$1,454.76	\$1,045.24	\$0.00	\$1,045.24

**Petersburg School District**

**Expenditure Budget Balance Report**

Summary Only

From Date: 5/1/2022

To Date: 5/31/2022

Fiscal Year: 2021-2022

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
FOOD SCIENCE/CULINARY						41.81%
100.100.160.310.451	\$4,000.00	\$3,170.09	\$3,842.97	\$157.03	\$0.00	\$157.03
SHOP SUPPLIES						3.93%
100.100.200.000.315	\$81,614.00	\$6,659.50	\$60,912.00	\$20,702.00	\$19,978.50	\$723.50
CERTIFICATED TEACHER						0.89%
100.100.200.000.323	\$136,074.00	\$12,088.51	\$109,396.13	\$26,677.87	\$5,347.47	\$21,330.40
AIDES						15.68%
100.100.200.000.329	\$7,000.00	\$140.00	\$1,490.63	\$5,509.37	\$0.00	\$5,509.37
SUBSTITUTES/TEMPORARIES						78.71%
100.100.200.000.363	\$1,407.00	\$127.31	\$1,156.94	\$250.06	\$167.73	\$82.33
WORKERS COMPENSATION						5.85%
100.100.200.000.364	\$55,505.00	\$5,442.80	\$48,690.16	\$6,814.84	\$6,519.84	\$295.00
INSURANCE-HEALTH/LIFE						0.53%
100.100.200.000.365	\$25,452.00	\$836.43	\$7,785.83	\$17,666.17	\$2,509.30	\$15,156.87
RETIREMENT CONTRIBUTION-TRS						59.55%
100.100.200.000.366	\$40,972.00	\$2,659.48	\$23,840.47	\$17,131.53	\$1,250.84	\$15,880.69
RETIREMENT CONTRIBUTION-PERS						38.76%
100.100.200.000.367	\$2,500.00	\$261.98	\$2,374.88	\$125.12	\$344.20	(\$219.08)
MEDICARE TAX						-8.76%
100.100.200.000.368	\$434.00	\$0.00	\$49.02	\$384.98	\$0.00	\$384.98
SOCIAL SECURITY TAX						88.71%
100.100.200.000.451	\$2,000.00	\$0.00	\$1,861.61	\$138.39	\$0.00	\$138.39
HS SPED SUPPLIES						6.92%
100.100.300.000.315	\$68,750.00	\$7,583.36	\$68,250.00	\$500.00	\$0.00	\$500.00
CERTIFICATED TEACHER						0.73%
100.100.300.000.323	\$30,000.00	\$3,075.60	\$26,713.47	\$3,286.53	\$1,333.93	\$1,952.60
AIDES						6.51%
100.100.300.000.329	\$2,000.00	\$0.00	\$1,454.76	\$545.24	\$0.00	\$545.24
SUBSTITUTES/TEMPORARIES						27.26%
100.100.300.000.363	\$636.00	\$70.59	\$672.55	(\$36.55)	\$8.83	(\$45.38)
WORKERS COMPENSATION						-7.14%
100.100.300.000.364	\$26,426.00	\$2,936.16	\$26,425.92	\$0.08	\$0.00	\$0.08
INSURANCE-HEALTH/LIFE						0.00%
100.100.300.000.365	\$10,508.00	\$952.47	\$8,572.23	\$1,935.77	\$0.00	\$1,935.77
RETIREMENT CONTRIBUTION-TRS						18.42%
100.100.300.000.366	\$9,033.00	\$676.63	\$5,876.96	\$3,156.04	\$293.46	\$2,862.58

**Petersburg School District**

**Expenditure Budget Balance Report**

Summary Only

From Date: 5/1/2022

To Date: 5/31/2022

Fiscal Year: 2021-2022

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
RETIREMENT CONTRIBUTION-PERS						31.69%
100.100.300.000.367	\$1,446.00	\$143.91	\$1,302.89	\$143.11	\$19.34	\$123.77
MEDICARE TAX						8.56%
100.100.300.000.368	\$62.00	\$0.00	\$87.16	(\$25.16)	\$0.00	(\$25.16)
SOCIAL SECURITY TAX						-40.58%
100.100.300.000.451	\$4,000.00	\$1,792.00	\$3,375.41	\$624.59	\$0.00	\$624.59
TEACHING SUPPLIES						15.61%
100.100.350.000.315	\$38,222.00	\$3,393.50	\$28,541.50	\$9,680.50	\$9,430.50	\$250.00
CERTIFICATED TEACHER						0.65%
100.100.350.000.329	\$500.00	\$0.00	\$159.13	\$340.87	\$0.00	\$340.87
SUBSTITUTES/TEMPORARIES						68.17%
100.100.350.000.363	\$244.00	\$23.31	\$197.56	\$46.44	\$64.94	(\$18.50)
WORKERS COMPENSATION						-7.58%
100.100.350.000.364	\$1,500.00	\$125.00	\$1,125.00	\$375.00	\$375.00	\$0.00
INSURANCE-HEALTH/LIFE						0.00%
100.100.350.000.365	\$12,015.00	\$394.83	\$3,553.47	\$8,461.53	\$1,184.47	\$7,277.06
RETIREMENT CONTRIBUTION-TRS						60.57%
100.100.350.000.367	\$550.00	\$51.02	\$432.45	\$117.55	\$142.18	(\$24.63)
MEDICARE TAX						-4.48%
100.100.350.000.368	\$0.00	\$0.00	\$5.53	(\$5.53)	\$0.00	(\$5.53)
SOCIAL SECURITY TAX						0.00%
100.100.350.000.451	\$399.00	\$0.00	\$399.00	\$0.00	\$0.00	\$0.00
TEACHING SUPPLIES						0.00%
100.100.350.000.472	\$2,500.00	\$0.00	\$1,500.51	\$999.49	\$1,164.46	(\$164.97)
LIBRARY BOOKS						-6.60%
100.100.350.000.473	\$101.00	\$0.00	\$0.00	\$101.00	\$0.00	\$101.00
PERIODICALS						100.00%
100.100.350.000.479	\$1,500.00	\$0.00	\$1,239.45	\$260.55	\$0.00	\$260.55
OTHER SUPPLIES AND MATERIALS						17.37%
100.100.400.000.421	\$321.00	\$0.00	\$592.80	(\$271.80)	\$0.00	(\$271.80)
STAFF TRANSPORTATION						-84.67%
100.100.400.000.479	\$2,679.00	\$307.78	\$1,839.08	\$839.92	\$0.00	\$839.92
SECONDARY PRINCIPAL SUPPLIES AND MATERIALS						31.35%
100.100.400.000.491	\$600.00	\$0.00	\$0.00	\$600.00	\$0.00	\$600.00
DUES AND FEES						100.00%
100.100.450.000.324	\$56,084.00	\$6,815.71	\$52,369.01	\$3,714.99	\$1,110.55	\$2,604.44

# Petersburg School District

## Expenditure Budget Balance Report

 Summary Only

From Date: 5/1/2022

To Date: 5/31/2022

Fiscal Year: 2021-2022

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
SUPPORT STAFF						4.64%
100.100.450.000.329	\$900.00	\$0.00	\$220.28	\$679.72	\$0.00	\$679.72
SUBSTITUTES/TEMPORARIES						75.52%
100.100.450.000.363	\$352.00	\$47.13	\$367.94	(\$15.94)	\$0.00	(\$15.94)
WORKERS COMPENSATION						-4.53%
100.100.450.000.364	\$11,532.00	\$1,247.60	\$11,528.64	\$3.36	\$0.00	\$3.36
INSURANCE-HEALTH/LIFE						0.03%
100.100.450.000.366	\$16,344.00	\$1,237.18	\$11,653.67	\$4,690.33	\$0.00	\$4,690.33
RETIREMENT CONTRIBUTION-PERS						28.70%
100.100.450.000.367	\$800.00	\$99.79	\$775.16	\$24.84	\$0.00	\$24.84
MEDICARE TAX						3.11%
100.100.450.000.368	\$31.00	\$0.00	\$13.66	\$17.34	\$0.00	\$17.34
SOCIAL SECURITY TAX						55.94%
100.100.450.000.433	\$2,100.00	\$168.74	\$1,700.93	\$399.07	\$0.00	\$399.07
COMMUNICATIONS						19.00%
100.100.450.000.434	\$600.00	\$0.00	\$99.35	\$500.65	\$500.00	\$0.65
POSTAGE						0.11%
100.100.450.000.454	\$1,000.00	\$841.57	\$1,181.03	(\$181.03)	\$0.00	(\$181.03)
OFFICE SUPPLIES						-18.10%
100.100.700.000.316	\$2,782.00	\$2,780.00	\$2,780.00	\$2.00	\$750.00	(\$748.00)
CERTIFICATED EXTRA DUTY PAY						-26.89%
100.100.700.000.322	\$206.00	\$0.00	\$0.00	\$206.00	\$0.00	\$206.00
NON-CERT SPECIALIST/EXTRA DUTY						100.00%
100.100.700.000.363	\$181.00	\$18.40	\$18.40	\$162.60	\$4.97	\$157.63
WORKERS COMPENSATION						87.09%
100.100.700.000.365	\$8,140.30	\$349.16	\$349.16	\$7,791.14	\$94.20	\$7,696.94
RETIREMENT CONTRIBUTION-TRS						94.55%
100.100.700.000.367	\$291.70	\$40.31	\$40.31	\$251.39	\$10.87	\$240.52
MEDICARE TAX						82.45%
100.100.700.000.368	\$478.00	\$0.00	\$0.00	\$478.00	\$0.00	\$478.00
SOCIAL SECURITY TAX						100.00%
100.100.700.000.421	\$5,492.00	\$576.00	\$4,945.43	\$546.57	\$807.00	(\$260.43)
STAFF TRANSPORTATION						-4.74%
100.100.700.000.426	\$900.00	\$0.00	\$899.94	\$0.06	\$0.00	\$0.06
STUDENT TRANSPORTATION						0.01%
100.100.700.000.433	\$2,000.00	\$97.05	\$838.17	\$1,161.83	\$0.00	\$1,161.83

Petersburg School District

**Expenditure Budget Balance Report**

Summary Only

From Date: 5/1/2022

To Date: 5/31/2022

Fiscal Year: 2021-2022

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
COMMUNICATIONS						58.09%
100.100.700.000.479	\$4,600.00	\$99.98	\$3,369.40	\$1,230.60	\$1,193.98	\$36.62
OTHER SUPPLIES AND MATERIALS						0.80%
100.100.700.000.491	\$3,727.00	\$0.00	\$3,727.00	\$0.00	\$0.00	\$0.00
DUES AND FEES						0.00%
100.100.700.110.316	\$3,545.00	\$0.00	\$3,545.00	\$0.00	\$0.00	\$0.00
CERTIFICATED EXTRA DUTY PAY						0.00%
100.100.700.110.329	\$0.00	\$0.00	\$140.00	(\$140.00)	\$0.00	(\$140.00)
SUBSTITUTES/TEMPORARIES						0.00%
100.100.700.110.363	\$24.00	\$0.00	\$24.41	(\$0.41)	\$0.00	(\$0.41)
WORKERS COMPENSATION						-1.71%
100.100.700.110.365	\$445.00	\$0.00	\$445.26	(\$0.26)	\$0.00	(\$0.26)
RETIREMENT CONTRIBUTION-TRS						-0.06%
100.100.700.110.367	\$52.00	\$0.00	\$52.44	(\$0.44)	\$0.00	(\$0.44)
MEDICARE TAX						-0.85%
100.100.700.110.426	\$20,394.00	\$0.00	\$20,269.02	\$124.98	\$125.00	(\$0.02)
XCOUNTRY TRANSPORTATION						0.00%
100.100.700.110.479	\$415.00	\$0.00	\$414.85	\$0.15	\$0.00	\$0.15
XCOUNTRY SUPPLIES AND MATERIALS						0.04%
100.100.700.110.491	\$250.00	\$0.00	\$184.00	\$66.00	\$0.00	\$66.00
XCOUNTRY DUES AND FEES						26.40%
100.100.700.120.322	\$7,298.00	\$0.00	\$7,298.00	\$0.00	\$0.00	\$0.00
NON-CERT SPECIALIST/EXTRA DUTY						0.00%
100.100.700.120.363	\$48.00	\$0.00	\$48.32	(\$0.32)	\$0.00	(\$0.32)
WORKERS COMPENSATION						-0.67%
100.100.700.120.366	\$0.00	\$0.00	\$377.94	(\$377.94)	\$0.00	(\$377.94)
RETIREMENT CONTRIBUTION-PERS						0.00%
100.100.700.120.367	\$106.00	\$0.00	\$105.84	\$0.16	\$0.00	\$0.16
MEDICARE TAX						0.15%
100.100.700.120.368	\$366.00	\$0.00	\$366.29	(\$0.29)	\$0.00	(\$0.29)
SOCIAL SECURITY TAX						-0.08%
100.100.700.120.426	\$16,387.00	\$0.00	\$16,386.60	\$0.40	\$0.00	\$0.40
SWIM TRANSPORTATION						0.00%
100.100.700.120.479	\$716.00	\$0.00	\$716.01	(\$0.01)	\$0.00	(\$0.01)
SWIM SUPPLIES AND MATERIALS						0.00%
100.100.700.120.491	\$1,200.00	\$0.00	\$1,060.00	\$140.00	\$0.00	\$140.00

**Petersburg School District**

**Expenditure Budget Balance Report**

Summary Only

From Date: 5/1/2022

To Date: 5/31/2022

Fiscal Year: 2021-2022

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
SWIM DUES AND FEES						11.67%
100.100.700.130.316	\$6,045.00	\$0.00	\$6,045.00	\$0.00	\$0.00	\$0.00
CERTIFICATED EXTRA DUTY PAY						0.00%
100.100.700.130.322	\$2,419.00	\$0.00	\$2,419.00	\$0.00	\$0.00	\$0.00
NON-CERT SPECIALIST/EXTRA DUTY						0.00%
100.100.700.130.329	\$3,010.00	\$0.00	\$3,010.00	\$0.00	\$0.00	\$0.00
SUBSTITUTES/TEMPORARIES						0.00%
100.100.700.130.363	\$76.00	\$0.00	\$76.00	\$0.00	\$0.00	\$0.00
WORKERS COMPENSATION						0.00%
100.100.700.130.365	\$825.00	\$0.00	\$824.57	\$0.43	\$0.00	\$0.43
RETIREMENT CONTRIBUTION-TRS						0.05%
100.100.700.130.366	\$31.00	\$0.00	\$30.81	\$0.19	\$0.00	\$0.19
RETIREMENT CONTRIBUTION-PERS						0.61%
100.100.700.130.367	\$164.00	\$0.00	\$164.02	(\$0.02)	\$0.00	(\$0.02)
MEDICARE TAX						-0.01%
100.100.700.130.368	\$222.00	\$0.00	\$221.88	\$0.12	\$0.00	\$0.12
SOCIAL SECURITY TAX						0.05%
100.100.700.130.426	\$16,000.00	\$684.00	\$15,670.46	\$329.54	\$0.00	\$329.54
GIRLS BB TRANSPORTATION						2.06%
100.100.700.130.479	\$3,076.00	\$0.00	\$3,076.34	(\$0.34)	\$0.00	(\$0.34)
GIRLS BB SUPPLIES AND MATERIALS						-0.01%
100.100.700.130.491	\$1,000.00	\$0.00	\$740.00	\$260.00	\$0.00	\$260.00
GIRLS BB DUES AND FEES						26.00%
100.100.700.140.316	\$4,795.00	\$0.00	\$4,795.00	\$0.00	\$0.00	\$0.00
CERTIFICATED EXTRA DUTY PAY						0.00%
100.100.700.140.322	\$1,901.00	\$0.00	\$1,918.00	(\$17.00)	\$0.00	(\$17.00)
NON-CERT SPECIALIST/EXTRA DUTY						-0.89%
100.100.700.140.329	\$360.00	\$0.00	\$0.00	\$360.00	\$0.00	\$360.00
SUBSTITUTES/TEMPORARIES						100.00%
100.100.700.140.363	\$44.00	\$0.00	\$44.46	(\$0.46)	\$0.00	(\$0.46)
WORKERS COMPENSATION						-1.05%
100.100.700.140.365	\$602.00	\$0.00	\$602.25	(\$0.25)	\$0.00	(\$0.25)
RETIREMENT CONTRIBUTION-TRS						-0.04%
100.100.700.140.367	\$93.00	\$0.00	\$93.33	(\$0.33)	\$0.00	(\$0.33)
MEDICARE TAX						-0.35%
100.100.700.140.426	\$30,000.00	\$0.00	\$30,000.41	(\$0.41)	\$0.00	(\$0.41)

Petersburg School District

**Expenditure Budget Balance Report**

Summary Only

From Date: 5/1/2022

To Date: 5/31/2022

Fiscal Year: 2021-2022

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
VB TRANSPORTATION						0.00%
100.100.700.140.479	\$743.00	\$0.00	\$742.78	\$0.22	\$0.00	\$0.22
VB SUPPLIES AND MATERIALS						0.03%
100.100.700.140.491	\$150.00	\$0.00	\$108.00	\$42.00	\$0.00	\$42.00
VB DUES AND FEES						28.00%
100.100.700.150.316	\$834.00	\$834.00	\$834.00	\$0.00	\$0.00	\$0.00
CERTIFICATED EXTRA DUTY PAY						0.00%
100.100.700.150.363	\$5.00	\$5.52	\$5.52	(\$0.52)	\$0.00	(\$0.52)
WORKERS COMPENSATION						-10.40%
100.100.700.150.365	\$0.00	\$104.74	\$104.74	(\$104.74)	\$0.00	(\$104.74)
RETIREMENT CONTRIBUTION-TRS						0.00%
100.100.700.150.367	\$12.00	\$11.65	\$11.65	\$0.35	\$0.00	\$0.35
MEDICARE TAX						2.92%
100.100.700.160.322	\$6,113.00	\$0.00	\$6,045.00	\$68.00	\$0.00	\$68.00
NON-CERT SPECIALIST/EXTRA DUTY						1.11%
100.100.700.160.329	\$457.00	\$0.00	\$456.57	\$0.43	\$0.00	\$0.43
SUBSTITUTES/TEMPORARIES						0.09%
100.100.700.160.363	\$44.00	\$0.00	\$43.05	\$0.95	\$0.00	\$0.95
WORKERS COMPENSATION						2.16%
100.100.700.160.366	\$1,330.00	\$0.00	\$1,329.90	\$0.10	\$0.00	\$0.10
RETIREMENT CONTRIBUTION-PERS						0.01%
100.100.700.160.367	\$116.00	\$0.00	\$81.55	\$34.45	\$0.00	\$34.45
MEDICARE TAX						29.70%
100.100.700.160.368	\$28.00	\$0.00	\$28.31	(\$0.31)	\$0.00	(\$0.31)
SOCIAL SECURITY TAX						-1.11%
100.100.700.160.426	\$2,544.00	\$283.74	\$2,827.43	(\$283.43)	\$0.00	(\$283.43)
CHEERLEADING TRANSPORTATION						-11.14%
100.100.700.160.491	\$200.00	\$225.00	\$425.00	(\$225.00)	\$0.00	(\$225.00)
CHEERLEADING DUES AND FEES						-112.50%
100.100.700.170.322	\$5,000.00	\$3,537.34	\$6,734.00	(\$1,734.00)	\$0.00	(\$1,734.00)
NON-CERT SPECIALIST/EXTRA DUTY						-34.68%
100.100.700.170.363	\$44.00	\$23.43	\$44.60	(\$0.60)	\$0.00	(\$0.60)
WORKERS COMPENSATION						-1.36%
100.100.700.170.367	\$97.00	\$51.29	\$97.65	(\$0.65)	\$0.00	(\$0.65)
MEDICARE TAX						-0.67%
100.100.700.170.368	\$198.00	\$219.32	\$417.51	(\$219.51)	\$0.00	(\$219.51)

**Petersburg School District**

**Expenditure Budget Balance Report**

Summary Only

From Date: 5/1/2022

To Date: 5/31/2022

Fiscal Year: 2021-2022

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
SOCIAL SECURITY TAX						-110.86%
100.100.700.170.426	\$14,000.00	\$19,745.24	\$19,961.24	(\$5,961.24)	\$621.00	(\$6,582.24)
TRACK TRANSPORTATION						-47.02%
100.100.700.170.479	\$3,000.00	\$147.11	\$1,531.29	\$1,468.71	\$189.65	\$1,279.06
TRACK SUPPLIES AND MATERIALS						42.64%
100.100.700.170.491	\$240.00	\$0.00	\$0.00	\$240.00	\$0.00	\$240.00
TRACK DUES AND FEES						100.00%
100.100.700.180.316	\$834.00	\$834.00	\$834.00	\$0.00	\$0.00	\$0.00
CERTIFICATED EXTRA DUTY PAY						0.00%
100.100.700.180.363	\$5.00	\$5.52	\$5.52	(\$0.52)	\$0.00	(\$0.52)
WORKERS COMPENSATION						-10.40%
100.100.700.180.365	\$105.00	\$104.76	\$104.76	\$0.24	\$0.00	\$0.24
RETIREMENT CONTRIBUTION-TRS						0.23%
100.100.700.180.367	\$12.00	\$11.31	\$11.31	\$0.69	\$0.00	\$0.69
MEDICARE TAX						5.75%
100.100.700.190.421	\$2,000.00	\$0.00	\$1,580.20	\$419.80	\$0.00	\$419.80
MUSIC STAFF TRANSPORTATION						20.99%
100.100.700.190.426	\$5,465.00	\$456.00	\$5,921.15	(\$456.15)	\$0.00	(\$456.15)
MUSIC TRANSPORTATION						-8.35%
100.100.700.195.316	\$1,529.00	\$1,529.00	\$1,529.00	\$0.00	\$0.00	\$0.00
CERTIFICATED EXTRA DUTY PAY						0.00%
100.100.700.195.363	\$0.00	\$10.13	\$10.13	(\$10.13)	\$0.00	(\$10.13)
WORKERS COMPENSATION						0.00%
100.100.700.195.365	\$0.00	\$192.04	\$192.04	(\$192.04)	\$0.00	(\$192.04)
RETIREMENT CONTRIBUTION-TRS						0.00%
100.100.700.195.367	\$0.00	\$21.29	\$21.29	(\$21.29)	\$0.00	(\$21.29)
MEDICARE TAX						0.00%
100.100.700.200.316	\$764.50	\$0.00	\$764.50	\$0.00	\$0.00	\$0.00
CERTIFICATED EXTRA DUTY PAY						0.00%
100.100.700.200.322	\$764.50	\$764.50	\$764.50	\$0.00	\$0.00	\$0.00
NON-CERT SPECIALIST/EXTRA DUTY						0.00%
100.100.700.200.363	\$10.00	\$24.59	\$29.65	(\$19.65)	\$0.00	(\$19.65)
WORKERS COMPENSATION						-196.50%
100.100.700.200.365	\$96.00	\$0.00	\$96.03	(\$0.03)	\$0.00	(\$0.03)
RETIREMENT CONTRIBUTION-TRS						-0.03%
100.100.700.200.366	\$0.00	\$168.20	\$168.20	(\$168.20)	\$0.00	(\$168.20)

Petersburg School District

**Expenditure Budget Balance Report**

Summary Only

From Date: 5/1/2022

To Date: 5/31/2022

Fiscal Year: 2021-2022

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
RETIREMENT CONTRIBUTION-PERS						0.00%
100.100.700.200.367	\$22.00	\$11.08	\$21.35	\$0.65	\$0.00	\$0.65
MEDICARE TAX						2.95%
100.100.700.205.316	\$2,294.00	\$0.00	\$2,294.00	\$0.00	\$0.00	\$0.00
CERTIFICATED EXTRA DUTY PAY						0.00%
100.100.700.205.363	\$15.00	\$0.00	\$15.19	(\$0.19)	\$0.00	(\$0.19)
WORKERS COMPENSATION						-1.27%
100.100.700.205.365	\$288.00	\$0.00	\$288.13	(\$0.13)	\$0.00	(\$0.13)
RETIREMENT CONTRIBUTION-TRS						-0.05%
100.100.700.205.367	\$33.00	\$0.00	\$33.27	(\$0.27)	\$0.00	(\$0.27)
MEDICARE TAX						-0.82%
100.100.700.210.322	\$6,642.00	\$0.00	\$6,130.00	\$512.00	\$0.00	\$512.00
NON-CERT SPECIALIST/EXTRA DUTY						7.71%
100.100.700.210.363	\$41.00	\$0.00	\$40.61	\$0.39	\$0.00	\$0.39
WORKERS COMPENSATION						0.95%
100.100.700.210.367	\$89.00	\$0.00	\$88.89	\$0.11	\$0.00	\$0.11
MEDICARE TAX						0.12%
100.100.700.210.368	\$380.00	\$0.00	\$380.06	(\$0.06)	\$0.00	(\$0.06)
SOCIAL SECURITY TAX						-0.02%
100.100.700.210.426	\$19,385.00	\$0.00	\$19,384.91	\$0.09	\$0.00	\$0.09
WRESTLING TRANSPORTATION						0.00%
100.100.700.210.479	\$771.00	\$0.00	\$771.12	(\$0.12)	\$0.00	(\$0.12)
WRESTLING SUPPLIES AND MATERIALS						-0.02%
100.100.700.210.491	\$240.00	\$0.00	\$120.00	\$120.00	\$0.00	\$120.00
WRESTLING DUES AND FEES						50.00%
100.100.700.220.316	\$9,048.00	\$0.00	\$9,048.00	\$0.00	\$0.00	\$0.00
CERTIFICATED EXTRA DUTY PAY						0.00%
100.100.700.220.329	\$5,440.00	\$40.00	\$5,480.00	(\$40.00)	\$0.00	(\$40.00)
SUBSTITUTES/TEMPORARIES						-0.74%
100.100.700.220.363	\$96.00	\$0.27	\$96.23	(\$0.23)	\$0.00	(\$0.23)
WORKERS COMPENSATION						-0.24%
100.100.700.220.365	\$1,263.00	\$5.03	\$1,266.98	(\$3.98)	\$0.00	(\$3.98)
RETIREMENT CONTRIBUTION-TRS						-0.32%
100.100.700.220.366	\$53.00	\$0.00	\$52.80	\$0.20	\$0.00	\$0.20
RETIREMENT CONTRIBUTION-PERS						0.38%
100.100.700.220.367	\$200.00	\$0.58	\$200.41	(\$0.41)	\$0.00	(\$0.41)

# Petersburg School District

## Expenditure Budget Balance Report

 Summary Only

From Date: 5/1/2022

To Date: 5/31/2022

Fiscal Year: 2021-2022

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
MEDICARE TAX						-0.21%
100.100.700.220.368	\$96.00	\$0.00	\$95.48	\$0.52	\$0.00	\$0.52
SOCIAL SECURITY TAX						0.54%
100.100.700.220.426	\$15,200.00	\$456.00	\$15,123.16	\$76.84	\$0.00	\$76.84
BOYS BB TRANSPORTATION						0.51%
100.100.700.220.479	\$1,000.00	\$345.65	\$982.56	\$17.44	\$0.00	\$17.44
BOYS BB SUPPLIES AND MATERIALS						1.74%
100.100.700.220.491	\$740.00	\$0.00	\$740.00	\$0.00	\$0.00	\$0.00
BOYS BB DUES AND FEES						0.00%
100.100.700.230.316	\$834.00	\$834.00	\$834.00	\$0.00	\$0.00	\$0.00
CERTIFICATED EXTRA DUTY PAY						0.00%
100.100.700.230.363	\$0.00	\$5.52	\$5.52	(\$5.52)	\$0.00	(\$5.52)
WORKERS COMPENSATION						0.00%
100.100.700.230.365	\$0.00	\$104.75	\$104.75	(\$104.75)	\$0.00	(\$104.75)
RETIREMENT CONTRIBUTION-TRS						0.00%
100.100.700.230.367	\$0.00	\$11.64	\$11.64	(\$11.64)	\$0.00	(\$11.64)
MEDICARE TAX						0.00%
100.100.700.240.316	\$7,298.00	\$3,301.50	\$7,298.00	\$0.00	\$0.00	\$0.00
CERTIFICATED EXTRA DUTY PAY						0.00%
100.100.700.240.329	\$1,000.00	\$1,265.00	\$1,265.00	(\$265.00)	\$0.00	(\$265.00)
SUBSTITUTES/TEMPORARIES						-26.50%
100.100.700.240.363	\$64.00	\$28.18	\$54.64	\$9.36	\$0.00	\$9.36
WORKERS COMPENSATION						14.63%
100.100.700.240.365	\$655.00	\$446.40	\$962.80	(\$307.80)	\$0.00	(\$307.80)
RETIREMENT CONTRIBUTION-TRS						-46.99%
100.100.700.240.366	\$0.00	\$8.80	\$8.80	(\$8.80)	\$0.00	(\$8.80)
RETIREMENT CONTRIBUTION-PERS						0.00%
100.100.700.240.367	\$76.00	\$63.37	\$118.29	(\$42.29)	\$0.00	(\$42.29)
MEDICARE TAX						-55.64%
100.100.700.240.368	\$0.00	\$63.86	\$63.86	(\$63.86)	\$0.00	(\$63.86)
SOCIAL SECURITY TAX						0.00%
100.100.700.240.426	\$14,000.00	\$11,595.01	\$12,403.01	\$1,596.99	\$390.00	\$1,206.99
BASEBALL TRANSPORTATION						8.62%
100.100.700.240.479	\$5,500.00	\$110.00	\$931.90	\$4,568.10	\$3,225.00	\$1,343.10
BASEBALL SUPPLIES AND MATERIALS						24.42%
100.200.100.000.314	\$8,628.00	\$2,106.40	\$7,176.00	\$1,452.00	\$2,712.80	(\$1,260.80)

Petersburg School District

Expenditure Budget Balance Report

Summary Only

From Date: 5/1/2022

To Date: 5/31/2022

Fiscal Year: 2021-2022

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
CERT DIRECTOR/COORD/MANAGER						-14.61%
100.200.100.000.315	\$357,270.00	\$32,571.84	\$269,146.55	\$88,123.45	\$88,715.45	(\$592.00)
CERTIFICATED TEACHER						-0.17%
100.200.100.000.329	\$6,000.00	\$560.00	\$5,410.00	\$590.00	\$0.00	\$590.00
SUBSTITUTES/TEMPORARIES						9.83%
100.200.100.000.363	\$2,487.00	\$233.38	\$1,865.99	\$621.01	\$605.52	\$15.49
WORKERS COMPENSATION						0.62%
100.200.100.000.364	\$111,292.00	\$8,826.62	\$79,775.10	\$31,516.90	\$22,879.43	\$8,637.47
INSURANCE-HEALTH/LIFE						7.76%
100.200.100.000.365	\$121,953.00	\$3,881.44	\$34,203.67	\$87,749.33	\$11,477.12	\$76,272.21
RETIREMENT CONTRIBUTION-TRS						62.54%
100.200.100.000.367	\$5,552.00	\$478.20	\$3,851.22	\$1,700.78	\$1,242.74	\$458.04
MEDICARE TAX						8.25%
100.200.100.000.368	\$248.00	\$0.00	\$18.60	\$229.40	\$0.00	\$229.40
SOCIAL SECURITY TAX						92.50%
100.200.100.000.451	\$4,750.00	\$495.12	\$2,160.60	\$2,589.40	\$633.56	\$1,955.84
TEACHING SUPPLIES						41.18%
100.200.100.000.474	\$10,900.00	\$10,887.20	\$10,887.20	\$12.80	\$0.00	\$12.80
CURRICULUM ADOPTION						0.12%
100.200.100.000.476	\$7,000.00	\$110.50	\$2,574.89	\$4,425.11	\$0.00	\$4,425.11
COPIER SUPPLIES						63.22%
100.200.100.000.479	\$63.00	\$0.00	\$62.98	\$0.02	\$0.00	\$0.02
OTHER SUPPLIES AND MATERIALS						0.03%
100.200.100.001.451	\$1,000.00	\$129.97	\$999.74	\$0.26	\$0.00	\$0.26
MS ENGLISH SUPPLIES						0.03%
100.200.100.002.451	\$500.00	\$0.00	\$696.33	(\$196.33)	\$0.00	(\$196.33)
MS MATH SUPPLIES						-39.27%
100.200.100.003.451	\$1,800.00	\$318.07	\$1,788.27	\$11.73	\$0.00	\$11.73
MS SCIENCE SUPPLIES						0.65%
100.200.100.004.451	\$500.00	\$183.63	\$498.96	\$1.04	\$0.00	\$1.04
MS SOCIAL STUDIES SUPPLIES						0.21%
100.200.100.008.451	\$1,500.00	\$0.00	\$1,509.66	(\$9.66)	\$0.00	(\$9.66)
MS MUSIC SUPPLIES						-0.64%
100.200.100.009.451	\$1,500.00	\$0.00	\$1,118.17	\$381.83	\$0.00	\$381.83
MS ART/JEWELRY/PHOTO SUPPLIES						25.46%
100.200.100.016.451	\$750.00	\$786.18	\$786.18	(\$36.18)	\$0.00	(\$36.18)

**Petersburg School District**

**Expenditure Budget Balance Report**

Summary Only

From Date: 5/1/2022

To Date: 5/31/2022

Fiscal Year: 2021-2022

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
6TH TEACHING SUPPLIES						-4.82%
100.200.100.019.451	\$500.00	\$0.00	\$403.67	\$96.33	\$0.00	\$96.33
ROBOTICS						19.27%
100.200.200.000.315	\$54,788.00	\$4,924.00	\$41,292.50	\$13,495.50	\$13,272.00	\$223.50
CERTIFICATED TEACHER						0.41%
100.200.200.000.323	\$26,195.00	\$4,109.94	\$21,641.80	\$4,553.20	\$2,544.08	\$2,009.12
AIDES						7.67%
100.200.200.000.329	\$2,000.00	\$140.00	\$2,340.13	(\$340.13)	\$0.00	(\$340.13)
SUBSTITUTES/TEMPORARIES						-17.01%
100.200.200.000.363	\$936.00	\$60.74	\$432.14	\$503.86	\$87.90	\$415.96
WORKERS COMPENSATION						44.44%
100.200.200.000.364	\$44,323.00	\$3,120.88	\$28,004.10	\$16,318.90	\$6,519.84	\$9,799.06
INSURANCE-HEALTH/LIFE						22.11%
100.200.200.000.365	\$16,909.00	\$555.65	\$5,258.81	\$11,650.19	\$1,666.96	\$9,983.23
RETIREMENT CONTRIBUTION-TRS						59.04%
100.200.200.000.366	\$7,959.00	\$487.01	\$4,414.71	\$3,544.29	\$0.00	\$3,544.29
RETIREMENT CONTRIBUTION-PERS						44.53%
100.200.200.000.367	\$2,128.00	\$121.90	\$845.77	\$1,282.23	\$168.81	\$1,113.42
MEDICARE TAX						52.32%
100.200.200.000.368	\$124.00	\$0.00	\$6.21	\$117.79	\$0.00	\$117.79
SOCIAL SECURITY TAX						94.99%
100.200.200.000.451	\$2,000.00	\$0.00	\$1,986.91	\$13.09	\$0.00	\$13.09
MS SPED SUPPLIES						0.65%
100.200.450.000.324	\$32,100.00	\$3,165.75	\$29,077.13	\$3,022.87	\$630.00	\$2,392.87
SUPPORT STAFF						7.45%
100.200.450.000.329	\$800.00	\$88.11	\$325.21	\$474.79	\$0.00	\$474.79
SUBSTITUTES/TEMPORARIES						59.35%
100.200.450.000.363	\$206.00	\$21.55	\$194.47	\$11.53	\$0.00	\$11.53
WORKERS COMPENSATION						5.60%
100.200.450.000.364	\$26,079.00	\$2,897.68	\$26,079.36	(\$0.36)	\$0.00	(\$0.36)
INSURANCE-HEALTH/LIFE						0.00%
100.200.450.000.366	\$9,485.00	\$696.47	\$6,396.99	\$3,088.01	\$0.00	\$3,088.01
RETIREMENT CONTRIBUTION-PERS						32.56%
100.200.450.000.367	\$465.00	\$37.70	\$347.27	\$117.73	\$0.00	\$117.73
MEDICARE TAX						25.32%
100.200.450.000.368	\$50.00	\$5.46	\$20.16	\$29.84	\$0.00	\$29.84

Petersburg School District

**Expenditure Budget Balance Report**

Summary Only

From Date: 5/1/2022

To Date: 5/31/2022

Fiscal Year: 2021-2022

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
SOCIAL SECURITY TAX						59.68%
100.200.450.000.433	\$1,000.00	\$94.96	\$953.32	\$46.68	\$0.00	\$46.68
COMMUNICATIONS						4.67%
100.200.450.000.434	\$500.00	\$0.00	\$0.00	\$500.00	\$500.00	\$0.00
POSTAGE						0.00%
100.200.450.000.454	\$700.00	\$519.96	\$661.67	\$38.33	\$15.59	\$22.74
OFFICE SUPPLIES						3.25%
100.200.700.000.316	\$5,934.00	\$3,787.00	\$5,933.50	\$0.50	\$0.00	\$0.50
CERTIFICATED EXTRA DUTY PAY						0.01%
100.200.700.000.322	\$6,453.00	\$1,390.00	\$6,452.50	\$0.50	\$0.00	\$0.50
NON-CERT SPECIALIST/EXTRA DUTY						0.01%
100.200.700.000.329	\$1,664.00	\$0.00	\$891.00	\$773.00	\$0.00	\$773.00
SUBSTITUTES/TEMPORARIES						46.45%
100.200.700.000.363	\$77.00	\$34.29	\$87.96	(\$10.96)	\$0.00	(\$10.96)
WORKERS COMPENSATION						-14.23%
100.200.700.000.364	\$235.00	\$465.59	\$700.67	(\$465.67)	\$0.00	(\$465.67)
INSURANCE-HEALTH/LIFE						-198.16%
100.200.700.000.365	\$1,542.00	\$475.65	\$745.25	\$796.75	\$0.00	\$796.75
RETIREMENT CONTRIBUTION-TRS						51.67%
100.200.700.000.366	\$0.00	\$305.80	\$305.80	(\$305.80)	\$0.00	(\$305.80)
RETIREMENT CONTRIBUTION-PERS						0.00%
100.200.700.000.367	\$151.00	\$68.59	\$183.77	(\$32.77)	\$0.00	(\$32.77)
MEDICARE TAX						-21.70%
100.200.700.000.368	\$600.00	\$0.00	\$336.47	\$263.53	\$0.00	\$263.53
SOCIAL SECURITY TAX						43.92%
100.200.700.000.426	\$18,313.00	\$625.00	\$14,372.45	\$3,940.55	\$2,229.34	\$1,711.21
MS STUDENT TRANSPORTATION						9.34%
100.200.700.000.479	\$2,530.00	\$0.00	\$2,529.97	\$0.03	\$0.00	\$0.03
MS SUPPLIES AND MATERIALS						0.00%
100.200.700.000.490	\$200.00	\$45.00	\$195.00	\$5.00	\$0.00	\$5.00
MS OTHER EXPENSES						2.50%
100.300.100.000.315	\$850,217.00	\$84,065.94	\$727,593.78	\$122,623.22	\$116,518.22	\$6,105.00
CERTIFICATED TEACHER						0.72%
100.300.100.000.323	\$22,500.00	\$2,143.47	\$17,742.98	\$4,757.02	\$908.60	\$3,848.42
AIDES						17.10%
100.300.100.000.329	\$42,000.00	\$4,585.00	\$40,575.70	\$1,424.30	\$1,190.00	\$234.30

**Petersburg School District**

**Expenditure Budget Balance Report**

Summary Only

From Date: 5/1/2022

To Date: 5/31/2022

Fiscal Year: 2021-2022

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
SUBSTITUTES/TEMPORARIES						0.56%
100.300.100.000.363	\$6,384.00	\$601.31	\$5,205.24	\$1,178.76	\$785.59	\$393.17
WORKERS COMPENSATION						6.16%
100.300.100.000.364	\$253,912.00	\$22,666.24	\$203,997.68	\$49,914.32	\$25,866.96	\$24,047.36
INSURANCE-HEALTH/LIFE						9.47%
100.300.100.000.365	\$268,000.00	\$10,103.39	\$90,930.38	\$177,069.62	\$14,634.71	\$162,434.91
RETIREMENT CONTRIBUTION-TRS						60.61%
100.300.100.000.366	\$5,820.00	\$471.56	\$2,538.62	\$3,281.38	\$238.67	\$3,042.71
RETIREMENT CONTRIBUTION-PERS						52.28%
100.300.100.000.367	\$13,812.00	\$1,234.77	\$10,691.53	\$3,120.47	\$1,626.18	\$1,494.29
MEDICARE TAX						10.82%
100.300.100.000.368	\$3,123.00	\$31.00	\$714.28	\$2,408.72	\$73.78	\$2,334.94
SOCIAL SECURITY TAX						74.77%
100.300.100.000.451	\$20,480.15	\$667.43	\$20,101.01	\$379.14	\$568.82	(\$189.68)
TEACHING SUPPLIES						-0.93%
100.300.100.000.474	\$18,000.00	\$6,378.62	\$15,668.74	\$2,331.26	\$2,265.62	\$65.64
CURRICULUM ADOPTION						0.36%
100.300.100.000.476	\$10,000.00	\$0.00	\$6,641.62	\$3,358.38	\$0.00	\$3,358.38
COPIER SUPPLIES						33.58%
100.300.100.008.451	\$350.00	\$0.00	\$278.55	\$71.45	\$0.00	\$71.45
LAURA ALLISON TEACHING SUPPLIES						20.41%
100.300.100.010.451	\$350.00	\$0.00	\$341.41	\$8.59	\$0.00	\$8.59
B MARTIN SUPPLIES						2.45%
100.300.100.011.451	\$350.00	\$0.00	\$346.88	\$3.12	\$0.00	\$3.12
M BROCK SUPPLIES						0.89%
100.300.100.012.451	\$350.00	\$0.00	\$350.00	\$0.00	\$0.00	\$0.00
K CURTISS SUPPLIES						0.00%
100.300.100.014.451	\$350.00	\$0.00	\$218.76	\$131.24	\$19.45	\$111.79
G KOWALSKI SUPPLIES						31.94%
100.300.100.015.451	\$350.00	\$338.91	\$338.91	\$11.09	\$0.00	\$11.09
ETHAN BRYNER TEACHING SUPPLIES						3.17%
100.300.100.018.451	\$350.00	\$0.00	\$348.66	\$1.34	\$0.00	\$1.34
DEBBY EDDY TEACHING SUPPLIES						0.38%
100.300.100.029.451	\$350.00	\$348.12	\$348.12	\$1.88	\$0.00	\$1.88
H MULLEN SUPPLIES						0.54%
100.300.100.030.451	\$350.00	\$255.35	\$299.32	\$50.68	\$0.00	\$50.68

Petersburg School District

Expenditure Budget Balance Report

Summary Only

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Fiscal Year: 2021-2022

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
E WILLIS SUPPLIES						14.48%
100.300.100.031.451	\$350.00	\$122.05	\$345.30	\$4.70	\$0.00	\$4.70
S VANDERVEST SUPPLIES						1.34%
100.300.100.032.451	\$350.00	\$191.22	\$345.74	\$4.26	\$0.00	\$4.26
M MIDKIFF SUPPLIES						1.22%
100.300.100.034.451	\$350.00	\$0.00	\$348.71	\$1.29	\$0.00	\$1.29
V MILLER SUPPLIES						0.37%
100.300.100.035.451	\$319.85	\$0.00	\$318.05	\$1.80	\$0.00	\$1.80
ES SWIM SUPPLIES						0.56%
100.300.200.000.315	\$183,855.00	\$23,153.20	\$157,320.92	\$26,534.08	\$15,507.47	\$11,026.61
CERTIFICATED TEACHER						6.00%
100.300.200.000.323	\$229,247.00	\$22,335.67	\$190,952.77	\$38,294.23	\$8,351.08	\$29,943.15
AIDES						13.06%
100.300.200.000.329	\$26,000.00	\$2,173.12	\$23,267.55	\$2,732.45	\$772.97	\$1,959.48
SUBSTITUTES/TEMPORARIES						7.54%
100.300.200.000.363	\$2,648.00	\$326.87	\$2,551.16	\$96.84	\$163.14	(\$66.30)
WORKERS COMPENSATION						-2.50%
100.300.200.000.364	\$183,000.00	\$12,882.83	\$98,298.68	\$84,701.32	\$0.00	\$84,701.32
INSURANCE-HEALTH/LIFE						46.28%
100.300.200.000.365	\$56,647.00	\$3,228.06	\$17,360.82	\$39,286.18	\$1,947.74	\$37,338.44
RETIREMENT CONTRIBUTION-TRS						65.91%
100.300.200.000.366	\$64,208.00	\$4,624.59	\$24,380.11	\$39,827.89	\$2,207.85	\$37,620.04
RETIREMENT CONTRIBUTION-PERS						58.59%
100.300.200.000.367	\$5,500.00	\$669.69	\$5,267.95	\$232.05	\$357.16	(\$125.11)
MEDICARE TAX						-2.27%
100.300.200.000.368	\$6,363.00	(\$117.65)	\$3,824.53	\$2,538.47	\$47.92	\$2,490.55
SOCIAL SECURITY TAX						39.14%
100.300.200.000.451	\$4,400.00	\$2,254.15	\$3,966.60	\$433.40	\$0.00	\$433.40
ES SPED SUPPLIES						9.85%
100.300.300.000.315	\$80,414.00	\$6,659.50	\$59,935.50	\$20,478.50	\$19,978.50	\$500.00
CERTIFICATED TEACHER						0.62%
100.300.300.000.329	\$3,000.00	\$0.00	\$1,273.34	\$1,726.66	\$0.00	\$1,726.66
SUBSTITUTES/TEMPORARIES						57.56%
100.300.300.000.363	\$538.00	\$45.76	\$420.27	\$117.73	\$137.28	(\$19.55)
WORKERS COMPENSATION						-3.63%
100.300.300.000.364	\$3,000.00	\$250.00	\$2,250.00	\$750.00	\$750.00	\$0.00

**Petersburg School District**

**Expenditure Budget Balance Report**

Summary Only

From Date: 5/1/2022

To Date: 5/31/2022

Fiscal Year: 2021-2022

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
INSURANCE-HEALTH/LIFE						0.00%
100.300.300.000.365	\$25,452.00	\$836.43	\$7,527.87	\$17,924.13	\$2,509.30	\$15,414.83
RETIREMENT CONTRIBUTION-TRS						60.56%
100.300.300.000.366	\$0.00	\$0.00	\$297.54	(\$297.54)	\$0.00	(\$297.54)
RETIREMENT CONTRIBUTION-PERS						0.00%
100.300.300.000.367	\$1,224.00	\$100.19	\$920.18	\$303.82	\$300.56	\$3.26
MEDICARE TAX						0.27%
100.300.300.000.368	\$248.00	\$0.00	\$0.00	\$248.00	\$0.00	\$248.00
SOCIAL SECURITY TAX						100.00%
100.300.300.000.451	\$1,000.00	\$318.79	\$896.99	\$103.01	\$0.00	\$103.01
TEACHING SUPPLIES						10.30%
100.300.350.000.315	\$38,222.00	\$3,393.50	\$28,541.50	\$9,680.50	\$9,430.50	\$250.00
CERTIFICATED TEACHER						0.65%
100.300.350.000.329	\$980.00	\$0.00	\$350.00	\$630.00	\$0.00	\$630.00
SUBSTITUTES/TEMPORARIES						64.29%
100.300.350.000.363	\$139.00	\$23.31	\$198.75	(\$59.75)	\$64.94	(\$124.69)
WORKERS COMPENSATION						-89.71%
100.300.350.000.364	\$1,516.00	\$125.00	\$1,125.00	\$391.00	\$375.00	\$16.00
INSURANCE-HEALTH/LIFE						1.06%
100.300.350.000.365	\$12,015.00	\$394.83	\$3,553.39	\$8,461.61	\$1,184.47	\$7,277.14
RETIREMENT CONTRIBUTION-TRS						60.57%
100.300.350.000.367	\$582.00	\$51.02	\$435.29	\$146.71	\$142.18	\$4.53
MEDICARE TAX						0.78%
100.300.350.000.368	\$31.00	\$0.00	\$0.00	\$31.00	\$0.00	\$31.00
SOCIAL SECURITY TAX						100.00%
100.300.350.000.451	\$1,000.00	\$0.00	\$982.80	\$17.20	\$0.00	\$17.20
TEACHING SUPPLIES						1.72%
100.300.350.000.472	\$1,000.00	\$336.32	\$953.50	\$46.50	\$0.00	\$46.50
LIBRARY BOOKS						4.65%
100.300.350.000.473	\$500.00	\$0.00	\$270.00	\$230.00	\$125.00	\$105.00
PERIODICALS						21.00%
100.300.350.000.479	\$1,500.00	\$0.00	\$1,239.45	\$260.55	\$0.00	\$260.55
OTHER SUPPLIES AND MATERIALS						17.37%
100.300.400.000.479	\$3,000.00	\$1,544.50	\$2,996.39	\$3.61	\$0.00	\$3.61
ES PRINCIPAL SUPPLIES AND MATERIALS						0.12%
100.300.400.000.491	\$600.00	\$0.00	\$0.00	\$600.00	\$600.00	\$0.00

Petersburg School District

Expenditure Budget Balance Report

Summary Only

From Date: 5/1/2022

To Date: 5/31/2022

Fiscal Year: 2021-2022

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
DUES AND FEES						0.00%
100.300.450.000.324	\$31,716.00	\$3,048.44	\$28,784.57	\$2,931.43	\$624.32	\$2,307.11
SUPPORT STAFF						7.27%
100.300.450.000.329	\$1,300.00	\$252.32	\$1,770.23	(\$470.23)	\$0.00	(\$470.23)
SUBSTITUTES/TEMPORARIES						-36.17%
100.300.450.000.363	\$207.00	\$21.86	\$200.98	\$6.02	\$0.00	\$6.02
WORKERS COMPENSATION						2.91%
100.300.450.000.364	\$26,079.00	\$2,897.68	\$26,079.36	(\$0.36)	\$0.00	(\$0.36)
INSURANCE-HEALTH/LIFE						0.00%
100.300.450.000.366	\$8,872.00	\$670.66	\$6,440.15	\$2,431.85	\$0.00	\$2,431.85
RETIREMENT CONTRIBUTION-PERS						27.41%
100.300.450.000.367	\$517.00	\$40.65	\$351.80	\$165.20	\$0.00	\$165.20
MEDICARE TAX						31.95%
100.300.450.000.368	\$80.00	\$0.00	\$0.00	\$80.00	\$0.00	\$80.00
SOCIAL SECURITY TAX						100.00%
100.300.450.000.433	\$2,000.00	\$168.43	\$1,700.62	\$299.38	\$0.00	\$299.38
COMMUNICATIONS						14.97%
100.300.450.000.434	\$500.00	\$0.00	\$87.10	\$412.90	\$400.00	\$12.90
POSTAGE						2.58%
100.300.450.000.454	\$800.00	\$447.80	\$557.31	\$242.69	\$0.00	\$242.69
OFFICE SUPPLIES						30.34%
100.500.100.000.362	\$6,000.00	\$1,788.48	\$1,864.35	\$4,135.65	\$0.00	\$4,135.65
UNEMPLOYMENT INSURANCE						68.93%
100.500.100.000.363	\$0.00	\$5.05	\$91.43	(\$91.43)	\$0.00	(\$91.43)
WORKERS COMPENSATION						0.00%
100.500.100.000.367	\$0.00	\$10.80	\$134.76	(\$134.76)	\$0.00	(\$134.76)
MEDICARE TAX						0.00%
100.500.100.000.369	\$39,000.00	\$1,838.67	\$28,953.96	\$10,046.04	\$0.00	\$10,046.04
OTHER EMPLOYEE BENEFITS						25.76%
100.500.100.000.474	\$20,000.00	\$0.00	\$13,012.87	\$6,987.13	\$0.00	\$6,987.13
CURRICULUM ADOPTION						34.94%
100.500.200.000.315	\$48,098.00	\$3,735.84	\$33,622.64	\$14,475.36	\$10,827.61	\$3,647.75
CERTIFICATED TEACHER						7.58%
100.500.200.000.363	\$339.00	\$24.74	\$222.74	\$116.26	\$71.71	\$44.55
WORKERS COMPENSATION						13.14%
100.500.200.000.364	\$8,350.00	\$695.88	\$6,262.92	\$2,087.08	\$2,087.64	(\$0.56)

**Petersburg School District**

**Expenditure Budget Balance Report**

Summary Only

From Date: 5/1/2022

To Date: 5/31/2022

Fiscal Year: 2021-2022

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
INSURANCE-HEALTH/LIFE						-0.01%
100.500.200.000.365	\$23,279.00	\$469.22	\$4,223.06	\$19,055.94	\$1,359.95	\$17,695.99
RETIREMENT CONTRIBUTION-TRS						76.02%
100.500.200.000.367	\$737.00	\$52.24	\$465.36	\$271.64	\$149.44	\$122.20
MEDICARE TAX						16.58%
100.500.200.000.418	\$0.00	\$0.00	\$2,097.00	(\$2,097.00)	\$0.00	(\$2,097.00)
OTHER PROFESSIONAL SERVICES						0.00%
100.500.300.000.365	\$58,939.00	\$0.00	\$0.00	\$58,939.00	\$0.00	\$58,939.00
RETIREMENT CONTRIBUTION-TRS						100.00%
100.500.300.000.366	\$16,777.00	\$0.00	(\$3,737.29)	\$20,514.29	\$0.00	\$20,514.29
RETIREMENT CONTRIBUTION-PERS						122.28%
100.500.350.000.318	\$91,929.00	\$7,665.41	\$75,698.18	\$16,230.82	\$15,330.82	\$900.00
CERTIFICATED SPECIALISTS						0.98%
100.500.350.000.324	\$41,500.00	\$3,137.70	\$37,511.48	\$3,988.52	\$3,446.08	\$542.44
SUPPORT STAFF						1.31%
100.500.350.000.329	\$3,500.00	\$0.00	\$2,519.15	\$980.85	\$92.00	\$888.85
SUBSTITUTES/TEMPORARIES						25.40%
100.500.350.000.363	\$861.00	\$71.55	\$768.64	\$92.36	\$102.15	(\$9.79)
WORKERS COMPENSATION						-1.14%
100.500.350.000.364	\$22,135.00	\$2,173.28	\$19,662.60	\$2,472.40	\$0.00	\$2,472.40
INSURANCE-HEALTH/LIFE						11.17%
100.500.350.000.365	\$28,990.00	\$956.50	\$9,444.91	\$19,545.09	\$1,912.99	\$17,632.10
RETIREMENT CONTRIBUTION-TRS						60.82%
100.500.350.000.366	\$16,515.00	\$690.29	\$6,062.95	\$10,452.05	\$0.00	\$10,452.05
RETIREMENT CONTRIBUTION-PERS						63.29%
100.500.350.000.367	\$1,956.00	\$148.77	\$1,615.85	\$340.15	\$223.63	\$116.52
MEDICARE TAX						5.96%
100.500.350.000.368	\$824.00	\$0.00	\$672.17	\$151.83	\$5.70	\$146.13
SOCIAL SECURITY TAX						17.73%
100.500.350.000.417	\$43,000.00	\$0.00	\$42,167.00	\$833.00	\$0.00	\$833.00
TECHNOLOGY SUPPORT						1.94%
100.500.350.000.433	\$148,000.00	\$10,261.30	\$101,814.20	\$46,185.80	\$0.00	\$46,185.80
COMMUNICATIONS						31.21%
100.500.350.000.440	\$58,500.00	\$13,906.52	\$54,080.85	\$4,419.15	\$10,864.14	(\$6,444.99)
PURCHASED SERVICES						-11.02%
100.500.350.000.446	\$21,000.00	\$0.00	\$17,919.93	\$3,080.07	\$0.00	\$3,080.07

Petersburg School District

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PROPERTY INSURANCE						14.67%
100.500.350.000.450	\$12,000.00	\$239.88	\$8,599.15	\$3,400.85	\$2,500.00	\$900.85
SUPPLIES, MATERIALS & MEDIA						7.51%
100.500.350.000.475	\$121,000.00	\$58,590.68	\$106,547.71	\$14,452.29	\$19,458.54	(\$5,006.25)
TECHNOLOGY SUPPLIES						-4.14%
100.500.400.000.313	\$180,681.00	\$15,043.27	\$165,475.96	\$15,205.04	\$15,043.27	\$161.77
PRINCIPAL						0.09%
100.500.400.000.363	\$1,296.00	\$99.63	\$1,095.93	\$200.07	\$99.63	\$100.44
WORKERS COMPENSATION						7.75%
100.500.400.000.364	\$58,677.00	\$4,889.88	\$53,788.68	\$4,888.32	\$4,889.87	(\$1.55)
INSURANCE-HEALTH/LIFE						0.00%
100.500.400.000.365	\$57,165.00	\$1,876.88	\$20,645.68	\$36,519.32	\$1,876.88	\$34,642.44
RETIREMENT CONTRIBUTION-TRS						60.60%
100.500.400.000.367	\$2,302.00	\$218.12	\$2,399.32	(\$97.32)	\$218.13	(\$315.45)
MEDICARE TAX						-13.70%
100.500.600.000.321	\$70,600.00	\$6,883.34	\$68,716.68	\$1,883.32	\$6,883.32	(\$5,000.00)
NON-CERT DIRECTOR/COORD/MANAGR						-7.08%
100.500.600.000.324	\$41,326.00	\$3,499.05	\$32,015.90	\$9,310.10	\$0.00	\$9,310.10
SUPPORT STAFF						22.53%
100.500.600.000.325	\$188,934.00	\$14,343.04	\$168,295.21	\$20,638.79	\$14,870.18	\$5,768.61
MAINTENANCE/CUSTODIAL						3.05%
100.500.600.000.329	\$9,140.00	\$803.65	\$9,098.74	\$41.26	\$654.46	(\$613.20)
SUBSTITUTES/TEMPORARIES						-6.71%
100.500.600.000.363	\$10,795.00	\$776.40	\$8,406.81	\$2,388.19	\$11.99	\$2,376.20
WORKERS COMPENSATION						22.01%
100.500.600.000.364	\$63,900.00	\$5,479.74	\$59,221.23	\$4,678.77	\$0.00	\$4,678.77
INSURANCE-HEALTH/LIFE						7.32%
100.500.600.000.366	\$82,862.00	\$5,353.94	\$53,889.47	\$28,972.53	\$159.13	\$28,813.40
RETIREMENT CONTRIBUTION-PERS						34.77%
100.500.600.000.367	\$4,290.00	\$344.57	\$3,770.21	\$519.79	\$13.73	\$506.06
MEDICARE TAX						11.80%
100.500.600.000.368	\$1,921.00	\$0.00	\$1,745.68	\$175.32	\$0.00	\$175.32
SOCIAL SECURITY TAX						9.13%
100.500.600.000.418	\$18,000.00	\$640.01	\$13,470.88	\$4,529.12	\$20.29	\$4,508.83
OTHER PROFESSIONAL SERVICES						25.05%
100.500.600.000.421	\$3,000.00	\$535.35	\$1,729.35	\$1,270.65	\$566.49	\$704.16

**Petersburg School District**

**Expenditure Budget Balance Report**

Summary Only

From Date: 5/1/2022

To Date: 5/31/2022

Fiscal Year: 2021-2022

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
STAFF TRANSPORTATION						23.47%
100.500.600.000.431	\$30,000.00	\$2,827.71	\$23,123.11	\$6,876.89	\$0.00	\$6,876.89
WATER AND SEWER						22.92%
100.500.600.000.432	\$40,000.00	\$3,788.45	\$32,164.91	\$7,835.09	\$0.00	\$7,835.09
GARBAGE						19.59%
100.500.600.000.433	\$1,000.00	\$56.42	\$569.67	\$430.33	\$0.00	\$430.33
COMMUNICATIONS						43.03%
100.500.600.000.436	\$195,000.00	\$23,630.10	\$140,774.22	\$54,225.78	\$0.00	\$54,225.78
ENERGY - ELECTRICITY						27.81%
100.500.600.000.438	\$273,000.00	\$30,525.11	\$248,463.18	\$24,536.82	\$0.00	\$24,536.82
ENERGY - HEATING OIL						8.99%
100.500.600.000.440	\$25,000.00	\$5,939.58	\$19,349.33	\$5,650.67	\$279.00	\$5,371.67
PURCHASED SERVICES						21.49%
100.500.600.000.446	\$88,000.00	\$0.00	\$87,961.21	\$38.79	\$0.00	\$38.79
PROPERTY INSURANCE						0.04%
100.500.600.000.452	\$90,000.00	\$7,137.49	\$67,598.53	\$22,401.47	\$21,656.92	\$744.55
MAINTENANCE/CONSTR SUPPLIES						0.83%
100.500.600.000.453	\$20,000.00	\$2,859.12	\$16,471.71	\$3,528.29	\$3,346.33	\$181.96
JANITORIAL SUPPLIES						0.91%
100.500.600.000.458	\$8,100.00	\$296.09	\$7,310.27	\$789.73	\$0.00	\$789.73
VEHICLE GAS AND OIL						9.75%
100.500.600.000.479	\$1,000.00	\$0.00	\$81.00	\$919.00	\$0.00	\$919.00
MAINTENANCE OTHER SUPPLIES AND MATERIALS						91.90%
100.500.600.000.491	\$5,000.00	\$0.00	\$580.00	\$4,420.00	\$4,008.08	\$411.92
DUES AND FEES						8.24%
100.500.700.000.314	\$47,601.00	\$3,910.67	\$39,106.70	\$8,494.30	\$7,821.34	\$672.96
CERT DIRECTOR/COORD/MANAGER						1.41%
100.500.700.000.363	\$304.00	\$25.91	\$259.06	\$44.94	\$51.80	(\$6.86)
WORKERS COMPENSATION						-2.26%
100.500.700.000.364	\$13,038.00	\$1,086.64	\$10,866.40	\$2,171.60	\$2,173.28	(\$1.68)
INSURANCE-HEALTH/LIFE						-0.01%
100.500.700.000.365	\$15,161.00	\$488.04	\$4,880.40	\$10,280.60	\$976.08	\$9,304.52
RETIREMENT CONTRIBUTION-TRS						61.37%
100.500.700.000.367	\$690.00	\$53.11	\$530.82	\$159.18	\$105.53	\$53.65
MEDICARE TAX						7.78%
100.500.700.000.479	\$200.00	\$0.00	\$105.51	\$94.49	\$0.00	\$94.49

**Petersburg School District**

**Expenditure Budget Balance Report**

Summary Only

From Date: 5/1/2022

To Date: 5/31/2022

Fiscal Year: 2021-2022

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
ACTIVITIES OTHER SUPPLIES AND MATERIALS						47.25%
100.500.900.000.554	\$80,000.00	\$80,000.00	\$80,000.00	\$0.00	\$0.00	\$0.00
TRANS TO CAPITAL PROJECT FD						0.00%
100.500.900.000.556	\$20,000.00	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00
TRANS TO STUDENT TRANSPORTA						0.00%
100.600.510.000.311	\$136,620.00	\$11,385.00	\$125,235.00	\$11,385.00	\$11,385.00	\$0.00
SUPERINTENDENT						0.00%
100.600.510.000.324	\$54,000.00	\$4,500.00	\$49,500.00	\$4,500.00	\$4,500.00	\$0.00
SUPPORT STAFF						0.00%
100.600.510.000.329	\$0.00	\$0.00	\$60.08	(\$60.08)	\$0.00	(\$60.08)
SUBSTITUTES/TEMPORARIES						0.00%
100.600.510.000.363	\$871.00	\$106.85	\$1,175.85	(\$304.85)	\$75.40	(\$380.25)
WORKERS COMPENSATION						-43.66%
100.600.510.000.364	\$35,604.00	\$2,966.60	\$32,632.60	\$2,971.40	\$2,966.60	\$4.80
INSURANCE-HEALTH/LIFE						0.01%
100.600.510.000.365	\$42,998.00	\$1,413.00	\$15,543.00	\$27,455.00	\$1,413.00	\$26,042.00
RETIREMENT CONTRIBUTION-TRS						60.57%
100.600.510.000.366	\$16,565.00	\$990.00	\$10,890.00	\$5,675.00	\$0.00	\$5,675.00
RETIREMENT CONTRIBUTION-PERS						34.26%
100.600.510.000.367	\$2,764.00	\$233.96	\$2,574.45	\$189.55	\$165.08	\$24.47
MEDICARE TAX						0.89%
100.600.510.000.414	\$25,000.00	\$4,616.56	\$15,426.30	\$9,573.70	\$0.00	\$9,573.70
LEGAL SERVICES						38.29%
100.600.510.000.421	\$3,000.00	\$0.00	\$2,983.67	\$16.33	\$150.00	(\$133.67)
STAFF TRANSPORTATION						-4.46%
100.600.510.000.433	\$1,100.00	\$90.15	\$910.72	\$189.28	\$0.00	\$189.28
COMMUNICATIONS						17.21%
100.600.510.000.434	\$500.00	\$16.10	\$44.35	\$455.65	\$400.00	\$55.65
POSTAGE						11.13%
100.600.510.000.454	\$1,000.00	\$102.79	\$154.79	\$845.21	\$0.00	\$845.21
OFFICE SUPPLIES						84.52%
100.600.510.000.476	\$3,500.00	\$16.10	\$3,411.00	\$89.00	\$0.00	\$89.00
COPIER SUPPLIES						2.54%
100.600.510.000.479	\$4,000.00	\$0.00	\$3,943.77	\$56.23	\$0.00	\$56.23
SUPERINTENDENT OTHER SUPPLIES AND MATERIALS						1.41%
100.600.510.000.491	\$16,000.00	\$0.00	\$10,520.33	\$5,479.67	\$2,000.00	\$3,479.67

**Petersburg School District**

**Expenditure Budget Balance Report**

Summary Only

From Date: 5/1/2022

To Date: 5/31/2022

Fiscal Year: 2021-2022

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
DUES AND FEES						21.75%
100.600.511.000.421	\$1,700.00	\$0.00	\$1,641.04	\$58.96	\$0.00	\$58.96
BOARD- STAFF TRANSPORTATION						3.47%
100.600.511.000.479	\$8,800.00	\$538.75	\$8,196.90	\$603.10	\$734.22	(\$131.12)
BOE OTHER SUPPLIES AND MATERIALS						-1.49%
100.600.550.000.321	\$100,812.00	\$8,401.00	\$92,411.00	\$8,401.00	\$8,401.00	\$0.00
NON-CERT DIRECTOR/COORD/MANAGR						0.00%
100.600.550.000.363	\$675.00	\$55.64	\$612.04	\$62.96	\$0.00	\$62.96
WORKERS COMPENSATION						9.33%
100.600.550.000.364	\$27,057.00	\$2,254.78	\$24,802.58	\$2,254.42	\$0.00	\$2,254.42
INSURANCE-HEALTH/LIFE						8.33%
100.600.550.000.366	\$30,355.00	\$1,848.22	\$20,330.42	\$10,024.58	\$0.00	\$10,024.58
RETIREMENT CONTRIBUTION-PERS						33.02%
100.600.550.000.367	\$1,813.00	\$115.31	\$1,267.85	\$545.15	\$0.00	\$545.15
MEDICARE TAX						30.07%
100.600.550.000.368	\$310.00	\$0.00	\$0.00	\$310.00	\$0.00	\$310.00
SOCIAL SECURITY TAX						100.00%
100.600.550.000.412	\$45,000.00	\$0.00	\$45,000.00	\$0.00	\$0.00	\$0.00
AUDITING & ACCOUNTING SERVICES						0.00%
100.600.550.000.418	\$11,051.00	\$0.00	\$11,051.20	(\$0.20)	\$0.00	(\$0.20)
OTHER PROFESSIONAL SERVICES						0.00%
100.600.550.000.421	\$308.00	\$0.00	\$308.00	\$0.00	\$0.00	\$0.00
STAFF TRANSPORTATION						0.00%
100.600.550.000.447	\$70,500.00	\$0.00	\$70,543.09	(\$43.09)	\$0.00	(\$43.09)
LIABILITY INSURANCE						-0.06%
100.600.550.000.454	\$1,000.00	\$0.00	\$364.75	\$635.25	\$500.00	\$135.25
OFFICE SUPPLIES						13.53%
100.600.550.000.491	\$11,000.00	\$112.92	\$10,338.15	\$661.85	\$0.00	\$661.85
DUES AND FEES						6.02%
100.600.550.000.495	(\$40,000.00)	(\$48.95)	(\$33,540.79)	(\$6,459.21)	\$0.00	(\$6,459.21)
INDIRECT COST RECOVERY						16.15%
<b>Fund 100 Total:</b>	\$9,036,444.00	\$977,088.10	\$6,792,636.28	\$2,243,807.72	\$916,802.15	\$1,327,005.57
						14.69%

**Petersburg School District**

**Expenditure Budget Balance Report**

Summary Only

From Date: 5/1/2022

To Date: 5/31/2022

Fiscal Year: 2021-2022

Budget Balance

Account Number / Description

Budget

Range To Date

YTD

Balance

Encumbrance

% Remaining Bud

**Grand Total:**

\$9,036,444.00

\$977,088.10

\$6,792,636.28

\$2,243,807.72

\$916,802.15

\$1,327,005.57

14.69%

End of Report

## Petersburg School District

### Reprint Check Listing

Fiscal Year: 2021-2022

**Criteria:**

**Bank Account:** OPERATING ACCOUNT XX3970

**From Date:** 05/01/2022  
**From Check:**  
**From Voucher:**

**To Date:** 05/31/2022  
**To Check:**  
**To Voucher:**

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
47073	05/31/2022	CONN, STEWART	\$71.69	15	Printed	Payroll	<input type="checkbox"/>		
47074	05/31/2022	DAVIS, DANYA L	\$422.16	15	Printed	Payroll	<input checked="" type="checkbox"/>	05/31/2022	
47075	05/31/2022	TRAUTMAN, VICTOR	\$213.91	15	Printed	Payroll	<input type="checkbox"/>		
47076	05/31/2022	WIDMARK, LAWRENCE	\$286.28	15	Printed	Payroll	<input type="checkbox"/>		
47077	05/31/2022	WOOD, MANDY A	\$167.27	15	Printed	Payroll	<input type="checkbox"/>		
47078	05/31/2022	ONEIL, CHERYL A	\$248.66	15	Printed	Payroll	<input type="checkbox"/>		
47079	05/31/2022	VANDERVEST, SHANNON L	\$4,750.48	15	Printed	Payroll	<input type="checkbox"/>		
47080	05/31/2022	PENNINGTON, AUGUST	\$2,454.30	15	Printed	Payroll	<input type="checkbox"/>		
47081	05/31/2022	COLE, KIMBERLEE	\$18.47	15	Printed	Payroll	<input type="checkbox"/>		
47082	05/31/2022	SANDHOFER, THEODORE	\$480.22	15	Printed	Payroll	<input type="checkbox"/>		
47083	05/31/2022	WEGENER, CAROL L	\$2,251.66	15	Printed	Payroll	<input type="checkbox"/>		
71154	05/03/2022	AARON BULLER	\$92.00	1171	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2022	
71155	05/03/2022	ALASKA FIBRE-00112	\$1,148.00	1171	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2022	
71156	05/03/2022	ALASKA MARINE LINES-00120	\$531.03	1171	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2022	
71157	05/03/2022	APPLE, INC.-00225	\$49,420.00	1171	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2022	
71158	05/03/2022	BRADEE ANN AXMAKER	\$500.00	1171	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2022	
71159	05/03/2022	BUSINESS CARD-00283	\$24,115.25	1171	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2022	
71160	05/03/2022	CARNEGIE LEARNING, INC.	\$989.50	1171	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2022	
71161	05/03/2022	HAMMER & WIKAN-01038	\$121.96	1171	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2022	
71162	05/03/2022	HOUGHTON MIFFLIN HARTCOURT PUBLISHING CO	\$9,963.69	1171	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2022	
71163	05/03/2022	Northwest Textbook Depository	\$1,479.11	1171	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2022	
71164	05/03/2022	RING CENTRAL INC	\$2,701.34	1171	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2022	
71165	05/03/2022	SEESAW LEARNING, INC	\$600.00	1171	Printed	Expense	<input type="checkbox"/>		

## Petersburg School District

### Reprint Check Listing

Fiscal Year: 2021-2022

**Criteria:**

**Bank Account:** OPERATING ACCOUNT XX3970

**From Date:** 05/01/2022  
**From Check:**  
**From Voucher:**

**To Date:** 05/31/2022  
**To Check:**  
**To Voucher:**

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
71166	05/03/2022	US FOODS, INC.	\$12,222.82	1171	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2022	
71167	05/03/2022	XEROX CORPORATION-02716	\$133.94	1171	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2022	
71168	05/09/2022	ALASKA BOILER AND BURNER, LLC	\$6,791.54	1172	Printed	Expense	<input type="checkbox"/>		
71169	05/09/2022	ANDREA FITTJE	\$31.50	1172	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2022	
71170	05/09/2022	COURTNEY MORRISON-00593	\$9.00	1172	Printed	Expense	<input type="checkbox"/>		
71171	05/09/2022	DRAKE BROCK-00740	\$228.00	1172	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2022	
71172	05/09/2022	EMPLOYMENT SECURITY-TAX-00822	\$1,788.48	1172	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2022	
71173	05/09/2022	HAMMER & WIKAN-01038	\$369.98	1172	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2022	
71174	05/09/2022	JAMES VALENTINE	\$152.00	1172	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2022	
71175	05/09/2022	JENNY PAYNE	\$48.00	1172	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2022	
71176	05/09/2022	JILL LENHARD-01239	\$228.00	1172	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2022	
71177	05/09/2022	LEAH VICK	\$57.00	1172	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2022	
71178	05/09/2022	MATT PAWUK-01548	\$228.00	1172	Printed	Expense	<input type="checkbox"/>		
71179	05/09/2022	MAVIS WORTHINGTON-01553	\$21.00	1172	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2022	
71180	05/09/2022	MINDY LOPEZ	\$228.00	1172	Printed	Expense	<input type="checkbox"/>		
71181	05/09/2022	Monique Davis	\$27.00	1172	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2022	
71182	05/09/2022	PENNIE CAPLES-01868	\$283.74	1172	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2022	
71183	05/09/2022	PETERSBURG HIGH SCHOOL-01888	\$246.60	1172	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2022	
71184	05/09/2022	PETERSBURG REXALL DRUG-01898	\$693.21	1172	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2022	
71185	05/09/2022	REBECCA LEE	\$152.00	1172	Printed	Expense	<input type="checkbox"/>		
71186	05/09/2022	RICK BROCK-02059	\$228.00	1172	Printed	Expense	<input type="checkbox"/>		
71187	05/09/2022	SING LEE ALLEY BOOKS-02249	\$511.61	1172	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2022	

## Petersburg School District

### Reprint Check Listing

Fiscal Year: 2021-2022

**Criteria:**

**Bank Account:** OPERATING ACCOUNT XX3970

**From Date:** 05/01/2022

**To Date:** 05/31/2022

**From Check:**

**To Check:**

**From Voucher:**

**To Voucher:**

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
71188	05/09/2022	STEPHANIE OWENS	\$49.50	1172	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2022	
71189	05/09/2022	STIKINE SERVICES-02326	\$300.00	1172	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2022	
71190	05/09/2022	TK ELEVATOR CORPORATION	\$640.01	1172	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2022	
71191	05/09/2022	VICTORIA MOORE-02593	\$13.50	1172	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2022	
71192	05/12/2022	ACT FINANCE	\$400.00	1174	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2022	
71193	05/12/2022	ALASKA MARINE LINES-00120	\$75.03	1174	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2022	
71194	05/12/2022	AMBLER MOSS	\$265.25	1174	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2022	
71195	05/12/2022	ASPEN SUITES HOTEL	\$316.00	1174	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2022	
71196	05/12/2022	AT&T MOBILITY-00004	\$780.59	1174	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2022	
71197	05/12/2022	CHARLES O'BRIEN	\$228.00	1174	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2022	
71198	05/12/2022	CYNTHIA FRY-00628	\$132.00	1174	Printed	Expense	<input type="checkbox"/>		
71199	05/12/2022	GCI COMMUNICATION CORP-00953	\$2,067.80	1174	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2022	
71200	05/12/2022	HAMMER & WIKAN-01038	\$425.66	1174	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2022	
71201	05/12/2022	MIKALAI POTRZUSKI	\$228.00	1174	Printed	Expense	<input type="checkbox"/>		
71202	05/12/2022	Northwest Textbook Depository	\$2,019.63	1174	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2022	
71203	05/12/2022	PETERSBURG MEDICAL CENTER-01892	\$2,156.25	1174	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2022	
71204	05/12/2022	SEDOR, WENDLANDT, EVENS,-02211	\$4,616.56	1174	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2022	
71205	05/12/2022	STIKINE RIVER AND JET BOAT ASSOCIATION	\$4,000.00	1174	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2022	
71206	05/12/2022	TIDES INN-02478	\$260.00	1174	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2022	
71207	05/12/2022	UNUM LIFE INSURANCE COMPANY OF-02556	\$561.09	1174	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2022	
71208	05/12/2022	US FOODS, INC.	\$6,731.55	1174	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2022	
71209	05/12/2022	XEROX CORPORATION-02716	\$126.60	1174	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2022	

Petersburg School District

Reprint Check Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: OPERATING ACCOUNT XX3970

From Date: 05/01/2022

To Date: 05/31/2022

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
71210	05/18/2022	AARON BULLER	\$19.99	1175	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2022	
71211	05/18/2022	ALASKA MARINE LINES-00120	\$537.55	1175	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2022	
71212	05/18/2022	AMPLIFY EDUCATION, INC	\$10,887.20	1175	Printed	Expense	<input type="checkbox"/>		
71213	05/18/2022	CYNTHIA FRY-00628	\$500.00	1175	Printed	Expense	<input type="checkbox"/>		
71214	05/18/2022	DAS HAGEDORN HAUS B&B-00651	\$272.73	1175	Printed	Expense	<input type="checkbox"/>		
71215	05/18/2022	DAVE OWENS-01802	\$100.97	1175	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2022	
71216	05/18/2022	ETHAN BRYNER	\$140.00	1175	Printed	Expense	<input type="checkbox"/>		
71217	05/18/2022	HAMMER & WIKAN-01038	\$181.28	1175	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2022	
71218	05/18/2022	JAMES VALENTINE	\$120.00	1175	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2022	
71219	05/18/2022	JIM ENGELL-01243	\$140.00	1175	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2022	
71220	05/18/2022	KATRINA MILLER	\$1,000.00	1175	Printed	Expense	<input type="checkbox"/>		
71221	05/18/2022	LAWRENCE WIDMARK	\$120.00	1175	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2022	
71222	05/18/2022	MEGHYN PARKER	\$20.00	1175	Printed	Expense	<input type="checkbox"/>		
71223	05/18/2022	Northwest Textbook Depository	\$1,293.53	1175	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2022	
71224	05/18/2022	PETERSBURG HIGH SCHOOL-01888	\$192.00	1175	Printed	Expense	<input type="checkbox"/>		
71225	05/18/2022	PROVIDENT LIFE AND ACCIDENT I-01978	\$161.25	1175	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2022	
71226	05/18/2022	RING CENTRAL INC	\$2,701.90	1175	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2022	
71227	05/18/2022	SCHOOL SPECIALTY	\$1,544.23	1175	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2022	
71228	05/18/2022	US FOODS, INC.	\$7,217.50	1175	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2022	
71229	05/18/2022	USI NORTHWEST	\$1,000.00	1175	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2022	
71230	05/25/2022	STATE OF ALASKA-02310	\$103,157.42	1179	Printed	Payroll Ded	<input type="checkbox"/>		
71231	05/25/2022	AFLAC-00068	\$333.47	1178	Printed	Payroll Ded	<input type="checkbox"/>		
71232	05/25/2022	APEA-00222	\$1,328.49	1178	Printed	Payroll Ded	<input type="checkbox"/>		

## Petersburg School District

### Reprint Check Listing

Fiscal Year: 2021-2022

**Criteria:**

**Bank Account:** OPERATING ACCOUNT XX3970

**From Date:** 05/01/2022

**To Date:** 05/31/2022

**From Check:**

**To Check:**

**From Voucher:**

**To Voucher:**

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
71233	05/25/2022	ATP-00262	\$3,296.34	1178	Printed	Payroll Ded	<input checked="" type="checkbox"/>	05/31/2022	
71234	05/25/2022	GREAT-WEST LIFE & ANNUITY	\$7,525.00	1178	Printed	Payroll Ded	<input type="checkbox"/>		
71235	05/25/2022	MINNESOTA CHILD SUPPORT PAYMENT CENTER	\$481.00	1178	Printed	Payroll Ded	<input type="checkbox"/>		
71236	05/25/2022	ACT FINANCE	\$1,488.00	1180	Printed	Expense	<input type="checkbox"/>		
71237	05/25/2022	APPLE, INC.-00225	\$35,280.00	1180	Printed	Expense	<input type="checkbox"/>		
71238	05/25/2022	B & G MINI STORAGE/ GUY MARTLETT	\$2,610.00	1180	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2022	
71239	05/25/2022	EARL DREISBACH	\$1,000.00	1180	Printed	Expense	<input type="checkbox"/>		
71240	05/25/2022	HAMMER & WIKAN-01038	\$149.39	1180	Printed	Expense	<input type="checkbox"/>		
71241	05/25/2022	JON KLUUDT-PAINTER-01272	\$109.21	1180	Printed	Expense	<input type="checkbox"/>		
71242	05/25/2022	PUBLIC EDUCATION HEALTH TRUST-01982	\$128,789.60	1180	Printed	Expense	<input type="checkbox"/>		
71243	05/25/2022	STIKINE SERVICES-02326	\$28,474.00	1180	Printed	Expense	<input type="checkbox"/>		
71244	05/25/2022	TEMSCO HELICOPTERS, INC.-02422	\$1,181.00	1180	Printed	Expense	<input type="checkbox"/>		
71245	05/25/2022	US FOODS, INC.	\$5,314.74	1180	Printed	Expense	<input type="checkbox"/>		
71246	05/31/2022	DOUGLAS JOHN WESSEN	\$6,985.99	1161	Printed	Expense	<input type="checkbox"/>		
71247	05/31/2022	BUSINESS CARD-00283	\$10,740.44	1185	Printed	Expense	<input type="checkbox"/>		
71248	05/31/2022	ALICE CUMPS	\$45.00	1186	Printed	Expense	<input type="checkbox"/>		
71249	05/31/2022	ARROWHEAD LP GAS-00236	\$75.00	1186	Printed	Expense	<input type="checkbox"/>		
71250	05/31/2022	DOUGLAS JOHN WESSEN	\$5,694.50	1186	Printed	Expense	<input type="checkbox"/>		
71251	05/31/2022	HAMMER & WIKAN-01038	\$128.06	1186	Printed	Expense	<input type="checkbox"/>		
71252	05/31/2022	PEARSON CLINICAL ASSESSMENT	\$1,870.00	1186	Printed	Expense	<input type="checkbox"/>		
71253	05/31/2022	PENNIE CAPLES-01868	\$225.00	1186	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2022	

Petersburg School District

**Reprint Check Listing**

Fiscal Year: 2021-2022

**Criteria:**

**Bank Account:** OPERATING ACCOUNT XX3970

**From Date:** 05/01/2022

**To Date:** 05/31/2022

**From Check:**

**To Check:**

**From Voucher:**

**To Voucher:**

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
71254	05/31/2022	PETERSBURG HIGH SCHOOL-01888	\$40.00	1186	Printed	Expense	<input type="checkbox"/>		
71255	05/31/2022	STIKINE SERVICES-02326	\$300.00	1186	Printed	Expense	<input type="checkbox"/>		
71256	05/31/2022	TYLER THAIN	\$80.00	1186	Printed	Expense	<input type="checkbox"/>		

Total Amount: \$528,951.20

End of Report

Petersburg School District

Non-Check Batch Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: OPERATING ACCOUNT XX3970

From Date: 05/01/2022

To Date: 05/31/2022

From Voucher:

To Voucher:

Account: XX3970

Date	Account	Amount	Check No	Description	Posted
05/10/2022	FIRST BANK-00894	\$5.00	1173	Posted to G/L AP	<input type="checkbox"/>
05/10/2022	REVTRAK INC.-02052	\$87.92	1173	Posted to G/L AP	<input type="checkbox"/>
05/31/2022	FIRST BANK-00894	\$355,934.58	1176	Posted to G/L PR	<input type="checkbox"/>
05/31/2022	FIRST BANK-00894	\$3,050.00	1176	Posted to G/L PR	<input type="checkbox"/>
05/31/2022	FIRST BANK-00894	\$100.00	1176	Posted to G/L PR	<input type="checkbox"/>
05/31/2022	FIRST BANK-00894	\$100.00	1176	Posted to G/L PR	<input type="checkbox"/>
05/27/2022	EFTPS-00804	\$38,252.25	1177	Posted to G/L PR	<input type="checkbox"/>
05/27/2022	EFTPS-00804	\$1,291.85	1177	Posted to G/L PR	<input type="checkbox"/>
05/27/2022	EFTPS-00804	\$6,769.30	1177	Posted to G/L PR	<input type="checkbox"/>
05/27/2022	EFTPS-00804	\$1,291.85	1177	Posted to G/L PR	<input type="checkbox"/>
05/27/2022	EFTPS-00804	\$6,769.30	1177	Posted to G/L PR	<input type="checkbox"/>
05/27/2022	AMAZON.COM-00164	\$410.43	1181	Posted to G/L AP	<input type="checkbox"/>
05/27/2022	AMAZON.COM-00164	\$9.99	1181	Posted to G/L AP	<input type="checkbox"/>
05/27/2022	AMAZON.COM-00164	\$538.30	1181	Posted to G/L AP	<input type="checkbox"/>
05/27/2022	P-CARD PROGRAM-01850	\$1,405.20	1181	Posted to G/L AP	<input type="checkbox"/>
05/27/2022	AMAZON.COM-00164	\$255.35	1181	Posted to G/L AP	<input type="checkbox"/>
05/27/2022	AMAZON.COM-00164	\$191.22	1181	Posted to G/L AP	<input type="checkbox"/>

Petersburg School District

Non-Check Batch Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: OPERATING ACCOUNT XX3970

From Date: 05/01/2022 To Date: 05/31/2022  
 From Voucher: To Voucher:

Date	Description	Amount	Voucher	Posted	Account	Check
05/27/2022	AMAZON.COM-00164	\$74.20	1181	Posted to G/L	AP	<input type="checkbox"/>
05/27/2022	AMAZON.COM-00164	\$51.45	1181	Posted to G/L	AP	<input type="checkbox"/>
05/27/2022	AMAZON.COM-00164	\$121.92	1181	Posted to G/L	AP	<input type="checkbox"/>
05/27/2022	AMAZON.COM-00164	\$260.92	1181	Posted to G/L	AP	<input type="checkbox"/>
05/27/2022	AMAZON.COM-00164	\$694.92	1181	Posted to G/L	AP	<input type="checkbox"/>
05/27/2022	P-CARD PROGRAM-01850	\$25.94	1181	Posted to G/L	AP	<input type="checkbox"/>
05/27/2022	AMAZON.COM-00164	\$155.10	1181	Posted to G/L	AP	<input type="checkbox"/>
05/27/2022	AMAZON.COM-00164	\$112.33	1181	Posted to G/L	AP	<input type="checkbox"/>
05/27/2022	P-CARD PROGRAM-01850	\$6,402.40	1181	Posted to G/L	AP	<input type="checkbox"/>
05/27/2022	PETERSBURG BOROUGH-01881	\$296.09	1181	Posted to G/L	AP	<input type="checkbox"/>
05/27/2022	ALASKA POWER & TELEPHONE-00125	\$56.42	1181	Posted to G/L	AP	<input type="checkbox"/>
05/27/2022	UNITED STATES POSTAL SERVICE-02544	\$16.10	1181	Posted to G/L	AP	<input type="checkbox"/>
05/27/2022	AMAZON.COM-00164	\$102.79	1181	Posted to G/L	AP	<input type="checkbox"/>
05/27/2022	PETERSBURG BOROUGH-01881	\$2,827.71	1181	Posted to G/L	AP	<input type="checkbox"/>
05/27/2022	PETERSBURG BOROUGH-01881	\$3,788.45	1181	Posted to G/L	AP	<input type="checkbox"/>
05/27/2022	ALASKA POWER & TELEPHONE-00125	\$56.42	1181	Posted to G/L	AP	<input type="checkbox"/>
05/27/2022	PETERSBURG BOROUGH-01881	\$23,630.10	1181	Posted to G/L	AP	<input type="checkbox"/>

Petersburg School District

Non-Check Batch Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: OPERATING ACCOUNT XX3970

From Date: 05/01/2022 To Date: 05/31/2022  
 From Voucher: To Voucher:

Date	Description	Amount	Voucher #	Posted	Account	Check
05/27/2022	PETRO MARINE SERVICES-01909	\$30,525.11	1181	Posted to G/L	AP	<input type="checkbox"/>
05/27/2022	PETERSBURG BOROUGH-01881	\$180.00	1181	Posted to G/L	AP	<input type="checkbox"/>
05/27/2022	P-CARD PROGRAM-01850	\$1,200.00	1181	Posted to G/L	AP	<input type="checkbox"/>
05/27/2022	ALASKA POWER & TELEPHONE-00125	\$107.31	1181	Posted to G/L	AP	<input type="checkbox"/>
05/27/2022	AMAZON.COM-00164	\$315.68	1181	Posted to G/L	AP	<input type="checkbox"/>
05/27/2022	AMAZON.COM-00164	\$525.89	1181	Posted to G/L	AP	<input type="checkbox"/>
05/27/2022	AMAZON.COM-00164	\$99.98	1181	Posted to G/L	AP	<input type="checkbox"/>
05/27/2022	AMAZON.COM-00164	\$130.86	1181	Posted to G/L	AP	<input type="checkbox"/>
05/27/2022	AMAZON.COM-00164	\$364.26	1181	Posted to G/L	AP	<input type="checkbox"/>
05/27/2022	AMAZON.COM-00164	\$519.96	1181	Posted to G/L	AP	<input type="checkbox"/>
05/27/2022	AMAZON.COM-00164	\$162.17	1181	Posted to G/L	AP	<input type="checkbox"/>
05/27/2022	AMAZON.COM-00164	\$83.92	1181	Posted to G/L	AP	<input type="checkbox"/>
05/27/2022	AMAZON.COM-00164	\$2,204.05	1181	Posted to G/L	AP	<input type="checkbox"/>
05/27/2022	AMAZON.COM-00164	\$82.77	1181	Posted to G/L	AP	<input type="checkbox"/>
05/27/2022	AMAZON.COM-00164	\$851.00	1181	Posted to G/L	AP	<input type="checkbox"/>
05/27/2022	AMAZON.COM-00164	\$261.18	1181	Posted to G/L	AP	<input type="checkbox"/>
05/27/2022	AMAZON.COM-00164	\$318.79	1181	Posted to G/L	AP	<input type="checkbox"/>
05/27/2022	AMAZON.COM-00164	\$16.25	1181	Posted to G/L	AP	<input type="checkbox"/>

Petersburg School District

Non-Check Batch Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: OPERATING ACCOUNT XX3970

From Date: 05/01/2022 To Date: 05/31/2022  
 From Voucher: To Voucher:

Date	Description	Amount	Voucher	Posted	Account	Check
05/27/2022	FOLLETT SCHOOL SOLUTIONS, INC.-00907	\$320.07	1181	Posted to G/L	AP	<input type="checkbox"/>
05/27/2022	ALASKA POWER & TELEPHONE-00125	\$107.31	1181	Posted to G/L	AP	<input type="checkbox"/>
05/27/2022	AMAZON.COM-00164	\$447.80	1181	Posted to G/L	AP	<input type="checkbox"/>
05/27/2022	AMAZON.COM-00164	\$2,022.09	1181	Posted to G/L	AP	<input type="checkbox"/>
05/27/2022	AMAZON.COM-00164	\$786.18	1181	Posted to G/L	AP	<input type="checkbox"/>
05/27/2022	AMAZON.COM-00164	\$129.97	1181	Posted to G/L	AP	<input type="checkbox"/>
05/27/2022	AMAZON.COM-00164	\$318.07	1181	Posted to G/L	AP	<input type="checkbox"/>
05/27/2022	AMAZON.COM-00164	\$183.63	1181	Posted to G/L	AP	<input type="checkbox"/>
05/27/2022	AMAZON.COM-00164	\$106.96	1181	Posted to G/L	AP	<input type="checkbox"/>
05/27/2022	AMAZON.COM-00164	\$40.15	1181	Posted to G/L	AP	<input type="checkbox"/>
05/27/2022	P-CARD PROGRAM-01850	\$1,405.20	1181	Posted to G/L	AP	<input type="checkbox"/>
05/27/2022	P-CARD PROGRAM-01850	\$650.76	1181	Posted to G/L	AP	<input type="checkbox"/>
05/27/2022	AMAZON.COM-00164	\$122.05	1181	Posted to G/L	AP	<input type="checkbox"/>
05/27/2022	AMAZON.COM-00164	\$348.12	1181	Posted to G/L	AP	<input type="checkbox"/>
05/27/2022	AMAZON.COM-00164	\$228.44	1181	Posted to G/L	AP	<input type="checkbox"/>
05/27/2022	AMAZON.COM-00164	\$497.25	1181	Posted to G/L	AP	<input type="checkbox"/>
05/27/2022	AMAZON.COM-00164	\$886.51	1181	Posted to G/L	AP	<input type="checkbox"/>

Petersburg School District

Non-Check Batch Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: OPERATING ACCOUNT XX3970

From Date: 05/01/2022 To Date: 05/31/2022  
 From Voucher: To Voucher:

Date	Description	Amount	Voucher #	Posted to	Account	Check
05/27/2022	AMAZON.COM-00164	\$1,563.52	1181	Posted to G/L	AP	<input type="checkbox"/>
05/27/2022	AMAZON.COM-00164	\$607.31	1181	Posted to G/L	AP	<input type="checkbox"/>
05/27/2022	AMAZON.COM-00164	\$1,092.73	1181	Posted to G/L	AP	<input type="checkbox"/>
05/27/2022	AMAZON.COM-00164	\$25.99	1181	Posted to G/L	AP	<input type="checkbox"/>
05/27/2022	AMAZON.COM-00164	\$896.82	1181	Posted to G/L	AP	<input type="checkbox"/>
05/27/2022	AMAZON.COM-00164	\$338.91	1181	Posted to G/L	AP	<input type="checkbox"/>
05/27/2022	AMAZON.COM-00164	\$75.99	1181	Posted to G/L	AP	<input type="checkbox"/>
05/27/2022	P-CARD PROGRAM-01850	\$659.04	1182	Posted to G/L	AP	<input type="checkbox"/>
05/27/2022	P-CARD PROGRAM-01850	\$34.62	1182	Posted to G/L	AP	<input type="checkbox"/>
05/27/2022	P-CARD PROGRAM-01850	\$63.98	1182	Posted to G/L	AP	<input type="checkbox"/>
05/27/2022	P-CARD PROGRAM-01850	\$400.00	1182	Posted to G/L	AP	<input type="checkbox"/>
05/27/2022	P-CARD PROGRAM-01850	\$103.50	1182	Posted to G/L	AP	<input type="checkbox"/>
05/27/2022	P-CARD PROGRAM-01850	\$1,441.00	1182	Posted to G/L	AP	<input type="checkbox"/>
05/27/2022	P-CARD PROGRAM-01850	\$403.57	1182	Posted to G/L	AP	<input type="checkbox"/>
05/27/2022	P-CARD PROGRAM-01850	\$92.91	1182	Posted to G/L	AP	<input type="checkbox"/>
05/27/2022	P-CARD PROGRAM-01850	\$129.95	1182	Posted to G/L	AP	<input type="checkbox"/>
05/27/2022	P-CARD PROGRAM-01850	\$235.93	1182	Posted to G/L	AP	<input type="checkbox"/>
05/27/2022	SCHOOL DATEBOOKS, INC.	\$269.33	1182	Posted to G/L	AP	<input type="checkbox"/>

## Petersburg School District

### Non-Check Batch Listing

Fiscal Year: 2021-2022

**Criteria:**

**Bank Account:** OPERATING ACCOUNT XX3970

**From Date:** 05/01/2022      **To Date:** 05/31/2022  
**From Voucher:**                      **To Voucher:**

05/27/2022	HAMMER & WIKAN-01038	\$70.28	1182	Posted to G/L AP	<input type="checkbox"/>
05/27/2022	P-CARD PROGRAM-01850	\$137.97	1182	Posted to G/L AP	<input type="checkbox"/>
05/27/2022	P-CARD PROGRAM-01850	\$267.71	1182	Posted to G/L AP	<input type="checkbox"/>
05/27/2022	APPLE, INC.-00225	\$3,575.00	1183	Posted to G/L AP	<input type="checkbox"/>
05/27/2022	APPLE, INC.-00225	\$1,326.00	1183	Posted to G/L AP	<input type="checkbox"/>
05/27/2022	ONSOLVE LLC	\$1,102.28	1183	Posted to G/L AP	<input type="checkbox"/>
05/27/2022	P-CARD PROGRAM-01850	\$2,500.00	1183	Posted to G/L AP	<input type="checkbox"/>
05/27/2022	P-CARD PROGRAM-01850	\$239.88	1183	Posted to G/L AP	<input type="checkbox"/>
05/27/2022	P-CARD PROGRAM-01850	\$2,172.10	1183	Posted to G/L AP	<input type="checkbox"/>
05/27/2022	P-CARD PROGRAM-01850	\$14.76	1183	Posted to G/L AP	<input type="checkbox"/>
05/27/2022	P-CARD PROGRAM-01850	\$4,084.00	1183	Posted to G/L AP	<input type="checkbox"/>
05/27/2022	P-CARD PROGRAM-01850	\$100.00	1183	Posted to G/L AP	<input type="checkbox"/>
05/27/2022	P-CARD PROGRAM-01850	\$199.95	1183	Posted to G/L AP	<input type="checkbox"/>
05/27/2022	P-CARD PROGRAM-01850	\$2,392.00	1183	Posted to G/L AP	<input type="checkbox"/>
05/27/2022	P-CARD PROGRAM-01850	-\$130.51	1184	Posted to G/L AP	<input type="checkbox"/>
05/27/2022	P-CARD PROGRAM-01850	\$345.65	1184	Posted to G/L AP	<input type="checkbox"/>
05/27/2022	P-CARD PROGRAM-01850	\$867.01	1184	Posted to G/L AP	<input type="checkbox"/>
05/27/2022	P-CARD PROGRAM-01850	\$304.00	1184	Posted to G/L AP	<input type="checkbox"/>

Petersburg School District

Non-Check Batch Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: OPERATING ACCOUNT XX3970

From Date: 05/01/2022 To Date: 05/31/2022  
 From Voucher: To Voucher:

05/27/2022	P-CARD PROGRAM-01850	\$30.00	1184	Posted to G/L AP	<input type="checkbox"/>
05/27/2022	P-CARD PROGRAM-01850	\$450.00	1184	Posted to G/L AP	<input type="checkbox"/>
05/27/2022	P-CARD PROGRAM-01850	\$175.00	1184	Posted to G/L AP	<input type="checkbox"/>
05/27/2022	HAMMER & WIKAN-01038	\$99.30	1184	Posted to G/L AP	<input type="checkbox"/>
05/27/2022	P-CARD PROGRAM-01850	\$5.00	1187	Posted to G/L AP	<input type="checkbox"/>
05/27/2022	P-CARD PROGRAM-01850	\$110.00	1187	Posted to G/L AP	<input type="checkbox"/>
05/27/2022	P-CARD PROGRAM-01850	\$4.00	1187	Posted to G/L AP	<input type="checkbox"/>
05/27/2022	P-CARD PROGRAM-01850	\$892.50	1187	Posted to G/L AP	<input type="checkbox"/>
05/27/2022	P-CARD PROGRAM-01850	-\$98.00	1187	Posted to G/L AP	<input type="checkbox"/>
05/27/2022	P-CARD PROGRAM-01850	\$1,150.00	1187	Posted to G/L AP	<input type="checkbox"/>
05/27/2022	P-CARD PROGRAM-01850	\$479.70	1187	Posted to G/L AP	<input type="checkbox"/>
05/27/2022	P-CARD PROGRAM-01850	\$800.00	1187	Posted to G/L AP	<input type="checkbox"/>
05/27/2022	P-CARD PROGRAM-01850	\$307.78	1187	Posted to G/L AP	<input type="checkbox"/>
05/27/2022	P-CARD PROGRAM-01850	\$3,416.68	1187	Posted to G/L AP	<input type="checkbox"/>
05/27/2022	P-CARD PROGRAM-01850	\$1,001.40	1187	Posted to G/L AP	<input type="checkbox"/>
05/27/2022	P-CARD PROGRAM-01850	\$423.36	1188	Posted to G/L AP	<input type="checkbox"/>
05/27/2022	P-CARD PROGRAM-01850	\$939.02	1188	Posted to G/L AP	<input type="checkbox"/>
05/27/2022	P-CARD PROGRAM-01850	\$3,125.46	1188	Posted to G/L AP	<input type="checkbox"/>

Petersburg School District

**Non-Check Batch Listing**

Fiscal Year: 2021-2022

**Criteria:**

**Bank Account:** OPERATING ACCOUNT XX3970

**From Date:** 05/01/2022      **To Date:** 05/31/2022  
**From Voucher:**                      **To Voucher:**

05/27/2022	P-CARD PROGRAM-01850	\$747.38	1188	Posted to G/L AP	<input type="checkbox"/>
05/27/2022	P-CARD PROGRAM-01850	\$155.81	1188	Posted to G/L AP	<input type="checkbox"/>
05/27/2022	P-CARD PROGRAM-01850	\$65.32	1188	Posted to G/L AP	<input type="checkbox"/>
05/27/2022	P-CARD PROGRAM-01850	\$24.99	1188	Posted to G/L AP	<input type="checkbox"/>
05/27/2022	P-CARD PROGRAM-01850	\$2,859.12	1188	Posted to G/L AP	<input type="checkbox"/>

Total for Fund:	128	Total Amount:	<u>\$546,852.54</u>
		Total Amount:	\$546,852.54

**End of Report**

## Statement

<b>Account Name:</b>	BULLER, AARON S	<b>Card Number:</b>	xxxx-xxxx-xxxx-3497
<b>Company Name:</b>	PETERSBURG SCHOOL DIST	<b>Account Limit:</b>	\$ 45,000.00
<b>Employee ID:</b>	1025		
<b>Statement Date (MM/DD/YYYY):</b>	05/20/2022	<b>Currency:</b>	U.S. DOLLAR

### Statement Summary:

*Report any items which do not agree with your records within 30 days of the statement date.*

<b>Payments:</b>	\$ 0.00
<b>Adjustments:</b>	\$ 0.00
<b>Net Purchases:</b>	\$ 8,340.46
<b>Cash Advance:</b>	\$ 0.00
<b>Fees:</b>	\$ 0.00
<b>Other Charges:</b>	\$ 0.00
<b>New Account Balance:</b>	\$ 8,340.46

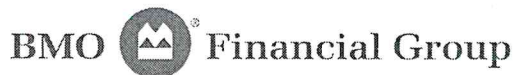
**For your records only. No payment required.**

### Transaction Summary:

Trans Date	Posting Date Trans ID	Description	Pre-Tax Amount Auth #	Total Tax	Trans Amount
04/20	04/21 419497696	HAMMER & WIKAN #5828 PETERSBURG AK	\$ 26.99 013540	\$ 0.00 (e)	\$ 26.99
04/21	04/22 419660919	AMZN MKTP US 1O5F96L32 AMZN.COM/BILL WA	\$ 179.97 062963	\$ 0.00	\$ 179.97
04/21	04/22 419660918	AMZN MKTP US 1O8GT0LG2 AMZN.COM/BILL WA	\$ 119.98 068260	\$ 0.00	\$ 119.98
04/25	04/26 420123599	HAMMER & WIKAN #5828 PETERSBURG AK	\$ 33.99 098712	\$ 0.00 (e)	\$ 33.99
04/26	04/27 420275281	HAMMER & WIKAN #5828 PETERSBURG AK	\$ 34.56 089082	\$ 0.00 (e)	\$ 34.56
04/29	05/02 420761596	GRAINGER 877-2022594 IL	\$ 317.14 084242	\$ 0.00	\$ 317.14
04/29	05/02 420761597	GRAINGER 877-2022594 IL	\$ 317.14 085547	\$ 0.00	\$ 317.14
04/29	05/02 420761598	HIGH TIDE PARTS PETERSBURG AK	\$ 24.99 039803	\$ 0.00	\$ 24.99
04/29	05/02 420761672	PETERSBURG PILOT PETERSBURG AK	\$ 65.32 093322	\$ 0.00 (e)	\$ 65.32
04/29	05/02 420761595	GRAINGER 877-2022594 IL	\$ 317.14 043191	\$ 0.00	\$ 317.14
05/02	05/04 421290544	THE HOME DEPOT #8944 SEATTLE WA	\$ 1,606.12 058628	\$ 164.63	\$ 1,770.75
05/03	05/04 421290619	GRAINGER 877-2022594 IL	\$ 637.76 061797	\$ 0.00	\$ 637.76
05/03	05/04 421290543	HAMMER & WIKAN #5828 PETERSBURG AK	\$ 55.47 017795	\$ 0.00 (e)	\$ 55.47

05/03	05/05 421378198	HOMEDEPOT.COM 800-430-3376 GA	\$ 1,228.76 099243	\$ 125.95	\$ 1,354.71
05/09	05/10 422111452	AMAZON.COM 1L6RE95J1 A AMZN.COM/BILL WA	\$ 178.92 083320	\$ 0.00	\$ 178.92
05/09	05/10 422111453	AMAZON.COM 1L43655M1 AMZN.COM/BILL WA	\$ 117.54 016778	\$ 0.00	\$ 117.54
05/10	05/11 422263354	HAMMER & WIKAN #5828 PETERSBURG AK	\$ 4.80 044484	\$ 0.00 (e)	\$ 4.80
05/12	05/13 422535719	AMZN MKTP US 132TY89Z0 AMZN.COM/BILL WA	\$ 25.99 047523	\$ 0.00	\$ 25.99
05/12	05/13 422535720	AMZN MKTP US 135W22I20 AMZN.COM/BILL WA	\$ 124.98 034272	\$ 0.00	\$ 124.98
05/13	05/16 422902969	HOMEWOOD SUITES ANCHOR ANCHORAGE AK	\$ 423.36 024981	\$ 0.00	\$ 423.36
05/18	05/19 423353549	GRAINGER 877-2022594 IL	\$ 453.30 029618	\$ 0.00	\$ 453.30
05/18	05/19 423353548	GRAINGER 877-2022594 IL	\$ 1,454.40 013633	\$ 0.00	\$ 1,454.40
05/18	05/19 423353473	GRAINGER 877-2022594 IL	\$ 301.26 084736	\$ 0.00	\$ 301.26

**TOTAL CREDITS**    xxxx-xxxx-xxxx-3497                    **\$ 0.00**  
**TOTAL DEBITS**    xxxx-xxxx-xxxx-3497                    **\$ 8,340.46**



## Statement

**Account Name:** CABRAL, JAIME **Card Number:** xxxx-xxxx-xxxx-4710  
**Company Name:** PETERSBURG SCHOOL DIST **Account Limit:** \$ 15,000.00  
**Employee ID:** 7999995418021878  
**Statement Date (MM/DD/YYYY):** 05/20/2022 **Currency:** U.S. DOLLAR

### Statement Summary:

Report any items which do not agree with your records within 30 days of the statement date.

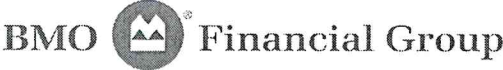
**Payments:** \$ 0.00  
**Adjustments:** \$ 0.00  
**Net Purchases:** \$ 2,140.45  
**Cash Advance:** \$ 0.00  
**Fees:** \$ 0.00  
**Other Charges:** \$ 0.00  
**New Account Balance:** \$ 2,140.45

For your records only. No payment required.

### Transaction Summary:

Trans Date	Posting Date Trans ID	Description	Pre-Tax Amount Auth #	Total Tax	Trans Amount
04/21	04/25 419932600	KETCHIKAN AIRPORT 9072286692 AK	\$ 304.00 091084	\$ 0.00	\$ 304.00
04/28	05/02 420761755	STUDEBAKER'S PIZZA PETERSBURG AK	\$ 214.84 007531	\$ 0.00 (e)	\$ 214.84
04/29	05/02 420761752	HAMMER & WIKAN, INC. PETERSBURG AK	\$ 166.04 093477	\$ 0.00 (e)	\$ 166.04
04/30	05/02 420761754	SUPER 8 KETCHIKAN AK	\$ -122.54 000000	\$ -7.97	\$ -130.51
05/01	05/03 421131493	RFS ALASKASCHOOLACTASS 907-5633723 AK	\$ 30.00 084803	\$ 0.00 (e)	\$ 30.00
05/02	05/02 420761753	REFEREE STORE 8556976223 NY	\$ 317.47 012713	\$ 28.18 (e)	\$ 345.65
05/06	05/09 421926535	STUDEBAKER'S PIZZA PETERSBURG AK	\$ 195.77 099471	\$ 0.00 (e)	\$ 195.77
05/10	05/13 422535722	STIKINE INN HOTEL WRANGELL AK	\$ 450.00 009748	\$ 0.00	\$ 450.00
05/14	05/16 422903044	ATHLETIC.NET SHERWOOD OR	\$ 175.00 022045	\$ 0.00 (e)	\$ 175.00
05/17	05/18 423260455	HAMMER & WIKAN, INC. PETERSBURG AK	\$ 99.30 044529	\$ 0.00 (e)	\$ 99.30
05/19	05/20 423536658	PETERSBURG PETRO ON PETERSBURG AK	\$ 103.50 068919	\$ 0.00	\$ 103.50
05/19	05/20 423536657	HAMMER & WIKAN, INC. PETERSBURG AK	\$ 186.86 027366	\$ 0.00 (e)	\$ 186.86

TOTAL CREDITS	xxxx-xxxx-xxxx-4710	\$ -130.51
TOTAL DEBITS	xxxx-xxxx-xxxx-4710	\$ 2,270.96



# Statement

**Account Name:** KLU DT-PAINTER, JON **Card Number:** xxxx-xxxx-xxxx-8382  
**Company Name:** PETERSBURG SCHOOL DIST **Account Limit:** \$ 70,000.00  
**Employee ID:** 7999995418021852  
**Statement Date (MM/DD/YYYY):** 05/20/2022 **Currency:** U.S. DOLLAR

**Statement Summary:**

*Report any items which do not agree with your records within 30 days of the statement date.*

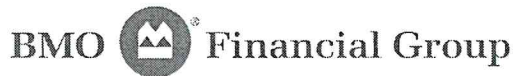
**Payments:** \$ 0.00  
**Adjustments:** \$ 0.00  
**Net Purchases:** \$ 17,705.97  
**Cash Advance:** \$ 0.00  
**Fees:** \$ 0.00  
**Other Charges:** \$ 0.00  
**New Account Balance:** \$ 17,705.97

**For your records only. No payment required.**

**Transaction Summary:**

Trans Date	Posting Date Trans ID	Description	Pre-Tax Amount Auth #	Total Tax	Trans Amount
04/20	04/21 419498653	AMZN MKTP US 1O0YZ8LJ0 AMZN.COM/BILL WA	\$ 39.99 045541	\$ 0.00	\$ 39.99
04/21	04/21 419498729	APPLE.COM/US 800-676-2775 CA	\$ 1,326.00 086091	\$ 0.00	\$ 1,326.00
04/21	04/22 419660839	APPLE.COM/US 8006927753 CA	\$ 3,575.00 001636	\$ 0.00	\$ 3,575.00
04/24	04/25 419932435	AMZN MKTP US 1Q91O2XY1 AMZN.COM/BILL WA	\$ 1,902.00 074521	\$ 0.00	\$ 1,902.00
04/25	04/26 420123296	SQ LYCEUM SOLUTIONS, GOSQ.COM AK	\$ 2,500.00 044822	\$ 0.00	\$ 2,500.00
04/27	04/27 420275121	CABLEORGANIZER.COM 973-300-9242 NJ	\$ 14.76 044839	\$ 0.00 (e)	\$ 14.76
04/29	05/02 420761283	FSP IT OUTLET, INC 605-274-3417 SD	\$ 1,614.00 016336	\$ 0.00	\$ 1,614.00
04/29	05/02 420761359	DATA TECH STORE 8005863333 MI	\$ 188.63 064566	\$ 11.32	\$ 199.95
04/29	05/02 420761282	FSP IT OUTLET, INC 605-274-3417 SD	\$ 340.00 064373	\$ 0.00	\$ 340.00
04/29	05/02 420761357	FSP IT OUTLET, INC 605-274-3417 SD	\$ 2,130.00 060829	\$ 0.00	\$ 2,130.00
04/30	05/02 420761358	AMAZON.COM 1Q0U42A90 AMZN.COM/BILL WA	\$ 34.64 068203	\$ 0.00	\$ 34.64
05/05	05/06 421560323	ONSOLVE LLC 8669390911 FL	\$ 1,030.17 003711	\$ 72.11 (e)	\$ 1,102.28
05/05	05/06 421560247	CDW GOVT #W883234 800-808-4239 IL	\$ 2,320.00 053076	\$ 72.00	\$ 2,392.00





## Statement

<b>Account Name:</b>	LOHR, ASHLEY	<b>Card Number:</b>	xxxx-xxxx-xxxx-3401
<b>Company Name:</b>	PETERSBURG SCHOOL DIST	<b>Account Limit:</b>	\$ 1,600.00
<b>Employee ID:</b>	AL		
<b>Statement Date (MM/DD/YYYY):</b>	05/20/2022	<b>Currency:</b>	U.S. DOLLAR

### Statement Summary:

*Report any items which do not agree with your records within 30 days of the statement date.*

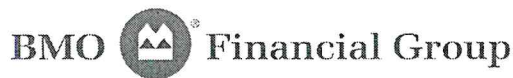
<b>Payments:</b>	\$ 0.00
<b>Adjustments:</b>	\$ 0.00
<b>Net Purchases:</b>	\$ 405.68
<b>Cash Advance:</b>	\$ 0.00
<b>Fees:</b>	\$ 0.00
<b>Other Charges:</b>	\$ 0.00
<b>New Account Balance:</b>	\$ 405.68

**For your records only. No payment required.**

### Transaction Summary:

Trans Date	Posting Date Trans ID	Description	Pre-Tax Amount Auth #	Total Tax	Trans Amount
04/23	04/25 419932359	HAMMER & WIKAN, INC. PETERSBURG AK	\$ 43.75 044074	\$ 0.00 (e)	\$ 43.75
04/27	04/28 420367667	TRADING UNION PETERSBURG AK	\$ 25.92 061219	\$ 0.00 (e)	\$ 25.92
05/10	05/11 422263275	TRADING UNION PETERSBURG AK	\$ 66.45 073911	\$ 0.00 (e)	\$ 66.45
05/15	05/16 422902887	HAMMER & WIKAN, INC. PETERSBURG AK	\$ 94.22 075488	\$ 0.00 (e)	\$ 94.22
05/16	05/17 423108598	TRADING UNION PETERSBURG AK	\$ 28.30 055052	\$ 0.00 (e)	\$ 28.30
05/19	05/20 423536655	TRADING UNION PETERSBURG AK	\$ 147.04 076906	\$ 0.00 (e)	\$ 147.04

<b>TOTAL CREDITS</b>	xxxx-xxxx-xxxx-3401	<b>\$ 0.00</b>
<b>TOTAL DEBITS</b>	xxxx-xxxx-xxxx-3401	<b>\$ 405.68</b>



## Statement

<b>Account Name:</b>	MORRISON, KAREN	<b>Card Number:</b>	xxxx-xxxx-xxxx-1328
<b>Company Name:</b>	PETERSBURG SCHOOL DIST	<b>Account Limit:</b>	\$ 120,000.00
<b>Employee ID:</b>	7999995418021894		
<b>Statement Date (MM/DD/YYYY):</b>	05/20/2022	<b>Currency:</b>	U.S. DOLLAR

### Statement Summary:

*Report any items which do not agree with your records within 30 days of the statement date.*

<b>Payments:</b>	\$ 0.00
<b>Adjustments:</b>	\$ 0.00
<b>Net Purchases:</b>	\$ 92,634.76
<b>Cash Advance:</b>	\$ 0.00
<b>Fees:</b>	\$ 0.00
<b>Other Charges:</b>	\$ 0.00
<b>New Account Balance:</b>	\$ 92,634.76

**For your records only. No payment required.**

### Transaction Summary:

Trans Date	Posting Date Trans ID	Description	Pre-Tax Amount Auth #	Total Tax	Trans Amount
04/19	04/21 419498892	TRIPLE PLAY RESORT HOT HAYDEN ID	\$ 702.60 077263	\$ 0.00	\$ 702.60
04/19	04/21 419498889	TRIPLE PLAY RESORT HOT HAYDEN ID	\$ 702.60 020804	\$ 0.00	\$ 702.60
04/19	04/21 419498891	TRIPLE PLAY RESORT HOT HAYDEN ID	\$ 702.60 021790	\$ 0.00	\$ 702.60
04/19	04/21 419498890	TRIPLE PLAY RESORT HOT HAYDEN ID	\$ 650.76 086331	\$ 0.00	\$ 650.76
04/19	04/21 419498893	TRIPLE PLAY RESORT HOT HAYDEN ID	\$ 702.60 012370	\$ 0.00	\$ 702.60
04/20	04/21 419498733	AMZN MKTP US 1A4707Y22 AMZN.COM/BILL WA	\$ 21.98 033055	\$ 0.00	\$ 21.98
04/20	04/21 419498732	AMZN MKTP US 1O70E8F30 AMZN.COM/BILL WA	\$ 338.91 070410	\$ 0.00	\$ 338.91
04/20	04/21 419498731	AMZN MKTP US 1O14D0Y61 AMZN.COM/BILL WA	\$ 193.52 033691	\$ 0.00	\$ 193.52
04/20	04/21 419498730	AMZN MKTP US 1O8HY1YY1 AMZN.COM/BILL WA	\$ 183.63 060086	\$ 0.00	\$ 183.63
04/20	04/21 419498810	AMZN MKTP US 1O7KC4F90 AMZN.COM/BILL WA	\$ 49.95 091865	\$ 0.00	\$ 49.95
04/20	04/21 419498809	AMZN MKTP US 1Q5U17CW1 AMZN.COM/BILL WA	\$ 410.43 057345	\$ 0.00	\$ 410.43
04/21	04/21 419498812	AMZN MKTP US 1Q4349OW1 AMZN.COM/BILL WA	\$ 48.46 029296	\$ 0.00	\$ 48.46
04/21	04/21 419498813	AMZN MKTP US 1Q5KN9OM1 AMZN.COM/BILL WA	\$ 57.76 011426	\$ 0.00	\$ 57.76

04/21	04/21 419498811	AMZN MKTP US 1O3T68CM2 AMZN.COM/BILL WA	\$ 497.25 076927	\$ 0.00	\$ 497.25
04/21	04/22 419660842	AMZN MKTP US 1O6MP23B0 AMZN.COM/BILL WA	\$ 26.92 044656	\$ 0.00	\$ 26.92
04/21	04/22 419660840	AMZN MKTP US 1Q7Q10ZG1 AMZN.COM/BILL WA	\$ 191.22 034624	\$ 0.00	\$ 191.22
04/21	04/22 419660841	AMZN MKTP US 1O04U4NQ0 AMZN.COM/BILL WA	\$ 9.99 063174	\$ 0.00	\$ 9.99
04/22	04/25 419932437	AMZN MKTP US 1Q7ZK7T91 AMZN.COM/BILL WA	\$ 626.18 082340	\$ 0.00	\$ 626.18
04/22	04/25 419932517	AMZN MKTP US 1O72A7E50 AMZN.COM/BILL WA	\$ 775.19 075399	\$ 0.00	\$ 775.19
04/22	04/25 419932439	COGNIA 6783922285 GA	\$ 1,113.69 044394	\$ 86.31 (e)	\$ 1,200.00
04/22	04/25 419932516	AMZN MKTP US 1O29E3EW0 AMZN.COM/BILL WA	\$ 350.97 022132	\$ 0.00	\$ 350.97
04/22	04/25 419932519	AMZN MKTP US 1O0ZQ3AM2 AMZN.COM/BILL WA	\$ 105.36 037907	\$ 0.00	\$ 105.36
04/22	04/25 419932518	AMZN MKTP US 1O6IN0TL2 AMZN.COM/BILL WA	\$ 74.20 078176	\$ 0.00	\$ 74.20
04/22	04/25 419932436	AMZN MKTP US 1O9MJ6TT2 AMZN.COM/BILL WA	\$ 318.07 052779	\$ 0.00	\$ 318.07
04/23	04/25 419932520	AMZN MKTP US 1Q0XX8171 AMZN.COM/BILL WA	\$ 149.99 005914	\$ 0.00	\$ 149.99
04/23	04/25 419932438	AMZN MKTP US 1Q7E470C1 AMZN.COM/BILL WA	\$ 781.87 066860	\$ 0.00	\$ 781.87
04/23	04/25 419932596	AMZN MKTP US 1O64W91P2 AMZN.COM/BILL WA	\$ 103.94 040963	\$ 0.00	\$ 103.94
04/25	04/25 419932597	AMZN MKTP US 1O0FD5HV2 AMZN.COM/BILL WA	\$ 60.91 068401	\$ 0.00	\$ 60.91
04/25	04/26 420123373	AMZN MKTP US 1O7LR3670 AMZN.COM/BILL WA	\$ 110.08 062866	\$ 0.00	\$ 110.08
04/25	04/26 420123449	AMZN MKTP US 1O2MW66I2 AMZN.COM/BILL WA	\$ 348.12 056912	\$ 0.00	\$ 348.12
04/25	04/26 420123451	AMZN MKTP US 1Q1L19BT1 AMZN.COM/BILL WA	\$ 311.48 076169	\$ 0.00	\$ 311.48
04/25	04/26 420123369	AMZN MKTP US 1O5NX6QU2 AMZN.COM/BILL WA	\$ 291.99 036541	\$ 0.00	\$ 291.99
04/25	04/26 420123450	AMAZON.COM 1O7M49DZ0 AMZN.COM/BILL WA	\$ 447.80 017507	\$ 0.00	\$ 447.80
04/25	04/26 420123372	AMZN MKTP US 1O59M4QC2 AMZN.COM/BILL WA	\$ 49.52 058019	\$ 0.00	\$ 49.52
04/25	04/26 420123370	AMZN MKTP US 1O15X4QG0 AMZN.COM/BILL WA	\$ 50.40 068812	\$ 0.00	\$ 50.40
04/25	04/26 420123448	AMZN MKTP US 1O7DF76B0 AMZN.COM/BILL WA	\$ 32.24 025018	\$ 0.00	\$ 32.24
04/25	04/26 420123371	AMZN MKTP US 1Q74N8BF1 AMZN.COM/BILL WA	\$ 257.88 042954	\$ 0.00	\$ 257.88
04/26	04/26 420123452	AMZN MKTP US 1Q7RS26Z1 AMZN.COM/BILL WA	\$ 122.05 024907	\$ 0.00	\$ 122.05

04/26	04/26	AMZN MKTP US 1O4V67D92 AMZN.COM/BILL WA	\$ 386.62	\$ 0.00	
	420123526		048254		
04/26	04/26	AMZN MKTP US 1O98U6602 AMZN.COM/BILL WA	\$ 16.11	\$ 0.00	\$ 16.11
	420123524		012771		
04/26	04/26	AMAZON.COM 1O8936DT2 AMZN.COM/BILL WA	\$ 25.99	\$ 0.00	\$ 25.99
	420123525		053552		
04/26	04/26	AMZN MKTP US 1O1JO72J0 AMZN.COM/BILL WA	\$ 75.99	\$ 0.00	\$ 75.99
	420123527		013954		
04/26	04/27	AMZN MKTP US 1Q0T36761 AMZN.COM/BILL WA	\$ 10.99	\$ 0.00	\$ 10.99
	420275124		022927		
04/26	04/27	AMZN MKTP US 1O0W079C0 AMZN.COM/BILL WA	\$ 34.92	\$ 0.00	\$ 34.92
	420275122		011635		
04/26	04/27	AMZN MKTP US 1O6PK1KV2 AMZN.COM/BILL WA	\$ 342.18	\$ 0.00	\$ 342.18
	420275123		066990		
04/27	04/27	AMZN MKTP US 1O5AY9UE2 AMZN.COM/BILL WA	\$ 7.33	\$ 0.00	\$ 7.33
	420275203		049392		
04/27	04/27	AMZN MKTP US 1O3JW3U00 AMZN.COM/BILL WA	\$ 7.33	\$ 0.00	\$ 7.33
	420275201		000763		
04/27	04/27	AMZN MKTP US 1O6CO8I20 AMZN.COM/BILL WA	\$ 181.17	\$ 0.00	\$ 181.17
	420275204		026534		
04/27	04/27	AMZN MKTP US 1O76N1UN2 AMZN.COM/BILL WA	\$ 7.33	\$ 0.00	\$ 7.33
	420275202		077680		
04/27	04/27	AMZN MKTP US 1O0H37962 AMZN.COM/BILL WA	\$ 7.33	\$ 0.00	\$ 7.33
	420275125		022623		
04/27	04/27	AMZN MKTP US 1Q50N59M1 AMZN.COM/BILL WA	\$ 93.09	\$ 0.00	\$ 93.09
	420275200		084613		
04/27	04/28	AMZN MKTP US 1Q7PA0IA1 AMZN.COM/BILL WA	\$ 24.98	\$ 0.00	\$ 24.98
	420366641		088890		
04/27	04/28	AMZN MKTP US 1O86C6IM2 AMZN.COM/BILL WA	\$ 9.17	\$ 0.00	\$ 9.17
	420367748		038838		
04/27	04/28	AMZN MKTP US 1O5894IG2 AMZN.COM/BILL WA	\$ 8.21	\$ 0.00	\$ 8.21
	420366645		050464		
04/27	04/28	AMZN MKTP US 1O6I56W72 AMZN.COM/BILL WA	\$ 542.59	\$ 0.00	\$ 542.59
	420366722		006207		
04/27	04/28	AMZN MKTP US 1Q2U84W91 AMZN.COM/BILL WA	\$ 7.99	\$ 0.00	\$ 7.99
	420366721		095158		
04/27	04/28	AMZN MKTP US 1O13K4I22 AMZN.COM/BILL WA	\$ 7.33	\$ 0.00	\$ 7.33
	420366562		093081		
04/27	04/28	AMZN MKTP US 1O9HK4IX0 AMZN.COM/BILL WA	\$ 49.98	\$ 0.00	\$ 49.98
	420366561		098061		
04/27	04/28	AMZN MKTP US 1Q5J43111 AMZN.COM/BILL WA	\$ 15.98	\$ 0.00	\$ 15.98
	420366643		023919		
04/27	04/28	AMZN MKTP US 1O6H05UM2 AMZN.COM/BILL WA	\$ 10.23	\$ 0.00	\$ 10.23
	420367747		085132		
04/27	04/28	AMZN MKTP US 1O9D18RF0 AMZN.COM/BILL WA	\$ 79.50	\$ 0.00	\$ 79.50
	420366565		040968		
04/27	04/28	AMZN MKTP US 1O0V32IO2 AMZN.COM/BILL WA	\$ 7.06	\$ 0.00	\$ 7.06
	420366563		096106		
04/27	04/28	PAYPAL PLUSOPTIX 4029357733 CA	\$ 6,402.40	\$ 0.00	\$ 6,402.40
	420367746		012947		

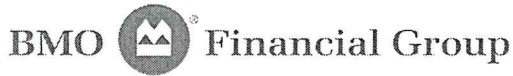
04/27	04/28 420367744	AMZN MKTP US 1Q9A14W41 AMZN.COM/BILL WA	\$ 129.97 017716	\$ 0.00	\$ 129.97
04/27	04/28 420367668	AMAZON.COM 1O23J1RX0 A AMZN.COM/BILL WA	\$ 203.16 024793	\$ 0.00	\$ 203.16
04/27	04/28 420366564	AMZN MKTP US 1O6R23I02 AMZN.COM/BILL WA	\$ 47.70 012186	\$ 0.00	\$ 47.70
04/27	04/28 420366642	AMZN MKTP US 1Q3VA9IC1 AMZN.COM/BILL WA	\$ 10.66 001180	\$ 0.00	\$ 10.66
04/27	04/28 420366644	AMZN MKTP US 1O7OP3RS0 AMZN.COM/BILL WA	\$ 128.56 018527	\$ 0.00	\$ 128.56
04/28	04/28 420367745	AMZN MKTP US 1Q4TN3YF1 AMZN.COM/BILL WA	\$ 351.09 060017	\$ 0.00	\$ 351.09
04/28	04/29 420547877	AMZN MKTP US 1Q02Z5CB2 AMZN.COM/BILL WA	\$ 24.50 040076	\$ 0.00	\$ 24.50
04/28	04/29 420547876	AMAZON.COM 1336F6C61 A AMZN.COM/BILL WA	\$ 261.18 020436	\$ 0.00	\$ 261.18
04/28	04/29 420547878	AMZN MKTP US 1Q88794Z0 AMZN.COM/BILL WA	\$ 72.97 058432	\$ 0.00	\$ 72.97
04/28	04/29 420547956	AMZN MKTP US 1Q80O3FQ0 AMZN.COM/BILL WA	\$ 205.60 020092	\$ 0.00	\$ 205.60
04/28	04/29 420547955	AMZN MKTP US 1337G4O51 AMZN.COM/BILL WA	\$ 66.76 044451	\$ 0.00	\$ 66.76
04/28	04/29 420547879	AMZN MKTP US 134BF3OK1 AMZN.COM/BILL WA	\$ 83.92 074635	\$ 0.00	\$ 83.92
04/29	04/29 420547957	AMZN MKTP US 1Q5391ZL0 AMZN.COM/BILL WA	\$ 82.77 063224	\$ 0.00	\$ 82.77
04/29	05/02 420761437	ALASKA TELEPHONE COMPA 3603851733 WA	\$ 56.42 056320	\$ 0.00	\$ 56.42
04/29	05/02 420761361	ALASKA TELEPHONE COMPA 3603851733 WA	\$ 107.31 034424	\$ 0.00	\$ 107.31
04/29	05/02 420761514	AMZN MKTP US 1Q5BY23R0 AMZN.COM/BILL WA	\$ 51.28 092287	\$ 0.00	\$ 51.28
04/29	05/02 420761439	AMZN MKTP US 1Q3QC2ZL2 AMZN.COM/BILL WA	\$ 94.35 033167	\$ 0.00	\$ 94.35
04/29	05/02 420761360	ALASKA TELEPHONE COMPA 3603851733 WA	\$ 56.42 093768	\$ 0.00	\$ 56.42
04/29	05/02 420761440	AMAZON.COM 1Q4EY3ND2 AMZN.COM/BILL WA	\$ 25.94 085076	\$ 0.00	\$ 25.94
04/29	05/02 420761438	AMZN MKTP US 1Q4TZ83Z0 AMZN.COM/BILL WA	\$ 32.87 040625	\$ 0.00	\$ 32.87
04/29	05/02 420761436	ALASKA TELEPHONE COMPA 3603851733 WA	\$ 107.31 034317	\$ 0.00	\$ 107.31
04/30	05/02 420761518	AMZN MKTP US 1Q7DW60G0 AMZN.COM/BILL WA	\$ 315.81 026978	\$ 0.00	\$ 315.81
04/30	05/02 420761515	AMZN MKTP US 137TK23U1 AMZN.COM/BILL WA	\$ 108.36 034848	\$ 0.00	\$ 108.36
04/30	05/02 420761516	AMZN MKTP US 137KN3391 AMZN.COM/BILL WA	\$ 359.36 085331	\$ 0.00	\$ 359.36
04/30	05/02 420761517	AMZN MKTP US 1Q2UI00Z2 AMZN.COM/BILL WA	\$ 295.11 015096	\$ 0.00	\$ 295.11

05/02	05/03 421131413	AMZN MKTP US 1Q9QI4HV0 AMZN.COM/BILL WA	\$ 70.43 054321	\$ 0.00	
05/02	05/03 421131414	AMZN MKTP US AMZN.COM/BILL WA	\$ -20.28 000000	\$ -2.08 (e)	\$ -22.36
05/03	05/04 421290540	AMAZON.COM 1Q10R4DA2 AMZN.COM/BILL WA	\$ 8.99 067231	\$ 0.00	\$ 8.99
05/04	05/04 421290541	AMAZON.COM 130MG82P1 AMZN.COM/BILL WA	\$ 887.83 073188	\$ 0.00	\$ 887.83
05/04	05/04 421290542	AMZN MKTP US 1Q3Q00KN0 AMZN.COM/BILL WA	\$ 1,352.92 072631	\$ 0.00	\$ 1,352.92
05/04	05/05 421378120	AMZN MKTP US 131YT1K31 AMZN.COM/BILL WA	\$ 12.22 090128	\$ 0.00	\$ 12.22
05/05	05/05 421378197	AMZN MKTP US 1Q64R2RJ0 AMZN.COM/BILL WA	\$ 216.70 005780	\$ 0.00	\$ 216.70
05/05	05/05 421378196	AMZN MKTP US 130AG6I01 AMZN.COM/BILL WA	\$ 102.79 052328	\$ 0.00	\$ 102.79
05/05	05/06 421560325	AMZN MKTP US 1Q10Q7YA0 AMZN.COM/BILL WA	\$ 645.40 077606	\$ 0.00	\$ 645.40
05/05	05/06 421560324	AMZN MKTP US 1Q34T0YG2 AMZN.COM/BILL WA	\$ 99.98 004099	\$ 0.00	\$ 99.98
05/06	05/09 421926455	AMZN MKTP US 1L18C14Y1 AMZN.COM/BILL WA	\$ 106.96 048732	\$ 0.00	\$ 106.96
05/07	05/09 421926379	AMZN MKTP US 1L0HI4JT1 AMZN.COM/BILL WA	\$ 83.48 095579	\$ 0.00	\$ 83.48
05/09	05/10 422110662	AMZN MKTP US 136Q76VO0 AMZN.COM/BILL WA	\$ 977.50 005662	\$ 0.00	\$ 977.50
05/09	05/10 422110660	FOLLETT SCHOOL SOLUTIO 888-511-5114 IL	\$ 299.13 003063	\$ 20.94 (e)	\$ 320.07
05/09	05/10 422110661	AMZN MKTP US 1L6FV95F1 AMZN.COM/BILL WA	\$ 705.17 065560	\$ 0.00	\$ 705.17
05/10	05/10 422110663	AMZN MKTP US 133I095R2 AMZN.COM/BILL WA	\$ 88.66 070408	\$ 0.00	\$ 88.66
05/10	05/11 422263353	AMZN MKTP US 134BE86J2 AMZN.COM/BILL WA	\$ 7.14 000156	\$ 0.00	\$ 7.14
05/10	05/11 422263352	AMZN MKTP US 1340C68O0 AMZN.COM/BILL WA	\$ 45.22 088293	\$ 0.00	\$ 45.22
05/10	05/11 422263277	AMZN MKTP US 132UC0B00 AMZN.COM/BILL WA	\$ 65.29 060430	\$ 0.00	\$ 65.29
05/10	05/11 422263276	AMZN MKTP US 1318I8BW2 AMZN.COM/BILL WA	\$ 8.99 094824	\$ 0.00	\$ 8.99
05/11	05/12 422445603	PSN PETERSBURG UTILITY 866-917-7368 AK	\$ 30,722.35 054233	\$ 0.00 (e)	\$ 30,722.35
05/11	05/12 422445683	AMZN MKTP US AMZN.COM/BILL WA	\$ -15.15 000000	\$ -1.55 (e)	\$ -16.70
05/11	05/12 422445680	AMZN MKTP US 1L32R3K41 AMZN.COM/BILL WA	\$ 7.50 042117	\$ 0.00	\$ 7.50
05/11	05/12 422445682	AMZN MKTP US 1L0NB29T1 AMZN.COM/BILL WA	\$ 112.33 004513	\$ 0.00	\$ 112.33
05/11	05/12 422445681	AMZN MKTP US 135V06292 AMZN.COM/BILL WA	\$ 13.28 095717	\$ 0.00	\$ 13.28

05/11	05/12 422445679	PETRO MARINE SERVICES 9077724251 AK	\$ 30,525.11 035887	\$ 0.00	\$ 30,525.11
05/12	05/13 422536677	AMZN MKTP US AMZN.COM/BILL WA	\$ -6.03 000000	\$ -0.62 (e)	\$ -6.65
05/12	05/13 422535561	AMZN MKTP US AMZN.COM/BILL WA	\$ -14.20 000000	\$ -1.46 (e)	\$ -15.66
05/12	05/13 422536754	AMZN MKTP US AMZN.COM/BILL WA	\$ -1.56 000000	\$ -0.16 (e)	\$ -1.72
05/12	05/13 422535562	AMAZON.COM 134R91150 AMZN.COM/BILL WA	\$ 538.30 047713	\$ 0.00	\$ 538.30
05/12	05/13 422536756	AMZN MKTP US AMZN.COM/BILL WA	\$ -14.91 000000	\$ -1.53 (e)	\$ -16.44
05/12	05/13 422536755	AMZN MKTP US AMZN.COM/BILL WA	\$ -0.14 000000	\$ -0.01 (e)	\$ -0.15
05/12	05/13 422536753	AMZN MKTP US AMZN.COM/BILL WA	\$ -19.55 000000	\$ -2.00 (e)	\$ -21.55
05/12	05/13 422535560	AMZN MKTP US AMZN.COM/BILL WA	\$ -3.93 000000	\$ -0.40 (e)	\$ -4.33
05/12	05/13 422536676	AMZN MKTP US AMZN.COM/BILL WA	\$ -1.13 000000	\$ -0.12 (e)	\$ -1.25
05/12	05/13 422535559	AMAZON.COM 130003RG2 AMZN.COM/BILL WA	\$ 21.68 017018	\$ 0.00	\$ 21.68
05/12	05/13 422536757	AMZN MKTP US AMZN.COM/BILL WA	\$ -0.94 000000	\$ -0.10 (e)	\$ -1.04
05/12	05/13 422536675	USPS.COM CLICKNSHIP 800-782-6724 DC	\$ 16.10 022927	\$ 0.00	\$ 16.10
05/13	05/13 422535643	AMZN MKTP US 136A39R10 AMZN.COM/BILL WA	\$ 40.15 061894	\$ 0.00	\$ 40.15
05/13	05/13 422535641	AMZN MKTP US 1R43N9CX1 AMZN.COM/BILL WA	\$ 16.25 095076	\$ 0.00	\$ 16.25
05/13	05/13 422535639	AMZN MKTP US AMZN.COM/BILL WA	\$ -0.56 000000	\$ -0.06 (e)	\$ -0.62
05/13	05/13 422535642	AMZN MKTP US AMZN.COM/BILL WA	\$ -5.16 000000	\$ -0.53 (e)	\$ -5.69
05/13	05/13 422535563	AMZN MKTP US AMZN.COM/BILL WA	\$ -9.86 000000	\$ -1.01 (e)	\$ -10.87
05/13	05/13 422535640	AMZN MKTP US AMZN.COM/BILL WA	\$ -7.74 000000	\$ -0.79 (e)	\$ -8.53
05/13	05/16 422902890	AMZN MKTP US 1L8VG9CW2 AMZN.COM/BILL WA	\$ 914.21 068169	\$ 0.00	\$ 914.21
05/13	05/16 422902965	AMZN MKTP US 1L5LZ1OX2 AMZN.COM/BILL WA	\$ 138.39 080403	\$ 0.00	\$ 138.39
05/13	05/16 422902966	AMZN MKTP US AMZN.COM/BILL WA	\$ -98.28 000000	\$ -10.07 (e)	\$ -108.35
05/14	05/16 422902967	AMZN MKTP US 1L6D10422 AMZN.COM/BILL WA	\$ 53.74 013880	\$ 0.00	\$ 53.74
05/14	05/16 422902889	AMZN MKTP US 1L0506FF0 AMZN.COM/BILL WA	\$ 28.02 081899	\$ 0.00	\$ 28.02
05/15	05/16 422902968	AMZN MKTP US 1R5Y541P1 AMZN.COM/BILL WA	\$ 51.53 088370	\$ 0.00	\$ 51.53

05/17	05/18 423260379	AMZN MKTP US 1R1L816V1 AMZN.COM/BILL WA	\$ 38.28 070377	\$ 0.00	
05/18	05/19 423353472	AMZN MKTP US 1R0T90KD1 AMZN.COM/BILL WA	\$ 11.19 009001	\$ 0.00	\$ 11.19
05/19	05/20 423536656	AMZN MKTP US 1R95M8I31 AMZN.COM/BILL WA	\$ 121.92 000383	\$ 0.00	\$ 121.92

**TOTAL CREDITS** xxxx-xxxx-xxxx-1328      **\$ -241.91**  
**TOTAL DEBITS** xxxx-xxxx-xxxx-1328      **\$ 92,876.67**



## Statement

<b>Account Name:</b>	SANDHOFER, MARSHA	<b>Card Number:</b>	xxxx-xxxx-xxxx-5794
<b>Company Name:</b>	PETERSBURG SCHOOL DIST	<b>Account Limit:</b>	\$ 20,000.00
<b>Employee ID:</b>	7999995746002434		
<b>Statement Date (MM/DD/YYYY):</b>	05/20/2022	<b>Currency:</b>	U.S. DOLLAR

### Statement Summary:

*Report any items which do not agree with your records within 30 days of the statement date.*

<b>Payments:</b>	\$ 0.00
<b>Adjustments:</b>	\$ 0.00
<b>Net Purchases:</b>	\$ 8,069.06
<b>Cash Advance:</b>	\$ 0.00
<b>Fees:</b>	\$ 0.00
<b>Other Charges:</b>	\$ 0.00
<b>New Account Balance:</b>	\$ 8,069.06

**For your records only. No payment required.**

### Transaction Summary:

Trans Date	Posting Date Trans ID	Description	Pre-Tax Amount Auth #	Total Tax	Trans Amount
04/24	04/25 419932598	ALASKA CAR RENTAL KETCHIKAN AK	\$ 225.21 079212	\$ 14.64	\$ 239.85
04/24	04/25 419932599	ALASKA CAR RENTAL KETCHIKAN AK	\$ 225.21 070305	\$ 14.64	\$ 239.85
04/25	04/26 420123528	NYTIMES NYTIMES DISC 800-698-4637 NY	\$ 4.00 014575	\$ 0.00 (e)	\$ 4.00
04/26	04/27 420275280	SUB WASHPOST 023426577 800-477-4679 DC	\$ 5.00 011496	\$ 0.00 (e)	\$ 5.00
04/28	04/29 420548035	AMHS WEB RESERVATION 8777658669 AK	\$ 892.50 067309	\$ 0.00 (e)	\$ 892.50
04/29	04/29 420547959	CS MONITOR DAILY 888-424-2535 MA	\$ 110.00 010882	\$ 0.00 (e)	\$ 110.00
04/30	05/02 420761594	HAMMER & WIKAN, INC. PETERSBURG AK	\$ 75.57 040986	\$ 0.00 (e)	\$ 75.57
05/02	05/03 421131491	SQ GLACIER EXPRESS CA PETERSBURG AK	\$ 221.69 083053	\$ 10.52	\$ 232.21
05/02	05/03 421131492	AMHS WEB RESERVATION 8777658669 AK	\$ -98.00 000000	\$ 0.00 (e)	\$ -98.00
05/06	05/09 421926457	AMHS WEB RESERVATION 8777658669 AK	\$ 900.00 096682	\$ 0.00 (e)	\$ 900.00
05/06	05/09 421926458	REMEMBERME YEARBOOKS I 6092699743 NJ	\$ 3,204.37 054183	\$ 212.31	\$ 3,416.68
05/08	05/09 421926534	JUNEAU CAR RENTAL JUNEAU AK	\$ 547.62 084359	\$ 27.38	\$ 575.00
05/08	05/09 421926459	JUNEAU CAR RENTAL JUNEAU AK	\$ 547.62 069791	\$ 27.38	\$ 575.00

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05/11	05/12	AMHS WEB RESERVATION 8777658669 AK	\$ -100.00	\$ 0.00 (e)	
	422445760				
05/16	05/17	REMEMBERME YEARBOOKS I 6092699743 NJ	\$ 939.17	\$ 62.23	\$ 1,001.40
	423108599		090461		

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**TOTAL CREDITS** xxxx-xxxx-xxxx-5794      **\$ -198.00**  
**TOTAL DEBITS** xxxx-xxxx-xxxx-5794      **\$ 8,267.06**

## Statement

<b>Account Name:</b>	WARD, IOANA	<b>Card Number:</b>	xxxx-xxxx-xxxx-2408
<b>Company Name:</b>	PETERSBURG SCHOOL DIST	<b>Account Limit:</b>	\$ 2,500.00
<b>Employee ID:</b>	644		
<b>Statement Date (MM/DD/YYYY):</b>	05/20/2022	<b>Currency:</b>	U.S. DOLLAR

### Statement Summary:

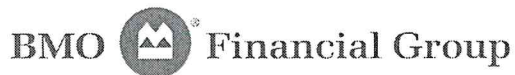
*Report any items which do not agree with your records within 30 days of the statement date.*

<b>Payments:</b>	\$ 0.00
<b>Adjustments:</b>	\$ 0.00
<b>Net Purchases:</b>	\$ 1,691.16
<b>Cash Advance:</b>	\$ 0.00
<b>Fees:</b>	\$ 0.00
<b>Other Charges:</b>	\$ 0.00
<b>New Account Balance:</b>	\$ 1,691.16

**For your records only. No payment required.**

### Transaction Summary:

Trans Date	Posting Date Trans ID	Description	Pre-Tax Amount Auth #	Total Tax	Trans Amount
04/26	04/27 420275282	TRADING UNION PETERSBURG AK	\$ 34.62 077595	\$ 0.00 (e)	\$ 34.62
04/28	04/29 420548036	SQ CHELAN PRODUCE CO PETERSBURG AK	\$ 400.00 079146	\$ 0.00	\$ 400.00
04/30	05/02 420761674	TRADING UNION PETERSBURG AK	\$ 81.22 003815	\$ 0.00 (e)	\$ 81.22
04/30	05/02 420761673	HAMMER & WIKAN #5828 PETERSBURG AK	\$ 63.98 047516	\$ 0.00 (e)	\$ 63.98
04/30	05/02 420761676	SQ BLOMSTER HUS PETERSBURG AK	\$ 60.00 049157	\$ 0.00	\$ 60.00
04/30	05/02 420761675	TRADING UNION PETERSBURG AK	\$ 69.95 041559	\$ 0.00 (e)	\$ 69.95
05/04	05/05 421378199	TRADING UNION PETERSBURG AK	\$ 39.02 070452	\$ 0.00 (e)	\$ 39.02
05/05	05/06 421560326	TRADING UNION PETERSBURG AK	\$ 15.87 096977	\$ 0.00 (e)	\$ 15.87
05/09	05/10 422111454	HAMMER & WIKAN, INC. PETERSBURG AK	\$ 537.54 075355	\$ 0.00 (e)	\$ 537.54
05/10	05/11 422263355	TRADING UNION PETERSBURG AK	\$ 226.41 047191	\$ 0.00 (e)	\$ 226.41
05/10	05/11 422263356	TRADING UNION PETERSBURG AK	\$ 41.05 039246	\$ 0.00 (e)	\$ 41.05
05/12	05/13 422535721	HAMMER & WIKAN, INC. PETERSBURG AK	\$ 121.50 089323	\$ 0.00 (e)	\$ 121.50



## Statement

<b>Account Name:</b>	JOHNSON MCINTOSH, CARLEE	<b>Card Number:</b>	xxxx-xxxx-xxxx-6889
<b>Company Name:</b>	PETERSBURG SCHOOL DIST	<b>Account Limit:</b>	\$ 5,000.00
<b>Employee ID:</b>	7999995418021886		
<b>Statement Date (MM/DD/YYYY):</b>	05/20/2022	<b>Currency:</b>	U.S. DOLLAR

### Statement Summary:

*Report any items which do not agree with your records within 30 days of the statement date.*

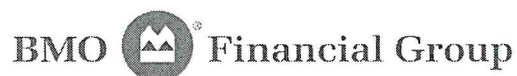
<b>Payments:</b>	\$ 0.00
<b>Adjustments:</b>	\$ 0.00
<b>Net Purchases:</b>	\$ 70.28
<b>Cash Advance:</b>	\$ 0.00
<b>Fees:</b>	\$ 0.00
<b>Other Charges:</b>	\$ 0.00
<b>New Account Balance:</b>	\$ 70.28

**For your records only. No payment required.**

### Transaction Summary:

Trans Date	Posting Date Trans ID	Description	Pre-Tax Amount Auth #	Total Tax	Trans Amount
04/27	04/28 420366724	HAMMER & WIKAN, INC. PETERSBURG AK	\$ 70.28 065955	\$ 0.00 (e)	\$ 70.28

<b>TOTAL CREDITS</b>	xxxx-xxxx-xxxx-6889	<b>\$ 0.00</b>
<b>TOTAL DEBITS</b>	xxxx-xxxx-xxxx-6889	<b>\$ 70.28</b>



## Statement

<b>Account Name:</b>	WORHATCH, CENA	<b>Card Number:</b>	xxxx-xxxx-xxxx-0225
<b>Company Name:</b>	PETERSBURG SCHOOL DIST	<b>Account Limit:</b>	\$ 2,500.00
<b>Employee ID:</b>	CW		
<b>Statement Date (MM/DD/YYYY):</b>	05/20/2022	<b>Currency:</b>	U.S. DOLLAR

### Statement Summary:

*Report any items which do not agree with your records within 30 days of the statement date.*

<b>Payments:</b>	\$ 0.00
<b>Adjustments:</b>	\$ 0.00
<b>Net Purchases:</b>	\$ 2,142.67
<b>Cash Advance:</b>	\$ 0.00
<b>Fees:</b>	\$ 0.00
<b>Other Charges:</b>	\$ 0.00
<b>New Account Balance:</b>	\$ 2,142.67

**For your records only. No payment required.**

### Transaction Summary:

Trans Date	Posting Date Trans ID	Description	Pre-Tax Amount Auth #	Total Tax	Trans Amount
04/20	04/21 419497695	MAGNETSTREET 6309091809 LA	\$ 235.93 005510	\$ 0.00	\$ 235.93
04/28	04/28 420366723	EBAY O 07-08563-34992 SAN JOSE CA	\$ 87.65 012617	\$ 5.26	\$ 92.91
04/28	04/29 420547958	SQ EL ZARAPE LLC GOSQ.COM AK	\$ 741.00 024477	\$ 0.00	\$ 741.00
05/02	05/03 421131490	PUT IN CUPS LLC 800-506-7891 TX	\$ 95.61 004476	\$ 7.89 (e)	\$ 103.50
05/06	05/09 421926456	SQ INGAS GALLEY PETERSBURG AK	\$ 700.00 050376	\$ 0.00	\$ 700.00
05/07	05/10 422111451	SCHOOL DATEBOOKS LAFAYETTE IN	\$ 269.33 016829	\$ 0.00 (e)	\$ 269.33

<b>TOTAL CREDITS</b>	xxxx-xxxx-xxxx-0225	<b>\$ 0.00</b>
<b>TOTAL DEBITS</b>	xxxx-xxxx-xxxx-0225	<b>\$ 2,142.67</b>

# Petersburg School District

Trial Balance  
As of May 31, 2022

	DEBIT	CREDIT
1-0110 First Bank Checking	155,943.11	
1-0140 First Bank Gaming	1,707.51	
1-0160 ASB CD	0.00	
2-0020 Activity School Fee-5.00		0.00
2-0035 Activity Director		334.02
2-0040 Activity Pass Sales-Students		1,133.25
2-0045 Activities-Viking Store		901.73
2-0050 Shop Sales		29,706.88
2-0080 Art		195.00
2-0085 Artfest		4,128.35
2-0090 Assoc Student Body Government		6,643.17
2-0097 Baseball		1,699.09
2-0098 Baseball Field		251.00
2-0195 Class of 2014		634.50
2-0200 Class of 2015		183.49
2-0205 Class of 2016		0.00
2-0217 Class of 2017		0.00
2-0218 Class of 2018		0.00
2-0219 Class of 2019		0.00
2-0220 Class of 2020		0.00
2-0221 Class of 2021		1,583.18
2-0222 Class of 2022		1,277.90
2-0223 Class of 2023		1,387.85
2-0224 Class of 2024		1,270.00
2-0225 Class of 2025		762.00
2-0250 Close-Up		3,438.88
2-0260 Concessions		2,659.31
2-0280 Cross Country		579.21
2-0290 School wide play		4,742.67
2-0293 DDF		375.80
2-0294 Dig Pink		432.80
2-0295 Ed Camp		0.00
2-0297 Elementary Earth Club		58.00
2-0315 Elementary PIA		395.00
2-0320 Elementary School Store		1,724.42
2-0325 Elementary Stikine River		12,756.73
2-0330 Elementary Memory Book		2,314.48
2-0337 Track Improvement Project		1,958.28
2-0344 School Garden		5,046.33
2-0350 Gym Sign Advertisements		1,810.36
2-0370 Honor Society		82.17
2-0380 Honors English		100.90
2-0400 Integrated		36.68
2-0402 Interact Club (Rotary)		0.00

	DEBIT	CREDIT
2-0405 Jazz Band-High School		4,246.11
2-0410 Jewelry		395.39
2-0417 LeConte Survey		811.71
2-0420 Little Kid's Rock		310.53
2-0430 Little Norway Tournament		0.25
2-0440 Mark Fosse Award		193.60
2-0450 Marquee		197.49
2-0460 Mathematics		603.40
2-0490 MS Baking Club		321.83
2-0500 MS Band		107.55
2-0510 MS Cheerleaders		389.59
2-0520 MS Robotics		1,341.76
2-0527 MS Student Council		1,164.45
2-0530 MS Tournament/Activities		337.08
2-0540 MS Yearbook and Pro		6,722.25
2-0550 Music-High School		0.01
2-0560 Natural Helpers		1,227.91
2-0580 Culinary Arts		548.57
2-0595 PHS Library		1,749.77
2-0597 Scholarships		0.00
2-0600 Principal - High School		765.83
2-0601 Principal - Middle School		125.07
2-0605 PIA Undisbursed Funds		4,678.83
2-0610 PTSA Scholarship		200.00
2-0612 EF Puerto Rico		50.13
2-0615 Raffle		1,068.53
2-0625 Region V Tournaments		2,296.77
2-0630 Rory Smith Scholarship		25.00
2-0634 MS Run Club		50.00
2-0640 Pixellot Advertisements		1,837.32
2-0647 Softball		440.52
2-0648 SPED Memorial Account		9,692.50
2-0649 PSD Shred Safe		272.62
2-0650 Stereo Repair/Replacement		906.59
2-0655 Student Testing Fees		65.00
2-0670 Swim/Dive Team		324.35
2-0690 Track		354.33
2-0699 Tsunami Bowl		1,951.27
2-0700 Unallocated Interest		319.00
2-0710 Varsity Cheer/Stunt		2,285.81
2-0730 Viking Basketball		7,123.59
2-0738 Viking Productions		38.13
2-0740 Volleyball		1,353.97
2-0745 Weekend Backpack Program		2,379.23
2-0750 Work Experience		1,022.00
2-0760 Wrestling	921.42	
2-0780 Yearbook		7,672.97
Opening Balance Equity		0.00
<b>TOTAL</b>	<b>\$158,572.04</b>	<b>\$158,572.04</b>

## Regular Meeting

Tuesday, May 10, 2022 6:00 PM

MS/HS Library, 109 Charles W St, Petersburg, AK 99833

Carey Case: Present  
Sarah Holmgrain: Present  
Katie Holmlund: Present  
Jay Lister: Absent  
Meg Litster: Present

Member Litster was present online via RingCentral and Member Lister was excused.

### 1. CALL TO ORDER

**Discussion:** President Holmgrain called the meeting to order at 6:04pm

### 2. DETERMINE QUORUM

**Discussion:** A quorum was present to do business

### 3. PLEDGE OF ALLEGIANCE

**Discussion:** President Holmgrain led the meeting in the Pledge of Allegiance

### 4. APPROVAL OF AGENDA

#### **Action(s):**

Approve agenda as written. This motion, made by Sarah Holmgrain and seconded by Katie Holmlund, Passed.

#### **Voting Detail:**

Carey Case: Yea  
Sarah Holmgrain: Yea  
Katie Holmlund: Yea

Jay Lister: Absent

Meg Litster: Yea

**Voting Summary:** Yea: 4, Nay: 0, Absent: 1

**Discussion:** A consent agenda is a practice by which regular and non-controversial board action items are organized apart from the rest of the agenda and approved as a group. This includes all of the business items that require formal board approval and yet because they are not controversial, there is no need for board discussion before taking a vote. Items may be on the consent agenda only if all board members agree. Any board member, for any reason, may remove a consent agenda item and place it on the regular agenda for the board meeting.

### 5. STUDENT PRESENTATION - "Whales" presented by 2nd grade

**Discussion:** The 2nd Grade classes, led by Teachers Ethan Bryner and Michelle Brock, talked about Alaska Mammals (not Whales). They had displays and spoke to meeting attendees prior to the meeting. The teachers described the unit of study during their presentation.

6. **STUDENT REPRESENTATIVE REPORT**

**Discussion:** Student Rep Kinley Lister reported on student activities; there was an ASB election, the AP classes took their AP Exams, Students won awards at State Art, the High School band held their Spring Concert, Track and Baseball were heading to Regionals and Final exams are around the corner. President Holmgrain expressed her appreciation for the work that Kinley put into her position as Student Rep to the School Board for the last two years, especially in light of Covid. Kinley will not be returning to the Board position next year.

7. **CORRESPONDENCE**

**Discussion:** None Received

8. **SPECIAL RECOGNITION**

**Discussion:** It was Teacher and Staff Appreciation Week, May 2-6! In a year filled with more unexpected twists and turns, we cannot adequately express our gratitude to our incredible teachers and staff. Thank you for devoting yourselves to the well-being and continued progress of all Petersburg students. Thank you for your tireless work to provide a safe, positive learning environment during a time of incredible stress and division. We hope you took time last week to gather together during your building staff appreciation activities and recognized each other's incredible efforts and perseverance! We are proud that you work for the Petersburg School District! Thank you!

We would also like to recognize Mr. Dormer's 13 years of dedicated service to our schools and community. Thank you for your leadership, support, and commitment to student success! We wish you all the best in your next professional adventure!

9. **COMMENTS FROM AUDIENCE UNRELATED TO AGENDA ITEMS**

**Discussion:** None

10. **COMMENTS FROM AUDIENCE RELATED TO AGENDA ITEMS**

**Discussion:** None

11. **COMMENTS FROM BOARD MEMBERS**

**Discussion:** None

12. **CONSENT AGENDA**

**Action(s):**

Approve Consent Agenda. This motion, made by Sarah Holmgrain and seconded by Carey Case, Passed.

**Voting Detail:**

Carey Case: Yea  
Sarah  
Holmgrain: Yea  
Katie Holmlund: Yea

Jay Lister: Absent

Meg Litster: Yea

**Voting Summary:** Yea: 4, Nay: 0, Absent: 1

12.1. APRIL, 2022, Monthly accounting report, bills, payroll, and electronic fund transfers, ASB trial balance and P-Card statements in the amount of \$968,424.64

12.2. APRIL, 12, 2022, regular board meeting minutes

12.3. PERSONNEL ACTION REPORT

### 13. ADMINISTRATIVE REPORTS

13.1. Superintendent's report **Presenter:** Superintendent Kludt-Painter

13.2. Elementary Principal's Report **Presenter:** Principal Heather Conn

13.3. MS/HS Principal's Report **Presenter:** Principal Rick Dormer

13.4. Director of Activities Report **Presenter:** AD Jaime Cabral

13.5. Director of Facilities and Maintenance Report **Presenter:** Aaron Buller

### 14. SCHOOL BOARD COMMITTEE REPORTS

**Discussion:** Policy Committee is meeting regularly on Wednesdays

### 15. OLD BUSINESS

15.1. Action: BP 5040 & AR 5040 (Wellness Policy) - 2nd and final Reading

**Action(s):**

Approve BP 5040 and AR 5040 in 2nd and final reading. This motion, made by Sarah Holmgrain and seconded by Carey Case, Passed.

**Voting Detail:**

Carey Case: Yea

Sarah Holmgrain: Yea

Katie Holmlund: Yea

Jay Lister: Absent

Meg Litster: Yea

**Voting Summary:** Yea: 4, Nay: 0, Absent: 1

### 16. NEW BUSINESS

16.1. Action: Indian Ed Grant; Public Hearing

**Action(s):**

Accept the Indian Education Grant as presented. This motion, made by Carey Case and seconded by Katie Holmlund, Passed.

**Voting Detail:**

Carey Case: Yea

Sarah Holmgrain: Yea

Katie Holmlund: Yea

Jay Lister: Absent

Meg Litster: Yea

**Voting Summary:** Yea: 4, Nay: 0, Absent: 1

**Discussion:** President Holmgrain opened a Public Hearing on the Indian Ed Grant: no one testified.

16.2. Action: Policy Changes in 1st Reading

**Action(s):**

Approve Policy updates in 1st reading. This motion, made by Sarah Holmgrain and seconded by Carey Case, Passed.

**Voting Detail:**

Carey Case: Yea

Sarah Holmgrain: Yea

Katie Holmlund: Yea

Jay Lister: Absent

Meg Litster: Yea

**Voting Summary:** Yea: 4, Nay: 0, Absent: 1

**Discussion:** The Policy committed presented these policies for update.

16.3. Action: PDSP Negotiated Agreement 2022-2025

**Action(s):**

Approve the 2022-2025 PDSP Collective Bargaining Agreement with Tentatively Agreed changes. This motion, made by Sarah Holmgrain and seconded by Katie Holmlund, Passed.

**Voting Detail:**

Carey Case: Yea

Sarah Holmgrain: Yea

Katie Holmlund: Yea

Jay Lister: Absent

Meg Litster: Yea

**Voting Summary:** Yea: 4, Nay: 0, Absent: 1

**Discussion:** Member Holmgrain and Member Case along with the Superintendent negotiated the presented agreement with the Petersburg District Support Personnel. Highlighted changes include: wage increase (2023: \$2 dollar increase on base, 2024: 2% increase, 2025: 1% increase), opened the salary schedule to include step 1 and 2 instead of step 0-2, 2 additional paid days over winter break for employees working 10 months or less, and broadened some use of leave categories

16.4. Action: New Hire MS/HS Principal Ambler Moss

**Action(s):**

Approve the contract for the Secondary School Principal, Ambler Moss, for the 2022-2023 school

year. This motion, made by Sarah Holmgrain and seconded by Carey Case, Passed.

**Voting Detail:**

Carey Case: Yea  
Sarah  
Holmgrain: Yea  
Katie Holmlund: Yea

Jay Lister: Absent  
Meg Litster: Yea

**Voting Summary:** Yea: 4, Nay: 0, Absent: 1

**Discussion:** Superintendent Kludt Painter made the recommendation to hire Ambler Moss as Principal of the Middle School and High School.

16.5. Action: FY22 Budget Revision

**Presenter:** Director of Finance Karen Morrison

**Action(s):**

Approve FY22 Spring Budget revision as presented. This motion, made by Sarah Holmgrain and seconded by Carey Case, Passed.

**Voting Detail:**

Carey Case: Yea  
Sarah  
Holmgrain: Yea  
Katie Holmlund: Yea

Jay Lister: Absent  
Meg Litster: Yea

**Voting Summary:** Yea: 4, Nay: 0, Absent: 1

**Discussion:** Director Morrison gave a presentation regarding the cleaning up of the FY22 Budget for the spring revision. She also spoke about the process of creating the FY23 budget and how difficult that has been to form one without a finalized State budget and the increasing fixed utility costs, and decreasing student count.

16.6. Action: New Substitute Rates

**Action(s):**

Approve new substitute rates, effective July 1, 2022. This motion, made by Sarah Holmgrain and seconded by Katie Holmlund, Passed.

**Voting Detail:**

Carey Case: Yea  
Sarah  
Holmgrain: Yea  
Katie Holmlund: Yea

Jay Lister: Absent  
Meg Litster: Yea

**Voting Summary:** Yea: 4, Nay: 0, Absent: 1

**Discussion:** Discussion about the need to increase sub rates hoping that the rates will be competitive enough to attract subs to alleviate some stress around staff absences (planned and unplanned).

16.7. Informational: Graduation, Board Roles  
**Discussion:** Board discussed arrival times, and roles.

**17. ADDITIONAL COMMENTS FROM BOARD MEMBERS**

**Discussion:** None

**18. UPCOMING DATES AND MEETING ANNOUNCEMENTS**

**19. FUTURE AGENDA ITEMS**

**Discussion:** Policies in 2nd Reading, FY 23 Budget, MAP data update.

**20. OTHER NEW BUSINESS**

**21. ADJOURNMENT**

**Action(s):**

Adjourn. This motion, made by Sarah Holmgrain and seconded by Carey Case, Passed.

**Voting Detail:**

Carey Case: Yea

Sarah Holmgrain: Yea

Katie Holmlund: Yea

Jay Lister: Absent

Meg Litster: Yea

**Voting Summary:** Yea: 4, Nay: 0, Absent: 1

**Discussion:** Meeting was adjourned at 7:15PM

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Board Secretary

# **Personnel Action Report for 2021-2022**

6-14-2022

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## **EMPLOYMENT OF CERTIFIED PERSONNEL**

Mariah Colton  
Secondary Student Support Services

## **RESIGNATION/RETIREMENT CERTIFIED PERSONNEL**

Trish Oppenheim  
District Nurse

## **EMPLOYMENT OF CLASSIFIED PERSONNEL**

## **RESIGNATION/RETIREMENT CLASSIFIED PERSONNEL**

Katherine Morales  
Elem Parapro

Ruby Brock  
MS Parapro  
(Leave of absence 2022-2023 SY)

Britney Martin  
Elem Parapro

## **EXTRA DUTY CONTRACTS**

### **2022-2023 School Year**

Teachers	42.00
Classified	28.00
Principals	2.00
District Administration/Exempt (Superintendent, Finance, Maintenance, Food Service, Board Admin, Special education director, )	6.00

<b>Total Employees</b>	<b>78.00</b>
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## Description of changes:

**Board Policy 3000** - This update clarifies the working relationship between the Board and Superintendent, as well stylistic edits to better reflect the Board's fiscal practices.

**BP 3200** - This update has stylistic changes; replaces income with revenue

**BP 3260** - This update provides stylistic edits to the Board's material fees program. Changes wording "income" to "revenue".

**BP 3270** - This update provides the Superintendent greater discretion to dispose of used District property, in an amount up to \$5,000.

**BP 3280** - This update clarifies that districts in municipalities or boroughs may work with their municipality or borough on the sale or lease of school facilities. (Doesn't really apply to us as we do not own the land or buildings)

**BP 3290** - To ensure appropriate oversight, this update establishes that all donations greater than \$5,000 shall be brought before the Board. It also states that the Superintendent may apply for special revenue grants.

**BP 3300** - This update removes the requirement that the Board approve or ratify *all* transactions. Transactions may still be subject to Board approval elsewhere in board policy.

**BP 3315** - This update adds a conflict of interest provision for awards with federal funds.

**BP 3400** - This update provides stylistic edits to the management of district accounts policy.

**BP 3440** - This update adds a reference to BP 3440.1, *Fixed Assets Capitalization*.

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

1. encourage advance planning through the best possible budget procedures
2. explore practical sources of ~~dollar income~~revenue
3. guide the expenditure of funds so as to derive the greatest possible educational returns.
4. expect sound fiscal management from the administration
5. advocate a level of per student funding sufficient to provide quality education

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

### **Role of The School Board**

The School Board:

1. solicits public input on educational needs and utilizes that information in making budget decisions.
2. approves and adopts the annual budget and approves budget transfers.
3. is accountable for all district funds.
4. adopts written policies governing the purchase of supplies and equipment.
5. monitors all expenditures by receiving statements and approving payments.
6. Receives and reviews the annual audit of district accounts and business procedures.
7. ~~adopts~~Provides for an insurance program which complies with law and reflects prudent financial management.
8. provides for long-range plans to acquire or dispose of sites and to add, maintain and staff new facilities.

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

**Role of Superintendent or Designee**

The Superintendent or designee:

1. prepares the detailed annual budget and presents it to the School Board for adoption.
2. administers the budget and keeps expenditures within approved limits.
3. enforces requisition and purchase order policies and regulations.
4. establishes control/inventory systems to account for district funds, supplies and equipment in accordance with law and School Board policy.
5. makes all financial reports required by law or School Board policy and prepares reports for public release.
6. analyzes the district's financial condition and presents the School Board with proposals for meeting financial needs including budget revisions.
7. provides for the annual audit of district accounts and business procedures.
8. helps the School Board to establish an adequate insurance program.
9. maintains the district's noninstructional and business operations.

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

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

The School Board desires complete information from the Superintendent or designee on all matters relating to the district's financial operations. The School Board shall closely scrutinize monitor all district financial operations so that it may fully discharge its legal responsibilities with regard to school finance. The School Board will work with the Superintendent to determine the timing and format of certain financial reports, so information is useful in decision making.

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

*Legal Reference:*

*ALASKA STATUTES*

*14.08.101 Powers (Regional School Boards)*

*14.08.111 Duties (Regional School Boards)*

*14.12.020 Support, Management and Control*

*14.14.060 Relationship between borough school district and borough*

*14.14.065 Relationship between city school district and city*

*14.14.090 Additional duties*

*Revised 10/2021*

## INCOMEREVENUE

BP 3200

Effective district planning depends upon accurate projection and calculation of anticipated district incomerevenue. The Superintendent or designee shall ensure that all income-revenue sources are identified and received as early as possible each year.

Note: A.S. 14.07.070 provides that state funds may not be paid to a district or teacher who fails to comply with state school laws and regulations.

*Legal Reference:*

ALASKA STATUTES

*14.07.070 Withholding state funds*

*14.17.080 Student count estimates*

*14.17.082 Fund balance in school operating fund*

Revised 10/2021

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

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

*Revised 10/2021*

**SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES  
(Personal Property)**

BP 3270

Note: Borough and city districts should check city and borough ordinances for requirements, if any, regarding sale of equipment.

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

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

Disposal of items with an estimated value of less than \$5,000 will be left to the discretion of the Superintendent or designee.

*(cf. 3440- Inventories)*

Revised 10/2021

Note: Pursuant to A.S. 14.14.060 and 14.14.065, the borough assembly and city council are empowered to determine the location of school buildings. The regional school board may obtain title to school lands and buildings from the state pursuant to A.S. 14.08.151. The following sample policy may be revised or deleted as appropriate.

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

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

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

*(cf. 1220 - Citizen Advisory Committees)*

*Legal Reference:*

ALASKA STATUTES

*14.07.030 Powers of state department*

*14.08.101 Powers (Regional school boards)*

*14.08.151 Land and buildings*

ALASKA ADMINISTRATIVE CODE

*4 AAC 32.085 Disposal of abandoned or obsolete property*

*Revised 10/2021*

Note: This optional policy may be revised as needed to reflect district philosophy and needs.

The School Board greatly appreciates the support of community members and may accept suitable donations on behalf of the district. -All donations greater than \$5,000 shall be brought before the Board. The Superintendent or designee may apply for special revenue grants.

To be acceptable, a gift, grant, or bequest must satisfy the following criteria:

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

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

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

*(cf. 3430 - Investing)*  
*(cf. 3440 - Inventories)*

Revised 10/2021

Note: The following sample policy should be revised as appropriate to reflect district philosophy and needs. A.S. 14.14.060 and 14.14.065 provide that the borough assembly/city council, with the consent of the borough/city school district, may by ordinance delegate to the school district responsibility for a centralized treasury and/or accounting system. A.S. 14.08.101 empowers regional school boards to establish their own fiscal procedures and exempts them from A.S. 36.30 (State Procurement Code) and A.S. 37.05 (Fiscal Procedures Act). A.S. 14.08.111 requires the regional school board to designate employees authorized to direct disbursements from school funds of the School Board.

The Superintendent or designee may purchase supplies, materials and equipment in accordance with law. Prior School Board approval is required for purchases over \$30,000. ~~The School Board shall approve or ratify all transactions~~

*(cf. 3310 - Purchasing Procedures)*

*(cf. 3311 - Bids )*

*(cf. 3312 - Contracts)*

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

Note: A.S. 14.17.225 requires districts to operate under a balanced budget and provides that the state is not responsible for the debts of school districts.

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

*(cf. 3100 - Budget)*

*(cf. 3110 - Transfer of Funds )*

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

*Legal Reference:*

ALASKA STATUTES

*14.08.101 Powers (Regional school boards)*

*14.08.111 Duties (Regional school boards)*

*14.14.060 Relationship between borough school district and borough*

*14.14.065 Relationship between city school district and city*

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

*36.30. State Procurement Code*

*37.05 Fiscal Procedures Act*

*Revised 10/2021*

## RELATIONS WITH VENDORS

BP 3315(a)

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

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

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

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

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

*(cf. 9270 - Conflict of Interest)*

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

No employee, officer, or agent of the District may participate in the selection, award, or administration of a contract supported by federal funds if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm consideration for a contract. The employees, officers, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

### Universal Service Program/E-Rate Vendors

Note: The following language should be adopted by those districts receiving E-rate discounts. Effective 2011, the FCC amended its E-rate program rules and adopted gift restrictions for schools and districts participating in E-rate. The receipt of gifts by applicants from service providers and potential providers is a competitive bidding violation. The gift prohibitions are always applicable, not just during the bidding process. Relevant school district personnel may not solicit or receive any gift or other thing of value from a service provider participating in or seeking to participate in the E-rate program. There are limited exceptions, including when the value of the item is worth \$20 or less, so long as items do not exceed \$50 per year per employee from any one service provider.

The District takes advantage of federal technology funding through the universal service program known as E-rate. E-rate participants may not, at any time, solicit or accept gifts or other things of value from an existing or potential E-rate service provider. Nominal gifts and refreshments may be allowed as authorized by the Superintendent or designee.

E-rate gift prohibitions apply to the School Board and to employees, consultants or contractors involved in the District's E-rate Program who: prepare, approve, sign, or submit E-rate applications, technology plans or other E-rate forms; prepare bids, communicate, or work with E-rate service providers, E-rate consultants, or the Universal Service Administrative Company; and those responsible for monitoring compliance with the E-rate program.

Charitable donations by service providers in support of the schools are permitted. These contributions may not be directly or indirectly related to E-rate procurement activities or decisions.

The Superintendent or designee shall develop guidelines to implement this policy in compliance with E-rate program rules.

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

*Legal Reference:*

CODE OF FEDERAL REGULATIONS

*47 C.F.R. Part 54, subpart f, Universal Service Support for Schools and Libraries*

ALASKA STATUTES

*11.56.100-56.130 Bribery and related offenses*

Revised ~~2/1/2021~~ 2/1/2021

Note: 4 AAC 06.120 lists state adopted basic guides for public school accounting systems and the annual audit and requires that districts implement procedures consistent with these guides.

### Accounting Systems

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

(cf. 3440 - Inventories)

### Audits

Note: A.S. 14.14.050 requires an audit by October 1 of each year. The School Board is not required to provide for an audit if an audit is conducted pursuant to A.S. 29.35.110.

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

Note: Pursuant to A.S. 14.17.505, if the state department's review of the district's audit finds that the district's unreserved portion of its school operating fund year-end balance exceeds 10% of its expenditures for that year, the amount greater than 10% is deducted from state foundation aid for the current year.

#### Legal Reference:

##### ALASKA STATUTES

14.08.111 Duties (Regional school boards)

14.14.050 Annual Audit

14.14.060 Relationship between borough school district and borough

14.14.065 Relationship between city school district and city

14.17.505 Fund balance in school operating fund

##### ALASKA ADMINISTRATIVE CODE

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

4 AAC 06.121 Annual financial reporting requirements

4 AAC 09.130 School district audit

4 AAC 09.160 Fund balance

Revised ~~1/09~~10/2021

Note: The State Department of Education and Early Development recommends inventories include items valued at \$300 or more. Identical items may be grouped together in assessing value for purposes of inventory. If desired, the School Board may specify a lower amount below.

The Superintendent or designee shall provide for the proper control and conservation of district property. He/she shall maintain an inventory for all items currently valued in excess of \$500 or a lesser amount if required by state or federal grant requirements or regulations.

Note: Pursuant to A.S. 14.11.017 equipment purchased for school construction projects funded with state funds must be accounted for under a fixed asset inventory system approved by the State Department of Education and Early Development.

*(cf. 3270 - Sale and Disposal of Books, Equipment and Supplies)*  
*(cf. 3440.1 Fixed Assets Capitalization)*  
*(cf. 3290 - Gifts, Grants and Bequests)*  
*(cf. 3400 - Management of District Assets/Accounts)*

*Legal Reference:*

ALASKA STATUTES

*14.11.011 Grant applications*

*14.11.017 School construction grant conditions*

*14.14.050 Annual audit*

ALASKA ADMINISTRATIVE CODE

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

*4 AAC 51.300 Vocational facilities and equipment*

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

34 CODE OF FEDERAL REGULATIONS, 74.132-74.140

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

*Revised 10/2021*

## CONCEPTS AND ROLES

BP 3000(a)

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

1. encourage advance planning through the best possible budget procedures
2. explore practical sources of ~~dollar income~~ revenue
3. guide the expenditure of funds so as to derive the greatest possible educational returns.
4. expect sound fiscal management from the administration
5. advocate a level of per student funding sufficient to provide quality education

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

### Role of The School Board

The School Board:

1. solicits public input on educational needs and utilizes that information in making budget decisions.
2. approves and adopts the annual budget and approves budget transfers.
3. is accountable for all district funds.
4. adopts written policies governing the purchase of supplies and equipment.
5. monitors all expenditures by receiving statements and approving payments.
6. Receives and reviews the annual audit of district accounts and business procedures.
7. ~~adopts~~ Provides for an insurance program which complies with law and reflects prudent financial management.
8. provides for long-range plans to acquire or dispose of sites and to add, maintain and staff new facilities.

**CONCEPTS AND ROLES (continued)**

BP 3000(b)

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

**Role of Superintendent or Designee**

The Superintendent or designee:

1. prepares the detailed annual budget and presents it to the School Board for adoption.
2. administers the budget and keeps expenditures within approved limits.
3. enforces requisition and purchase order policies and regulations.
4. establishes control/inventory systems to account for district funds, supplies and equipment in accordance with law and School Board policy.
5. makes all financial reports required by law or School Board policy and prepares reports for public release.
6. analyzes the district's financial condition and presents the School Board with proposals for meeting financial needs including budget revisions.
7. provides for the annual audit of district accounts and business procedures.
8. helps the School Board to establish an adequate insurance program.
9. maintains the district's noninstructional and business operations.

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

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

The School Board desires complete information from the Superintendent or designee on all matters relating to the district's financial operations. The School Board shall closely scrutinize monitor all district financial operations so that it may fully discharge its legal responsibilities with regard to school finance. The School Board will work with the Superintendent to determine the timing and format of certain financial reports, so information is useful in decision making.

WORKSHEETS for the district policy committee:  
DISCARD WHEN FINISHED

Business and Noninstructional Operations

**CONCEPTS AND ROLES** (continued)

BP 3000(c)

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

*Legal Reference:*

ALASKA STATUTES

*14.08.101 Powers (Regional School Boards)*

*14.08.111 Duties (Regional School Boards)*

*14.12.020 Support, Management and Control*

*14.14.060 Relationship between borough school district and borough*

*14.14.065 Relationship between city school district and city*

*14.14.090 Additional duties*

*Revised 10/2021*

WORKSHEETS for the district policy committee:

DISCARD WHEN FINISHED

Business and Noninstructional Operations

**BUDGET**

BP 3100

Note: Pursuant to A.S. 14.12.020, Regional Educational Attendance Areas are maintained by the state. Borough and city school districts are funded through local contributions authorized by the borough assembly or city council and state apportionments based on the amount of local contributions as defined in A.S. 14.17.410. A.S. 14.17.900 requires districts to operate under a balanced budget and provides that the state is not responsible for the debts of school districts.

The School Board shall establish and maintain a balanced budget. The School Board shall adopt an annual budget which is compatible with the district's mission, vision, strategic plan, and Board goals and objectives. ~~The School Board shall adopt an annual budget which is compatible with district goals and objectives.~~

*(cf. 0200 - Goals for the School District)*

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

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

Note: The following optional paragraph provides for early public input and may be revised as desired.

~~In order to receive p~~Public input early in the budget preparation process is encouraged; A budget advisory committee, composed of members of the community and staff, which shall review the proposed budget at regular intervals during its preparation and shall report its findings and recommendations to the School Board, is recommended.

*(cf. 1220 - Citizen Advisory Committees)*

*Legal Reference:*

ALASKA STATUTES

14.07.030 Powers of state department

14.07.170 Additional powers and duties of state board

14.12.020 Support, management and control

14.14.060 Relationship between borough school district and borough

14.14.065 Relationship between city school district and city

14.17.300 - 14.17.990 Financing of public schools

ALASKA ADMINISTRATIVE CODE

4 AAC 09.006 - 4 AAC 09.050 State Aid

4 AAC 09.110 - 4 AAC 09.990 School Operating Fund

*Revised ~~1/03~~10/2021*

WORKSHEETS for the district policy committee:

DISCARD WHEN FINISHED

Business and Noninstructional Operations

**INCOMEREVENUE**

BP 3200

Effective district planning depends upon accurate projection and calculation of anticipated district ~~income~~revenue. The Superintendent or designee shall ensure that all ~~income~~revenue sources are identified and received as early as possible each year.

Note: A.S. 14.07.070 provides that state funds may not be paid to a district or teacher who fails to comply with state school laws and regulations.

*Legal Reference:*

ALASKA STATUTES

*14.07.070 Withholding state funds*

*14.17.080 Student count estimates*

*14.17.082 Fund balance in school operating fund*

Revised 10/2021

WORKSHEETS for the district policy committee:

DISCARD WHEN FINISHED

Business and Noninstructional Operations

## **MATERIALS FEES**

BP 3260

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

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

Revised 10/2021

WORKSHEETS for the district policy committee:

DISCARD WHEN FINISHED

Business and Noninstructional Operations

**SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES  
(Personal Property)**

BP 3270

Note: Borough and city districts should check city and borough ordinances for requirements, if any, regarding sale of equipment.
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The School Board recognizes that the district may own personal property which is unusable, obsolete, or no longer needed by the district and that the disposal of such property may be in the best interests of the district.

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

Disposal of items with an estimated value of less than \$5,000 will be left to the discretion of the Superintendent or designee.

*(cf. 3440- Inventories)*

*Revised 10/2021*

WORKSHEETS for the district policy committee:

DISCARD WHEN FINISHED

Business and Noninstructional Operations

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

BP 3280

Note: Pursuant to A.S. 14.14.060 and 14.14.065, the borough assembly and city council are empowered to determine the location of school buildings. The regional school board may obtain title to school lands and buildings from the state pursuant to A.S. 14.08.151. The following sample policy may be revised or deleted as appropriate.

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

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

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

*(cf. 1220 - Citizen Advisory Committees)*

*Legal Reference:*

ALASKA STATUTES

*14.07.030 Powers of state department*

*14.08.101 Powers (Regional school boards)*

*14.08.151 Land and buildings*

ALASKA ADMINISTRATIVE CODE

*4 AAC 32.085 Disposal of abandoned or obsolete property*

*Revised 10/2021*

## **GIFTS, GRANTS AND BEQUESTS**

BP 3290

Note: This optional policy may be revised as needed to reflect district philosophy and needs.

The School Board greatly appreciates the support of community members and may accept suitable donations on behalf of the district. -All donations greater than \$1,000 shall be brought before the Board. The Superintendent or designee may apply for special revenue grants.

To be acceptable, a gift, grant, or bequest must satisfy the following criteria:

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

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

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

*(cf. 3430 - Investing)*

*(cf. 3440 - Inventories)*

Revised 10/2021

WORKSHEETS for the district policy committee:

DISCARD WHEN FINISHED

Business and Noninstructional Operations

**EXPENDITURES/EXPENDING AUTHORITY**

BP 3300

Note: The following sample policy should be revised as appropriate to reflect district philosophy and needs. A.S. 14.14.060 and 14.14.065 provide that the borough assembly/city council, with the consent of the borough/city school district, may by ordinance delegate to the school district responsibility for a centralized treasury and/or accounting system. A.S. 14.08.101 empowers regional school boards to establish their own fiscal procedures and exempts them from A.S. 36.30 (State Procurement Code) and A.S. 37.05 (Fiscal Procedures Act). A.S. 14.08.111 requires the regional school board to designate employees authorized to direct disbursements from school funds of the School Board.

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

*(cf. 3310 - Purchasing Procedures)*

*(cf. 3311 - Bids )*

*(cf. 3312 - Contracts)*

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

Note: A.S. 14.17.225 requires districts to operate under a balanced budget and provides that the state is not responsible for the debts of school districts.

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

*(cf. 3100 - Budget)*

*(cf. 3110 - Transfer of Funds )*

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

*Legal Reference:*

ALASKA STATUTES

*14.08.101 Powers (Regional school boards)*

*14.08.111 Duties (Regional school boards)*

*14.14.060 Relationship between borough school district and borough*

*14.14.065 Relationship between city school district and city*

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

*36.30. State Procurement Code*

*37.05 Fiscal Procedures Act*

*Revised 10/2021*

## RELATIONS WITH VENDORS

BP 3315(a)

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

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

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

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

*(cf. 6161.1 - Selection and Evaluation of Instructional Materials)*  
*(cf. 9270 - Conflict of Interest)*

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

No employee, officer, or agent of the District may participate in the selection, award, or administration of a contract supported by federal funds if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm consideration for a contract. The employees, officers, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

### Universal Service Program/E-Rate Vendors

Note: The following language should be adopted by those districts receiving E-rate discounts. Effective 2011, the FCC amended its E-rate program rules and adopted gift restrictions for schools and districts participating in E-rate. The receipt of gifts by applicants from service providers and potential providers is a competitive bidding violation. The gift prohibitions are always applicable, not just during the bidding process. Relevant school district personnel may not solicit or receive any gift or other thing of value from a service provider participating in or seeking to participate in the E-rate program. There are limited exceptions, including when the value of the item is worth \$20 or less, so long as items do not exceed \$50 per year per employee from any one service provider.

**RELATIONS WITH VENDORS** (continued)

BP 3315(b)

The District takes advantage of federal technology funding through the universal service program known as E-rate. E-rate participants may not, at any time, solicit or accept gifts or other things of value from an existing or potential E-rate service provider. Nominal gifts and refreshments may be allowed as authorized by the Superintendent or designee.

E-rate gift prohibitions apply to the School Board and to employees, consultants or contractors involved in the District's E-rate Program who: prepare, approve, sign, or submit E-rate applications, technology plans or other E-rate forms; prepare bids, communicate, or work with E-rate service providers, E-rate consultants, or the Universal Service Administrative Company; and those responsible for monitoring compliance with the E-rate program.

Charitable donations by service providers in support of the schools are permitted. These contributions may not be directly or indirectly related to E-rate procurement activities or decisions.

The Superintendent or designee shall develop guidelines to implement this policy in compliance with E-rate program rules.

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

*Legal Reference:*

CODE OF FEDERAL REGULATIONS

*47 C.F.R. Part 54, subpart f, Universal Service Support for Schools and Libraries*

ALASKA STATUTES

*11.56.100-56.130 Bribery and related offenses*

*Revised ~~2/11/2021~~*

## MANAGEMENT OF DISTRICT ASSETS/ACCOUNTS

BP 3400

Note: 4 AAC 06.120 lists state adopted basic guides for public school accounting systems and the annual audit and requires that districts implement procedures consistent with these guides.

### Accounting Systems

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

(cf. 3440 - Inventories)

### Audits

Note: A.S. 14.14.050 requires an audit by October 1 of each year. The School Board is not required to provide for an audit if an audit is conducted pursuant to A.S. 29.35.110.

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

Note: Pursuant to A.S. 14.17.505, if the state department's review of the district's audit finds that the district's unreserved portion of its school operating fund year-end balance exceeds 10% of its expenditures for that year, the amount greater than 10% is deducted from state foundation aid for the current year.

#### Legal Reference:

##### ALASKA STATUTES

14.08.111 Duties (Regional school boards)

14.14.050 Annual Audit

14.14.060 Relationship between borough school district and borough

14.14.065 Relationship between city school district and city

14.17.505 Fund balance in school operating fund

##### ALASKA ADMINISTRATIVE CODE

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

4 AAC 06.121 Annual financial reporting requirements

4 AAC 09.130 School district audit

4 AAC 09.160 Fund balance

Revised ~~1/09~~10/2021

WORKSHEETS for the district policy committee:  
DISCARD WHEN FINISHED

Business and Noninstructional Operations

**INVENTORIES**

BP 3440

Note: The State Department of Education and Early Development recommends inventories include items valued at \$300 or more. Identical items may be grouped together in assessing value for purposes of inventory. If desired, the School Board may specify a lower amount below.

The Superintendent or designee shall provide for the proper control and conservation of district property. He/she shall maintain an inventory for all items currently valued in excess of \$500 or a lesser amount if required by state or federal grant requirements or regulations.

Note: Pursuant to A.S. 14.11.017 equipment purchased for school construction projects funded with state funds must be accounted for under a fixed asset inventory system approved by the State Department of Education and Early Development.

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

*(cf. 3440.1 Fixed Assets Capitalization)*

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

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

*Legal Reference:*

ALASKA STATUTES

*14.11.011 Grant applications*

*14.11.017 School construction grant conditions*

*14.14.050 Annual audit*

ALASKA ADMINISTRATIVE CODE

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

*4 AAC 51.300 Vocational facilities and equipment*

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

34 CODE OF FEDERAL REGULATIONS, 74.132-74.140

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

*Revised 10/2021*

WORKSHEETS for the district policy committee:  
DISCARD WHEN FINISHED

Business and Noninstructional Operations

**INCOMEREVENUE**

BP 3200

Effective district planning depends upon accurate projection and calculation of anticipated district incomerevenue. The Superintendent or designee shall ensure that all income-revenue sources are identified and received as early as possible each year.

Note: A.S. 14.07.070 provides that state funds may not be paid to a district or teacher who fails to comply with state school laws and regulations.

*Legal Reference:*

ALASKA STATUTES

*14.07.070 Withholding state funds*

*14.17.080 Student count estimates*

*14.17.082 Fund balance in school operating fund*

Revised 10/2021

WORKSHEETS for the district policy committee:

DISCARD WHEN FINISHED

Business and Noninstructional Operations

**9/92**

WORKSHEETS for the district policy committee:  
DISCARD WHEN FINISHED

Business and Noninstructional Operations

**MATERIALS FEES**

BP 3260

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

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

Revised 10/2021

WORKSHEETS for the district policy committee:

DISCARD WHEN FINISHED

Business and Noninstructional Operations

**SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES  
(Personal Property)**

BP 3270

Note: Borough and city districts should check city and borough ordinances for requirements, if any, regarding sale of equipment.
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The School Board recognizes that the district may own personal property which is unusable, obsolete, or no longer needed by the district and that the disposal of such property may be in the best interests of the district.

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

Disposal of items with an estimated value of less than \$5,000 will be left to the discretion of the Superintendent or designee.

*(cf. 3440- Inventories)*

*Revised 10/2021*

WORKSHEETS for the district policy committee:

DISCARD WHEN FINISHED

Business and Noninstructional Operations

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

BP 3280

Note: Pursuant to A.S. 14.14.060 and 14.14.065, the borough assembly and city council are empowered to determine the location of school buildings. The regional school board may obtain title to school lands and buildings from the state pursuant to A.S. 14.08.151. The following sample policy may be revised or deleted as appropriate.

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

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

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

*(cf. 1220 - Citizen Advisory Committees)*

*Legal Reference:*

ALASKA STATUTES

*14.07.030 Powers of state department*

*14.08.101 Powers (Regional school boards)*

*14.08.151 Land and buildings*

ALASKA ADMINISTRATIVE CODE

*4 AAC 32.085 Disposal of abandoned or obsolete property*

*Revised 10/2021*

## **GIFTS, GRANTS AND BEQUESTS**

BP 3290

Note: This optional policy may be revised as needed to reflect district philosophy and needs.

The School Board greatly appreciates the support of community members and may accept suitable donations on behalf of the district. -All donations greater than \$5,000 shall be brought before the Board. The Superintendent or designee may apply for special revenue grants.

To be acceptable, a gift, grant, or bequest must satisfy the following criteria:

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

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

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

*(cf. 3430 - Investing)*

*(cf. 3440 - Inventories)*

Revised 10/2021

WORKSHEETS for the district policy committee:  
DISCARD WHEN FINISHED  
Business and Noninstructional Operations

WORKSHEETS for the district policy committee:

DISCARD WHEN FINISHED

Business and Noninstructional Operations

**EXPENDITURES/EXPENDING AUTHORITY**

BP 3300

Note: The following sample policy should be revised as appropriate to reflect district philosophy and needs. A.S. 14.14.060 and 14.14.065 provide that the borough assembly/city council, with the consent of the borough/city school district, may by ordinance delegate to the school district responsibility for a centralized treasury and/or accounting system. A.S. 14.08.101 empowers regional school boards to establish their own fiscal procedures and exempts them from A.S. 36.30 (State Procurement Code) and A.S. 37.05 (Fiscal Procedures Act). A.S. 14.08.111 requires the regional school board to designate employees authorized to direct disbursements from school funds of the School Board.

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

*(cf. 3310 - Purchasing Procedures)*

*(cf. 3311 - Bids )*

*(cf. 3312 - Contracts)*

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

Note: A.S. 14.17.225 requires districts to operate under a balanced budget and provides that the state is not responsible for the debts of school districts.

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

*(cf. 3100 - Budget)*

*(cf. 3110 - Transfer of Funds )*

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

*Legal Reference:*

ALASKA STATUTES

*14.08.101 Powers (Regional school boards)*

*14.08.111 Duties (Regional school boards)*

*14.14.060 Relationship between borough school district and borough*

*14.14.065 Relationship between city school district and city*

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

*36.30. State Procurement Code*

*37.05 Fiscal Procedures Act*

*Revised 10/2021*

WORKSHEETS for the district policy committee:  
DISCARD WHEN FINISHED  
Business and Noninstructional Operations

## RELATIONS WITH VENDORS

BP 3315(a)

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

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

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

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

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

*(cf. 9270 - Conflict of Interest)*

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

No employee, officer, or agent of the District may participate in the selection, award, or administration of a contract supported by federal funds if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm consideration for a contract. The employees, officers, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

### Universal Service Program/E-Rate Vendors

Note: The following language should be adopted by those districts receiving E-rate discounts. Effective 2011, the FCC amended its E-rate program rules and adopted gift restrictions for schools and districts participating in E-rate. The receipt of gifts by applicants from service providers and potential providers is a competitive bidding violation. The gift prohibitions are always applicable, not just during the bidding process. Relevant school district personnel may not solicit or receive any gift or other thing of value from a service provider participating in or seeking to participate in the E-rate program. There are limited exceptions, including when the value of the item is worth \$20 or less, so long as items do not exceed \$50 per year per employee from any one service provider.

WORKSHEETS for the district policy committee:

DISCARD WHEN FINISHED

Business and Noninstructional Operations

**RELATIONS WITH VENDORS** (continued)

BP 3315(b)

The District takes advantage of federal technology funding through the universal service program known as E-rate. E-rate participants may not, at any time, solicit or accept gifts or other things of value from an existing or potential E-rate service provider. Nominal gifts and refreshments may be allowed as authorized by the Superintendent or designee.

E-rate gift prohibitions apply to the School Board and to employees, consultants or contractors involved in the District's E-rate Program who: prepare, approve, sign, or submit E-rate applications, technology plans or other E-rate forms; prepare bids, communicate, or work with E-rate service providers, E-rate consultants, or the Universal Service Administrative Company; and those responsible for monitoring compliance with the E-rate program.

Charitable donations by service providers in support of the schools are permitted. These contributions may not be directly or indirectly related to E-rate procurement activities or decisions.

The Superintendent or designee shall develop guidelines to implement this policy in compliance with E-rate program rules.

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

*Legal Reference:*

CODE OF FEDERAL REGULATIONS

*47 C.F.R. Part 54, subpart f, Universal Service Support for Schools and Libraries*

ALASKA STATUTES

*11.56.100-56.130 Bribery and related offenses*

Revised ~~2/11/2021~~ 2/11/2021

## MANAGEMENT OF DISTRICT ASSETS/ACCOUNTS

BP 3400

Note: 4 AAC 06.120 lists state adopted basic guides for public school accounting systems and the annual audit and requires that districts implement procedures consistent with these guides.

### Accounting Systems

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

(cf. 3440 - Inventories)

### Audits

Note: A.S. 14.14.050 requires an audit by October 1 of each year. The School Board is not required to provide for an audit if an audit is conducted pursuant to A.S. 29.35.110.

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

Note: Pursuant to A.S. 14.17.505, if the state department's review of the district's audit finds that the district's unreserved portion of its school operating fund year-end balance exceeds 10% of its expenditures for that year, the amount greater than 10% is deducted from state foundation aid for the current year.

#### Legal Reference:

##### ALASKA STATUTES

14.08.111 Duties (Regional school boards)

14.14.050 Annual Audit

14.14.060 Relationship between borough school district and borough

14.14.065 Relationship between city school district and city

14.17.505 Fund balance in school operating fund

##### ALASKA ADMINISTRATIVE CODE

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

4 AAC 06.121 Annual financial reporting requirements

4 AAC 09.130 School district audit

4 AAC 09.160 Fund balance

Revised ~~1/09~~10/2021

WORKSHEETS for the district policy committee:

DISCARD WHEN FINISHED

Business and Noninstructional Operations

**INVENTORIES**

BP 3440

Note: The State Department of Education and Early Development recommends inventories include items valued at \$300 or more. Identical items may be grouped together in assessing value for purposes of inventory. If desired, the School Board may specify a lower amount below.

The Superintendent or designee shall provide for the proper control and conservation of district property. He/she shall maintain an inventory for all items currently valued in excess of \$500 or a lesser amount if required by state or federal grant requirements or regulations.

Note: Pursuant to A.S. 14.11.017 equipment purchased for school construction projects funded with state funds must be accounted for under a fixed asset inventory system approved by the State Department of Education and Early Development.

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

*(cf. 3440.1 Fixed Assets Capitalization)*

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

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

*Legal Reference:*

ALASKA STATUTES

*14.11.011 Grant applications*

*14.11.017 School construction grant conditions*

*14.14.050 Annual audit*

ALASKA ADMINISTRATIVE CODE

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

*4 AAC 51.300 Vocational facilities and equipment*

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

34 CODE OF FEDERAL REGULATIONS, 74.132-74.140

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

*Revised 10/2021*

2022 Senior Class Gift Committee


May 17, 2022

Dear Superintendent Kludt-Painter and the Petersburg School Board,

The Class of 2022 wishes to make a sign to welcome visitors to the PHS gymnasium that says "Welcome to the Longhouse: Home of the Vikings." Living in Petersburg, we feel a deep sense of Norwegian pride; having this sign in our gym would help represent our culture. Other schools in our region have similar signs, such as "Welcome to the Thunderdome," for the Thunder Mountain High School Gym. However, it is not officially named with that title. Our class aims to reflect this similar school spirit in our own community. As a class we have worked hard these past few years to raise the funds for our prom and due to Covid we were unable to host one last year as planned. Our class now wants to use these funds to leave behind a memorable mark that will be seen and talked about for years to come.

*Board Policy 1331 Naming Schools and Facilities* discusses specifically naming facilities. We must make it clear that our goal as the senior class is simply to make an artistic sign welcoming visitors to our gym, not to name the public facility formally. The sign would be there to represent the class of 2022, our Norwegian culture, and add another visually appealing, spirited aspect to our district gym.

Sincerely,

  
Karissa Biggers, Leah Kittams, Sean Spigelmyre, and Bergen Kludt-Painter

Class of 2022 Senior Gift Committee

## **BP 1331 NAMING SCHOOLS AND FACILITIES**

Names may be proposed by petition, by appointed committees, or by representative groups in the area. All requests for the naming of facilities, auditoriums, libraries and grounds must be presented to the Superintendent through a formal letter with the reason(s) for the request. A review committee will be formed, consisting of a school board member, a Borough assembly member, an administrator, the school district maintenance director, a mental health professional, a staff member, and a community member. The Board, after appropriate public input and upon recommendation from the review committee, will make the final decision in the naming of school facilities.

1. These guidelines are intended to include, but are not limited to, persons living or deceased who served in Petersburg School District, who have made significant contributions to the district through longevity of service, exemplary leadership, philanthropic contributions or other significant means.
2. Persons so honored have either culminated their careers in Petersburg School District (i.e. retired from the district), or passed away while still actively employed. Nominations will be considered three (3) years after the service, contribution or death of the individual.
3. Building administrator will determine placement, location, and size of any pictures and/or plaques displayed of persons so honored.
4. Existing district facilities named in honor of school/community members, and their accompanying pictures/plaques, will be retained.

PSD adopted 11-10-15

ADOPTED: June 21, 2005

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**Petersburg City School District**

**Alaska Department of Education & Early Development - School Finance  
FY2023 District Operating Fund Budget  
Instructions**

- Completing the workbook** - In order to use the spreadsheet capabilities, save this internet version to your computer and open the saved document through your Excel program. This spreadsheet automatically calculates totals after each activity, then automatically fills the operating fund budget summary on page 2. Many cells are protected against input because they have formulas. Use the Tab key to navigate through the document to complete the budget.
- Uniform Chart of Accounts** - Please code according to the required codes AND DESCRIPTIONS in the State of Alaska Uniform Chart of Accounts 2018 Edition so your budget will not have to be returned to you. The Chart of Accounts is on our website at: [https://education.alaska.gov/publications/chart\\_of\\_accounts.pdf](https://education.alaska.gov/publications/chart_of_accounts.pdf) Effective 7/1/2018.
- Do NOT include cents** when entering balances.
- Include personnel full-time equivalents (FTE's)** for each salary listed in the expenditure functions.
- Fund balances** - please manually enter the beginning and ending unreserved and reserved fund balances.
- Leave blank** any required fund, function, or object code that is not applicable to your district.
- ADM** - The district ADM for FY2023, upon which the budget is based, may or may not be the same as submitted for the initial projections. Please breakout the projected ADM as brick & mortar and then correspondence.
- TRS/PERS On-behalf** - The full amount of the TRS and PERS on-behalf from all funds must be recorded in the operating fund using object revenue codes 056 and 057. The district is to calculate the functional break-out in order to allocate the related on-behalf expenditures.
- Proofread and check for accuracy** the final workbook before submitting to the department.

**Questions? Please contact:**

School Finance  
Linda Hall, Audit & Review Analyst  
(907) 465-2748 or [linda.hall2@alaska.gov](mailto:linda.hall2@alaska.gov)

[Microsoft Word - HB0076Z.DOC \(akleg.gov\)](#)

**Note: Sec 10, Ch 2, SLA 21, Pg 10, Ln 10-15 and Pg 14, Ln 23 (HB 76)**

\* Sec. 10. The uncodified law of the State of Alaska is amended by adding a new section to read:

SCHOOL OPERATING FUNDS. (a) Notwithstanding AS 14.17.505(a), a school district may accumulate in a fiscal year an unreserved portion of its year-end fund balance in its school operating fund, as defined in regulation by the Department of Education and Early Development, in any amount.

(b) Notwithstanding AS 14.17.505(b), the unreserved portion of the year-end operating fund balance of a school district for the preceding fiscal year may not be used to reduce the state aid paid to that school district in the current fiscal year.

\* Sec. 21. (d) Section 10 of this Act is repealed June 30, 2025.

**THIS REPORT IS DUE JULY 15TH  
OF THE FISCAL YEAR FOR WHICH IT APPLIES  
PER REGULATION 4 AAC 09.110.**

**Alaska Department of Education & Early Development - School Finance  
FY2023 School Operating Fund Budget  
Signature Page**

School District Name: PETERSBURG SCHOOL DISTRICT

Proj. District ADM: 412  
brick & mortar ADM + correspondence ADM

Proj. Intensive count: 17

Proj. SPED count: 79  
Total SPED student count

Prepared by: \_\_\_\_\_  
Signature/Title Date

Phone Number: \_\_\_\_\_

Approved by: \_\_\_\_\_  
Superintendent's Signature Date

Approval of City/Borough Official of Local Contribution designated on Page 3:

\_\_\_\_\_  
Official Signature/Title Date

**Alaska Department of Education & Early Development - School Finance  
FY2023 School Operating Fund Budget Summary**

PETERSBURG SCHOOL DISTRICT  
District Name

Page 2

<b>Beginning Fund Balance: July 1, 2022 - (Subject to 10% Limit per AS 14.17.505(a)) *</b>	<u>\$1,060,614</u>
<b>(Excluded from the 10% Limit)</b>	
<b>Total Beginning Fund Balance</b>	<u>\$1,060,614</u>

**Revenue**

010 City/Borough Appropriations	(1)	<u>\$2,000,000</u>
030 Earnings on Investments	(2)	<u>700</u>
040 Other Local Revenues	(3)	<u>90,000</u>
041 Tuition from Students	(4)	<u>0</u>
042 Tuition - Other Districts	(5)	<u>0</u>
047 E-Rate Program	(6)	<u>93,134</u>
050 State Sources	(7)	<u>5,778,771</u>
100 Federal Sources - Direct	(8)	<u>0</u>
150 Federal Sources - Through the State	(9)	<u>0</u>
190 Federal Sources - Other Agencies	(10)	<u>0</u>
250 Transfers From Other Funds	(11)	<u>0</u>
<b>Total Revenue</b>		<u>\$7,962,605</u>

**Expenditures**

100 Instruction	(12)	<u>\$3,488,031</u>
200 Special Education Instruction	(13)	<u>1,356,016</u>
220 Special Education Support Services	(14)	<u>0</u>
300 Support Services - Students	(15)	<u>322,590</u>
350 Support Services - Instruction	(16)	<u>641,346</u>
400 School Administration	(17)	<u>292,416</u>
450 School Administration Support Services	(18)	<u>247,520</u>
510 District Administration	(19)	<u>354,043</u>
550 District Administration Support Services	(20)	<u>292,439</u>
600 Operations and Maintenance of Plant	(21)	<u>1,286,994</u>
700 Student Activities	(22)	<u>338,127</u>
780 Community Services	(23)	<u>0</u>
900 Other Financing Uses	(24)	<u>0</u>
<b>Total Expenditures</b>		<u>\$8,619,522</u>

<b>Ending Fund Balance: June 30, 2023 (Subject to 10% Limit per AS 14.17.505(a)) *</b>	<u>\$403,697</u> **
<b>(Excluded from the 10% Limit)</b>	
<b>Total Ending Fund Balance</b>	<u>\$403,697</u>

\*\* Must be greater than or equal to zero

\*Note regarding Fund Balance--please see the excerpt from HB 76 on the instructions page.

**Alaska Department of Education & Early Development - School Finance  
FY2023 School Operating Fund Budget Revenues**

PETERSBURG SCHOOL DISTRICT  
District Name

**010 City/Borough Appropriations**

	Amount
011 City/Borough Direct Appropriation	<u>2,000,000</u>
012 City/Borough "In-Kind"	
<i>(detail descriptions &amp; dollar amts required for in-kind or budget will be returned)</i>	
_____	_____
_____	_____
_____	_____
<b>Total City/Borough Appropriations</b>	<b><u><u>\$2,000,000</u></u></b>

Transferred to (1) on page 2

**030 Earnings on Investments**

030 Earnings on Investments	<u>700</u>
<b>Total Earnings on Investments</b>	<b><u><u>\$700</u></u></b>

Transferred to (2) on page 2

**040 Other Local Revenues**

040 Other Local Revenues - Identify:	
<i>(provide detail descriptions &amp; dollar amts for local revenues)</i>	
<b>LOCAL REVENUE</b>	<u>50,000</u>
<b>STUDENT ACTIVITY FEES</b>	<u>40,000</u>
_____	_____
_____	_____
_____	_____
<b>Total Other Local Revenues</b>	<b><u><u>\$90,000</u></u></b>

Transferred to (3) on page 2

**041 Tuition from Students**

041 Tuition from Students	
<b>Total Tuition from Students</b>	<b><u><u>\$0</u></u></b>

Transferred to (4) on page 2

**042 Tuition - Other Districts**

042 Tuition	
<b>Total Tuition - Other Districts</b>	<b><u><u>\$0</u></u></b>

Transferred to (5) on page 2

**047 E-Rate Program**

047 E-Rate Program Revenue	<u>93,134</u>
<b>Total E-Rate Program</b>	<b><u><u>\$93,134</u></u></b>

Transferred to (6) on page 2

**Alaska Department of Education & Early Development - School Finance  
FY2023 School Operating Fund Budget Revenues**

PETERSBURG SCHOOL DISTRICT  
District Name

**050 State Sources** (051 includes quality schools grants)

051 Foundation Program	<u>5,284,987</u>	
055 Supplemental Aid		
056 TRS On-Behalf Payments	<u>434,998</u>	
057 PERS On-Behalf Payments	<u>39,200</u>	
059 Tuition		
090 Other State Revenues - <b>Identify</b>		
<u>QUALITY SCHOOLS</u>	<u>18,086</u>	
<u>ALASKA RAFFLE</u>	<u>1,500</u>	
<b>Total State Sources</b>		<u><u>\$5,778,771</u></u>

Transferred to (7) on page 2

**100 Federal Sources - Direct**

110 Impact Aid (Public Law 874 (100%))		
140 Other Federal Revenue - <b>Identify</b>		
<b>Total Federal Sources - Direct</b>		<u><u>\$0</u></u>

Transferred to (8) on page 2

**150 Federal Sources - Through the State of Alaska - Identify:**

_____	_____	
_____	_____	
<b>Total Federal Sources - Through the State</b>		<u><u>\$0</u></u>

Transferred to (9) on page 2

**190 Federal Sources - Other Agencies - Identify:**

_____	_____	
_____	_____	
<b>Total Federal Sources - Other Agencies</b>		<u><u>\$0</u></u>

Transferred to (10) on page 2

**250 Transfers From Other Funds - Identify:**

_____	_____	
_____	_____	
<b>Total Transfers From Other Funds</b>		<u><u>\$0</u></u>

Transferred to (11) on page 2

**Total Projected Revenues** \$7,962,605

**Alaska Department of Education & Early Development - School Finance  
FY2023 School Operating Fund Budget Expenditures**

PETERSBURG SCHOOL DISTRICT  
District Name

<i><b>Function 100 Instruction</b></i>	Amount	Personnel FTE
Salaries		
310 Certificated Salaries	<u>2,125,274</u>	<u>29.40</u>
320 Non-Certificated Salaries	<u>41,000</u>	<u>0.90</u>
<b>Total Salaries</b>	<u>\$2,166,274</u>	
Employee Benefits		
360 Employee Benefits	<u>1,198,757</u>	
380 Housing Allowance/Subsidy	<u>                    </u>	
390 Transportation Allowance	<u>                    </u>	
<b>Total Employee Benefits</b>	<u>\$1,198,757</u>	
 <b>Total Salaries &amp; Employee Benefits</b>	 <u><u>\$3,365,031</u></u>	
Non-Personnel		
410 Professional and Technical Services	<u>                    </u>	
419 Chief Administrator Contract Services	<u>                    </u>	
420 Staff Travel	<u>                    </u>	
425 Student Travel	<u>3,000</u>	
430 Utility Services	<u>                    </u>	
435 Energy	<u>                    </u>	
440 Other Purchased Services	<u>                    </u>	
445 Insurance and Bond Premiums	<u>                    </u>	
450 Supplies, Materials and Media	<u>110,000</u>	
480 Tuition and Stipends	<u>                    </u>	
490 Other Expenses - Identify:		
VHS AND OTHER HS FEES	<u>10,000</u>	
<u>  </u>	<u>                    </u>	
<u>  </u>	<u>                    </u>	
510 Equipment	<u>                    </u>	
<b>Total Non-Personnel</b>	<u><u>\$123,000</u></u>	
 <b>Total Salaries, Benefits, Non-Personnel</b>	 <u><u>\$3,488,031</u></u>	

Transferred to (12) on page 2

**Alaska Department of Education & Early Development - School Finance  
FY2023 School Operating Fund Budget Expenditures**

PETERSBURG SCHOOL DISTRICT  
District Name

<b>Function 200 Special Education Instruction</b>	Amount	Personnel FTE
Salaries		
310 Certificated Salaries	<u>378,899</u>	<u>5.50</u>
320 Non-Certificated Salaries	<u>439,200</u>	<u>14.75</u>
<b>Total Salaries</b>	<u>\$818,099</u>	
Employee Benefits		
360 Employee Benefits	<u>531,917</u>	
380 Housing Allowance/Subsidy	<u>          </u>	
390 Transportation Allowance	<u>          </u>	
<b>Total Employee Benefits</b>	<u>\$531,917</u>	
<b>Total Salaries &amp; Employee Benefits</b>	<u>\$1,350,016</u>	
Non-Personnel		
410 Professional and Technical Services	<u>          </u>	
420 Staff Travel	<u>          </u>	
425 Student Travel	<u>          </u>	
430 Utility Services	<u>          </u>	
435 Energy	<u>          </u>	
440 Other Purchased Services	<u>2,500</u>	
445 Insurance and Bond Premiums	<u>          </u>	
450 Supplies, Materials and Media	<u>3,500</u>	
480 Tuition and Stipends	<u>          </u>	
490 Other Expenses - Identify:	<u>          </u>	
<u>  </u>	<u>          </u>	
<u>  </u>	<u>          </u>	
<u>  </u>	<u>          </u>	
510 Equipment	<u>          </u>	
<b>Total Non-Personnel</b>	<u>\$6,000</u>	
<b>Total Salaries, Benefits, Non-Personnel</b>	<u>\$1,356,016</u>	

Transferred to (13) on page 2

**Alaska Department of Education & Early Development - School Finance  
FY2023 School Operating Fund Budget Expenditures**

PETERSBURG SCHOOL DISTRICT  
District Name

**Function 220 Special Education Support Services - Students**

	Amount	Personnel FTE
Salaries		
310 Certificated Salaries	_____	_____
320 Non-Certificated Salaries	_____	_____
<b>Total Salaries</b>		<b>\$0</b>
Employee Benefits		
360 Employee Benefits	_____	
380 Housing Allowance/Subsidy	_____	
390 Transportation Allowance	_____	
<b>Total Employee Benefits</b>		<b>\$0</b>
<b>Total Salaries &amp; Employee Benefits</b>		<b>\$0</b>
Non-Personnel		
410 Professional and Technical Services	_____	
419 Chief Administrator Contract Services	_____	
420 Staff Travel	_____	
425 Student Travel	_____	
430 Utility Services	_____	
435 Energy	_____	
440 Other Purchased Services	_____	
445 Insurance and Bond Premiums	_____	
450 Supplies, Materials and Media	_____	
480 Tuition and Stipends	_____	
490 Other Expenses - Identify:		
_____	_____	
_____	_____	
_____	_____	
510 Equipment	_____	
<b>Total Non-Personnel</b>		<b>\$0</b>
<b>Total Salaries, Benefits, Non-Personnel</b>		<b>\$0</b>

Transferred to (14) on page 2

**Alaska Department of Education & Early Development - School Finance  
FY2023 School Operating Fund Budget Expenditures**

PETERSBURG SCHOOL DISTRICT  
District Name

<i><b>Function 300 Support Services - Students</b></i>	Amount	Personnel FTE
Salaries		
310 Certificated Salaries	152,964	2.00
320 Non-Certificated Salaries	37,500	0.87
<b>Total Salaries</b>	<b>\$190,464</b>	
Employee Benefits		
360 Employee Benefits	127,626	
380 Housing Allowance/Subsidy		
390 Transportation Allowance		
<b>Total Employee Benefits</b>	<b>\$127,626</b>	
<b>Total Salaries &amp; Employee Benefits</b>	<b>\$318,090</b>	
Non-Personnel		
410 Professional and Technical Services		
420 Staff Travel		
425 Student Travel		
430 Utility Services		
435 Energy		
440 Other Purchased Services		
445 Insurance and Bond Premiums		
450 Supplies, Materials and Media	1,500	
480 Tuition and Stipends		
490 Other Expenses - Identify:		
NHS & NJHS	800	
ACT TESTING FEES	2,200	
510 Equipment		
<b>Total Non-Personnel</b>	<b>\$4,500</b>	
<b>Total Salaries, Benefits, Non-Personnel</b>	<b>\$322,590</b>	

Transferred to (15) on page 2

**Alaska Department of Education & Early Development - School Finance  
FY2023 School Operating Fund Budget Expenditures**

PETERSBURG SCHOOL DISTRICT  
District Name

<i><b>Function 350 Support Services - Instruction</b></i>	Amount	Personnel FTE
Salaries		
310 Certificated Salaries	<u>169,131</u>	<u>2.00</u>
320 Non-Certificated Salaries	<u>49,000</u>	<u>1.00</u>
<b>Total Salaries</b>	<u>\$218,131</u>	
Employee Benefits		
360 Employee Benefits	<u>93,325</u>	
380 Housing Allowance/Subsidy	<u>          </u>	
390 Transportation Allowance	<u>          </u>	
<b>Total Employee Benefits</b>	<u>\$93,325</u>	
<b>Total Salaries &amp; Employee Benefits</b>	<u><u>\$311,456</u></u>	
Non-Personnel		
410 Professional and Technical Services	<u>39,890</u>	
420 Staff Travel	<u>          </u>	
425 Student Travel	<u>          </u>	
430 Utility Services	<u>148,000</u>	
435 Energy	<u>          </u>	
440 Other Purchased Services	<u>66,000</u>	
445 Insurance and Bond Premiums	<u>21,000</u>	
450 Supplies, Materials and Media	<u>55,000</u>	
480 Tuition and Stipends	<u>          </u>	
490 Other Expenses - Identify:	<u>          </u>	
_____	<u>          </u>	
_____	<u>          </u>	
_____	<u>          </u>	
510 Equipment	<u>          </u>	
<b>Total Non-Personnel</b>	<u><u>\$329,890</u></u>	
<b>Total Salaries, Benefits, Non-Personnel</b>	<u><u>\$641,346</u></u>	

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**Alaska Department of Education & Early Development - School Finance  
FY2023 School Operating Fund Budget Expenditures**

PETERSBURG SCHOOL DISTRICT  
District Name

<b>Function 400 School Administration</b>	Amount	Personnel FTE
Salaries		
310 Certificated Salaries	186,400	1.80
<b>Total Salaries</b>	<u>\$186,400</u>	
Employee Benefits		
360 Employee Benefits	99,816	
380 Housing Allowance/Subsidy	_____	
390 Transportation Allowance	_____	
<b>Total Employee Benefits</b>	<u>\$99,816</u>	
<b>Total Salaries &amp; Employee Benefits</b>	<u><u>\$286,216</u></u>	
Non-Personnel		
410 Professional and Technical Services	_____	
419 Chief Administrator Contract Services	_____	
420 Staff Travel	2,000	
425 Student Travel	_____	
430 Utility Services	_____	
435 Energy	_____	
440 Other Purchased Services	_____	
445 Insurance and Bond Premiums	_____	
450 Supplies, Materials and Media	3,000	
480 Tuition and Stipends	_____	
490 Other Expenses - Identify:		
PRINCIPAL ASSOCIATION FEES	1,200	
_____	_____	
_____	_____	
510 Equipment	_____	
<b>Total Non-Personnel</b>	<u>\$6,200</u>	
<b>Total Salaries, Benefits, Non-Personnel</b>	<u><u>\$292,416</u></u>	

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**Alaska Department of Education & Early Development - School Finance  
FY2023 School Operating Fund Budget Expenditures**

PETERSBURG SCHOOL DISTRICT  
District Name

<i>Function 450 School Administration Support Services</i>	Amount	Personnel FTE
Salaries		
320 Non-Certificated Salaries	137,178	3.65
<b>Total Salaries</b>	<u>\$137,178</u>	
Employee Benefits		
360 Employee Benefits	102,242	
380 Housing Allowance/Subsidy	_____	
390 Transportation Allowance	_____	
<b>Total Employee Benefits</b>	<u>\$102,242</u>	
<b>Total Salaries &amp; Employee Benefits</b>	<u><u>\$239,420</u></u>	
Non-Personnel		
410 Professional and Technical Services	_____	
420 Staff Travel	_____	
425 Student Travel	_____	
430 Utility Services	5,100	
435 Energy	_____	
440 Other Purchased Services	_____	
445 Insurance and Bond Premiums	_____	
450 Supplies, Materials and Media	3,000	
480 Tuition and Stipends	_____	
490 Other Expenses - Identify:	_____	
_____	_____	
_____	_____	
_____	_____	
510 Equipment	_____	
<b>Total Non-Personnel</b>	<u>\$8,100</u>	
<b>Total Salaries, Benefits, Non-Personnel</b>	<u><u>\$247,520</u></u>	

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**Alaska Department of Education & Early Development - School Finance  
FY2023 School Operating Fund Budget Expenditures**

PETERSBURG SCHOOL DISTRICT  
District Name

**Function 510 District Administration**

	Amount	Personnel FTE
Salaries		
310 Certificated Salaries	<u>141,620</u>	<u>1.00</u>
320 Non-Certificated Salaries	<u>60,000</u>	<u>1.00</u>
<b>Total Salaries</b>	<u>\$201,620</u>	
Employee Benefits		
360 Employee Benefits	<u>90,423</u>	
380 Housing Allowance/Subsidy	<u>          </u>	
390 Transportation Allowance	<u>          </u>	
<b>Total Employee Benefits</b>	<u>\$90,423</u>	
<b>Total Salaries &amp; Employee Benefits</b>	<u><u>\$292,043</u></u>	
Non-Personnel		
410 Professional and Technical Services	<u>20,000</u>	
419 Chief Administrator Contract Services	<u>          </u>	
420 Staff Travel	<u>7,000</u>	
425 Student Travel	<u>          </u>	
430 Utility Services	<u>1,200</u>	
435 Energy	<u>          </u>	
440 Other Purchased Services	<u>          </u>	
445 Insurance and Bond Premiums	<u>          </u>	
450 Supplies, Materials and Media	<u>15,300</u>	
480 Tuition and Stipends	<u>          </u>	
490 Other Expenses - Identify:		
	<u>18,500</u>	
	<u>          </u>	
	<u>          </u>	
510 Equipment	<u>          </u>	
<b>Total Non-Personnel</b>	<u><u>\$62,000</u></u>	
<b>Total Salaries, Benefits, Non-Personnel</b>	<u><u>\$354,043</u></u>	

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**Alaska Department of Education & Early Development - School Finance  
FY2023 School Operating Fund Budget Expenditures**

PETERSBURG SCHOOL DISTRICT

District Name

**Function 550 District Administration Support Services**

	Amount	Personnel FTE
Salaries		
310 Certificated Salaries		
320 Non-Certificated Salaries	<u>109,270</u>	<u>1.00</u>
<b>Total Salaries</b>	<u>\$109,270</u>	
Employee Benefits		
360 Employee Benefits	<u>57,469</u>	
380 Housing Allowance/Subsidy		
390 Transportation Allowance		
<b>Total Employee Benefits</b>	<u>\$57,469</u>	
<b>Total Salaries &amp; Employee Benefits</b>	<u>\$166,739</u>	
Non-Personnel		
410 Professional and Technical Services	<u>67,000</u>	
420 Staff Travel	<u>1,200</u>	
425 Student Travel		
430 Utility Services		
435 Energy		
440 Other Purchased Services		
445 Insurance and Bond Premiums	<u>73,000</u>	
450 Supplies, Materials and Media	<u>500</u>	
480 Tuition and Stipends		
490 Other Expenses - Identify:		
	<u>9,000</u>	
495 Indirect Costs	<u>(25,000)</u>	
510 Equipment		
<b>Total Non-Personnel</b>	<u>\$125,700</u>	
<b>Total Salaries, Benefits, Non-Personnel</b>	<u>\$292,439</u>	

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**Alaska Department of Education & Early Development - School Finance  
FY2023 School Operating Fund Budget Expenditures**

PETERSBURG SCHOOL DISTRICT

District Name

**Function 600 Operations and Maintenance of Plant**

	Amount	Personnel FTE
Salaries		
310 Certificated Salaries		
320 Non-Certificated Salaries	<u>344,200</u>	<u>6.37</u>
<b>Total Salaries</b>	<u>\$344,200</u>	
Employee Benefits		
360 Employee Benefits	<u>176,294</u>	
380 Housing Allowance/Subsidy		
390 Transportation Allowance		
<b>Total Employee Benefits</b>	<u>\$176,294</u>	
<b>Total Salaries &amp; Employee Benefits</b>	<u>\$520,494</u>	
Non-Personnel		
410 Professional and Technical Services	<u>20,000</u>	
420 Staff Travel	<u>3,000</u>	
425 Student Travel		
430 Utility Services	<u>71,000</u>	
435 Energy	<u>494,500</u>	
440 Other Purchased Services	<u>20,000</u>	
445 Insurance and Bond Premiums	<u>90,000</u>	
450 Supplies, Materials and Media	<u>63,000</u>	
480 Tuition and Stipends		
490 Other Expenses - Identify:		
<u>SCHOOLDUDE/BRIGHTLY</u>	<u>5,000</u>	
_____		
_____		
510 Equipment		
<b>Total Non-Personnel</b>	<u>\$766,500</u>	
<b>Total Salaries, Benefits, Non-Personnel</b>	<u>\$1,286,994</u>	

Transferred to (21) on page 2

**Alaska Department of Education & Early Development - School Finance  
FY2023 School Operating Fund Budget Expenditures**

PETERSBURG SCHOOL DISTRICT

District Name

<i>Function 700 Student Activities</i>	Amount	Personnel FTE
Salaries		
310 Certificated Salaries	<u>93,345</u>	<u>0.50</u>
320 Non-Certificated Salaries	<u>50,000</u>	
<b>Total Salaries</b>	<u>\$143,345</u>	
Employee Benefits		
360 Employee Benefits	<u>44,782</u>	
380 Housing Allowance/Subsidy	<u>          </u>	
390 Transportation Allowance	<u>          </u>	
<b>Total Employee Benefits</b>	<u>\$44,782</u>	
<b>Total Salaries &amp; Employee Benefits</b>	<u>\$188,127</u>	
Non-Personnel		
410 Professional and Technical Services	<u>          </u>	
420 Staff Travel	<u>          </u>	
425 Student Travel	<u>135,000</u>	
430 Utility Services	<u>3,000</u>	
435 Energy	<u>          </u>	
440 Other Purchased Services	<u>          </u>	
445 Insurance and Bond Premiums	<u>          </u>	
450 Supplies, Materials and Media	<u>5,000</u>	
480 Tuition and Stipends	<u>          </u>	
490 Other Expenses - Identify:		
Region V Participation fees	<u>7,000</u>	
<u>  </u>	<u>          </u>	
<u>  </u>	<u>          </u>	
510 Equipment	<u>          </u>	
<b>Total Non-Personnel</b>	<u>\$150,000</u>	
<b>Total Salaries, Benefits, Non-Personnel</b>	<u>\$338,127</u>	

Transferred to (22) on page 2

**Alaska Department of Education & Early Development - School Finance  
FY2023 School Operating Fund Budget Expenditures**

PETERSBURG SCHOOL DISTRICT  
District Name

<i>Function 780 Community Services</i>	Amount	Personnel FTE
Salaries		
310 Certificated Salaries	_____	_____
320 Non-Certificated Salaries	_____	_____
<b>Total Salaries</b>		<b>\$0</b>
Employee Benefits		
360 Employee Benefits	_____	
380 Housing Allowance/Subsidy	_____	
390 Transportation Allowance	_____	
<b>Total Employee Benefits</b>		<b>\$0</b>
<b>Total Salaries &amp; Employee Benefits</b>		<b>\$0</b>
Non-Personnel		
410 Professional and Technical Services	_____	
420 Staff Travel	_____	
425 Student Travel	_____	
430 Utility Services	_____	
435 Energy	_____	
440 Other Purchased Services	_____	
445 Insurance and Bond Premiums	_____	
450 Supplies, Materials and Media	_____	
480 Tuition and Stipends	_____	
490 Other Expenses - Identify:		
_____	_____	
_____	_____	
_____	_____	
510 Equipment	_____	
<b>Total Non-Personnel</b>		<b>\$0</b>
<b>Total Salaries, Benefits, Non-Personnel</b>		<b>\$0</b>

Transferred to (23) on page 2

**Alaska Department of Education & Early Development - School Finance  
 FY2023 School Operating Fund Budget Other Financing Uses**

PETERSBURG SCHOOL DISTRICT

District Name

**Function 900 Other Financing Uses**

Amount

Transfers To:

550 Transfer to Other Funds

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total Other Financing Uses

\$0

Transferred to (24) on page 2

**Alaska Department of Education and Early Development - School Finance  
FY2023 School Operating Fund Budget TRS/PERS Functional Breakdown**

PETERSBURG SCHOOL DISTRICT  
District Name

The department uses two required revenue object codes, 056 and 057, for the purpose of recording TRS and PERS on-behalf revenue. The full amount of the TRS and PERS on-behalf from all funds must be recorded in the operating fund. The district is to calculate the functional break-out in order to allocate the related on-behalf expenditure.

The district is to use the following allocation method for breaking out the TRS by function.

- 1) To calculate the TRS on-behalf amount take the difference between the Board Recommended Rate and the Effective Rate and multiply the difference by the total district wide TRS payroll from all funds. You will now have the total dollar amount of the TRS on-behalf for all funds.
- 2) Divide the (total district wide TRS payroll by function from all funds) by the (total district wide TRS payroll from all funds) to derive a percentage of total district wide TRS payroll by function.
- 3) The total district wide TRS payroll by function percentage is multiplied by the total TRS on-behalf to come up with the total TRS on-behalf by function to be recorded in the operating fund.

The district is to use the same methodology for recording total PERS on-behalf. The TRS and PERS on-behalf allocations are to be recorded in the schedule below and also included in the employee benefits in each function. The total on-behalf employee benefits by function should reconcile to the total on-behalf revenues recorded from page 4.

**Note: FY2023 TRS on-behalf rate is 12.06% and FY2023 PERS on-behalf rate is 2.79%.**

	TRS	PERS
<b>Total On-Behalf Revenue from page 4</b>	<u>434,998</u>	<u>39,200</u>
Function 100 On-Behalf Expenditures	<u>256,308</u>	<u>726</u>
Function 200 On-Behalf Expenditures	<u>51,043</u>	<u>11,512</u>
Function 220 On-Behalf Expenditures	<u>0</u>	<u>0</u>
Function 300 On-Behalf Expenditures	<u>56,780</u>	<u>7,120</u>
Function 350 On-Behalf Expenditures	<u>20,191</u>	<u>1,283</u>
Function 400 On-Behalf Expenditures	<u>22,335</u>	<u>0</u>
Function 450 On-Behalf Expenditures	<u>0</u>	<u>3,731</u>
Function 510 On-Behalf Expenditures	<u>16,884</u>	<u>1,674</u>
Function 550 On-Behalf Expenditures	<u>0</u>	<u>3,049</u>
Function 600 On-Behalf Expenditures	<u></u>	<u>9,905</u>
Function 700 On-Behalf Expenditures	<u>11,457</u>	<u>200</u>
Function 780 On-Behalf Expenditures	<u></u>	<u></u>
<b>Total On-Behalf Employee Benefits by Function</b>	<u>434,998</u>	<u>39,200</u>

Note: TRS and PERS on-behalf for Pupil Transportation and Food Service should be included in function 300 and TRS and PERS on-behalf for Construction & Facilities Acquisition should be included in function 600.

# **FY23 School Operating Budget Adoption Petersburg School District**



**Erica Kludt-Painter, Superintendent**

**Karen Morrison, Director of Finance**

**June 14, 2022**

# CARES Act Overview

## 1<sup>st</sup>- ESSERF (\$60,493) & GEERF (\$81,781)

- Fiscal Year 2020
  - ESSERF- \$46,617- purchase Chromebooks
  - GEERF- \$0 spent
- Fiscal Year 2021
  - ESSERF- \$13,876- partial FTE teacher
  - GEERF- \$81,781- purchase Mac books and software

## 2<sup>nd</sup>- COVID Relief- CRRSA- ESSER II

- \$242,145- used for staffing 2 additional teachers at ES and maintaining 2<sup>nd</sup> 6<sup>th</sup> grade classroom, providing extended summer school in June 2022, software programs for online learning, teaching supplies for added classrooms and smart boards.

# CARES Act Overview

## 3<sup>rd</sup>- COVID Relief- ARP Act: ESSER III \$543,920

- FY22 Budgeted \$215,995- used for July 2021 Summer School, 2 ES Teachers, ES/MS Reading Interventionist, Student bus transportation for Summer School, purchase of PPE and classroom supplies.
- FY23 Budgeted \$327,926 remaining – to be used for July/August 2022 Summer School, Student bus transportation for Summer School, 6<sup>th</sup> Grade Teacher and ES Librarian/ES Reading Specialist, ES/MS Math tutoring, technology software and teaching supplies for addressing learning loss.

# Budget Overview

Revenue \$7,962,605

- Budget based on 413 enrolled students- 2 school funding formula due to enrollment below 425; currently at 406 enrolled students (June 2022)
- Reduction in foundation funding of \$386,766; from \$5,671,753 in FY22 to projection of \$5,284,987 for FY23
- Increase in Borough funding of \$200,000 at \$2.0 million
- Leverage ESSA and CARES Act Funds for staffing
- Utilize approximately \$656,917 fund balance in FY23

Expenditures \$8,619,522

- 1% increase for certified salaries & \$2.00/hour increase for classified salaries
- Health insurance premiums increase by approximately 3%
- Liability and property insurance approximately 1% increase
- Heating Fuel Increased 77% in FY22 from \$168,754 (actual in FY21) to approx \$300,000 in FY22 (still waiting on June 2022 bills)
- Electricity Increased 35%, over all utilities increased 28%
- PERS/TRS On-Behalf Rates are 2.79% and 12.06%; respectively
- Reduced supply budgets district-wide – teaching, technology, maintenance

# Enrollment Trends

## FY 2012 thru FY 2023



2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	FY23 Projection	grade
1	2	0	1	0.75	0.75	1.5	1	0.25	0	1.5	0	PK
26	44	28	34	44	44	42	33	44	37	26	28	K
23	29	41	27	31	31	38	43	27	33	39.25	27	1
29	24	27	44	33	33	43	39	42	27	36	36.5	2
29	30	24	29	46	46	29	44	36	38	28	36	3
40	29	28	26	34	34	31	31	43	31	36	26	4
27	40	30	28	31	31	42	34	33	38	34	37	5
<b>175</b>	<b>198</b>	<b>178</b>	<b>189</b>	<b>219.75</b>	<b>219.75</b>	<b>226.5</b>	<b>225</b>	<b>225.25</b>	<b>204</b>	<b>200.75</b>	<b>190.5</b>	<b>total</b>
42	26	40	32	29	29	32.8	41	34	29	42.4	34	6
30	45	31	39	36	36	27	34	43	28	28	41	7
31	26	41	28	39	39	28.25	26	34	46	28	30	8
<b>103</b>	<b>97</b>	<b>112</b>	<b>99</b>	<b>104</b>	<b>104</b>	<b>88.05</b>	<b>101</b>	<b>111</b>	<b>103</b>	<b>98.4</b>	<b>105</b>	<b>total</b>
35	40	31	44	29	31	35	33	31	32	42	28	9
46	35	30	35	43	43	40	32	31	29	29	40	10
41	43	34	30	36.25	39	30.5	38	32	31	24	28	11
26	38	45	34	33	33	45	32	37	27	32	21	12
<b>148</b>	<b>156</b>	<b>140</b>	<b>143</b>	<b>141.25</b>	<b>146</b>	<b>150.5</b>	<b>135</b>	<b>131</b>	<b>119</b>	<b>127</b>	<b>117</b>	<b>total</b>
<b>426</b>	<b>451</b>	<b>430</b>	<b>431</b>	<b>465</b>	<b>469.75</b>	<b>465.05</b>	<b>461</b>	<b>467.25</b>	<b>426</b>	<b>426</b>	<b>413</b>	<b>GRAND TOTAL</b>
<b>-12.35%</b>	<b>5.87%</b>	<b>-4.66%</b>	<b>0.23%</b>	<b>7.89%</b>	<b>1.02%</b>	<b>-1.00%</b>	<b>-0.87%</b>	<b>1.36%</b>	<b>-8.83%</b>	<b>0.03%</b>	<b>-3.20%</b>	<b>% Changes</b>

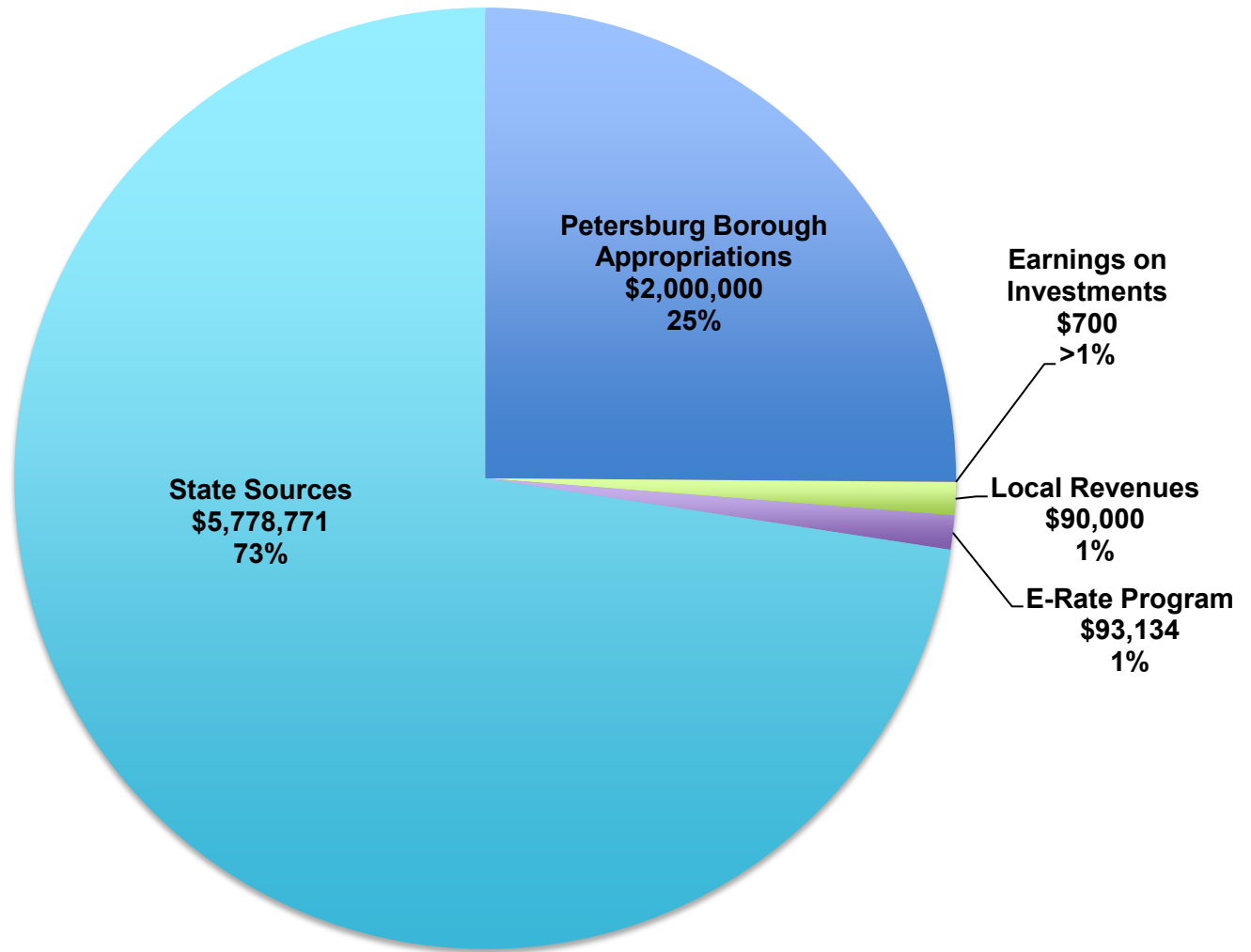
# Current Staffing

- **42 Certified Teachers-** Includes Regular Instruction, Special Education, Counselors, Librarians, Technology Director and Activities Director
  - 38 General Fund
  - 4 Special Revenue- ESSA and CARES Act
- **8 Exempts-** Includes Superintendent, Principals, Special Education Director, Finance Director, District Admin Assistant, Maintenance Director and Food Service Director

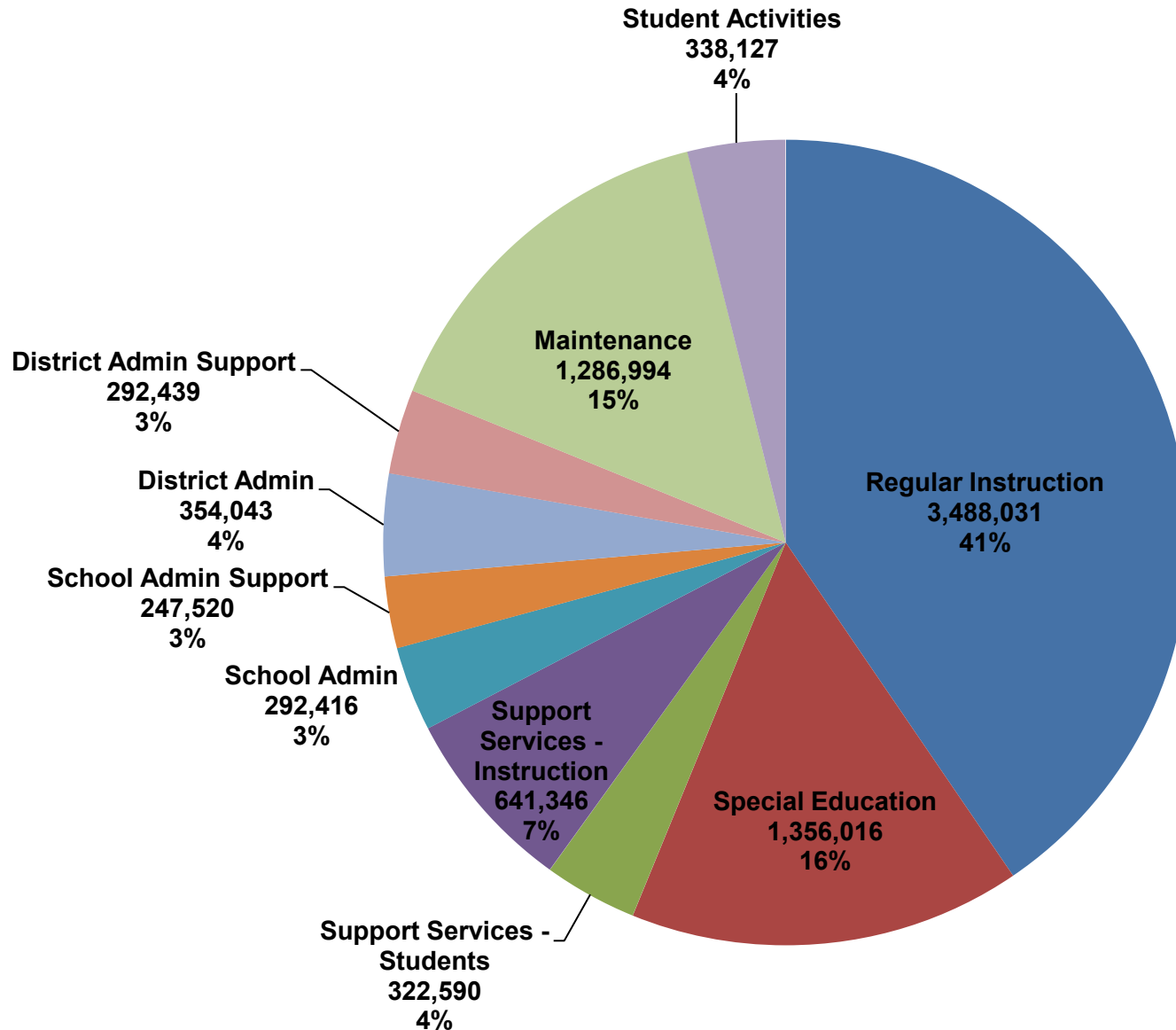
# Staffing Continued

- 32 Paraprofessionals

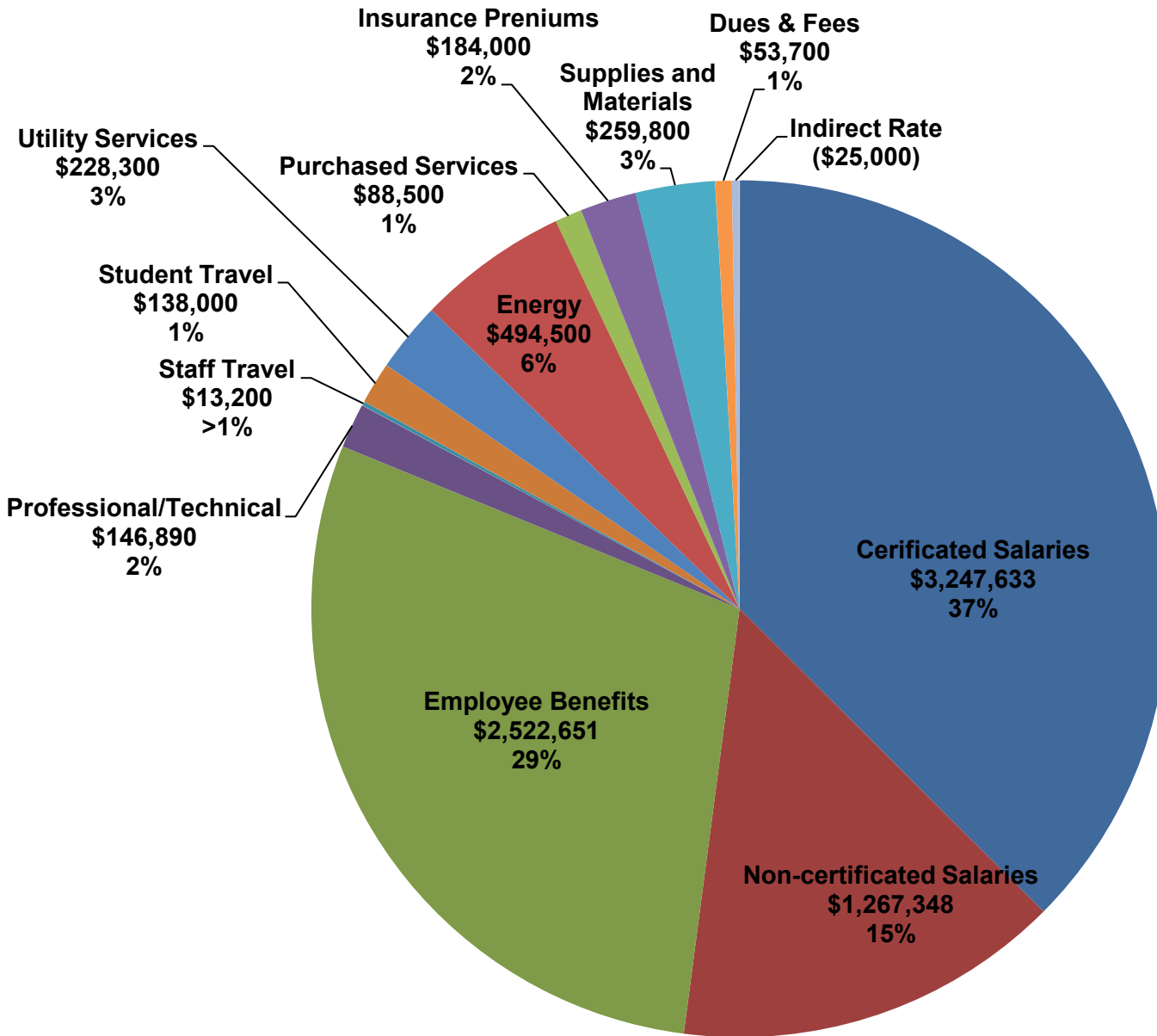
- 17 Classroom Aides – Regular/Special Education Instruction, and Tutoring Support
- 1 Technology Assistant
- 4 Secretaries
- 6 Custodial and Maintenance Staff
- 4 Food Service Aides
  - 27 General Fund, 1 Paraprofessional ESSA Grant, 4 Food Service Fund



**FY23 Budget Revenues of \$7,796,605**



**FY23 Budget Expenditures of \$8,619,522**



**FY23 Expenditures by Object \$8,619,522**



Any Questions?

A Fiscally Conservative Budget Proposal  
That Supports Board Goals!

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# MITKOF MIDDLE SCHOOL VIKINGS

[www.pcsd.us](http://www.pcsd.us)

School colors: Blue, White, and Black  
500 North 1<sup>st</sup> Street  
Petersburg, Alaska 99833  
Phone & Fax: 877-526-7656

## **Principal**

Ambler Moss

## **Dean of Students/Activities Director**

Jaime Cabral

## **Student Support Services/Counselor**

Mariah Colton

## **Office Assistant**

Pennie Caples

## **Certified Teaching Staff**

Rick Brock	Bridey Short
Hannah Smith	Mikalai Potrzuski
Dave Owens*	Carissa Cotta*
Beau Ward*	Casey Gates
Jon Painter*	Dustin Crump*
Ashley Lohr*	Chelsea Corrao*
Tyler Thain	Tom Thompson*

\*denotes staff member teaches in multiple buildings

Email addresses for all staff are as follows: firstinitiallastname@pcsd.us  
example: [rbrock@pcsd.us](mailto:rbrock@pcsd.us)

## **Superintendent**

Erica Kludt-Painter

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## ***Mission Statement***

The faculty, staff, and administration of Mitkof Middle School recognize the transitional nature as well as the intellectual, social, emotional, and physical needs of adolescents. We are committed to academic excellence in a safe environment that respects the rights of others and enhances individual growth and development. We are dedicated to the creation of a variety of interdisciplinary, active learning opportunities that prepare our students for continued school success and lifelong learning.

## ***School Mission***

**Petersburg Schools will advocate for continuous growth, promote a healthy environment and provide diverse educational opportunities where all students achieve.**

## ***School Goals***

The following goals were developed after collecting input from school staff, parents and the wider Petersburg Community. The Mitkof Middle School is dedicated to realizing the following goals:

1. Completion of all assigned work to satisfactory standard
2. Provide extra support for Math
3. Provide consistent discipline
4. Provide extra support for Reading

## ***Mitkof School Values***

Mitkof Middle School provides a positive learning environment that meets the unique and personal needs of our students. Building on basic skills acquired in the elementary school, students explore expanded curriculum while becoming more self-directed. This philosophy is accomplished through the development of:

1. A realistic and wholesome self-concept, as well as an appreciation of others
2. Basic academic skills
3. Exploratory activities and classes
4. Decision making and problem solving skills
5. Individual critical and creative thinking, curiosity, and inquiry
6. Personal pride, positive work attitudes, and a desire for success
7. Career awareness, lifelong learning, safety, consumer responsibilities, and leisure time activities
8. Supportive relationships among home, school, and community

## ***Activities/Athletics***

**Activity Calendar:** The middle school maintains an Activity Calendar on the school webpage. In addition to daily newsletters, a schedule of activities is found on this calendar. Please ensure the school secretary has a current email address to receive the school newsletter but don't forget to check the Activity Calendar on a regular basis. The calendar can be found at: [pcsd.us](http://pcsd.us)

**Activity Nights:** The middle school hosts Activity Nights throughout the school year. Middle school staff provide supervision during these nights to ensure a fun and safe environment. Access is limited to middle school students. Parents of middle school students are invited and welcome to attend. School policy is in effect at these nights as these activities are considered school functions. Activities are organized by the Student Council and include such things as: dance, gym time and other games and activities.

**Awards Assembly:** The middle school hosts an Awards Assembly at the end of each quarter to recognize the academic, attendance and behavioral success of students. The awards given include:

- Honor Roll for students with Proficient or Advanced academic standing
- Academic Achievement for students who raise their average grade by 10pts from one quarter to the next.
- Teachers often recognize other outstanding student achievement during these assemblies

Parents are always invited and welcomed to these assemblies. Please watch the middle school Activities Calendar to see when these assemblies will occur.

**School Yearbook:** Publication of the school yearbook is under the leadership of a designated teacher(s). Students who have an interest in art, writing, photography, and/or layouts are encouraged to request participation.

**Student Council:** The middle school has an active student government composed of classroom representatives and officers. They are involved in planning and conducting special events and taking part in school leadership and community service. Class nominations and elections are held at the beginning of each school year. Students may not have missing products and/or attendance issues to be a nomination for officer. All students are encouraged to participate in the Student Council election process. Members of the Student Council must have passing grades (C's or better) and regular attendance or may be removed from serving on the council.

**Other:** Other activities are made available to students throughout the school year. Examples such as school plays, geography bee, and spelling bee are a few.

### ***Activity Day Eligibility***

Students become ineligible for end-of-the-quarter activity days when they have a D or F in any class. Students with unserved detentions are also ineligible for Activity Day.

The school staff feels that academic support interventions are sufficient to help all students be able to participate in end-of-the-quarter activity days. However, if students

fail to make use of these opportunities and complete all missing work, they will have the chance to participate in the next end-of-the-quarter activity day based on the completion of all assignments by the next end of the quarter deadline.

Students with outstanding assignments are ineligible for End-of-the-Quarter Activity Days. Students also become ineligible for end-of-the-quarter activity days when they receive a Tier 3 level behavior consequence or higher. Students and parents signed the Tier Behavioral Chart at the beginning of the school year. Students have this chart explained to them by the school staff on a regular basis. When a student receives a Tier 3 level behavior consequence for one quarter, they will have the opportunity to participate in the next end-of-the-quarter activity day based on their ability to avoid future Tier 3 level consequences in the next quarter.

### ***Middle School Athletic/Activity Eligibility***

Middle School Athletic/Activity Eligibility **grade checks** will be performed on a regular basis, approximately every two weeks throughout the school year. The dates for **grade checks** can be found on the district website, under Mitkof Middle School Activities, or in the Mitkof MS Office. Students that have earned D's or F's and those that possess missing products in any subject will be deemed ineligible to participate in school-sponsored extracurricular and/or athletic events for the two-week period. Students may regain eligible status by passing the next **grade check** that is scheduled. Students earning an "I" (incomplete) will remain ineligible until the incomplete is replaced with an A, B or C **grade** and/or products are completed.

The Superintendent or designee may revoke student's eligibility for participation in extra/co-curricular activities when a student's poor citizenship is serious enough to warrant loss of this privilege.

Students must attend all classes on the day of travel or activity, up to departure time for the event. If students leave in the early morning, or on a weekend or holiday, students must attend all classes on the last school day before departure. The principal, coach and athletic director may approve special circumstances requiring alternative student travel arrangements.

**Examinations for Student Athletes:** Students who wish to participate in school athletics shall present to school officials a physician's written certification dated within eighteen (18) months prior to participation in the activity, that they have been examined and are fit to participate in sports. Students shall also present to school officials, prior to participation, verification of responsibility for accident insurance coverage signed by the parent/guardian. A parent/guardian who has no insurance coverage shall by signature accept full financial responsibility for injuries.

AR 5141.3

### **Middle School Sports:**

Petersburg School District and Mitkof Middle School offers numerous activities for students to be involved in. We are fortunate enough to have great support from the community, teachers, and staff to advocate for student participation in extra-curricular activities. The following are the activities that MMS offers:

Cross Country (Boys and Girls) FALL

Basketball (Boys and Girls) FALL

Cheerleading (Boys and Girls) FALL

Wrestling (Boys and Girls) WINTER

Native Youth Olympics (NYO's) WINTER

Track and Field (Boys and Girls) SPRING

Volleyball (Girls) SPRING

All student-athletes will need to have submitted school activity forms, fees, and parental permission forms by specified date and time in order to be eligible. Student-athletes will also need to have met the grade requirements as set forth in the MMS Handbook and Activity Handbook.

Grades 7 and 8 are permitted one trip per activity. All participants who have met practice requirements, have no grades below a "C", and demonstrate positive citizenship and sportsmanship are able to participate in travel. Sixth grade students are permitted to travel in a school sponsored activity to Wrangell only within the activities of Basketball, Cheerleading, Wrestling, and Volleyball when activities are scheduled and available within budget parameters. If the school is unable to host a home event within the activities of cross-country, basketball, cheerleading, wrestling and volleyball, sixth graders may be permitted to travel to ensure one competitive event for all students. Sixth Graders will be permitted to travel with Track and Field due to the nature of the short season, one (1) meet scheduled in the region and inability to host a "home" event.

Students participating in middle sports must have a sports physical before they will be allowed to practice. Students that demonstrate poor citizenship as determined by the Superintendent or their designee may not be allowed to travel or participate in school-sponsored events.

**Club Sports:** A number of additional athletic activities are offered in cooperation with local organizations; however, these activities are considered club sports. Club groups work in association with the middle school to promote academics and behavioral standards especially where travel for competition is considered.

## ***Administering Medication***

Before a designated employee administers any prescription or over-the-counter medication to any student during school hours, or permits a student to self-administer asthma medication, the district shall have received: 1. A written statement from the student's physician or pharmacy label detailing the prescribed method, amount and time schedules by which the medication is to be taken, and 2. A written statement from the student's parent/guardian requesting the district to assist the student in taking the medication as prescribed by the physician. Medication shall be in a properly labeled pharmacy bottle containing the name and telephone number of the pharmacy, the student's identification, name of the physician, and dosage of the medication to be given. The designated employee shall be responsible for the medication at school and shall administer it in accordance with the physician's indicated dosage schedule.

All medication shall be kept in a locked drawer or cabinet.

AR 5141.21(a)

## ***Anaphylactic Injections***

Parents/guardians of students who may require emergency anaphylactic injections shall provide explicit written permission for authorized staff to administer such injections.

### ***(Anaphylactic Injections cont.)***

All medication for injections shall be labeled with the student's name, medicine name, and expiration date. It shall be stored in a locked cabinet with easy access by authorized staff.

AR 5141.21(b)

## ***Asthma Inhalers***

Parents/guardians of students who may require an asthma inhaler shall provide express written permission for the student to carry the asthma inhaler and to self-administer the medication. This authorization must verify that the student has sufficient knowledge and training to recognize the need for medication and how to administer the medication.

All inhalers shall be clearly labeled with the student's name, medicine name, and expiration date.

The student shall report each use of the asthma inhaler to his or her teacher and principal so that a record of administration may be kept.

Students are not permitted to share inhaler medication with any other student. Doing so will result in disciplinary action, up to and including, suspension or expulsion.

## ***Alcohol and Drugs***

The school district unequivocally supports drug-free schools and disciplinary measures to assure that the schools stay drug free. Appropriate action will be taken to eliminate the possession, use or sale of alcohol and other drugs and related paraphernalia on school grounds, at school events, or in any situation in which the school is responsible for the conduct and well-being of students. Students possessing, selling and/or using alcohol or other drugs or related paraphernalia shall be subject to disciplinary procedures which may result in suspension or expulsion. School authorities may search students and school properties for the possession of alcohol and other drugs. BP

5131.6(c)

## ***Attendance Policy***

It's very difficult to learn when you're not in class. Students who have been absent are responsible for making up missed work without disrupting the flow of classroom activities. *8 Alaska Statute 14.30.010. (When Attendance Compulsory)*

Tardiness and poor attendance affect children socially and academically. Students may feel awkward walking in late to a class, and other children will notice when a peer is absent in class to help with a project or collaborate in studying, for example. If a student's tardiness or attendance becomes disruptive to their education, a meeting will be scheduled to make a plan so that attendance will not continue to negatively impact your child's education.

**Absences due to vacations are discouraged. We hope you can make your vacation plans during any of the regular school vacation times.**

### ***A. Absence***

Being absent from a class for more than 10 minutes may be considered an aggravated tardy. Students who will be absent for a prolonged time must complete a trip slip and submit to the office. There are two types of absence, excused and unexcused. Valid reasons for an excused absence are listed below. Unexcused absences are those for which there is not a legal, excusable reason for the absence.

### ***B. HOME NOTIFICATION***

Attendance records are kept each period. Every effort is made to notify parents by phone when a student is absent and the school does not have prior notification. Parents are notified by letter when the student is in danger of failing due to absences.

### ***C. TARDIES***

Tardiness is disruptive to the classroom environment and infringes on others' learning rights. Students are expected to be at their assigned learning stations on time. A "tardy" means the student was less than ten (10) minutes late for class. Students arriving to class more than 10 minutes late will be assigned an aggravated tardy which will have more discipline associated and may result in loss of credit on class assignments. After one (1) tardy per quarter, students will be assigned a detention for each additional tardy. Habitual tardiness may result in additional consequences.

### ***LEGAL REASONS FOR AN EXCUSED ABSENCE***

1. Sickness, flu/communicable diseases, or other medical diagnoses. Students with ongoing and/or major illness and who are under the verified care of a doctor may be granted extra days for absence.
2. Communicable Diseases
  - a. Examples: strep throat, chicken pox, lice, pink eye, scabies, ringworm, impetigo, etc.

- b. Students will be sent home if suspected of having a communicable disease and will be advised to remain out of school until properly treated or no longer contagious. Please check with your family physician to determine when your child may return to school. (Doctors note is REQUIRED)
  - c. Please notify the school any time your child is kept home for suspected contagious conditions. This will help us observe other students for signs and symptoms.
- 3. Fever or Diarrhea
  - a. If a child has a fever or diarrhea they need to stay home. If a child develops a fever or diarrhea while at school we will call his/her parent or guardian. **Students must be fever and diarrhea free for 24 hours before returning to school.**
- 4. Vomiting (due to illness)
  - a. Children may return to school 24 hours after the last vomiting incident.
- 5. School-sponsored activities; e.g., local and regional athletic events, AASG, etc.
- 6. Death in the immediate family, parents, grandparents, or siblings.
- 7. Students participating in Viking Swim Club or other sanctioned club sports. Absences must be prearranged with the proper forms through the attendance office.
- 8. Family trips or local, non-profit community organizations.
  - a. A trip slip must be on file in the high school office a minimum of three days before departure.

### **ABSENCES REPORTING**

A note or a phone call by parent/guardian explaining daily absences is needed. Please call the main office by 8:15am at 877-526-7656, or you may call outside office hours and leave a message.

1. All absences are documented daily by staff and verified by the parent through a phone call or note. If we have not been notified by the time attendance is recorded in the office, we will call to verify the absence. This procedure ensures student safety. If a student is absent for **5 consecutive** days due to medical/illness, after communicating with school officials, we may request a doctor's note to excuse the absence. A "Release from School" form may be requested from the Petersburg Medical Center by a patient or patient representative at no charge. *Please consult Petersburg Medical Center (or attending medical facility) and your insurance provider to predetermine medical costs. Petersburg School District is not responsible for medical charges associated with your child.*

2. If a student is going to be out of school for family trips or other personal reasons, a "Parent Request for Student Absence" needs to be filed in the office before leaving (with the exception of family emergencies.) The students generally know this as a "trip slip" (which must be signed and turned into the office before all travel.) Class work will be done according to the arrangements made ahead of time with individual teachers. Students need to take this form to their teachers a minimum of three school days prior

to their absence. In order to receive credit for work missed, the student must have a signed trip slip and complete assigned work on time.

3. Step 1: After five (5) cumulative days of unexcused absences per quarter in the MS and semester in the HS, a letter will be sent home describing the attendance concern along with a copy of the Alaska State Compulsory Attendance Law.

4. Step 2: After ten (10) unexcused absences per quarter in the MS and semester in the HS, another letter will be sent home describing the attendance concern along with a copy of the Alaska State Compulsory Attendance Law.

5. Step 3: Students who have unexcused absences beyond 12 days per quarter in the MS and semester in the HS, parents will be notified by the school office to make an appointment with the principal and school counselor to assess any concerns, including medical that may be keeping the child from attending school on a regular basis so other supports or concerns can be addressed. This includes a doctor's verification and or other professional evaluations.

### ***MAKEUP WORK***

Students are responsible for any missed work when they are absent. The student needs to confer with the teacher and get the assignments missed. Makeup work due dates are to be arranged between the teacher and student, before the absence if possible. If work is not turned in during the agreed-upon time frame, a "0" will be placed in the grade book for those assignments. Unexcused absences may result in reduced or no credit for assignments that were assigned or due on the date of the student unexcused absence(s). Teachers will ensure that students will have access to the information to allow the opportunity for learning to continue.

If you feel there are extenuating circumstances, a parent/guardian has the option of the appeal procedure, starting with the teacher.

**Out of School Suspension.** Daily work is to be handed in the day OSS students return to school. All of their assignments are posted on the teacher's web site. Work not handed in on time turns into a "0".

### ***CHECKING OUT***

Parents are advised to call the school on the morning of a student's absence, if possible. Please call the main office by 8:15am at 877-526-7656, or you may call outside office hours and leave a message. Notification will enable the teacher to plan makeup work, to know approximately how long the student will be absent, and to arrange to send assignments home.

Students who leave school grounds for any reason, including students leaving on a school-sponsored trip, are to check out through the office. Returning students must check in to the office before re-entering class. Failure to check out through the office will result in disciplinary action.

The middle school maintains a "closed campus". Students are only permitted to leave the campus during the school day when signed out by a parent. This includes lunchtime.

## ***Awards Assembly***

An awards assembly is held following the end of each quarter of school. The assembly will be scheduled and posted on the Middle School Activity Calendar. Awards given during this assembly include: Honor Roll, Perfect Attendance, and Academic Achievement. Other quarterly achievements are also recognized during this assembly. Parents are encouraged and welcomed to attend.

## ***Band***

Band is required for all 6<sup>th</sup> grade students. Band is an elective for 7<sup>th</sup> and 8<sup>th</sup> graders.

## ***Bullying/Harassment/Threats***

Bullying will not be tolerated. Examples or types of bullying (directly or indirectly) may include, but are not limited to: physical, verbal, emotional (psychological), sexual. Allegations of bullying shall be promptly investigated, giving due regard to the need for confidentiality and the safety of the victim and/or any individual(s) who report an incident(s) of bullying to a teacher, counselor, or principal. An individual has the legal right to report an incident(s) of bullying without fear of reprisal or retaliation at any time.

***Harassment:*** Harassment, intimidation and bullying disrupt a student's ability to learn and a school's ability to educate. Students are expected to demonstrate positive character traits and values. Conduct and speech must be civil and respectful in order to promote harmonious and courteous relations in the school environment.

Students are prohibited from engaging in any form of harassment, intimidation, or bullying while on school property, on school buses, at the bus stop, or at school-sponsored activities or functions. Students who engage in such acts are subject to appropriate disciplinary action, up to and including suspension or expulsion. BP 5131.43(a)

Conduct that does not rise to the level of harassment, intimidation or bullying may still be prohibited by other policies or rules. BP 5131.43(c)

Reporting Harassment: Students or staff members who have witnessed or have reliable information that a student has been subjected to harassment, intimidation or bullying should report the incident immediately to the principal or his/her designee, who shall promptly initiate an investigation. The investigation shall include an assessment of what actions should be taken, as appropriate, to protect the student who has been found to be the victim of harassment, intimidation or bullying. Such actions may include the provision of support services necessary to permit the student to feel safe and secure in attending school. BP 5131.43(c)

The principal or designee shall by telephone and in writing notify the parents or guardians of the students involved of the alleged harassment, intimidation or bullying incident. The notice shall advise individuals involved of their due process rights.

At the conclusion of the investigation, the principal shall take such disciplinary action deemed necessary and appropriate to end the misconduct and prevent its recurrence. The principal will act in accordance with the student conduct code,

Incidents of harassment, intimidation or bullying that involve criminal activity shall be reported to law enforcement.

**False Reporting Harassment:** Students and staff who knowingly or willfully make a false report of harassment, intimidation or bullying, or provide false information in connection with an investigation, will be subject to disciplinary action up to and including suspension/expulsion for students.

**Retaliation Prohibited:** Retaliation or reprisal against any person who reports an incident of harassment, intimidation or bullying, or cooperates in an investigation, is strictly prohibited. Any such retaliation or reprisals will result in suspension or expulsion of offending students.

*All information regarding Reporting of Harassment to Retaliation Prohibited referenced in AR 5131.43(b)*

**Cyberbullying/Harassment via Technology:** The district's computer network, including access to the Internet via that network, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment, intimidation, or bullying. Users are responsible for the appropriateness of the material they transmit over the system. All forms of harassment, intimidation or bullying over the network, commonly referred to as cyberbullying, are prohibited. Cyberbullying also includes, but is not limited to, other misuses of technology to harass, intimidate, or bully, including sending or posting inappropriate email messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs.

Students and staff who believe they have been the victims of such misuses of technology, as described in this policy, should not erase the offending material from the system. A copy of the material should be printed and a report made under this policy. In situations in which the cyberbullying originated from a non-school computer, but is brought to the attention of school officials, disciplinary measures may be imposed provided the cyberbullying and/or Internet threats:

1. Contain threats of violence against staff members or students;
2. Threaten vandalism to school property;
3. Suggest or advocate physical harm to staff members or students; or
4. Create a significant disruption to the school's educational mission, purpose and objectives.

Disciplinary action may include, but is not limited to, the loss of computer privileges, detention, suspension, or expulsion for those committing acts of cyberbullying. In addition, when any kind of threat is communicated or when a hate crime is committed, this shall be reported to local law officials.

BP 5131.43(b)

**Threats of Violence:** Students should be educated in an environment that is free from harm and threats of harm. Threats of violence or death are prohibited. Students shall not make any threats, suggestions, or predictions of violence against any person or group or to the school building, whether made orally, in writing, or electronic means. No threat of violence will be considered a joke. Any bomb threats or threats of violence or death, whether or not made during school hours or on school grounds, shall result in immediate disciplinary action, up to and including suspension and/or expulsion. All students shall report any and all threats of violence, including jokes and threats of suicide, by reporting the threat to a teacher or school principal, who in turn reports it to the Superintendent. The right is reserved to hold the student responsible for any costs and/or damages incurred by the District because of a threat. BP 5131.42

### ***Bus Conduct***

Bus transportation is a privilege extended only to students who display good conduct while preparing to ride, riding or leaving the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied transportation. BP 5131.1

### ***Curriculum***

The curriculum at Mitkof Middle School has been designed to meet the unique needs of our students. Students are assigned seven classes each day. Four assigned classes are in core subjects. The remaining three classes consist of exploratory subjects.

All students are required to take the school's four core courses each year. The core middle school subjects include: Math, Science, Language Arts, and Social Studies. VHS (Virtual High School) can be available on a limited basis for students seeking additional practice in subjects.

Exploratory classes are designed to engage student interests. Student exploratory schedules may be adjusted as required to address either academic or behavioral requirements. Also, exploratory classes are intended to meet the needs of specific grade levels. Exploratory programs include:

- Physical Education for all grade levels
- Careers for all grade levels
- Band for all grade levels
- Computer Literacy for all grade levels
- MS Introduction for sixth grade
- Exploratory classes provide opportunity for programs from local organizations
- Robotics for sixth grade
- Spanish for seventh grade
- Art for seventh grade
- Health for eighth grade
- X Tech for eighth grade

### ***Discipline***

The school is responsible for students' safety and welfare in school and during school-sponsored functions; therefore, students are subject to school discipline during

these times. It is expected that Mitkof Middle School students will conduct themselves as responsible citizens and make an effort to achieve excellence in their studies.

Students may be disciplined for behavior, prohibited by student discipline rules, that occurs off campus if the behavior is either related to school or school activities or is likely to affect safety, welfare or disrupt the educational process in the District.

By law, students caught possessing a firearm must be expelled for no less than one calendar year. Students caught possessing a deadly weapon must be suspended for a minimum of 30 calendar days.

Knives/blades are coded under two different categories, one for blades 2 1/2 inches and longer (code 7) and one for knives/blades less than 2 1/2 inches (code 27). Any knife/blade coded as a 7 is considered a deadly weapon and must result in a mandatory 30-day suspension.

### **In-School Suspension (ISS)/Detention**

In-school suspension or detention may be assigned by the principal or designee. Detention and In-school suspension will be assigned according to behavioral chart description (See Appendix Discipline Chart).

### **Reporting to Law Enforcement**

In addition to subjecting a student to discipline, any crime committed by a student while at school, on school grounds, or during any school sponsored activity on or off campus shall be reported to law enforcement. Criminal proceedings are independent of actions taken by the School District. The District may impose discipline for misconduct regardless of whether criminal charges are filed or a conviction is obtained. BP 5144(b)

### **Academic Intervention**

At Mitkof Middle School, we are concerned about each student's academic achievements. Academics are only a part of the student's whole education, but habits, grades, and study skills can greatly affect a student's opportunities in the future. The Academic Intervention Plan addresses steps to be taken to ensure students are maximizing their academic opportunities.

#### **Tier 1**

Support for all students

- OPTIONAL after school work time in teacher classrooms or library
- Grades are monitored by student, parents, and teachers using Powerschool

**Grade Check:** If a student has a D or F at the grade check at each mid quarter or quarter end they advance to Intervention Tier 2.

## Tier 2

- The school contacts the parent/guardian.
- Students have to stay after school in a teacher's classroom.
  - Monday-Thursday 3:00-3:45
  - If a student skips or does not attend an after-school session then they receive a detention and consequences will escalate for multiple skips.
  - Once the student is passing all core classes, they still have to stay after school to receive academic support until the end of the quarter.
  - Students cannot attend any after school activities before 3:45 until they are off Tier 2.

**Grade Check:** At the end of the next quarter or midquarter, students who have A, B, or C in all core classes return to Tier 1. Students who continue to have a D or F advance to Intervention Tier 3.

## Tier 3

- The school contacts the parent/guardian.
- Students continue to stay after school in a teacher's classroom as in Tier 2.  
AND
- School staff will assign intensive interventions based upon need. Possibilities include:
  - Replaced classes with Individual Learning Program
  - Mandatory schedule change to add a Supported Study Period

**Grade Check:** Students on Tier 3 have a grade check every two weeks. If a student has D or F grades in a core class at this grade check, they advance to Intervention Tier 4. At the end of the next quarter or mid quarter, students who have A, B, or C in all core classes return to Tier 2.

## Tier 4

- The school contacts the parent/guardian.
- Students will continue with all Tier 3 interventions.
- Students will have a mandatory Saturday school work time with an individualized plan to complete missing or low scoring assignments to raise their grade.

**Grade check:** Students on Tier 4 will continue to have a grade check every two weeks to determine if they need the Tier 4 intervention or remain at Tier 3.

## Tier 5

- Tier 5 intervention is Summer School to help students complete units of study from core classes that were not passed during the school year.

## ***Dress and Grooming for School***

The dress and grooming of students shall not be disruptive of the educational activities and processes of the school. BP 5132

1. Shoes shall be worn.
2. Clothing that exposes the entire shoulder, tube tops, spaghetti straps, or similar type clothing, may be worn only with a blouse or shirt.

3. Clothing exposing the torso or the midriff, either front, back or sides, shall not be worn. Underwear/Undergarments shall not be visible.
4. Head coverings are not to be worn in the middle school.
5. Mini skirts, mini dresses, and short shorts are not permitted. Hemlines shall be worn near the knee. Ripped pants cannot show skin above the line for short shorts.
6. Garments and/or jewelry which display or suggest sexual, vulgar, drug, gang, or alcohol-related wording or graphics, or which provoke or may tend to provoke violence or disruption in the school, shall not be worn.
7. Leggings and yoga pants, when worn, cannot allow more of the wearer's body to be seen than when wearing jean-like material, must be completely opaque, and of a material substantially thicker than tights.

### ***Due Process***

Students and their parents have the opportunity to request a conference and/or hearing if they are dissatisfied with the imposition of a disciplinary action. Definition of the various disciplinary actions, and the authority and grounds for imposing discipline are specified in the school board policy manual. Reference BP 5144.1 (a)

1. For the sanctions of ISS and/detention the student will have the opportunity to explain his/her conduct to the principal. A conference/hearing with the principal should occur as soon after the incident as possible. There is no appeal beyond the principal for ISS or detention.
2. For the sanctions of suspension from extra-curricular activities and/or short-term school suspension (less than 10 days), the student will normally have the opportunity to explain his/her conduct to the principal prior to imposition of the sanction. An informal hearing will be held within 24 hours, if possible.
3. An extra-curricular suspension shall not be postponed while awaiting an appeal hearing. Under certain circumstances, the principal may order a short-term suspension to begin before an appeal hearing. The appeal hearing will be held as soon as practical after short-term suspension begins.
4. Students/parents dissatisfied with the imposition of discipline following a hearing with the principal may request a hearing before the superintendent by submitting a written request within one (1) school day of the imposition of discipline. Commencement of short-term suspension shall be deferred until after the superintendent hearing.
5. Students/parents dissatisfied with the imposition of discipline following a hearing with the superintendent may request a hearing before the school board, by submitting a request within three (3) days of the superintendent's decision. Commencement of short-term suspension shall be deferred until after the Board's hearing. The hearing shall be held no later than the next regularly scheduled Board meeting. The Board shall issue a written decision within seven (7) school days of the hearing date. Complete hearing rules and timelines are outlined in school board policy manual.
6. The sanctions of long-term suspension and/or expulsion may be ordered only by the school board after a formal hearing. Formal hearing procedures are specified in the school board policy manual. Re-admittance to school is contingent upon the Board's satisfaction that the cause for long-term suspension or expulsion has been remedied.

All procedures in the school policy manual are the minimum standards for imposing discipline. More formal procedures may be invoked under special circumstances.

### ***Electronics***

Students may not use personal laptops, ebooks, pads or any mobile device that sends or receives a signal without prior approval from the technology director or principal. Student cell phones are not allowed in Mitkof Middle School, and, if a student chooses to bring a personal cell phone, it must be kept in the student locker, out of sight during the school day. At no time may students create a hot spot or tether devices; the school network must be used at all times in accordance with the Children's Internet Protection Act. Students must surrender personal electronic devices, including cell phones, to a PSD staff member if they are seen or heard during the school day. The return of personal devices may require parent permission or meeting, depending on each respective situation.

### ***Emergency Contact Information***

To facilitate immediate contact with parents/guardians on such occasions, the Board requires parents/guardians to furnish the schools with the current information specified below:

1. Home address and telephone number.
2. Parent/guardian's business address and telephone number.
3. Name, address and telephone number of a relative or friend who is authorized by the parent/guardian to care for the student in cases of emergency when the parent/guardian cannot be reached.
4. Local physician to call in case of emergency. BP 5141(a)

### ***Fire Drills***

Required fire drills are held monthly during the school year.

*SIGNAL:* A continual sounding of the fire alarm is the signal to exit immediately.

*PROCEDURE:* Upon hearing the alarm, rise and leave the room briskly and in an orderly way. Form a line and file outside the building according to the instructions of the teacher. When outside, be alert to further instructions so that fire lanes may be kept clear. Return to class at a signal from the principal or teachers.

### ***Gun Free Schools***

By state law, any student who is determined to have brought a gun or other firearm to a school in the district shall be expelled from the district for a period of not less than one year. The Board may, on its own initiative or on the recommendation of the Superintendent, modify the expulsion requirement on a case-by-case basis.

The term "firearm" means a firearm as defined in Section 921 of Title 18 of the United States Code and includes bombs and other incendiary devices. The term also includes parts from which a firearm may be assembled.

## ***Homework Policy***

All assignments including classwork, projects, quizzes, and tests are covered in this policy. Assignments are designed with a specific instructional purpose in mind, such as: preparation, practice, extension, and/or creativity. It is essential for students to demonstrate proficiency by meeting a minimal standard on all assignments. *Practices* are assignments that reinforce taught curricular skills whereas *Products* assess learning benchmarks within each class. *Practices* are worth 30% of a student's overall grade and *Products* are worth 70%. All practices must be completed before retaking a test. When retaking failed products, the first retake is worth a maximum of 80% and a second retake is worth a maximum of 70%. The maximum grade on practices for a late or failed assignment is 70%. Missing/failed products may be retaken within one week and students have two days to contact their teacher to schedule a retake. Three missing practices lead to mandatory after school work in that teacher's classroom. Students are welcome and encouraged to stay after school to get help with their work.

## ***Lockers***

Lockers are school property. Lockers may be opened and inspected by school officials without student permission. Any items contained in a locker shall be considered to be the property of the student to whom the locker was assigned. Items in a locker are the student's responsibility, and they need to make sure to keep their belongings locked up and secure in their locker. The school is not responsible for items that are lost or stolen out of lockers. Students are not to jam the locks or in any way permanently alter the locker.

## ***Make-up work***

Following an absence, a student is expected to talk to the teachers to find out about missing assignments. It is the responsibility of the student to complete these assignments in the allotted time in order to receive full credit. Make-up work for a planned absence needs to be obtained from the teacher prior to the absence.

## ***Middle School Activity Calendar***

The activity calendar for the middle school is found on the middle school web site. The URL for the Petersburg School District web site is: [pcsd.us](http://pcsd.us)

## ***Non-Discrimination Policy***

Petersburg School District does not discriminate on the basis of race, religion, color, national origin, sex or gender, disability, or age in providing educational services, activities, and programs, including vocational and career technology education programs. Petersburg School District complies with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Title II of the Americans with Disabilities Act of 1990 ("ADA"), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; and any other

legally-protected classification or status protected by applicable law. Any questions or concerns about Petersburg School District's compliance with these federal programs should be brought to the attention of the following persons designated as being responsible for coordinating compliance with these requirements:

For more information regarding accommodations, civil rights or grievance procedures, contact: Superintendent Kludt-Painter at (877) 526-7656, Petersburg School District, 201 Charles W. St., PO Box 289, Petersburg, Alaska, 99833.

Petersburg School District will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

### ***PBIS***

PBIS (Positive Behavior Interventions and Supports) is a school-wide, proactive approach, which emphasizes the instruction of social skills, data-based decision making, and the prevention of problematic behavior. While fostering positive behaviors and interactions, PBIS also improves academic performance.

The most important part of PBIS is teaching expected behaviors. This is accomplished by utilizing a school-wide matrix of behaviors, which encompasses the three main expectations of Petersburg School District -- Be Safe, Be Respectful, and Be Responsible.

### ***Physical Education and Athletics Health Restriction***

A student who has been removed from participation in physical education class, an athletic practice or game for serious physical injury or medical condition by a supervising adult (i.e. coach, parent, athletic director, etc.) may not return to play until the student has been evaluated, diagnosed and cleared for participation by a licensed practitioner, which may be:

1) A health care provider licensed in Alaska, or exempt from licensure under Alaska law (AS 08.64.370(1), (2), or (4),

OR

2) a person acting at the direction and under the supervision of a physician licensed in Alaska, or exempt from licensure.

If your child has a diagnosis that may restrict or limit his/her activities in physical education, then your child's doctor must fill out a Release From School form and have it submitted to the school office at the beginning of the school year or prior to the beginning of the next school day. The doctor must specify the amount of time this form is valid. Note that a student who is unable to participate in physical education is not able to participate in interscholastic sports and may be excluded from certain field trips.

The following health conditions may require a completed Release From School form:

- Asthma
- Heart Conditions, including murmurs
- Orthopedic problems
- Cerebral Palsy
- Seizure Disorder
- History of head injury, dizziness and/or fainting
- Any other disease/illness that may restrict physical activity.

During the school year, your son/daughter may sustain an illness or injury that will require your child to be excluded or restricted from participating in physical education and interscholastic activities. All notes from a medical professional or parent must be brought to the school office for your child to be excused from gym. Petersburg School District limits parent excuses to 3 days for each quarter in the MS and 3 days per semester in the HS. Students requiring more than the above exclusion/restriction must bring in a doctor's note to be excused (see above). Additional excused days of physical education may be required to be made up with the PE teacher.

Parents who are a licensed practitioner cannot excuse their own child, as legal documentation must come from a third party medical professional.

### ***PowerSchool***

Mitkof Middle School provides parents and students access to current grades and attendance through the Internet. Access your information at: <http://27.237.243.14> or <http://24.237.243.14> For security purposes, parents and students are assigned unique user names and passwords for each individual student at MMS. To receive your ID and password, please contact the middle school office.

### ***Report Cards and Grading System***

Report cards are sent home at the end of each quarter (nine weeks). In addition, midterm report is sent home midway into each quarter. Parent teacher conferences are held as designated in school calendar. Additional parent conferences can be arranged as needed. Parents are encouraged to speak with their child's teachers frequently. Our grading system is as follows:

A	Excellent
A-	
B+	
B	Above Average
B-	
C+	
C	Average
C-	
D+	
D	Below Average
D-	
F	Failing
P	Passing

W	Withdrawal
I	Incomplete
NG	No Grade

An incomplete is given only when a student's work is not finished because of illness, other excused absence, or by teacher request to take additional time to assess the student's achievement level. If not made up within two weeks after the end of the term, an incomplete will be assigned a grade that indicates the student's completed progress during that term. Students shall be graded Pass/Fail only for study skills classes, classes in which they serve as student aides, or other elective/exploratory classes not considered core to the Mitkof Middle School educational program. A No Grade is assigned only with counselor and principal approval. (AR 5121)

### ***Safe Schools and Crisis Response***

Students need to feel safe within their school. The District has a crisis response plan. Procedures are in place for a response to threats of attack, shooting in the school and hostage situations as well as other dangerous situations, including a death. The response team consists of staff, parents, students, police, clergy, and social service professionals.

Students who are aware of plans that would endanger any member of the school community or school property should contact the principal or Superintendent immediately to let them know about the situation.

A student should never hesitate to contact school officials or Crime Stoppers (772-7463) with knowledge concerning threats towards another student, staff member or the school buildings. What one student may believe to be an insignificant threat could, in actuality, be the only information known to prevent a tragedy. Students sharing information with school officials can know that their efforts will be respected and valued even if the threat proves to be uneventful.

### ***Lock Down Drills***

Lock down drills are also held periodically during the school year. This is done so that students learn how to respond quickly to any disaster in which students need to remain in school for safety reasons.

*SIGNAL:* A repeating two-toned sounding of the alarm is the signal for students to quickly enter the nearest classroom.

*PROCEDURE:* Once within the classroom, students should follow the teacher's directions for lock down procedures.

### ***School Safety and Discipline Policies***

This School Safety and Discipline Policy has been prepared by the school with the input of the larger school community over an extended period of time. It contains information the school wants students to know about their rights and responsibilities.

Student success is very important to teachers and the principal. "Success" can mean a lot of things. It is much more than passing classes and graduating from high school. It begins with learning to work with and respect others. It means respecting your culture and your community. Most importantly, it means respecting yourself. Most of the school rules are related to respect for other people and for the rights of other people.

This policy begins with the descriptions of the rights that students have. Those rights are to be honored and protected. It continues with a description of student responsibilities. Those responsibilities will also be upheld. If you have questions or concerns, talk to your teachers or your principal. They are there to help you with problems that arise.

### ***Search and Seizure***

Because lockers are under the joint control of the student and the district, school officials shall have the right and ability to open and inspect any school locker without student permission when they have reasonable suspicion that the search will disclose evidence of illegal possessions or activity or when odors, smoke, fire and/or other threats to student health, welfare or safety emanate from the locker.

For health and safety reasons, a general inspection of school properties such as lockers and desks may be conducted on a regular, announced basis. Any items contained in a locker shall be considered to be the property of the student to whom the locker was assigned. Notice of this policy shall be given to all students when lockers are assigned. Notice will also be posted in prominent locations throughout the school. Authorization to search is specified in BP 5145.12(b)

Any district administrator may search a student's clothing, possessions and/or automobile on school premises if the administrator has reason to suspect that a student possesses contraband.

The superintendent may authorize a district employee to request a drug test from a student, if the employee has reasonable cause to suspect that the student is under the influence of alcohol or a controlled substance not prescribed as required by law. A student's failure to comply upon request pursuant to this policy may be used as evidence against the student in a disciplinary proceeding or may subject the student to other sanctions by board policies and school rules. BP 5145.12 (Search and seizure) does not authorize any school employee to conduct a strip search of a student.

Contraband discovered in the course of a search shall be seized. If the seized item is not illegal to possess, but is prohibited on school grounds, the item shall be returned to the student's parent(s) or guardian at the end of the school day. If the item is illegal to possess, the Superintendent may direct that the item be surrendered to the police.

A reasonable attempt will be made to notify the student's parent(s) or guardian before a search has taken place, if practical. If prior notification is not practical, a reasonable attempt will be made to notify the student's parent(s) or guardian after a search has

taken place. The notification shall include the reason for the search and the nature of any contraband discovered.

### ***Sexual Harassment***

The Board shall not tolerate the sexual harassment of any student by any other student or any district employee. Any student or employee who is found guilty of sexual harassment shall be subject to disciplinary action.

Students or staff should immediately report incidences of sexual harassment to the principal or designee. The Superintendent or designee shall promptly investigate each complaint of sexual harassment in a way that ensures the privacy of all parties concerned. In no case shall the student be required to resolve the complaint directly with the offending person. BP 5145.7(a)

### ***Student Fees***

Students are responsible for any damaged books or supplies on loan. A student activity fee is required for each sport in which a student participates in which they travel, with a reduced activity fee for activities/grades in which students do not travel. *If district finances are not enough to support MS activities, parents may be required to pay the full cost of each trip for their student to compete.* Each student must pay \$10 yearly for ASB, which contributes to the many events that student government organizes for the student body. An optional fee for an annual yearbook can also be paid at the beginning of the year. Students who check out a PSD laptop will be required to pay the insurance fee annually.

### **Student Information Release**

#### **Release of Information to military recruiters**

The federal Elementary and Secondary Education Act requires all local education agencies to provide to military recruiters, upon their request, the name, address and telephone number (including unlisted number) of secondary school students. Although military recruiters focus their efforts on high school juniors and seniors, the law allows for the gathering of this information from the broad category of "secondary" students, defined as students in grades 7 through 12. If any secondary student or the parent/guardian of a secondary student does not want the District to provide the requested information to military recruiters, the secondary student or the parent/guardian must "opt out" of providing such information by submitting a signed, written request to this effect.

#### **Institutions of Higher Learning information release**

The Every Student Succeeds Act of 2015 (ESSA) requires all local education agencies to provide to institutions of higher education, upon their request, the name, address, and telephone number of secondary school students. Although post-secondary institutions schools focus their efforts on high school juniors and seniors, the law allows for the gathering of this information from secondary students. If any eligible student (18 years of age) or the parent/guardian of a secondary student does not want the District to provide the requested information to institutions of higher education, the secondary student or the parent/guardian must "opt out" of providing

such information by submitting a signed, written request to this effect.

### ***Student Rights, Responsibilities and Grievance Procedures***

School rules have been made to protect every student's right to learn. If a student breaks a school rule, it means they are interfering with the right of others to learn. Remember that a lot of thought has gone in to making school rules. They have not been made to upset students or to make adults happy. They are there for student protection!

All school rules are related to law that guarantees a free, public school education to all people ages seven through sixteen. No one can take that right away from students without a good reason. Such "good reasons" are related to behavior. If students behave in a way that endangers other people, their right to a free education can be taken away. Also, if students interfere with the education of others, their rights can be taken away.

Principals and teachers have the responsibility to keep the school safe and secure. Students have the responsibility to always behave in a safe and secure manner. When student behavior is not responsible, consequences result.

If there are any questions relating to student rights, contact the principal. Petersburg Schools are committed to providing an effective means for parents and the community to voice concerns and complaints. In general, the complaint should be received and addressed at the level closest to which the complaint originated. For example, if it involves a teacher, first talk to that individual. If you are still concerned, talk with the principal. Then if you are still concerned, make an appointment to talk with the Superintendent.

A grievance as defined herein is a written complaint, registered by identifiable individuals, involving an alleged violation of the Federal laws or regulations governing Title IX, Section 504, and Title II by the local educational agency. A grievance is a formal complaint regarding specific decisions made by school personnel. A grievance may be submitted in specific circumstances such as when a student or parent believes that board policy or law has been misapplied, misinterpreted, or violated. Any claims of discrimination on the basis of race, color, national origin, sex, pregnancy, religion, age, or disability also may be submitted as a grievance.

The Petersburg School District recognizes that in accordance with Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, a procedure is required whereby parents, employees and students can be assured of a prompt and fair disposition of their grievances.

A grievance must be filed as soon as possible but no longer than 30 days after disclosure or discovery of the facts giving rise to the grievance. A student who has a grievance must provide the following information in writing to the principal:

- The name of the school district employee or other individual whose decision or action is at issue;
- The specific decision(s) or actions at issue;
- Any board policy or law that the parent or student believes has been misapplied, misinterpreted, or violated; and
- The specific resolution desired

The right to file a complaint shall be afforded to any parent, employee, and/or student, and the general public and shall begin with a written statement by said parent, employee, and/or student alleging a violation of the Federal law or include, as a minimum, the following information:

- a. the name and address of the party or parties alleging the violation, and
- b. a description of the alleged violation of the Federal law or regulation by the local educational agency.

Persons who desire to register complaints relative to Title IX of the Educational Amendments of 1972 should direct these complaints or other inquiries to the Title IX Coordinator at:

Petersburg School District  
Superintendent's Office  
P.O. Box 289  
Petersburg, Alaska 99833  
Tel: (877) 526-7656  
Email: [exec@pcsd.us](mailto:exec@pcsd.us)

Persons who register complaints relative to Section 504 of the Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act of 1990 should direct these inquiries to the Section 504 Coordinator of the ADA Coordinator at:

Petersburg School District  
Superintendent's Office  
P.O. Box 289  
Petersburg, Alaska 99833  
Tel:(877) 526-7656  
Email: [exec@pcsd.us](mailto:exec@pcsd.us)

Upon receipt of a complaint the, Petersburg School District shall adhere to the following procedures:

1. The principal shall investigate the alleged violation within fifteen (15) days from the date it is received and shall render a written resolution of the complaint within thirty (30) days.
2. The principal shall provide an opportunity for the complainant or the complainant's representative, or both, to present evidence, including an opportunity to question the parties involved.

3. Upon receipt of the principal's resolution to the complaint, the party alleging the violation has the right to appeal this decision to the Superintendent within thirty (30) days. The superintendent will render a final decision within thirty (30) days from the date the appeal is received.

## ***Suspension and Expulsion***

### **Grounds for Suspension and Expulsion:**

A student may be suspended or expelled for the following causes:

1. Continued willful disobedience or open and persistent defiance of reasonable school authority;
2. Behavior which is in some way harmful to the welfare, safety or morals of other students;
3. Conviction of a felony which the board determines will cause the attendance of the child to be in some way harmful to the welfare or education of other students.

A student may be suspended or expelled for behavior occurring at any time, including but not limited to the following circumstances:

1. While on school grounds.
2. While going to or coming from school or a school-sponsored activity.
3. During the lunch period, whether on or off the school campus.

AR 5144.1(a)

A Principal may suspend a student from school for any of the acts listed under "Grounds for Suspension and Expulsion" for not more than thirty (30) consecutive days.

Suspension may be imposed upon a first offense if the principal determines the student's behavior to be in some way harmful to the welfare, safety or morals of other students or the student's presence represents a danger to persons or property or threatens to disrupt the instructional process.

AR 5144.1(b)

### **Short Term Suspension Procedures (10 days or less)**

Suspension shall be preceded by an informal conference conducted by the Superintendent or principal, and shall include the student, and whenever practicable, the teacher, supervisor, or school employee who referred the student to the principal. At the conference, the student shall be informed of the reason for the disciplinary action and the evidence against him/her and shall be given the opportunity to explain his/her version and evidence in support of his/her defense.

If at the end of this discussion the Superintendent or principal believes the student is guilty of the misconduct charged, the student may be suspended for 10 days or less.

AR 5144.1(b)

This conference may be omitted if the principal, designee or the Superintendent determines that an emergency situation exists. An "emergency situation" involves a clear and present danger to the lives, safety or health of students or school personnel. If the pre-suspension conference is not held, both the parent/guardian and student shall

be notified of the student's right to return to school for the purpose of a conference. The conference shall be held within two school days, unless the student waives his/her right to it or is physically unable to attend for any reason. In such case, the conference will be held as soon as the student is physically able to return to school.

AR 5144.1(c)

### **Notice to Parents/Guardians**

At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/ guardian shall be notified in writing of the suspension.

This notice shall state the reasons for suspension and the date and time when the student may return to school, and may request that the parent/guardian confer with school authorities regarding matters pertinent to the suspension.

No penalties may be imposed on the student for the failure or refusal of the parent/guardian to meet with school authorities. The student may not be denied readmission solely because the parent/ guardian failed to meet with school authorities.

AR 5144.1(c)

### **Long Term Suspension (more than 10 days)**

Where alleged misconduct of a student warrants a suspension of more than 10 days, the student will be provided the opportunity for a hearing as outlined under the expulsion procedure.

#### **(Long Term Suspension Cont.)**

The long term suspension procedure does not preclude a student from being suspended for up to 10 days if procedures for short term suspension have been followed.

A student requesting a hearing regarding a long term suspension will be readmitted in the program (at the end of a short term suspension if applicable) pending the outcome of the hearing except where the superintendent determines that the student's presence in school poses a threat to harm to him or herself or others.

### **Authority to Expel**

A student may be expelled only by the Board.

The Superintendent or principal shall recommend a student's expulsion for any of the following acts, unless the principal or Superintendent finds, and reports in writing to the Board, that expulsion is inappropriate due to particular circumstances which shall be set out in the report of the incident:

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any firearm, knife, explosive or other dangerous object at school or at a school activity off school grounds.
3. Unlawful sale of any controlled substance.
4. Robbery, extortion, or the conviction of any other felony which will cause the attendance of the student to be injurious to the welfare or education of other students.

AR 5144.1(d)

## ***Textbooks and Supplies***

All lockers, textbooks, and library books are loaned to students free of charge. Students are responsible for lost or damaged books and are expected to pay for them.

## ***Tobacco***

Smoking presents a health hazard which can have serious consequences both for the smoker and the nonsmoker. Students are not allowed to smoke, chew or possess tobacco or nicotine products on school property or during school hours, at school-sponsored events, or under the supervision of district employees. Students who violate this policy shall be subject to disciplinary procedures which may result in suspension from school. BP 5131.62

## ***Vandalism, Theft and Graffiti***

The School Board considers vandalism a very serious matter. Vandalism includes the negligent, willful, or unlawful damaging or theft of any district-owned real or personal property, including the writing of graffiti. Any district student who commits an act of vandalism shall be subject to disciplinary action, reparation for damages, and also may be reported to the appropriate authorities for legal prosecution. If reparation of damages is not made, the district also may withhold the student's grades, diploma and/or transcripts. BP 5131.5

## ***Visitors***

Visitors are always welcome to the middle school. All visitors need to check in at the office. Visitors need the principal's permission before attending class.

## ***Weapons and Dangerous Instruments***

Students shall not bring to, possess, or use deadly weapons, firearms, dangerous instruments, or their replicas in school buildings, on school grounds or district-provided transportation, or at any school-related or school-sponsored activity away from school, unless written permission has been previously obtained from the Superintendent or designee specifically authorizing that possession or use. Students who violate this policy are subject to disciplinary action in accordance with district policy and procedures.

The Board shall expel any student who brings a firearm to school in violation of this policy for a period of not less than one (1) calendar year. The Board shall suspend for at least 30 days, or expel for the school year, or permanently, a student who possesses a deadly weapon other than a firearm. The district may consider requests for early reinstatement by students suspended or expelled for violations of this policy.

All violations of this policy shall be reported to the school board, local, state and federal agencies including law enforcement authorities. BP 5131.7(a)

## ***Glossary***

**Aggressive behavior:** physical behaviors directed toward another person including, but not limited to, kicking, hitting, biting, shoving, tripping or slapping.

**Assault, physical:** to intentionally, knowingly and recklessly cause or act in an attempt to cause physical injury to another, assault includes, but is not limited to, aggressive behavior.

**Assault, verbal:** to place another person in fear of imminent physical injury by words and/or conduct.

**Bullying:** See Harassment, Intimidation and Bullying

**Cheating:** submitting someone else's work as your own or providing your work to another, giving another answers on an exam, and providing answers electronically.

**Cyberbullying/Harassment via technology:** All forms of harassment, intimidation or bullying over the school district network is commonly referred to as cyberbullying. Cyberbullying also includes, but is not limited to, other misuses of technology to harass, intimidate, or bully, including sending or posting inappropriate email messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs. BP 5131.43(b).

**Detention:** assignment to a designated area other than the classroom before, during or after school.

**Drug:** an illicit substance.

**Drug/Alcohol Free School Zone:** Federal and State statutes provide for penalties for the distribution of drugs within 1000 feet of a school, the "Drug Free School Zone", subject to the following conditions:

1. Does not require knowledge of the proximity of a school.
2. Does not require evidence that children are currently or likely to congregate
3. Does not require proof that the sale of drugs had a detrimental effect on children

**Drug paraphernalia:** includes, but is not limited to, any item or device used to conceal, process, prepare, inject, ingest, inhale or otherwise introduce a substance into the human body.

**Expulsion:** removal of a student from the physical and academic school premises, including school activities, for at least the remainder of the current semester but not to exceed one (1) year.

**Fighting:** mutual use of physical force by two or more students in circumstances in which it is not possible to determine the aggressor.

**Firearm:** includes any weapon (including a starter gun) which will or is designed to or

may readily be converted to expel a projectile by the action of an explosive. Firearms also include any type of weapon by whatever name which will or may be readily converted to expel a projectile by the action of an explosive or other propellant and which has any barrel or bore of more than one-half inch in diameter; or as defined in section 921 of Title 18, United States Code.

**Harassment, Intimidation and Bullying:** Harassment, intimidation, or bullying means an intentional written, oral, or physical act, when the act is undertaken with the intent of threatening, intimidating, harassing, or frightening the student, and  
(a) physically harms the student or damages the student's property;  
(b) has the effect of substantially interfering with the student's education;

**(Harassment, Intimidation and Bullying cont.)**

(c) is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or  
(d) has the effect of substantially disrupting the orderly operation of the school.

BP 5134.43(a)

**Hazing:** initiation rites perpetrated against a new student, new member, or lower classman. All hazing is a violation of the Harassment, Intimidation and Bullying policy. Consequences will be assigned to those determined to be guilty of acts of hazing.

**In-school suspension:** removal of a student from the classroom and school activities by an administrator or designee and assignment to a designated room or area within the school building. Lunch may be eaten in the ISS room. A lunch time other than the regular time may be assigned. The student in ISS is counted present on the attendance roles. The work collected may be turned in for credit.

**Pornography:** material that depicts erotic behavior and is intended to cause sexual excitement. Pornographic material may be protected expression unless it is determined to be obscene. The disruptive nature of pornography makes it inappropriate for the learning environment. Those who bring or access pornography at school will be subject to discipline. Child pornography is illegal under state and federal laws prohibiting the depiction of minors in sexual acts.

**Reasonable:** using or showing reason or sound judgment, sensible.

**Restitution:** reimbursement for actual loss or damage by court order or by the Superintendent's office. (At the discretion of the principal or his/her designee, restitution may be accompanied by community work service.)

**School Wide Discipline Chart:** Please refer to the Appendix for the School Wide Discipline Chart. A teacher led review of this chart occurs several times a year to help students better understand school wide responsibilities.

**Sexual harassment:** any unwelcome sexual advance, request for sexual favors,

sexual statement or physical contact, including sexist remarks or behavior, which results in a tense and/or unproductive learning environment. Conduct of an unwelcome sexual nature which (a) is indicated to be term or condition of an individual's academic experience, (b) is used as a basis for academic decisions, (c) interferes with an individual's academic performance, or (d) created an intimidating, hostile or offensive academic environment is included in this definition. "Sexual harassment" is defined in more detail in the District's administrative regulations dealing with sexual harassment.

**Suspension:** temporary removal of a student from the school building and property and/or from participating in school activities.

**Trespass:** unauthorized presence on school property. Refusing to depart from school property at the request of a school authority is considered an act of trespassing.

**Tuancy:** willful and unjustified failure to attend school by one who is required to attend; skipping. This includes leaving the building without prior approval and/or checking out through the office.

**Vandalism:** Vandalism includes the negligent, willful, or unlawful damaging or theft of any district-owned real or personal property, including the writing of graffiti.

**Weapon:** The terms "Deadly Weapon," "Weapon," and "Dangerous Instruments" are defined as anything designed for and capable of causing death or serious physical injury, including, to the extent they are not already included in the above definition, any pistol, revolver, rifle, shotgun, air gun, spring gun or zip gun, any bomb or other explosive, including fireworks, any poison, any dangerous or deadly gas, any slingshot, bludgeon, nightstick, straight razor or throwing star, brass knuckles or artificial knuckles of any kind, any knife, axe, or club. AR 5131.7(c) in Petersburg School Board Policy

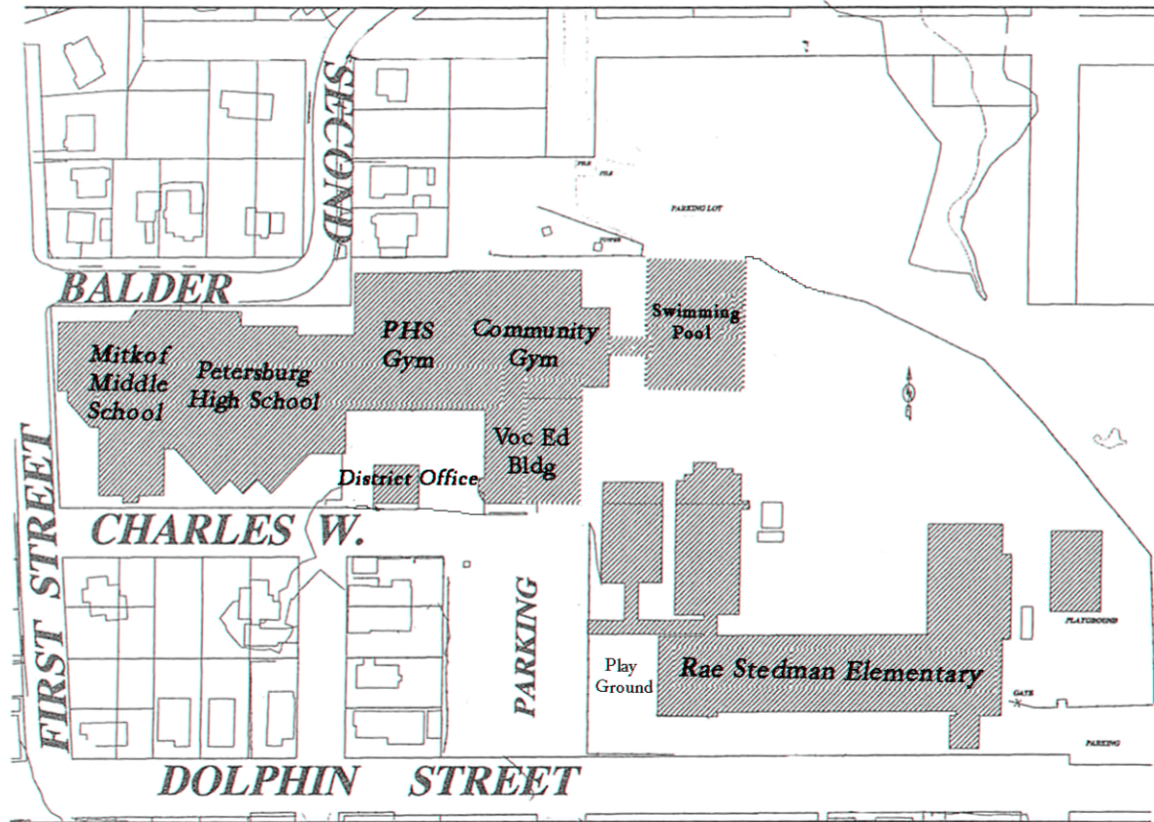
**Mitkof Middle School School-Wide Discipline Plan\***

<b>W A R N I N G</b>	<p><b>Tier 1</b></p> <ul style="list-style-type: none"> <li>❖ Defiance/Disrespect/Noncompliance</li> <li>❖ Disruption/Off Task</li> <li>❖ Dress Code Violation</li> <li>❖ Inappropriate Language</li> <li>❖ Inappropriate Location/Out of Bounds Area</li> <li>❖ Physical Contact</li> <li>❖ Property Misuse</li> <li>❖ Tardy</li> <li>❖ Technology Violation</li> </ul> <p><b>Third Tier 1 Offense Move to Tier 2 =&gt;</b></p>	<p><b>Tier 2</b></p> <ul style="list-style-type: none"> <li>❖ Abusive Language/Inappropriate Language/Profanity (Major)</li> <li>❖ Defiance/Disrespect/Insubordination/Non-Compliance (Major)</li> <li>❖ Disruption (Major)</li> <li>❖ Physical Aggression (minor)</li> <li>❖ Skipping Class</li> <li>❖ Tardy (Major)</li> <li>❖ Technology Violation (Major)</li> </ul> <p><b>Third Tier 2 Offense Move to Tier 3 =&gt;</b></p>	<p><b>Tier 3</b></p> <ul style="list-style-type: none"> <li>❖ Property Damage/Vandalism</li> <li>❖ Inappropriate Location/Out of Bounds Area (Major)</li> <li>❖ Harassment/Bullying</li> <li>❖ Cheating/Lying</li> <li>❖ Forgery/Theft (&lt;\$50)</li> <li>❖ Use/Possession of Tobacco</li> </ul> <p><b>Third Tier 3 Offense Move to Tier 4 =&gt;</b></p>	<p><b>Tier 4</b></p> <ul style="list-style-type: none"> <li>❖ Fighting</li> <li>❖ Assault/Choking</li> <li>❖ Use/Possession Alcohol</li> <li>❖ Use/Possession of Combustibles</li> <li>❖ Severe Theft (&gt;\$50)</li> <li>❖ Use/Possession of Drugs</li> </ul>
	<b>Recommended Consequences</b>			
	<ul style="list-style-type: none"> <li>❖ Detention</li> <li style="text-align: center;"><u>And/Or</u></li> <li>❖ Parent/Guardian Contact</li> <li>❖ Additional Tier 1 infractions may incur additional detention time</li> </ul>	<ul style="list-style-type: none"> <li>❖ 1<sup>st</sup> = 4x Detention</li> <li>❖ 2<sup>nd</sup> = Restricted Day/ISS</li> <li style="text-align: center;"><u>And</u></li> <li>❖ Saturday School or 2 Hours of Community Service</li> <li>❖ All Tier 2 infractions require a Parent/Guardian Contact</li> </ul>	<ul style="list-style-type: none"> <li>❖ 1<sup>st</sup> = ISS + Forfeit 9 Week Free Day</li> <li style="text-align: center;"><u>And</u></li> <li>❖ Saturday School or 2 Hours of Community Service</li> <li>❖ 2<sup>nd</sup> = First consequences plus Behavior Plan, progressive duration of ISS/OSS</li> <li>❖ All Tier 3 infractions require a Parent/Guardian Contact</li> </ul>	<ul style="list-style-type: none"> <li>❖ Out of School Suspension</li> <li style="text-align: center;"><u>And/Or</u></li> <li>❖ Community Service</li> <li style="text-align: center;"><u>And</u></li> <li>❖ Authorities Contacted</li> <li style="text-align: center;"><u>And/Or</u></li> <li>❖ Expulsion Hearing</li> </ul>

- ❖ Cellphone/Personal Electronics Policy: If seen or heard, they may be confiscated and held until a parent picks it up.
- ❖ Head coverings and/or sunglasses are not to be worn in the middle school building.
- ❖ Bullying/Harassment Policy: The learning environment shall be free from intimidation for all students. Students shall receive counsel at first occurrence. Repeated occurrences will receive consequences at progressive level of tier system for each occurrence.
- ❖ Three Saturday School Assignments per 9 weeks will equal 6 hours of community service.
- ❖ \*Tier Chart resets each 9-week period

**SCHOOL GROUNDS MAP AND SCHOOL ZONE**

*Petersburg City Schools*





**Petersburg High School**  
*Home of the Vikings*

P. O. Box 289  
109 Charles W. Street  
Petersburg, Alaska 99833  
Telephone and Fax: 877-526-7656

**Principal**  
Ambler Moss

**Office Staff**  
Marsha Sandhofer, Administrative Assistant  
Erica Thompson, Attendance/Registrar  
Office Hours: 7:00 AM - 4:00 PM

**Faculty**

Ioana Ward	Dino Brock	Chelsea Corrao
Carissa Cotta	Ryan Hayes	Jon Painter
Ashley Lohr	Jim Engell	Dustin Crump
Beau Ward	Tom Thompson	Alice Cumps
Elsa Wintersteen	Jill Lenhard	Tim Shumway
Dave Owens	Jill Dolbeare	Mariah Colton

email addresses for all faculty and staff are as follows: [firstinitiallastname@pcsd.us](mailto:firstinitiallastname@pcsd.us)  
example: jpainter@pcsd.us

**Administration**  
Jaime Cabral, Activities Director/Dean of Student Development  
Erica Kludt-Painter, Superintendent

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## **WELCOME TO PETERSBURG HIGH SCHOOL**

This is your student handbook. It is intended to be used to acquaint you with your school, its operation, government, opportunities, and your responsibilities as a student citizen. Knowledge and an understanding of this handbook will ensure that you have an enjoyable and productive year.

### ***PHILOSOPHY***

Petersburg High School (PHS) fosters the development of wise decision-makers who can communicate clearly, think creatively, develop positive values, and attain personal goals. The school provides opportunities to learn skills and attitudes and increase aesthetic awareness. Through instruction and the activity program, the school teaches an appreciation of the citizenship responsibilities of American democracy. Petersburg High School assists students to develop the self esteem, knowledge, and discipline necessary to choose and prepare for a career and recognize learning as a life-long process.

### ***MISSION STATEMENT***

In a safe and orderly environment, Petersburg High School provides an education which enables students to develop their intellectual, social, physical and aesthetic lives.

### ***BOARD OF EDUCATION***

The Petersburg School Board is elected by the people of the Borough of Petersburg. The board is directed by the State of Alaska to establish policies consistent with Alaska law which determines what is taught and to whom. The Petersburg School Board consists of five members elected for a term of three years. The board holds public meetings on the third Tuesday of each month. The Board's Policy Manual presents the school's operating structures and philosophy in much more detail and is available online at [www.pcsd.us](http://www.pcsd.us) or at the district office, 201 Charles W. Street.

### ***ADMINISTRATION***

**Superintendent of schools.** The Superintendent is charged with the responsibility of administering the educational program within the framework of the Petersburg School Board's policies.

**High school principal.** The high school principal is responsible for the high school buildings and the program of studies carried on therein.

## **ADVANCED PLACEMENT CLASSES (A.P.)**

AP admissions criteria: Students who wish to enroll in Advanced Placement classes must go through an application procedure. The AP teacher will distribute the application materials in the spring for the next school year's class. *The class size is limited to a maximum of 25.*

Applicants for AP English will be asked to submit writing for scoring, and those students receiving the highest scores will be considered for the class. The applications will have a due date, and submissions received after that date may not be considered. Once students have been admitted their junior year, they are not required to re-apply for admission in their senior years. Students who take an AP course do so with the understanding that they are expected to take the AP test in May.

For purposes of GPA, Advanced Placement (AP) courses will be calculated on a 5.0 scale if students complete the course in good standing.

## **ALCOHOL, ILLEGAL DRUGS AND TOBACCO (PCSD BP 5131.6)**

The use, possession, sale, purchase, or transfer (any transaction) of products containing tobacco, alcoholic beverages and drugs are prohibited in all school buildings, on school grounds, and at all school activities, including parties, dances, athletic events, and school-sponsored trips of any kind. The school district unequivocally supports drug-free schools and disciplinary measures to assure that the schools stay drug free.

See Tobacco, Alcohol, Drugs under Extracurricular Activities for violation consequences.

## **ATTENDANCE**

It's very difficult to learn when you're not in class. Students who have been absent are responsible for making up missed work without disrupting the flow of classroom activities. *Alaska Statute 14.30.010. (When Attendance Compulsory)*

Tardiness and poor attendance affect children socially and academically. Students may feel awkward walking in late to a class, and other children will notice when a peer is absent in class to help with a project or collaborate in learning, for example. If a student's tardiness or attendance becomes disruptive to their education, a meeting will be scheduled to make a plan so that attendance will not continue to negatively impact your child's education.

*Absences due to vacations are discouraged. We hope you can make your vacation plans during any of the regular school vacation times.*

### **A. ABSENCES**

Block classes count as two (2) absences; and daily classes count as one (1) absence. Being absent from a class for more than 10 minutes may be considered as an absence. Students who will be absent for a prolonged time must complete a trip slip and submit to the office. There are two types of absence, excused and unexcused. Valid reasons for an excused absence are listed below. Unexcused absences are those for which there is not a legal, excusable reason for the absence.

### **B. HOME NOTIFICATION**

Attendance records are kept each period. Every effort is made to notify parents by phone when a student is absent and the school does not have prior notification. Parents are notified by letter when the student is in danger of failing due to absences.

### **C. TARDIES**

Tardiness is disruptive to the classroom environment and infringes on others' learning rights. Students are expected to be at their assigned learning stations on time. A "tardy" means the student was less than ten (10) minutes late for class. Students arriving to class more than 10 minutes late will be assigned an aggravated tardy which will have more discipline associated and may result in loss of credit on class assignments. After three (3) tardies per semester, students will be assigned 30 minutes of detention for each additional tardy. Habitual tardiness may result in additional consequences.

### **LEGAL REASONS FOR AN EXCUSED ABSENCE (BP 5113)**

1. Sickness, flu/communicable diseases, or other medical diagnoses. Students with ongoing and/or major illness and who are under the verified care of a doctor may be granted extra days for absence. Home study may be provided for extended medical leave.
2. School-sponsored activities; e.g., local and regional athletic events, AASG, etc.
3. Death in the immediate family, parents, grandparents, or siblings.
4. Students participating in Viking Swim Club or other sanctioned club sports. Absences must be prearranged with the proper forms through the attendance office.
5. Family trips or employment (such as commercial fishing) -- special arrangements must be made with the principal. A trip slip must be on file in the high school office a minimum of three days before departure.

### **ABSENCES REPORTING**

A note or a phone call by parent/guardian explaining daily absences is needed. Please call the main office by 8:15am at 877-526-7656, or you may call outside office hours and leave a message.

1. All absences are documented daily by staff and verified by the parent through a phone call or note. If we have not been notified by the time attendance is recorded in the office, we will call to verify the absence. This procedure ensures student safety.

If a student is absent for **5 consecutive** days due to medical/illness, after communicating with school officials, we may request a doctor's note to excuse the absence. A "Release from School" form may be requested from the Petersburg Medical Clinic by a patient or patient representative at no charge.

*Please consult Petersburg Medical Center (or attending medical facility) and your insurance provider to predetermine medical costs. Petersburg School District is not responsible for medical charges associated with your child.*

2. If a student is going to be out of school for family trips or other personal reasons, a "Parent Request for Student Absence" needs to be filed in the office before leaving (with the exception of family emergencies.) The students generally know this as a "trip slip" (which must be signed and turned into the office before all travel.) Class work will be done according to the arrangements made ahead of time with individual teachers. Students need to take this form to their teachers a minimum of three school days prior to their absence. In order to receive credit for work missed, the student must have a signed trip slip and complete assigned work on time.
3. Step 1: After five (5) cumulative days of absences per semester in the HS, a letter will be sent home describing the attendance concern along with a copy of the Alaska State Compulsory Attendance Law.
4. Step 2: After ten (10) absences per semester in the HS, a second letter will be sent home describing the attendance concern along with a copy of the Alaska State Compulsory Attendance Law.
5. Step 3: Students who have absences beyond 12 days per semester in the HS, parents will be notified by the school office to make an appointment with the principal and school counselor to assess any concerns, including medical that may be keeping the child from attending school on a regular basis so other supports or concerns can be addressed. This includes a doctor's verification and or other professional evaluations.

### **MAKEUP WORK**

Students are responsible for any missed work when they are absent. The student needs to confer with the teacher, either via email or on the first day returning to school, to create a plan for learning and to get the assignments missed. Makeup work due dates are to be arranged between the teacher and student, before the absence if possible. If work is not turned in during the agreed-upon time frame, a "0" will be placed in the grade book for those assignments. Unexcused absences may result in reduced or no credit for assignments that were assigned or due on the date of the student unexcused absence(s). Teachers will ensure that students will have access to the information to allow the opportunity for learning to continue.

If you feel there are extenuating circumstances, a parent/guardian has the option of the appeal procedure, starting with the teacher.

### **CHECKING OUT**

Parents are advised to call the school on the morning of a student's absence, if possible. Please call the main office by 8:15am at 877-526-7656 x200, or you may call outside office hours and leave a message. Notification will enable the teacher to plan makeup work, to know approximately how long the student will be absent, and to arrange to send assignments home.

Students who leave school grounds for any reason (excluding open-campus lunch), including students leaving on a school-sponsored trip, are to check out through the office. Returning students must check in to the office before re-entering class. Failure to check out through the office will result in disciplinary action.

**Out of School Suspension.** Daily work is to be handed in the day OSS students return to school, unless prior arrangements have been made with the teacher(s). All of their assignments are posted on the teacher's web site. Work not handed in on time turns into a "0".

## **BULLYING**

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated. (Source: *stopbullying.gov*)

A form of repeated aggression and occurs when a person(s) with a perceived power imbalance willfully subjects another person (victim) to an intentional, unwanted, and hurtful verbal and/or physical action(s) which result(s) in the victim feeling oppressed (stress, injury, intimidation, discomfort) at any school site or school-sponsored activity or event. Bullying may also occur as various forms of hazing, including initiation rites perpetrated against a new student or a new member of a team. Students who engage in such conduct shall be subject to a range of punishment to include parent conference, verbal or written reprimand, in-school or out-of-school suspension, and/or placement in an alternative learning environment.

Students are prohibited from engaging in any form of harassment, intimidation, or bullying while on school property, on school buses, at the bus stop, or at school-sponsored activities or functions. Students or staff members who have witnessed or have reliable information that a student has been subjected to harassment, intimidation or bullying should report the incident immediately to school staff members, who shall promptly initiate an investigation. Allegations of bullying shall be promptly investigated, giving due regard to the need for confidentiality and the safety of the victim and/or any individual(s) who report an incident(s) of bullying to a teacher, counselor, or principal. An individual has the legal right to report an incident(s) of bullying without fear of reprisal or retaliation at any time.

**False Reporting Harassment:** Students and staff who knowingly or willfully make a false report of harassment, intimidation or bullying, or provide false information in connection with an investigation, will be subject to disciplinary action up to and including suspension/expulsion for students.

**Retaliation Prohibited:** Retaliation or reprisal against any person who reports an incident of harassment, intimidation or bullying, or cooperates in an investigation, is strictly prohibited. Any such retaliation or reprisals will result in disciplinary procedures, which may include suspension or expulsion of offending students. *All information regarding Reporting of Harassment to Retaliation Prohibited referenced in AR 5131.43(b)*

**Cyberbullying/Harassment via Technology:** The district's computer network, including access to the Internet via that network, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment, intimidation, or bullying. Users are responsible for the appropriateness of the material they transmit over the system. All forms of harassment, intimidation or bullying over the network, commonly referred to as cyberbullying, are prohibited. Cyberbullying also includes, but is not limited to, other misuses of technology to harass, intimidate, or bully, including sending or posting inappropriate email messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs.

Students and staff who believe they have been the victims of such misuses of technology, as described in this policy, should not erase the offending material from the system. A copy of the material should be printed and a report made under this policy. In situations in which the cyberbullying originated from a non-school computer, but is brought to the attention of school officials, disciplinary measures may be imposed provided the cyberbullying and/or Internet threats: 1. Contain threats of violence against staff members or students; 2. Threaten vandalism to school property; 3. Suggest or advocate physical harm to staff members or students; or 4. Create a significant disruption to the school's educational mission, purpose and objectives.

Disciplinary action may include, but is not limited to, the loss of computer privileges, detention, suspension, or expulsion for those committing acts of cyberbullying. In addition, when any kind of threat is communicated or when a hate crime is committed, this shall be reported to local law officials. BP 5131.43(b)

## ***CAREER AND TECHNICAL EDUCATION (CTE)***

Petersburg High School currently offers several Career and Technical Education courses to prepare students for the workplace with career-ready skills and training. They include: Metals, Advanced Metals, Marine Fabrication, Woods, Advanced Woods, Construction, Culinary, Advanced Culinary, Aquaculture, Advanced Aquaculture and CNA (certified nursing assistant).

### **Non-Discrimination Policy**

Petersburg School District does not discriminate on the basis of race, religion, color, national origin, sex or gender, disability, or age in providing educational services, activities, and programs, including vocational and career technology education programs. Petersburg School District complies with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Title II of the Americans with Disabilities Act of 1990 (“ADA”), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; and any other legally-protected classification or status protected by applicable law. Any questions or concerns about Petersburg School District’s compliance with these federal programs should be brought to the attention of the following persons designated as being responsible for coordinating compliance with these requirements:

For more information regarding accommodations, civil rights or grievance procedures, contact: Superintendent Kludt-Painter at (877) 526-7656, Petersburg School District, 201 Charles W. St., PO Box 289, Petersburg, Alaska, 99833.

Petersburg School District will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

## ***COLLEGE COURSES FOR HIGH SCHOOL CREDIT***

Students wishing to take courses outside those offered by Petersburg High School for high school credit must have **prior** administrative approval. Complete the Outside Credit Request Form, attach the college course syllabus and get signatures on the form which include student, parent, counselor and principal. This form must be completed and submitted to the counseling office.

- The course may have an on the job training component, but it cannot be the main part of the course.
- The course must be completed in the school year in which the student began taking the course. Summer courses must be completed before the first day of the school year.
- Outside courses may not be taken for course retakes to improve GPA and do not replace previously earned grades in other courses.
- The course must be 100-level or above and considered by the college to be a General Education Requirement (GER). College remediation and orientation courses may be accepted for elective credit only.
- College courses for high school credit must be a minimum of 3 credits (0.5 HS credits).
- Any requests submitted after the completion of the semester will NOT be accepted.
- Outside courses may NOT be taken to replace a course currently taught by PHS staff, unless a bona fide conflict exists. Conflicts must be approved by both the high school counselor and principal.
- After completion of the course, the student must submit the final transcript to the counseling office.
- This does not include CTE dual credit courses.
- Cost/fees charged by the university are the family’s responsibility.

## ***COMPUTER USE, INTERNET RULES, AND WEB PAGE DEVELOPMENT***

Prior to having access to the technology infrastructure of Petersburg High School, students must understand and have on file a signed statement agreeing to comply with district policy related to the acceptable use of technology. Specifically, the Parent/Student Computer Use Contract, Internet Use Agreement, and the Laptop Check out Form must all be signed and submitted to the office prior to access being granted.

Petersburg High School fully expects all members of the school community will use the computer systems in a responsible, appropriate, and legal manner. Use the following regulations as a guide when working within our computer system:

1. The school's Internet connection must be used only for research or information gathering that is directly related to academic assignments or extracurricular projects supervised by the school and faculty.
2. During school hours, game playing on computers is not allowed unless the game is directly related to a school assignment or activity. For example chess would be appropriate if related to the activities of a Chess Club.
3. Students are required to bring their notebook computers to school each day with the battery fully charged. Computers should be plugged in each night to assure a full charge the following day.
4. E-mail (or any other computer communication) must be used only for legitimate and responsible communication between students, faculty, and the outside world. Rude, abusive, threatening, or otherwise inappropriate language is not permitted.
5. Students may access only those files that belong to them or which they are certain they have permission to use.
6. Files stored within the school computer systems should be limited to those relating to formal school courses and activities. Games, commercial software, or graphic files that are not for a school project or formal activity should not be stored on the school computer systems.
7. Laptops, wireless cards, and backpacks belong to and are distributed by the school.
8. Laptop computers may be collected at Christmas break and will be at the end of the school year for maintenance and reimaging.
9. Laptop computers will be available for faculty inspection at any time.

Access to the Petersburg School District computer systems is a privilege, not a right. Violating the letter or spirit of the above regulations may be cause to deny a student access to Petersburg School District computer systems, loss of computer privileges, including the privilege to take their laptop off school grounds, and/or may result in more serious disciplinary action.

## **CREDIT BY EXAMINATION (Course Challenge)**

Credit by Examination is an opportunity for students in grades 9-12 to receive credit through a testing process. Students who have completed 8<sup>th</sup> grade and those entering grades 9-12, who are currently enrolled in PSD, may challenge courses for high school credit. This option is designed to provide students the opportunity to demonstrate mastery through exam. It is not a process for credit recovery or course retakes. Assessments determined by the content area teachers will be used in most instances to challenge courses in mathematics, language arts, science, social studies, and world languages by demonstrating mastery of course material. The course challenge request form, along with a \$25 fee, must be submitted to the PHS office before the course begins for the student. Upon receipt of an approved application for Credit by Examination (Course Challenge), the Principal (or designee) will consult with the content area teachers to determine the appropriate evaluative process. This examination may include an assessment of the student's knowledge and comprehension of the subject through a curriculum-based exam, evaluation of the student's higher-level cognitive skills and comprehension of the concepts through a written essay, and/or evaluation of the student's lab or performance knowledge and techniques by setting up, explaining, performing, and/or demonstrating activities required in a class typical of the one challenged. An eighty-percent (80%) score or higher is required to receive credit, and any score less than 80% will not receive a credit. A student cannot be granted Credit by Examination for a course in which he or she has previously earned credit nor may he or she earn credit for a prerequisite course if they are presently enrolled in or have previously earned credit in an advanced course. If credit is denied, a student may not reapply for a Course Challenge for the same course. Only approved PSD courses can be challenged. Credit awarded for successfully challenging a course will appear on the student's transcript with the grade of "Pass", but no points will accrue to the grade point average. The word "Challenged" will follow the course title. (BP 6155)

## **DANCES**

Dances must be scheduled three days prior (minimum), and approved by the advisor and principal. The activity director and principal will schedule a maximum of four dances a year. Dances will end before midnight unless authorized by the principal and permission to extend curfew is authorized by the Petersburg Police Department.

All school dances will be supervised by four chaperones (minimum), including administration, certified staff, and parents, if possible. Students will not be allowed to leave and return while dances are in progress, and outside containers are not allowed. All dances are restricted to Petersburg High School students unless special permission has been requested and granted by the principal.

Attendance at a PHS dance is a privilege, not a right. By voluntarily entering a dance, students are granting implied consent for staff to perform safety checks, which may include being lightly searched by a same-gender chaperone. In addition, the use of a Passive Alcohol Sensor (Alcohol Light) will be used to prevent students under the influence of alcohol from entering the dance, ensuring student safety and deterring illegal conduct.

Parents/students will be notified in the school bulletin prior to the dance of these safeguards, and signage will be posted when student searches and the PAS/Alcohol Light are going to be utilized. Specific details regarding student expectations and dance rules are available in the office. Compliance with these rules is required.

Alcoholic beverages, tobacco, and/or drugs are not permitted at dance functions by students, guests of students, or chaperones. Students are not permitted to have consumed alcohol or drugs or be under the influence of alcohol or drugs immediately prior to attending a dance function. The Alcohol Light (PAS) will be used to check all students entering PHS dance functions. The Petersburg Police Department will be called, parents will be notified and School Board Policy will be enforced when students are found violating this policy. BP 5131.6, BP 5030, BP 5144, BP 5145.12

## ***DANGEROUS ITEMS***

To further ensure student safety, dangerous items such as knives, explosive materials, etc. are prohibited in all school buildings, on school grounds, and at all school activities, including parties, dances, athletic events and school-sponsored trips of any kind. By law, students caught possessing a firearm must be expelled for no less than one calendar year. Students caught possessing a deadly weapon must be suspended for a minimum of 30 calendar days.

Knives/blades are coded under two different categories, one for blades 2 1/2 inches and longer (code 7) and one for knives/blades less than 2 1/2 inches (code 27). Any knife/blade coded as a 7 is considered a deadly weapon and must result in a mandatory 30-day suspension.

## ***DISCIPLINE***

The school is responsible for students' safety and welfare in school and during school-sponsored functions; therefore, students are subject to school discipline during these times. It is expected that high school students will conduct themselves as responsible citizens and make an effort to achieve excellence in their studies.

Students may be disciplined for behavior, prohibited by student discipline rules, that occurs off campus if the behavior is either related to school or school activities or is likely to affect safety or welfare or disrupt the orderly educational process in the District.

### ***IN-SCHOOL SUSPENSION (ISS)/DETENTION***

In-school suspension or detention may be assigned by the principal or designee. Students must be making adequate progress on any detention time, as determined by the principal or his designee, before attending any school function, including practice for activities. Students receiving a disciplinary slip will receive a minimum half-hour detention.

## ***DRESS AND GROOMING***

In accordance with the implementation of the District's goals and strategies, the dress code for all students shall meet school board requirements (BP 5132) and create an environment that contributes to the learning needs of students.

The dress and grooming of students shall contribute to the health and safety of the individual, promote a positive educational environment and good school spirit, and be non-disruptive of the educational activities and processes of the school.

Shoes shall be worn.

Clothing that exposes the entire shoulder, tube tops, spaghetti straps, or similar type clothing, may be worn only with a blouse or shirt.

Clothing exposing the torso or the midriff, either front, back or sides, shall not be worn. Underwear/Undergarments shall not be visible.

Leggings and yoga pants, when worn, cannot allow more of the wearer's body to be seen than when wearing jean-like material, must be completely opaque, and of a material substantially thicker than tights.

Head coverings shall not be worn in the auditorium, and may be worn at staff discretion in classrooms and at assemblies. Religious head coverings are allowed as long as they do not disrupt the educational setting. Mini skirts, mini dresses, and short shorts are not permitted. Hemlines shall be no shorter than mid-thigh. Garments and/or jewelry which display or suggest sexual, vulgar, drug, gang, or alcohol-related wording or graphics, or which provoke or may tend to provoke violence or disruption in the school, shall not be worn.

(updated 1/2017)

## ***DUE PROCESS***

Students and their parents have the opportunity to request a conference and/or hearing if they are dissatisfied with the imposition of a disciplinary action. Definition of the various disciplinary actions, and the authority and grounds for imposing discipline are specified in school board policy.

For the sanctions of ISS and/detention the student will have the opportunity to explain his/her conduct to the principal. A conference/hearing with the principal should occur as soon after the incident as possible. There is no appeal beyond the principal for ISS or detention.

For the sanctions of suspension from extra-curricular activities and/or short-term school suspension (less than 10 days), the student will normally have the opportunity to explain his/her conduct to the principal prior to imposition of the sanction. An informal hearing will be held within 24 hours, if possible.

An extra-curricular suspension shall not be postponed while awaiting an appeal hearing. Under certain circumstances, the principal may order a short-term suspension to begin before an appeal hearing. The appeal hearing will be held as soon as practical after short-term suspension begins.

Students/parents dissatisfied with the imposition of discipline following a hearing with the principal may request a hearing before the superintendent by submitting a written request within two (2) school days of the imposition of discipline. Commencement of short-term suspension shall be deferred until after the superintendent hearing.

Students/parents dissatisfied with the imposition of discipline following a hearing with the Superintendent may request a hearing before the school board, by submitting a request within five (5) days of the Superintendent's decision. Commencement of short-term suspension shall be deferred until after the Board's hearing. The hearing shall be held no later than the next regularly scheduled Board meeting. The Board shall issue a written decision within seven (7) school days of the hearing date. Complete hearing rules and timelines are outlined in school board policy manual.

The sanctions of long-term suspension and/or expulsion may be ordered only by the school board after a formal hearing. Formal hearing procedures are specified in the school board policy. Re-admittance to school is contingent upon the Board's satisfaction that the cause for long-term suspension or expulsion has been remedied.

All procedures in the school board policy are the minimum standards for imposing discipline. More formal procedures may be invoked under special circumstances.

## ***ELECTRONICS--PERSONAL***

Students may not use personal laptops, ebooks, pads or any mobile device that sends or receives a signal without prior approval from the technology director or principal.

Student cell phone use is a privilege, not a right. Cell phone privileges will vary from teacher to teacher depending on the learning expectations. At no time may students create a hot spot or tether devices; the school network must be used at all times in accordance with the Children's Internet Protection Act. Students must surrender personal electronic devices, including cell phones, to a PSD staff member if they are disrupting the learning environment. The return of personal devices may require parent permission or meeting, depending on each respective situation. Any devices that takes pictures should not be used in sensitive areas such as locker rooms, bathrooms, etc. Additionally, photographing or capturing videos of other students and/or staff without their prior approval is prohibited and may earn disciplinary actions.

## **EVALUATION OF STUDENT ACHIEVEMENT**

A complete record of grades earned, activities, conduct, test results, and attendance is maintained in the high school office. Each student has a transcript and a cumulative folder. The transcript contains the courses taken, grades, number of credits earned, and awards earned. The cumulative personal folder contains test results, biographical data, medical records, citizenship information, and pertinent documents relating to your education.

Your school record is invaluable to you and is used for recommendations to future employers and for college, vocational, and technical school entrance. All information in these files is confidential and will be disclosed only to qualified persons, including the student, parents, and teachers.

## **EXTRA-CURRICULAR ACTIVITY PARTICIPATION**

Extra-curricular activities are very important to student growth. Student participation is a privilege, not a right. There are special school rules for participation in extra-curricular activities, and students must meet all of these expectations in order to participate. These rules apply to students who participate in extra-curricular activities and are not limited to the time or season of the extra-curricular activity only. The extra-curricular activities covered by the rules include, but are not limited to, all athletic units; Washington, D.C. Close-up; debate; the music program; pep club; and ASSG. Students are expected to meet the financial obligations of travel not covered by the school district. A student becomes ineligible for interscholastic competition regulated by the Alaska School Activities Association (ASAA) on his/her 20th birthday. A student becomes ineligible for interscholastic competition, regardless of age or grades, at the beginning of his/her ninth semester in high school. Participation in Washington, D.C. Close-up is limited to one (1) year. Enrollment in band, jazz band or chorus is required for travel to Music Festival. **NOTE: No participant may participate in the first competition or event until all fees and forms are submitted and has attended the ASAA TAD INFORMATIONAL SESSIONS.**

### **GRADE REQUIREMENTS**

Any student participating in an interscholastic activity for which grade or credit requirements are established by the ASAA shall meet those requirements. ASAA requires that a student must maintain at least an overall 2.0 GPA during the current semester to remain eligible. Students who do not maintain an overall 2.0 GPA may regain eligibility during the current semester by achieving and maintaining an overall 2.0 GPA within the school's grading system. Students must be in regular attendance at school classes in which enrolled or for which credit is granted (or be enrolled in a district or member school correspondence program)

Petersburg School District additionally requires that students participating in an interscholastic athletic, extracurricular, or co-curricular activity must maintain grades of "C" or better in all courses as reported on the most recent athletic director grade check, mid-quarter or end of quarter grade report to be eligible for competition and/or travel.

A student determined ineligible at the end of the fourth quarter (last quarter of the school year) shall remain ineligible for competition and/or travel until the first official grade determination of the following school year. The student may attend practice during periods of academic ineligibility, including summer workouts. The athletic director or administration will perform activity eligibility grade checks on a regular basis, approximately every week, including mid-quarter and quarter grade reports. A student is deemed ineligible on their most recent and current quarter grade check if they possess a grade letter of an F, D, or I. The student is ineligible for all travel and/or competition until the student successfully passes the next grade check. Grade checks will take place every Tuesday throughout the school calendar year unless otherwise noted.

A student who receives an "I" (Incomplete) shall remain ineligible for competition and/or travel until the "I" is replaced by a passing grade ("C", "B", "A"). Converting an "I" (Incomplete) to a grade of "D" does not automatically qualify the student for competition and/or travel.

### **ATTENDANCE REQUIREMENTS**

Students must attend all classes on the day of travel or activity, up to departure time for the event. If students leave on a weekend or holiday, students must attend all classes on the last school day before departure. The principal, coach and athletic director may approve special circumstances requiring

alternative student travel arrangements. Students must return to school in a reasonable time, as determined by the coach/sponsor and/or athletic director, when returning to Petersburg from school-sponsored travel. Any absence following travel must be excused by the athletic director or principal. Failure to return in a reasonable time will result in an unexcused absence and the student may be ineligible for the next school-sponsored activity.

### **BEHAVIORAL EXPECTATIONS**

Students representing PHS are expected to behave in a mature manner, dress appropriately, and conduct themselves with grace and politeness. Our students have a fine reputation, and we are very proud of it. Participation in activities is a privilege, not a right. A coach or an administrator has the right to deny a student's participation. Students must be making adequate progress on any outstanding detention time, as determined by the principal or his designee, to be eligible to practice or compete.

Petersburg Schools maintains a zero tolerance for students using tobacco, illegal drugs, weapons, and alcoholic beverages. Students are expected to disassociate themselves from situations where alcohol and controlled substances are being illegally used.

If a student is not under school supervision and is issued either a citation, the police have made a report to the school the student and/or parent choose to self-report, or the school otherwise becomes aware of a possible violation, then the school shall investigate the matter and the student will be subject to discipline under these extra-curricular activities rules.

Students representing PHS are expected to obey all school rules and city, state and federal laws. Petersburg School District maintains high expectations of students involved in extra-curricular activities, and has taken a firm position that those students should not be using alcohol, tobacco, or illegal substances. Because of the tremendous responsibilities inherent in student activities, it is expected that students will abstain from use and that both students and their parents will honor this rule. Infractions that occur while the student is under school jurisdiction or control may result in more serious discipline.

Traveling students are not allowed to ride in automobiles except those driven by housing parents or school-authorized staff. Students must wear seat belts at all times. Students are not allowed to drive a car in another town while traveling for the school district.

Traveling students who violate laws or school rules may be sent home by the first available transportation, at the students' own expense.

Students may, at the reasonable discretion of the Superintendent, be disciplined for behavior prohibited by student discipline rules as mandated by ASAA, that occurs on or off campus any time of the year if the behavior is either related to school or school activities or is likely to affect student safety or welfare or disrupt the orderly educational process in the District. To the extent appropriate, the Superintendent shall follow the Discipline Chart for Extra-Curricular.

### **ELIGIBILITY FOR TRAVEL/PARTICIPATION IN SCHOOL ACTIVITIES**

As a member of the Alaska School Activities Association, Petersburg High School upholds its by-laws.

In order for a student to be eligible to travel and/or participate in extracurricular activities, he/she must meet the following conditions:

- ✓ Have a current physical examination, student consent form and current signed High School Activities agreement on file in the office. All school fees must be paid before traveling.
- ✓ Be enrolled in at least five semester credits.
- ✓ Have received no D's or F's on the most recent midterm or quarter grade report. A single D with prior permission of the principal may be allowed to participate. This is a special provision and will be applied on a case by case basis. Students with one D may be given this allowance once during the school year.
  
- ✓ Be in compliance with absence limits.

- ✓ Be present in class for the entire school day on the day of an activity or school-sponsored trip. Any exceptions to this, such as a doctor's appointment that cannot be scheduled at another time, must have prior approval of the principal. A student violating this rule will be ineligible to practice, participate or travel on the day of the violation. Check out times will be established for each trip. Failure to check out through the office will result in disciplinary action. Only participating students will be housed.
- ✓ Students should bring sufficient funds for their own expenses. \$20 per day for food is recommended, plus additional money for transportation costs. An individual sleeping bag, plus towel, uniform, and warm clothes should be brought.
- ✓ State travel is the responsibility of the student. Payment for state travel must be made prior to departure.
- ✓ All school fees must be paid prior to first scheduled event, whether student travels or not.
- ✓ Student and parent/guardian must sign ASAA's Student and Parent/Guardian Acknowledgment Form.

### **TRAVEL RULES**

While traveling to or engaged in an out-of-district school-sponsored activity, students are expected to follow all rules described herein, as well as those that are a part of the Activities Agreement and any that might be established by the advisor, coach or chaperone.

## **Housing with a Host Family**

1. Students must abide by all rules established by the host family.
2. Students must abide by all curfews established by the coach or sponsor if earlier than item "3" below or in addition to "3" below.
3. Generally, students must be in the house one hour after the event. In special cases, such as an extended school dance, students are permitted to stay out until 1:00 AM
4. **Coach/Sponsor is to contact host parents to provide contact information and any special rules students are expected to follow.**
5. Host parents are to contact the Coach/Sponsor, Activity Director, or Principal should issues or problems arise.
6. No student is allowed to partake of alcoholic beverages, drugs or tobacco. If a student violates this rule, please notify the coach immediately. The housed student is expected to remove himself/herself from any situation where alcoholic beverages or drugs are being used by contacting his/her coach and/or host family.
7. Host parents are expected to provide one or more meals per day for the students.
8. Housing changes are not generally made. If necessary, any housing changes by students must be approved by the coach, advisor and host high school housing coordinator. The host parent will be notified about any changes.
9. **No housed student may drive any vehicle while being housed with a host family.**
10. Host parents will have working smoke alarms installed in their homes.
11. Host parents are encouraged not to leave students unattended at their home. If the host parent is working during the day, the student can be dropped off with the coach/chaperone.
12. (PCSD Rule) **No student is to be housed alone with a host parent.**
13. (PCSD Rule) **Only students of the same gender may be housed in the same host residence.**

## **Group housing in a school, church, community facility, etc.**

1. **(PCSD Rule)** Coach/Sponsor/Chaperone is to "house" with the team or group when group housing is provided.
2. **(PCSD Rule)** Coaches and Sponsors may release students *only* to their parents on district sponsored activity travel.
3. ASAA regulations and PCSD policy prohibit coaches or chaperones from drinking alcohol on school trips.
4. **(PCSD Rule)** Students must be assigned a sleeping area, and an adult (coach/sponsor/chaperone) must be present in the area at all times.
5. When notifying the host school of your intention to group house, state the number of participants, male and female, and the number of chaperones that will be coming.
6. Honor the host schools request regarding when the student needs to vacate the facility.
7. No students is to be in any part of the host facility without a chaperone.
8. No use of any home phone without chaperone permission.
9. Please keep your area clean and policed daily.

10. Please clean the assigned area prior to departure. Leave the facility the same way you found it.
11. Host school will supply phone number contacts in case of problems or emergencies at the school.
12. Mixed groups will be kept in separate rooms, if possible.
13. Students should not leave the housing area without coaches/advisors permission and always with a buddy.
14. If the host school requires you to be group housed, the host school will provide one meal a day.
15. Adhere to host schools rules at all times.
16. Do not prop doors open to the school, host school will provide keys to school.

### **Housing in a hotel or related facility**

1. **Coach/Sponsor shall establish curfew hours while traveling. The curfew time is not negotiable.**
2. Only students assigned to a room may be in that room after curfew.
3. Students are not allowed in rooms occupied by persons not affiliated with the team or the school they represent.
4. Students are not allowed in rooms assigned to persons of the opposite sex.
5. People not associated with the team or the school shall not be allowed in team rooms.
6. Students on trips may not leave the team unless accompanied by a parent or guardian, the coach or sponsor has given explicit agreement and written request by the parent/guardian is provided to the coach/sponsor.
7. Students are expected to adhere to all school and team rules and attend all activity/team functions.
8. When in public on road trips, students shall be in groups of three (3) or more.
9. When in a hotel and outside their assigned room, students shall be in groups of two (2) or more.

### **Rule Infraction Consequences (Student)**

In the event a PCSD student should fail to abide by established rules, one or more of the following consequences may apply:

1. The student may be withdrawn from the competition
2. The student may be sent home immediately at his/her parent's expense
3. The student may be suspended from the program for a length of time to be determined by the coach and/or the administration depending on the severity of the infraction
4. The student may be dismissed from the program
5. The student may be subject to further consequences to be determined by the school administration or the Superintendent

### ***Travel "Rules of the Road" (Students)***

Petersburg School District students are expected to conduct themselves with honor and integrity at all times while traveling within or outside of the school district. Students should consider themselves ambassadors for their families, school, and community. Travel rules are established for the benefit of participating students, coaches, and chaperones.

1. All school and school district policies are in effect for the duration of the trip as covered in the High School Student Activities Handbook.
2. Students cannot travel if they are not making adequate progress on unserved detention time.
3. Detention unserved at the end of one school year carries over to the beginning of the next school year.
4. Students must participate in at least one meet to be allowed to go to Regionals.
5. Students are expected to follow all directions given by coaches, sponsors, and chaperones.
6. Disrespectful, destructive, or any behavior considered being detrimental to the program or which brings disfavor upon the school or the school district shall not be tolerated. This behavior shall include but is not be limited to:
  - a) Alcohol or drug use
  - b) Public displays of affection or sexual contact of any kind
  - c) Vandalism or trashing of rooms or other property
  - e) Shoplifting or other illegal actions
7. **Coaches shall establish curfew hours while traveling for the benefit of the team. The curfew time is not negotiable.**
8. Students on trips may not leave the team unless accompanied by a parent or guardian, or host family, and written permission has been given to, and the coach or sponsor has given explicit agreement.
9. Students are expected to adhere to attend all team/group functions.
10. While on school-sponsored trips, students are expected to dress appropriately and to follow the school dress code.

11. Coaches will address the code of conduct to be followed on busses or public transportation.
12. Teams will clean up their areas prior to leaving any competition site.
13. Students shall demonstrate good sportsmanship at all times.
14. Additional rules may apply and shall be covered by the coach or sponsor prior to departure or before certain activities.

## **TOBACCO, ALCOHOL, DRUGS (T.A.D.) – Extracurricular (PCSD BP 5131.6)**

An extracurricular student who receives an alcohol or drug citation shall promptly notify the activity director or principal. Any extracurricular student who fails to do so may forfeit their reduction option or be subject to further disciplinary action once the school learns of the offense. All student(s) and parent(s)/guardian(s) are required to attend the ASAA TAD Introduction Session once (1) per calendar year in order to participate in any practice for any activity.

### ***Determination of Violations***

A student is determined to have violated the T.A.D. policy if they use, possess, sell or furnish tobacco, alcohol and/or illegal substances, receive a citation from a law enforcement officer for alcohol or illegal drug violations, or is observed by a Petersburg School District staff member using, possessing or selling tobacco, alcohol and/or illegal substances. Observation by a staff member via the internet, video, picture or other media will be considered.

A member school's determination that a violation has occurred and its imposition of penalty may not be appealed to ASAA. If a member school or member school district reverses a determination of violation, it shall promptly notify ASAA of such reversal. Violations and penalties are to be based upon noncompliance with the policy by the student participant, by the student's parents/legal guardians, or both, provided however, that where a violation is based solely upon action or inaction of the parent or legal guardian and not of the student participant, under circumstances completely beyond the control of the student and where it would be manifestly unfair to disqualify the student on this ground, the member school may, at its discretion, withhold imposition of a penalty against the student.

### **First Offense**

The student will be suspended from interscholastic competition for 30 calendar days (as defined in section 10). The student and parent/guardian must complete ASAA's T.A.D. First Offense educational component before the student may return to practice. The suspension will be reduced to 15 days if the student completes 15 hours of community service and the student enrolls and actively participates in the *Prime for Life Risk Reduction* counseling program through a certified provider at the student's expense.

### **First Offense – student self-report**

If the student self-reports a personal violation of the tobacco, alcohol or drug policy before the District otherwise learns of the student's actions, and the student did not receive disciplinary action from school officials or law enforcement officers, the District may reduce the first offense suspension to 10 days. To regain eligibility, the student must complete all requirements listed above for a first offense violation.

### **First Offense violation during travel on school-sponsored trip**

The student will be suspended from interscholastic competition for 90 calendar days (as defined in section 10). The student and parent/guardian must complete ASAA's T.A.D. First Offense educational component before the student may return to practice. To regain eligibility, the student must enroll and actively participate in the *Prime for Life Risk Reduction* counseling program through a certified provider at the student's expense. The suspension will be reduced to 45 days if the student additionally completes 15 hours of community service.

### **Second Offense**

The student will be suspended from interscholastic competition for 90 calendar days (as defined in section 10). The student and parent/guardian must complete ASAA's T.A.D. Second Offense educational components before the student may return to practice. To regain eligibility, the student must enroll, actively participate and follow through with treatment recommendations in Prime for Life through a certified provider at the student's expense. The suspension will be reduced to 60 days if the student additionally completes 20 hours of community service.

### **Second Offense violation during travel on school-sponsored trip**

The student will be suspended from interscholastic competition for 180 calendar days (as defined in section 10). The

student and parent/guardian must complete ASAA's T.A.D. Second Offense educational components before the student may return to practice. To regain eligibility, the student must enroll and actively participate in Risk Reduction Counseling Assessment program through a certified provider at the student's expense. The suspension will be reduced to 90 days if the student additionally completes 20 hours of community service.

### **Third Offense**

The student will be suspended from interscholastic activities and practice for one (1) school year. Both the student and parent/guardian must complete the Third Offense educational component prior to the student's return to competition. While under the period of suspension, the student **may** return to practice after completion of the Third Offense educational component. The student must enroll and actively participate in Risk Reduction Counseling Assessment program through a certified provider at the student's expense. A student may need additional days of practice before returning to competition (See Article 7, Section 5.D of the ASAA Policy Manual). A student's suspension may be reduced to 180 calendar days by completing 30 hours of community service as well as meeting the following criteria only on a 3<sup>rd</sup> Offense: a) seek assessment and counseling/treatment from a local health care professional, b) successfully complete the recommendations of the care provider and submit a letter from the agency, c) demonstrate a commitment to remain substance free, d) make a presentation to the District School Board requesting reinstatement of interscholastic eligibility, e) notify ASAA through the school administration that all conditions have been successfully completed, and f) and request reinstatement from ASAA. \*There is no reduction for 4<sup>th</sup> and further offenses.

### **Fourth Offense**

The student's privilege to participate in interscholastic activities and practice is revoked for one (1) year. Both the student and parent/guardian must complete the 4<sup>th</sup> Offense educational component prior to the student's return to competition and there will be no forgiveness of calendar days of suspension.

In such case, penalties shall be imposed on the first calendar day following a determination on appeal that a violation has occurred. A student shall be considered ineligible during each calendar day in which a penalty is imposed.

## **TOBACCO VIOLATION CONSEQUENCES**

All violations of only the tobacco policy by an extracurricular student will be subject to the ASAA T.A.D. policy minimum suspensions.

### **First Offense**

The student will be suspended from interscholastic activities and practice for 10 (ten) calendar days (as defined in Section 10). Fifty (50) percent of the suspension will be forgiven and the student may return to practice if the student and parent/guardian complete the First Offense educational component.

For tobacco use, if a student under the First Offense Penalty violates the Tobacco Rule within the 10 (ten) calendar day period of suspension, the student's period of suspension will start over again; the First Offense educational component will become mandatory, and no forgiveness will be granted. This process will continue until the student has demonstrated 10 (ten) calendar days without a subsequent tobacco violation.

A student who has not completed a suspension or re-suspension under the first Offense Penalty for violation of the Tobacco Rule does not become subject to imposition of penalties under a Second, Third or Fourth Offense for violation of the Tobacco Rule, until the student has completed all suspensions and re-suspensions under the First Offense Penalty for tobacco use. A student serving a First Offense Penalty under the Tobacco Rule is, however, subject to immediate imposition of a Second Offense Penalty to the extent this is based upon violation of the non-tobacco prohibitions under this Policy.

### **Second Offense**

The student will be suspended from interscholastic activities and practice for forty-five (45) calendar days. Both the student and parent/guardian must complete the Second Offense educational component prior to the student's return to competition and there will be no forgiveness of calendar days of suspension. While under the period of suspension, the student may return to practice after completion of the Second Offense educational component. A student may need additional days of practice before returning to competition (See Article 7, Section 5).

### **Third Offense**

The student will be suspended from interscholastic activities and practice for one (1) school year. Both the student and parent/guardian must complete the Third Offense educational component prior to the student's return to competition. While under the period of suspension, the student **may** return to practice after completion of the Third Offense educational component. The student must enroll and actively participate in Risk Reduction Counseling Assessment program through a certified provider at the student's expense. A student may need additional days of practice before returning to competition (See Article 7, Section 5.D of the ASAA Policy Manual). A student's suspension may be reduced to 180 calendar days by completing 30 hours of community service as well as meeting the following criteria only on a 3<sup>rd</sup> Offense: a) seek assessment and counseling/treatment from a local health care professional, b) successfully complete the recommendations of the care provider and submit a letter from the agency, c) demonstrate a commitment to remain substance free, d) make a presentation to the District School Board requesting reinstatement of interscholastic eligibility, e) notify ASAA through the school administration that all conditions have been successfully completed, and f) and request reinstatement from ASAA. \*There is no reduction for 4<sup>th</sup> and further offenses.

#### **Fourth Offense**

The student's privilege to participate in interscholastic activities and practice is revoked for one (1) calendar year. Both the student and parent/guardian must complete the 4<sup>th</sup> Offense educational component prior to the student's return to competition and there will be no forgiveness of calendar days of suspension.

These are minimum penalties which may be increased by the member school or member school district, based upon (1) the nature of the violation, (2) the extent to which it occurs on school property or during school activities, and (3) the extent to which it arises in the context of the student's participation in interscholastic activities.

Penalties shall be imposed beginning on the first calendar day following a determination that a violation has occurred. An extra-curricular suspension shall not be postponed while awaiting an appeal hearing except to the extent a school's appeals policy permits a student to continue to participate pending final determination of any appeal filed by the student under such policy. In such case, penalties shall be imposed on the first calendar day following a determination on appeal that a violation has occurred. A student shall be considered ineligible during each calendar day in which a penalty is imposed.

#### ***PHYSICAL EXAMINATIONS***

Students must have a physical exam on file before participation in any athletic activity. Students who participate in extra-curricular activities are required to have some type of health insurance. Forms are available at the office for purchasing student accident insurance.

**NOTE: No participant may participate in the first competition or event until all fees and forms are submitted and has attended the ASAA TAD INFORMATIONAL SESSIONS.**

#### ***FEES and Textbooks***

Student fees are collected each year. The basic fee includes a yearbook and admission to all the regular home sports events. Certain subjects within the curriculum also have a required student fee. These fees are collected at the school office.

Students are issued textbooks and all books are identified by the book number and the student's name. It is the responsibility of the student to return the book in good condition with allowance made for general book wear and depreciation. The student is responsible for paying established fees for book damage or loss. Grade cards and/or transcripts will not be released until all fines or fees are paid.

Students are issued lap top computers for their use 24/7. Students are expected to treat the lap top computers as if they were their own. Gross negligence on the part of students for damage to the lap top computers will result in additional fees. See the technology use policy.

#### ***FIRE DRILLS***

Required fire drills are held monthly during the school year.

**SIGNAL:** A continual sounding of the fire alarm is the signal to exit immediately

**PROCEDURE:** Upon hearing the alarm, rise and leave the room briskly and in an orderly way. Form a line and file outside the building according to the instructions of the teacher. When outside, be alert to further instructions so that fire lanes may be kept clear. Return to class at a signal from the principal or teachers.

## **GRADUATION REQUIREMENTS**

The following program meets the requirements for graduation at PHS. Students are required to complete a minimum of eight semesters (or the equivalent) of high school work as well as the following:

English	4 credits	(1 credit each year for 4 years)
Science	2 credits	(1 credit each year of 9 <sup>th</sup> & 10 <sup>th</sup> including Physical Science and Biology)
Math	3 credits	(in grades 9, 10 and 11)
Social Studies	3 credits	(World History 9 <sup>th</sup> , US History 11 <sup>th</sup> , American Government and AK History 12 <sup>th</sup> (semester each).
P.E.	1 credit	(½ credit allowed for participation in district-funded extracurricular sport or approved dance program, Viking Swim club or other school-approved activity program beginning in grade 10. Participation in two such activities will be required to earn ½ credit)*
Health	½ credit	
Electives	<u>10.5 credits</u>	
<b>TOTAL CREDITS</b>	<b>24</b>	

\*To be approved, the dance program must meet the following criteria:

- established program for three (3) years
- taught by a qualified and recognized instructor
- holds a public performance
- willing to participate in granting credit option and to follow school requirements for participation
- willing to document minimum of 75 hours of physical activity

The Superintendent may recommend to the Board that the eight-semester attendance requirement be waived in the case of students who have completed all requirements for graduation. Early graduation requires approval of the School Board on an individual basis. The student requesting early graduation must have an education plan filed with the Board.

For existing high school students, the selection of Valedictorian, Salutatorian, and Historian will be determined at the end of the 2nd semester of the graduating class's senior year. The student with the highest GPA, carried out to the ten thousandths decimal place, will be selected as Valedictorian and the student with the next highest GPA will be selected as the Salutatorian, and the student with the next highest GPA will be selected as the Historian. If there is a tie in GPA, more than one Valedictorian, Salutatorian or Historian will be selected. The selection for Valedictorian, Salutatorian, and Historian will be determined based on a weighted grade point scale. (AR 5127)

Students need 24 credits to graduate. Students will not be allowed to participate in the graduation ceremony unless they have successfully completed all requirements. Students graduating from a non-district sponsored homeschool program are not eligible to participate in the graduation ceremony. In order to participate in the graduation ceremony, a student must be enrolled as a student in Petersburg School District. (BP 5127)

Study Hall classes do not receive credit. Resource classes are on a Pass/Fail grading scale.

Recognizing that the graduation ceremony is a school-sponsored, community celebration, student attire must comply with current district policies. This includes language and images on the graduation hat, gown and visible clothes worn underneath the gown must be in compliance with school policies. Violations will result in district staff requiring removal of the hat/gown prior to the graduation ceremony and replacing it with non-decorated attire.

All transfer of credits to Petersburg High School must come from a school accredited by AdvancED, the only body to be recognized by the State Department of Education and Early Development (DEED). Credits from alternative educational programs must fit the adopted statutory definition, in AS 14.30.365 (c) (1), of "alternative education program" as a public secondary school that provides a nontraditional education program, including the Alaska Military Youth Academy; a public vocational, remedial or theme-based program; a home school program that is accredited, as defined in this section; a charter school authorized under AS 14.030.250-14.03.290; a statewide correspondence school that enrolls students that reside outside of the district in which the student resides and provides less than 3 hours a week of scheduled face-to-face student interactions in the same location with a teacher who is certified under AS 14.20.020

## ***GUIDANCE PROGRAM***

A counselor is available to assist all students with personal and school problems and to assist them with educational and vocational planning. However, he/she will not choose a program for you. The final choice must rest with the parent and student. Some examples of how the counselor can help you are as follows: class scheduling, job exploration, post-secondary training selection, information on financial aid, planning for careers and life work, and personal social issues.

PHS classes are designed for classroom participation, not individual study. The superintendent or designee may allow home study programs based on PHS classes, if warranted.

Students may elect any course, for which they are otherwise qualified, without regard to race, color, creed, sex or handicap. Questions regarding discrimination should be referred to the Title IX and section 504 coordinator/Director of SPED Services.

## ***GUN FREE SCHOOLS***

By state law, any student who is determined to have brought a gun or other firearm to a school in the district shall be expelled from the district for a period of not less than one year. The Board may, on its own initiative or on the recommendation of the Superintendent, modify the expulsion requirement on a case-by-case basis. The term "firearm" means a firearm as defined in Section 921 of Title 18 of the United States Code and includes bombs and other incendiary devices. The term also includes parts from which a firearm may be assembled.

## ***HALLWAY BEHAVIOR***

Students are to be in the classroom or library when school is in session unless they have permission from the teacher. Those who receive such permission for a good reason are expected to be quiet while in the halls. The school is not an appropriate place to show intimate affection.

## ***HARASSMENT***

All students and staff have a right to a safe educational environment. Sexual harassment interferes with this right and will not be tolerated. Sexual harassment is specifically prohibited by state and federal law. Harassment includes unwanted sexual comments and behaviors, as well as racially or religiously oriented remarks and other behaviors that prevent a student from being comfortable in their school environment. Harassment may be directed toward persons of the same or opposite sex. Concerns about harassment should be brought to the attention of a teacher, counselor or principal so that appropriate action can be taken.

## ***HELP FROM TEACHERS***

Teachers will be glad to assist students who are having difficulty with their courses; however, it is the student's responsibility to ask for help and obtain make-up assignments. Teachers are available before and after school and by appointment. One may ask for additional help or tutoring from our special services teacher.

## **HONOR ROLL**

An honor roll will be calculated at the close of each semester. A student must have an average of 3.3 or higher to be eligible. High honor roll is considered 3.5 and above and certificates will be issued for this achievement. Students must be enrolled in a minimum of six classes at PHS to be eligible for honor roll. A "D" in any class disqualifies a student for honor roll.

## **IMMUNIZATIONS and HEALTH SCREENINGS**

State law requires that students complete their immunization program before being allowed to attend school.

All students may be screened for health statistics (such as height and weight) every school year, performed by a certified nurse, typically the school nurse, if applicable. All results are confidential and are only reported by student number to the state. Parents or students who wish to not have health screenings done at the school must notify the office staff.

## **LENGTH OF SCHOOL DAY**

Petersburg High School begins at 8:15 A.M., and continues until 3:00 P.M. Monday through Thursday. Students will be released at 2:00 P.M. on Friday.

## **LIBRARY**

Our library supports the curriculum of the middle school and the high school. It is part of the Alaska Library Network and is connected electronically to the Petersburg Public Library. A common library card serves both facilities. The library houses a collection of books, periodicals, non-print media and audio-visual equipment.

The librarian maintains a study atmosphere in the library and all students are encouraged to use the library any time during the school day. There are no fines. Library check-out privileges may be suspended until overdue books are returned. Students are responsible for material they check out and must pay replacement costs of lost or damaged materials.

## **LOCK DOWN AND LOCK OUT DRILLS**

Lock down drills are also held periodically during the school year. This is done so that students learn how to respond quickly to any disaster in which students need to remain in school for safety reasons.

**SIGNAL:** A repeating two-toned sounding of the alarm is the signal for students to quickly enter the nearest classroom.

**PROCEDURE:** Once within the classroom, students should follow the teacher's directions for lock down procedures

## **LOCKERS**

Every student is issued a locker and combination on the first day of school. Personal valuables can be checked into the office to be kept secure. The high school accepts no responsibility for theft from lockers.

Your lockers are not your property. They may be inspected periodically.

## **MOTOR VEHICLES**

Angled parking on Charles W. Street is reserved for school employees.

Students are not allowed to park in visitor parking in front of the school during the school day.

All drivers must take great care when parking and driving near the school.

Weapons, including guns, are not allowed in parked vehicles.

Remember that very small children are walking in the area and they are especially difficult to see; please drive slowly and cautiously.

Student-operated vehicles may not be used to travel to and from off-campus class activities without signed parent permission on file in the principal's office. Cases of speeding or reckless driving and improper parking will be reported to the police department. When a student parks his/her vehicle, it should be locked. The school assumes no responsibility

for vehicles or their contents. Moving violations in the school zone have the consequence of double the fines and points. Illegally parked vehicles may have a district parking boot placed on the vehicle's wheel. Students will receive one warning, then the fine to remove the district parking boot is \$85.00, to be paid at the district office.

## **NATIONAL HONOR SOCIETY**

Seniors, juniors and sophomores with a 3.6 grade point average are eligible for selection. Selection is also based upon leadership, service, and character. Members must maintain the high standards which warranted their election or they will be dropped from the society. National Honor Society members are expected to take challenging math, science, and English classes each year.

(web site: [www.nhs.us](http://www.nhs.us))

## **NONDISCRIMINATION POLICY**

Petersburg School District does not discriminate on the basis of race, religion, color, national origin, sex or gender, disability, or age in providing educational services, activities, and programs, including vocational and career technology education programs. Petersburg School District complies with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Title II of the Americans with Disabilities Act of 1990 ("ADA"), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; and any other legally-protected classification or status protected by applicable law. Any questions or concerns about Petersburg School District's compliance with these federal programs should be brought to the attention of the following persons designated as being responsible for coordinating compliance with these requirements:

For more information regarding accommodations, civil rights or grievance procedures, contact: Superintendent Kludt-Painter at (877) 526-7656, Petersburg School District, 201 Charles W. St., PO Box 289, Petersburg, Alaska, 99833.

Petersburg School District will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

## **PART-TIME ENROLLMENT**

Students who are enrolled in another school as their primary school may also enroll at Petersburg High School, if space is available in the desired classes. Part-time students will enroll after full time students have registered.

Students at PHS may register for dual enrollment with other accredited schools with the principal/counselor approval. Correspondence classes should be scheduled outside the regular school day. Student requests for correspondence study during the school day at Petersburg High School will be considered only if the student is a junior or senior, and has the principal's permission. Distance delivery instruction as a way to expand and enrich P.H.S existing curriculum and/or to provide opportunities to make up credits needed for graduation, require principal/counselor approval. Students enrolled in distance delivery classes need to pay close attention to timelines and due dates in order to complete courses in a timely manner; a semester class must be completed within a semester.

## **PBIS**

PBIS (Positive Behavior Interventions and Supports) is a school-wide, proactive approach, which emphasizes the instruction of social skills, data-based decision making, and the prevention of problematic behavior. While fostering positive behaviors and interactions, PBIS also improves academic performance.

The most important part of PBIS is teaching expected behaviors. This is accomplished by utilizing a school-wide matrix of behaviors, which encompasses the three main expectations of Petersburg School District -- Be Safe, Be Respectful, and Be Responsible.

## **PHYSICAL EDUCATION AND ATHLETICS HEALTH RESTRICTION**

A student who has been removed from participation in physical education class, an athletic practice or game for serious physical injury or medical condition by a supervising adult (i.e. coach, parent, athletic director, etc.) may not return to play until the student has been evaluated, diagnosed and cleared for participation by a licensed practitioner, which may be:

1) A health care provider licensed in Alaska, or exempt from licensure under Alaska law (*AS 08.64.370(1), (2), or (4)*),

OR

2) a person acting at the direction and under the supervision of a physician licensed in Alaska, or exempt from licensure.

If your child has a diagnosis that may restrict or limit his/her activities in physical education, then your child's doctor must fill out a Release From School form and have it submitted to the school office at the beginning of the school year or prior to the beginning of the next school day. The doctor must specify the amount of time this form is valid. Note that a student who is unable to participate in physical education is not able to participate in interscholastic sports and may be excluded from certain field trips.

The following health conditions may require a completed Release From School form:

- Asthma
- Heart Conditions, including murmurs
- Orthopedic problems
- Cerebral Palsy
- Seizure Disorder
- History of head injury, dizziness and/or fainting
- Any other disease/illness that may restrict physical activity.

During the school year, your son/daughter may sustain an illness or injury that will require your child to be excluded or restricted from participating in physical education and interscholastic activities. All notes from a medical professional or parent must be brought to the school office for your child to be excused from gym. Petersburg School District limits parent excuses to 3 days for each quarter in the MS and 3 days per semester in the HS. Students requiring more than the above exclusion/restriction must bring in a doctor's note to be excused (see above). Additional excused days of physical education may be required to be made up with the PE teacher.

Parents who are a licensed practitioner cannot excuse their own child, as legal documentation must come from a third party medical professional.

## ***POST HIGH SCHOOL EDUCATION***

Information about colleges, technical and vocational schools is available in the guidance counselor's office. Together with your parents and the guidance counselor, you should begin planning for your future. For those who plan to continue their studies after high school graduation, there are a number of scholarships and student loans available to help you financially. These financial aids are announced in the early spring, and it is the student's responsibility to apply for this assistance. Parents and students should begin this process at least during the student's junior year in high school.

## ***POWERSCHOOL***

Petersburg High School can provide parents and students access to current grades and attendance through the Internet. The following website will allow you access to your information: <http://pcsd.powerschool.com/public/home.html>  
For security purposes, parents and students are assigned unique user names and passwords for each individual student at PHS. To receive your ID and password, contact the high school office.

## ***PROGRESS REPORTS IMPROVEMENT NOTICES***

A progress report is sent home every mid-quarter (four to five weeks) to the parents of those students whose work is failing or near failing. The purpose of this notice is to notify the student and parent that the course work is below par and that additional work will be necessary on the part of the student in order to prevent failing. Limited tutorial help is also available to students. All students involved in extra-curricular activities will have their grades checked regularly by the coaching staff, in addition to every mid-quarter as well. Student's grades and course progress may be checked anytime via Powerschool student information system at [www.pcsd.powerschool.com](http://www.pcsd.powerschool.com)

Improved work notices may also be sent to the parent of students whose work has improved. Through this notice a teacher can express his/her congratulations and encouragement to the student in hopes that the student will continue in this manner.

## **REPORT CARDS AND GRADING SYSTEM**

Report cards are issued every nine weeks. These cards should be shared and discussed with your parents. It is not necessary to return these cards to the school because you will receive a new card at the end of each nine-week period. Our grading system is as follows:

<u>Standard 4.0 Scale</u>			<u>Advanced Placement 5.0 Scale</u>		
A	Outstanding Achievement	4.0 grade points	A	Outstanding Achievement	5.0 grade points
A-		3.7	A-		4.7
B+		3.4	B+		4.4
B	Above Average Achievement	3.0	B	Above Avg. Achievement	4.0
B-		2.7	B-		3.7
C+		2.4	C+		3.4
C	Average Achievement	2.0	C	Average Achievement	3.0
C-		1.7	C-		2.7
D+		1.4			
D	Below Average Achievement	1.0			
D-		0.7			
F	Failing	0			
I	Incomplete	0			
NG	No Grade	0			
M	Insufficient data/credit by another institution				

Grade Point Averages (GPA) will be calculated using a 4.0 scale. Advanced Placement (AP) courses will be calculated on a 5.0 scale if students complete the course in good standing. Beginning with the Class of 2019, GPA will include plus and minus grading on a student's transcript. Student transcripts include both a weighted and non-weighted GPA.

A student may take one elective course on a pass/fail basis each semester (does not include courses required for graduation, such as American Government, English I, etc.) The pass/fail grade will not be used in the computation of your grade point average. Such election must be made and the teacher and the counselor notified within the first two weeks of the course. An Incomplete grade must be made up within two weeks. If not made up within two weeks after the end of the term, an incomplete will be assigned the grade that indicates the student's earned progress during that term. Classes taken for credit recovery can only receive a maximum grade of 70%.

## **RE-TAKING A CLASS**

If students feel they have not gained all that they could from a class in which they have attempted, they have the option to take it over. In that case, both classes/grades will be shown on the report card and/or transcript. The old grade will be changed to either a P or NG and will not be considered for either GPA or credit; only the new one will be used. However, in cases of a tie in class ranking, the student who re-took a class will receive the lower ranking.

It should also be noted that students are given credit and a grade each time they take repeatable classes (i.e., band, physical education, chorus, etc).

## **SAFE SCHOOLS AND CRISIS RESPONSE**

Students need to feel safe within their school. The District has a crisis response plan. Procedures are in place for a response to threats of attack, shooting in the school and hostage situations as well as other dangerous situations, including a death. The response team consists of staff, parents, students, police, clergy, and social service professionals.

Students who are aware of plans that would endanger any member of the school community or school property should contact the principal or Superintendent immediately to let them know about the situation. A student should never hesitate to contact school officials or Crime Stoppers (772-7463) with knowledge concerning threats towards another student, staff

member or the school buildings. What one student may believe to be an insignificant threat could, in actuality, be the only information known to prevent a tragedy. Students sharing information with school officials can know that their efforts will be respected and valued even if the threat proves to be uneventful.

## **SCHEDULING OF CLASSES**

All students must enroll in seven (7) classes each semester of the school year, unless approved by the principal.

A student who drops a course during the first two weeks of the semester may do so without any entry on his/her permanent record card. A student who drops a course after the first two weeks of the semester shall receive an W/F grade on his/her permanent record, unless otherwise decided by the principal or designee because of extenuating circumstances.

Most classes earn one credit for a year's work. Teacher aide earns  $\frac{1}{2}$  credit for a full year's time, and can only be taken twice during a student's school career, unless approved by the principal. Students who desire to be a teacher aide must have C's or better in all classes on their last semester grades.

## **SCHOOL CALENDAR**

All approved student activities must be placed on the school calendar in the office a minimum of two weeks in advance of the scheduled date. Activity Request forms are available in the office. Forms must be completed and signed by an advisor and the principal and returned to the office one week prior to the event.

## **SEARCH AND SEIZURE**

BP 5145.12

All lockers and other containers provided to students by the District are owned, supervised and controlled by the District. Lockers and other District-provided containers are subject to search by the Superintendent, or designee, who may authorize a District employee to search them at any time. Authorization to search is specified in school board policy. No decorations allowed on outside or inside of locker unless approved by the office.

Any District administrator may conduct searches when there are reasonable grounds or suspicion that the search will uncover evidence that the student is violating the law or the rules of the district or the school. The use of drug-detection dogs and metal detectors, or similar detection devices, may be used upon express authorization of the Board/Superintendent.

The Superintendent or designee may request a drug test from a student, if they have reasonable cause to suspect that the student is under the influence of alcohol or a controlled substance not prescribed as required by law. A student's failure to comply upon request pursuant to this policy will be used as evidence against the student in a disciplinary proceeding and will subject the student to other sanctions by board policies and school rules.

Items discovered in the course of a search that are illegal or violate school or district rules shall be seized. If the seized item is not illegal to possess, but is prohibited on school grounds, the item may be returned to the student's parent(s) or guardian at the end of the school day. If the item is illegal to possess, the Superintendent or designee may direct that the item be surrendered to police.

A reasonable attempt will be made to notify the student's parent(s) or guardian before a search has taken place, if practical. If prior notification is not practical, a reasonable attempt will be made to notify the student's parent(s) or guardian after a search has taken place. The notification shall include the reason for the search and the nature of any contraband discovered.

## **STUDENT COUNCIL**

The student council is a learning opportunity for PHS students to develop and promote commitments to citizenship, scholarship, leadership, human relations and cultural values. The student council teaches and provides the means through representative government to develop decision-making skills. Classes report their activities and concerns through their elected representative to the council. Council activities and decisions are in turn reported back to classes, organizations and faculty. Decisions and requests of the student council are communicated to the administration, faculty, and school board through the student council school board representative.

The student council is made up of elected Associated Student Body Officers (president, vice president, secretary, treasurer, sergeant-of-arms (ASB Executive Board), city council representative, school board representative, curriculum

steering committee representative, library board representative, parks and rec representative, public safety representative), the president and class representative for each class. Student council meetings are scheduled monthly or more regularly.

An agenda will be prepared by the president prior to meetings and Robert's Rules of Order are followed during meetings.

## **STUDENT INFORMATION RELEASE**

### **Release of Information to military recruiters**

The federal Elementary and Secondary Education Act requires all local education agencies to provide to military recruiters, upon their request, the name, address and telephone number (including unlisted number) of secondary school students. Although military recruiters focus their efforts on high school juniors and seniors, the law allows for the gathering of this information from the broad category of "secondary" students, defined as students in grades 7 through 12. If any secondary student or the parent/guardian of a secondary student does not want the District to provide the requested information to military recruiters, the secondary student or the parent/guardian must "opt out" of providing such information by submitting a signed, written request to this effect.

### **Institutions of Higher Learning information release**

The Every Student Succeeds Act of 2015 (ESSA) requires all local education agencies to provide to institutions of higher education, upon their request, the name, address, and telephone number of secondary school students. Although post-secondary institutions schools focus their efforts on high school juniors and seniors, the law allows for the gathering of this information from secondary students. If any eligible student (18 years of age) or the parent/guardian of a secondary student does not want the District to provide the requested information to institutions of higher education, the secondary student or the parent/guardian must "opt out" of providing such information by submitting a signed, written request to this effect.

## **STUDENTS' RIGHTS, RESPONSIBILITIES and GRIEVANCE PROCEDURES**

PHS students have the right to learn in school without interruption. Any school attempting to serve the needs of hundreds of individuals must, in order to protect the rights of all, establish guidelines so that all will know how to pattern their behavior. Many rules are unnecessary if members of the organization keep in mind their purpose for being here and are considerate toward the rights of others. Honesty, fairness, ambition and understanding are character traits that we should continually work to develop.

Students are guaranteed the right to appropriately express themselves, conduct meetings and carry out actions in accordance with the democratic process, and through the student council organization which has been established for the purpose of learning and practicing this process.

Care and respect for the physical condition of the buildings and grounds are the responsibility of us all.

School rules have been made to protect every student's right to learn. If a student breaks a school rule, it means they are interfering with the right of others to learn. Remember that a lot of thought has gone in to making school rules. They have not been made to upset students or to make adults happy. They are there for student protection!

All school rules are related to law that guarantees a free, public school education to all people ages seven through sixteen. No one can take that right away from students without a good reason. Such "good reasons" are related to behavior. If students behave in a way that endangers other people, their right to a free education can be taken away. Also, if students interfere with the education of others, their rights can be taken away.

Principals and teachers have the responsibility to keep the school safe and secure. Students have the responsibility to always behave in a safe and secure manner. When student behavior is not responsible, consequences result.

If there are any questions relating to student rights, contact the principal. Petersburg Schools are committed to providing an effective means for parents and the community to voice concerns and complaints. In general, the complaint should be received and addressed at the level closest to which the complaint originated. For example, if it involves a teacher, first talk to that individual. If you are still concerned, talk with the principal. Then if you are still concerned, make an

appointment to talk with the Superintendent.

A grievance as defined herein is a written complaint, registered by identifiable individuals, involving an alleged violation of the Federal laws or regulations governing Title IX, Section 504, and Title II by the local educational agency. A grievance is a formal complaint regarding specific decisions made by school personnel. A grievance may be submitted in specific circumstances such as when a student or parent believes that board policy or law has been misapplied, misinterpreted, or violated. Any claims of discrimination on the basis of race, color, national origin, sex, pregnancy, religion, age, or disability also may be submitted as a grievance.

The Petersburg School District recognizes that in accordance with Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, a procedure is required whereby parents, employees and students can be assured of a prompt and fair disposition of their grievances.

A grievance must be filed as soon as possible but no longer than 30 days after disclosure or discovery of the facts giving rise to the grievance. A student who has a grievance must provide the following information in writing to the principal:

- The name of the school district employee or other individual whose decision or action is at issue;
- The specific decision(s) or actions at issue;
- Any board policy or law that the parent or student believes has been misapplied, misinterpreted, or violated; and
- The specific resolution desired

The right to file a complaint shall be afforded to any parent, employee, and/or student, and the general public and shall begin with a written statement by said parent, employee, and/or student alleging a violation of the Federal law or include, as a minimum, the following information:

- a. the name and address of the party or parties alleging the violation, and
- b. a description of the alleged violation of the Federal law or regulation by the local educational agency.

Persons who desire to register complaints relative to Title IX of the Educational Amendments of 1972 should direct these complaints or other inquiries to the Title IX Coordinator at:

Petersburg School District  
Superintendent's Office  
P.O. Box 289  
Petersburg, Alaska 99833  
Tel: (907) 772-4271  
Email: [exec@pcsd.us](mailto:exec@pcsd.us)

Persons who register complaints relative to Section 504 of the Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act of 1990 should direct these inquiries to the Section 504 Coordinator of the ADA Coordinator at:

Petersburg School District  
Superintendent's Office  
P.O. Box 289  
Petersburg, Alaska 99833  
Tel: (907) 772-4271  
Email: [exec@pcsd.us](mailto:exec@pcsd.us)

Upon receipt of a complaint the, Petersburg School District shall adhere to the following procedures:

1. The principal shall investigate the alleged violation within fifteen (15) days from the date it is received and shall render a written resolution of the complaint within thirty (30) days.
2. The principal shall provide an opportunity for the complainant or the complainant's representative, or both, to present evidence, including an opportunity to question the parties involved.
3. Upon receipt of the principal's resolution to the complaint, the party alleging the violation has the right to appeal this decision to the Superintendent within thirty (30) days. The superintendent will render a final decision within thirty (30) days from the date the appeal is received.

Students are responsible for personal items brought to school.

## ***VIRTUAL HIGH SCHOOL (VHS)***

Virtual High School is a non-profit consortium of schools that offer full-semester online courses to the participating schools' students. PHS is a participant in this consortium and therefore will be integrating the VHS program and its course offering into our existing curriculum. There are 25 VHS student seats available for PHS students each semester.

Selection of VHS students will be based on rubric graded scores of an application packet. The application process will include, but is not limited to, evaluation of a Pre-Student Survey, Personal Questionnaire, two teacher evaluations and consideration of student activities, resources, academic standing, and transcripts. A baseline will be established for admittance to the VHS program and a minimum score will be necessary for acceptance. No student can be guaranteed admittance.

Each VHS class is one semester in length and worth  $\frac{1}{2}$  of a PHS credit. PHS VHS students will be expected to commit to one full year (2 semesters) of VHS classes and can take one VHS course per semester. This will translate into one full PHS credit. If a course is offered at both PHS and VHS it is expected that students will enroll in the PHS offering. Challenges to such an expectation are reviewed by an evaluation board consisting of the SC (Site coordinator), Counselor, Principal, Teacher of subject being challenged, Student, and an Advocate of the student's choice (i.e. parent/guardian/teacher).

Students enrolling in VHS are scheduled with one class period to devote to VHS work. The SC will be the teacher responsible for VHS students. Workspace and place are authorized by the SC. AP Courses taken through VHS are subject to an additional fee payable to the school by the student prior to the first day of instruction. Students enrolling in Advanced Placement courses may be eligible, depending on course load, to obtain a Release Period for the purpose of completing VHS AP coursework.

The VHS calendar schedule is not the same as that of PHS; consequently VHS classes will be in session days that PHS is not. PHS VHS students will be accountable for work on all VHS scheduled class days, regardless of the Petersburg High School calendar schedule.

All VHS grades are final. Grades cannot be replaced or adjusted. Quarterly grade checks for VHS will be determined by the VHS calendar and the most recent VHS grade check prior to the Petersburg High School grade check date. For example, if VHS grade check is March 15 and the PHS grade check is March 20<sup>th</sup>, grades from VHS on the 15<sup>th</sup> will be used to determine eligibility on March 20<sup>th</sup>.

Some VHS courses have additional fees associated with enrollment, such as Advanced Placement (AP) VHS classes. Students are responsible for all VHS fees associated with each class in which their child is enrolled. Families will receive communication from PHS before being charged VHS fees. Withdrawing from a VHS course follows the same guidelines as PHS classes, and the student may be responsible for VHS fees resulting from withdrawing. Petersburg School District will sometimes offer courses through vendors similar to VHS that incur charges to the school and/or student. For these courses that the school district sponsors, the student may be responsible for fees if they fail to complete the course in good standing. Families will be notified in advance when their child has enrolled in such a course.

Behavior consequences for VHS courses will follow the district's cheating/plagiarism policy for assignments, tests, and writing. Academic consequences will be applied at the discretion of the VHS instructor.

## ***VISITORS***

Visitors to the school must check into the office. They must have the principal's and teacher's permission before attending class.

## ***WITHDRAWAL FROM SCHOOL***

A student wishing to withdraw from PHS must inform the principal and circulate a withdrawal form, signed by the parent/guardian, to each teacher for signatures from whom the student is currently taking a course. The teacher will verify that books have been turned in and indicate the grade earned at the time of withdrawal. The librarian must also initial the

withdrawal form to indicate that all books have been turned in to the library. All fines must be paid prior to withdrawal. Before a student withdraws, an exit interview with the school counselor and principal must be completed.

Transcripts will not be sent to other schools until the student has met all obligations to PHS. Students who plan to transfer to another school should notify the office so transcripts can be sent without delay.

## **GLOSSARY**

**Aggressive behavior:** physical behaviors directed toward another person including, but not limited to, kicking, hitting, biting, shoving, tripping or slapping.

**Assault, physical:** to intentionally, knowingly and recklessly cause or act in an attempt to cause physical injury to another, assault includes, but is not limited to, aggressive behavior.

**Assault, verbal:** to place another person in fear of imminent physical injury by words and/or conduct.

**Bullying:** a form of aggression and occurs when a person(s) who perceives a power imbalance, willfully subjects another person (victim), whoever he or she may be, to an intentional, unwanted and unprovoked hurtful verbal and/or physical action(s) which result(s) in the victim feeling oppressed (stress, injury, discomfort) at any school site or school-sponsored activity or event. Bullying may also occur as various forms of hazing, including initiation rites perpetrated against a new student or a new member of a team. The behavior is repeated.

**Cheating:** submitting someone else's work as your own or providing your work to another, giving another student answers on an exam, and providing answers electronically. Using any resources not from your own brain, which includes any screen shot of tests; any other tab open/swiping screens; using vocab hover tool; leaving test open for other students to study from for retake.

**Detention:** assignment to a designated area before, during or after school.

**Drug:** an illicit substance.

**Drug/Alcohol Free School Zone:** Federal and State statutes provide for penalties for the distribution of drugs within 500 feet of a school, the "Drug Free School Zone", subject to the following conditions:

- Does not require knowledge of the proximity of a school.

- Does not require evidence that children are currently or likely to congregate

- Does not require proof that the sale of drugs had a detrimental effect on children

**Drug paraphernalia:** includes, but is not limited to, any item or device used to conceal, process, prepare, inject, ingest, inhale or otherwise introduce a substance into the human body.

**Expulsion:** removal of a student from the physical and academic school premises, including school activities, for at least the remainder of the current semester but not to exceed one (1) year.

**Fighting:** mutual use of physical force by two or more students in circumstances in which it is not possible to determine the aggressor.

**Firearm:** includes any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. Firearms also include any type of weapon by whatever name which will or may be readily converted to expel a projectile by the action of an explosive or other propellant and which has any barrel or bore of more than one-half inch in diameter; or as defined in section 921 of Title 18, United States Code.

**Harass:** to persistently act in a manner (verbal or physical) which serves to distress, annoy or torment another person or to act in such an extreme manner in a single incident to severely distress, annoy or torment another.

**Hazing:** initiation rites perpetrated against a new student, new member, or lower classman.

**In-school suspension:** removal of a student from the classroom and school activities by an administrator or designee and assignment to a designated room or area within the school building. Lunch may be eaten in the ISS room or a lunch time other than the regular time may be assigned. The student in ISS is counted present on the attendance roles. The work collected may be turned in for credit.

**Plagiarism:** plagiarism is using someone's words that are not your own, such as the words of peers or copying from resources online or in other formats.

**Pornography:** material that depicts erotic behavior and is intended to cause sexual excitement. Pornographic material may be protected expression unless it is determined to be obscene. Child pornography is illegal under state and federal laws prohibiting the depiction of minors in sexual acts.

**Reasonable:** using or showing reason or sound judgment, sensible.

**Restitution:** reimbursement for actual loss or damage by court order or by the Superintendent's office. (At the discretion of the principal or his/her designee, restitution may be accompanied by community work service.)

**Sexual harassment:** any unwelcome sexual advance, request for sexual favors, sexual statement or physical contact, including sexist remarks or behavior, which results in a tense and/or unproductive learning or work environment. Conduct of an unwelcome sexual nature which (a) is indicated to be term or condition of an individual's academic or employment experience, (b) is used as a basis for academic or employment decisions, (c) interferes with an individual's academic or employment performance, or (d) created an intimidating, hostile or offensive academic or employment environment is included in this definition. "Sexual harassment" is defined in more detail in the District's administrative regulations dealing with sexual harassment.

**Suspension:** temporary removal of a student from the school building and property and/or from participating in school activities.

**Trespass:** unauthorized presence on school property.

**Truancy:** willful and unjustified failure to attend school by one who is required to attend; skipping. This includes leaving the building without prior approval and/or checking out through the office.

**Weapon:** any item (ex: gun, knife, club, etc.) used to injure, defeat, or destroy; or as defined in Board Policy Administrative Regulation 5131.7 (Weapons and dangerous instruments).

# PETERSBURG DISCIPLINE GRID

(This chart has been prepared to provide assistance; it should not be interpreted as absolute)

Our philosophy is to involve parents as much as possible in student discipline. Parents will be notified when infractions are either recurring and/or serious. Discipline measures will be cumulative. Prior behavioral misconduct will affect subsequent disciplinary measures.

OFFENSE	OCCUR	CONSEQUENCE
<b>ALCOHOL</b> Using, possessing, taking action to possess, selling, distributing, or being under the influence of alcohol (or substances promoted as alcohol). *1, *Additional consequences apply for students enrolled in activities.	First Second Third	Parent notification, police notification, 3-5 days suspension, Prime for Life (12 week) Reduction, or similar counseling Parent notification, police notification, 5-7 days suspension, counseling Parent notification, police notification, 10 days suspension, Expulsion hearing
<b>AUTOMOBILE MISUSE</b> Not following rules and regulations concerning vehicles on school premises.	First Second Third	Parent contact, student conference, possible detention, possible police notification Parent conference, police notification, detention, possible ISS, loss of driving privileges Student contract with principal, parent and police
<b>*BUS MISCONDUCT</b> Not following the posted instructions governing riding school buses.	First Second	Parent contact, detention, some loss of bus privileges Parent conference, possible ISS/OSS, progressive loss of bus privileges
<b>USE OR POSSESSION OF DRUGS</b> Using, possessing, taking action to possess, selling, distributing, or being under the influence of drugs or other intoxicants (or substances promoted as dangerous drugs). Possessing any drug paraphernalia. *1 *Additional consequences apply for students enrolled in activities.	First Second Third	Parent & Police notification, 3-5 days OSS, Prime for Life counseling Parent & Police notification, 5-7 days OSS, additional counseling Parent & Police notification, 10 days OSS, expulsion hearing
<b>*DEFIANCE OF AUTHORITY/Disrespect/Insubordination</b> Refusal to follow the reasonable requests of District personnel.	First Second Third	Parent conference, apology, detention, possible suspension Parent conference, student contract, possible suspension Parent conference, Progressive suspensions (ISS/OSS), repeated may = possible expulsion
<b>*DISORDERLY OR DISRUPTIVE CONDUCT</b> Language or behavior that disrupts and/or interferes with the educational environment or process. Includes sustained loud talk, horseplay	First Second Third	Parent contact, apology, detention, possible suspension Parent conference, possible suspension Parent conference, Progressive suspensions (ISS/OSS), repeated may = possible expulsion
<b>*DISRUPTIVE APPEARANCE / STUDENT DRESS</b> Dress or grooming that interferes with the learning process or school climate, is unclean, or threatens the health/safety of the student or others. (Clothing, jewelry, or working/graphics on clothing that is sexually suggestive, drug related, vulgar, that depicts violence, insulting, gang membership related, or ridicules a particular person or group.)	First Second Third	Teacher directed, change in dress Office referral, parent contact, change in student dress Principal referral
<b>SKIPPING CLASS</b> Student leaves or misses class without permission	First Second	Detention, parent notification Parent contact, possible suspension
<b>FIGHTING</b> A hostile physical encounter between two or more individuals.	First Second Third	Parent and police notification, 1-3 day suspension Parent conference, police notification, 3-5 days OSS, community service, recom. Counseling Parent conference, police notification, 5+ days OSS, Expulsion hearing
<b>FIRE SETTING / ATTEMPTED FIRE SETTING / FIRE PLAY</b> Using fire to destroy or attempt to destroy property.	First	Parent and police notification, suspension, possible Expulsion hearing
<b>FORGERY/THEFT</b> Student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name without that person's permission	First Second Third	Parent and police notification (discretion),detention or possible suspension, restitution Parent and police notification, restitution, suspension, possible Expulsion hearing Parent and police notification, suspension, Expulsion hearing
<b>LEWD CONDUCT / PROFANITY</b>	First	0-5 days OSS

Indecent exposure and/or the use of obscenity, profanity (oral, written, or gestured). Includes possession, selling and distribution of lewd materials.	Second	5-10 days OSS, Continued violation may result in expulsion
<b>HARASSMENT/BULLYING</b>  Student delivers disrespectful messages* (verbal, written or gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes. This includes harassment via electronic means. *disrespectful messages include negative comments based on race, religion, gender, age and/or origin; sustained or intense verbal attacks based on ethnic origin, disabilities or personal matters.	First	Parent conference, detention, possible suspension (ISS)
	Second	Parent/principal conference, suspension (OSS)
	Third	Possible 3-5 day OSS, recommendation for expulsion hearing
<b>INAPPROPRIATE LOCATION/OUT OF BOUNDS AREA</b> Student is in an area that is out of school boundaries	First Second	Detention, parent notification Parent/principal conference, detention, student contract, possible ISS
<b>CHEATING/COPYING</b> Submitting someone else's work as your own or providing your work to another	First	Zero on assignment, parent notification, possible detention
	Second	Zero on assignment(s), parent conference, detention/ISS, possible reflective assignment
<b>LYING</b>	First	Test: zero on exam, no retake option, 2x detention, parent meeting with admin and teacher, next activity suspension within 30 days
<b>PLAGIARISM</b> Using someone else's words and/or ideas	First	Plagiarism: Zero on assignment/exam, no retake option, 2x detention, parent meeting w/admin and teacher, next activity suspension within 30 days
	Second	
<b>GANG AFFILIATION DISPLAY</b> Organization composed of students that has an element of purpose which is concealed from the public and shared only confidentially among members. Participation in gang-related activities at school or school functions (possession or display of gang-related clothing, symbols, or paraphernalia, distribution of gang literature or materials, display of gang-related posters or graffiti, signs, or signals, harassment or intimidation of others or recruitment for gang membership).	First	Parent conference, detention, student contract
	Second	Parent/Principal conference, suspension (OSS), contract dependent
<b>PHYSICAL AGGRESSION/ASSAULT</b> Student engages in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).	First	Parent conference, police notification, 3-5 day OSS
	Second	Parent conference, police notification, 5-10 day OSS
	Third	10 days OSS, expulsion hearing
<b>TARDINESS</b> Arriving late to school and/or class. Aggravated Tardy > 10 min late to a class	First	Office referral, detention, parent notification
	Repeat	Excessive tardies will result in a parent/principal discipline plan Aggravated tardy=45 min detention w/ teacher of the affected class
<b>TECHNOLOGY MISUSE</b> Failure to comply with the District's "Electronic Use Agreement."	First	Refer to PCSD Technology Plan for Discipline Procedures
<b>USE OR POSSESSION OF TOBACCO</b> Using, possessing, and/or distributing of tobacco in any form.	First	Parent and police notification (discretionary), detention, possible ISS, addiction counseling
	Repeat	Parent and police notification, detention, progressive suspensions, contract, further addiction counseling
<b>TRESPASSING</b> Being present in unauthorized places or refusing to leave when asked to do so by District personnel.	First Second	Admin OSS
<b>UNEXCUSED ABSENCE/TRUANCY</b> Any absence that has not been excused by parent or legal guardian and/or appropriate school official.	First	Parent notification, detention
	Second	Parent notification, detention, repeated = truancy notification, possible police, ISS/OSS
<b>PROPERTY DAMAGE/VANDALISM</b> Intentionally damaging, defacing, (including tagging/graffiti), or destroying public or private property.	First	Parent and police notification (discretionary), restitution, detention, possible ISS
	Second	Parent and police notification, restitution, OSS, possible expulsion
	Third	Parent and police notification, restitution, OSS, expulsion hearing
<b>WEAPONS: EXPLOSIVE DEVICES</b> Using, possessing, or selling an explosive device or material.	First	Parent notification, police notification, 10 days suspension, Expulsion hearing

<b>WEAPONS: FIREARMS OR KNIVES</b> Using, possessing, or selling a firearm (any weapon, including a starter gun, that will or is designed to or readily be converted to expel a projectile by the action of an explosive. Or using, threatening to use, possessing, or selling knives of any form/length	First	Parent and Police notification, 10 days OSS plus Expulsion hearing
<b>USE/POSSESSION OF COMBUSTIBLES WITH INTENT TO HARM</b> Student is in possession of substances/objects readily capable of causing bodily harm and/or property damage with intent to harm (matches, lighters, firecrackers, gasoline, lighter fluid)	First	Confiscation, parent & police notification, possible suspension, possible expulsion hearing

\* = "occurrence" resets every year

\*1 = If a student is suspected of drug or alcohol use, the administration has the right to test and the student is required to submit to the testing. If the student refuses, he/she will be given the same discipline action as if guilty.

## DISCIPLINE CHART -- EXTRACURRICULAR PARTICIPATION

This chart has been prepared to provide assistance; it should not be interpreted as absolute.

	next activity suspension (minimum)	suspension	suspension	1 year for each additional offense
A. Skipping class (missing whole class or leaving class w/o permission)	X			
B. Disrespectful & inappropriate behavior (including swearing)	X			
C. Harassment/bullying	X	X(*)	X(**)	
D. Sexual harassment	X	X (*)	X(**)	
E. Cheating	X			
F. Stealing		X(*)	X(**)	X
G. Vandalism	X	X(*)		
H. Fighting	X	X(*)		
I. Use, sale, purchase, possession of smoking tobacco	see Extracurricular Activities above (pgs. 11-13)			
J. Use, sale, purchase, possession of smokeless tobacco	see Extracurricular Activities above (pgs. 11-13)			
K. Use and/or possession of inhalants, alcohol or illegal drugs including controlled substance transactions while not under school jurisdiction or control	see Extracurricular Activities above (pgs. 11-13)			
L. Use, sale, purchase, possession of inhalants, alcohol or illegal drugs, including controlled substance transactions while on school property, school trips, or otherwise under school jurisdiction or control	see Extracurricular Activities above (pgs. 11-13)			
M. Verbal, physical assault, or bullying other students		X	X	X
N. Verbal, physical assault, or bullying school personnel		X	X	X
O. Possession or use of weapons, other than firearms				X
P. Possession or use of firearms, including explosives				X
Q. Trespassing	X	X(*)		
R. Inappropriate use of school equipment.	X	X(*)		
S. Tattoos or body piercing on school sponsored trip.		X(*)		

### Key:

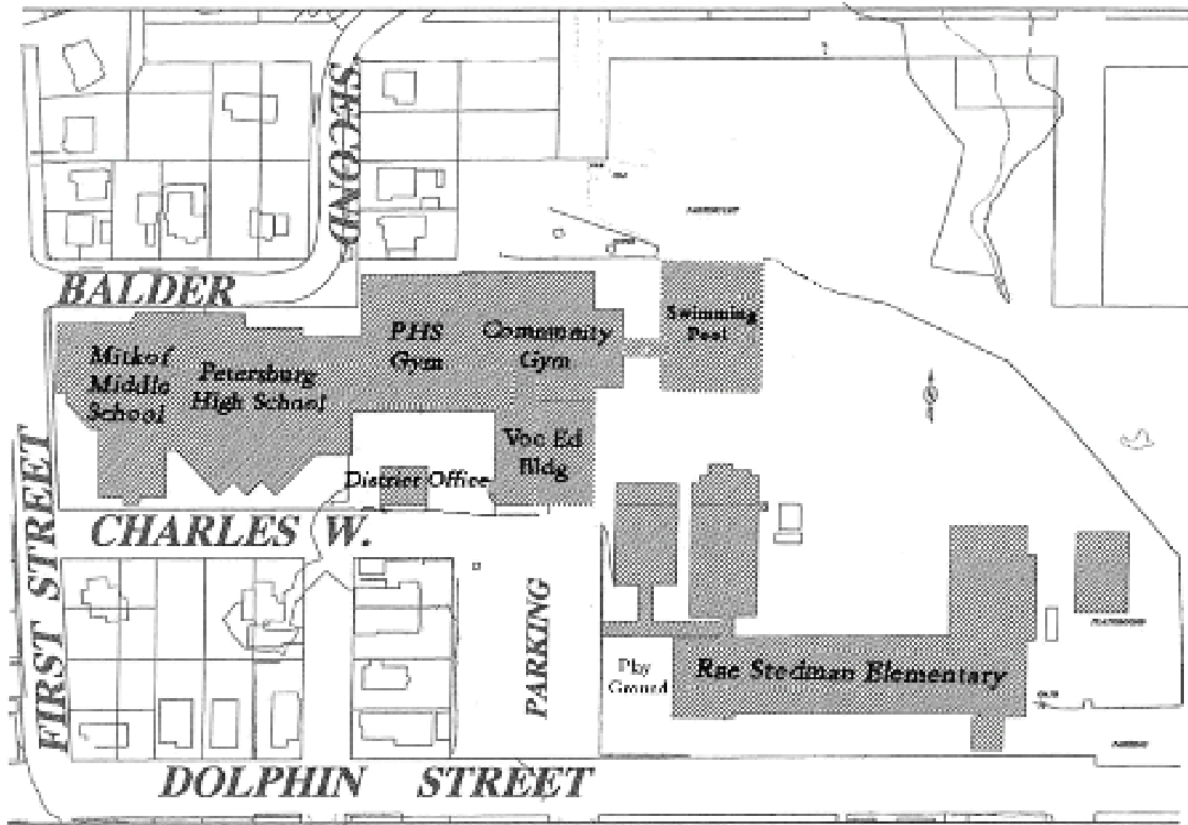
A. A student classified as skipping a class is someone who attended classes previous to or after an unaccountable absence. An unaccountable absence is where the student is marked absent from a class, but has not notified the office that he/she is checking out of school, or is missing from class for more than 15 minutes.

\* Fifty percent (50%) of the suspension will be forgiven if the student completes fifteen (15) hours of community service. The student will be allowed to practice during his/her suspension.

\*\* Thirty percent (30%) of the suspension will be forgiven if the student completes twenty (20) hours of community service. The student will be allowed to practice during his/her suspension.

**SCHOOL GROUNDS MAP AND SCHOOL ZONE**

*Petersburg City Schools*





Petersburg High School  
&  
Mitkof Middle School

Activities Program  
Coach and Sponsor Handbook

2022-2023

Ambler Moss, Principal  
Jaime Cabral, Activities Director

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## **ACTIVITY PROGRAM PHILOSOPHY**

The activities/athletic program contributes to the district's educational objectives and a student-centered program at Petersburg High School and Mitkof Middle School. The activities program must be properly organized and efficiently implemented. When programs are well organized and efficient, the contribution to the personal needs of the students is enhanced.

Winning is a major objective in athletics as it is in society, and teams or performers should always strive to win within the framework and spirit of the rules of the game and the principles of good sportsmanship. Although winning in sports is a major objective and a tremendous motivating force at the time, it is not considered to be the goal of athletic participation.

More important than winning is the growth that takes place in the participant. Participation in activities and athletics contributes to becoming a well-rounded citizen with a desire to achieve excellence, to live a more healthful and purposeful life, to respect for the dignity of others, possess a willingness to make a personal sacrifice for the benefit of the team, and to live by a higher code of conduct.

## **ACTIVITY/ATHLETIC PROGRAM STATEMENT**

The Petersburg School District Activities/Athletics Department inspires champions today and prepares leaders for tomorrow by providing an excellent environment allows student-athletes to achieve their highest academic, activity/athletic and personal aspirations.

Interscholastic athletic competition should demonstrate high standards of ethics, sportsmanship, and promote the development of good character and important life skills. The highest potential for this demonstration is achieved when participants are committed to pursuing victory with honor.

## **ACADEMIC/ELIGIBILITY REQUIREMENTS**

### **BP 6145 Extracurricular and Co-Curricular Activities**

The School Board recognizes that extracurricular and co-curricular activities enrich the educational and social development and experiences of students and shall annually adopt a plan for student participation in extra/co-curricular activities which does not compromise the integrity and purpose of the educational program.

#### **Eligibility Requirements for Petersburg High School Students**

In order to participate in extra/co-curricular activities, students in grades 9 through 12 must demonstrate satisfactory educational progress in meeting the requirements for graduation.

The Superintendent or designee may exempt from eligibility requirements extra/co-curricular activities or programs, which are offered primarily for the student's academic or educational achievement.

#### **AR 6145 Extracurricular and Co-Curricular Activities - Petersburg High School**

Students participating in any high school-sponsored activity must have no "F's" and/or no "D's" and/or no "I's" in any enrolled course on the most recent grade check in order to be eligible for competition and travel.

A student who is deemed ineligible on their most recent grade check is ineligible for all travel, in-person competition, and any other interscholastic event for that grade check period.

Students receiving an incomplete will remain ineligible until it is replaced by a letter grade. Eligibility will be determined at the next scheduled grade check. A student who is ineligible at the end of the fourth quarter will remain ineligible until the 1<sup>st</sup> grade check of the following school year. Students may attend practice during periods of ineligibility and over the summer.

The Superintendent or designee may revoke a student's eligibility for participation in extra/co-curricular activities when a student's poor citizenship is serious enough to warrant loss of this privilege.

#### **Academic Eligibility Requirements for Mitkof Middle School Students**

Middle School Athletic/Activity Eligibility grade checks will be performed on a regular basis, approximately every two-three weeks throughout the school year and/or quarter grades as pertaining to the date of travel or home event.

Students that have earned any D's and/or F's and/or I's in any enrolled course during that grade check will be deemed ineligible to participate in any school-sponsored extracurricular and/or athletic events for the event in which the grade check is for. Students may re-gain eligible status by passing the next grade check that is scheduled. Students earning an I (incomplete) will remain ineligible until the incomplete is replaced with an A, B or C grade and/or products are completed.

The Superintendent or designee may revoke a student's eligibility for participation in extra/co-curricular activities when a student's poor citizenship is serious enough to warrant loss of this privilege.

The Superintendent or designee may consult with district teaching staff to determine most updated representation of the students' progress in specified course in determining eligibility.

#### **Eligibility Requirements**

PSD AR 6145.2 Interscholastic Competition and  
Alaska School Activities Association (ASAA) Eligibility Requirements

In order to participate in ASAA activities, a student must:

1. Be properly registered in a 9-12 or 10-12 high school program or any combination thereof, in the member school where the student will participate or where authorized by a member district, be enrolled in the member district's non-member school or program (including district correspondence), when such district is paying the student surcharge for that student or, in the case of students attending alternative education programs, be registered with their School of Eligibility, as described below.
2. Students enrolled in an alternative education program, as defined in Article 1, Section 8 herein, are eligible to participate in the interscholastic activities of only one-member school per year, except as provided under the Transfer/Residency Rule (Article 12, Section 9). That school shall be considered the School of Eligibility.

The School of Eligibility shall be the public school (1) that, based on the residence of the parent or legal guardian, the student would be eligible to attend were the student not enrolled in an alternative education program; or (2) at which the student requests to participate, if (A) the

student shows good cause, as determined by the governing body of the Public School the student would be eligible to attend were the student not enrolled in an alternative education program and (B) the governing body of the school in which the student seeks to participate in interscholastic activities approves; or The School of Eligibility may be a private or religious school that the student would be eligible to attend were the student not enrolled in an alternative education program; and at which the student requests to participate; and if the administrator of the school approves.

The School of Eligibility must ensure that the alternative education program student meets all eligibility requirements before being permitted to participate. Alternative education program students who request to participate in the interscholastic activity program of a member public school or district, or a private or religious school, must be properly registered for participation in interscholastic activities with the member school district or School of Eligibility. Schools (districts) may require that alternative education program students who request to participate in interscholastic activities at one of its member schools pre-register either prior to the beginning of the school year, prior to the beginning of a sport or activity season which begins before school starts, or upon moving into the district's boundary.

3. Not be a graduated senior, with the exception that the eligibility of a senior graduating near the end of a regular school year, shall extend through the conclusion of any current school athletic season in which he or she is participating.
4. For all freshmen, sophomores, and junior, as well as seniors who are not on track to graduate, must be enrolled in a minimum of courses needed to receive 2.5 units of semester credit or equivalent at School of Eligibility or supervised by the School of Eligibility or its school district, that lead to granting credit toward graduation from the school district or School of Eligibility.
5. Seniors who are on track to graduate must be enrolled in a minimum of courses needed to receive 2.0 units of semester credit or the equivalent at the School of Eligibility or supervised by the School of Eligibility or its school district that lead to granting of credit toward graduation from the school district or the School of Eligibility. Full time seniors who are on track to graduate, must be enrolled in a minimum of two (2) semester units of credit, or equivalent, at School of Eligibility.
6. Must maintain at least an overall 2.0 GPA during the current semester to remain eligible. Students who do not maintain an overall 2.0 GPA may regain eligibility during the current semester by achieving and maintaining an overall 2.0 GPA within the school's grading system.
7. Must be in regular attendance at school classes in which enrolled or for which credit is granted (or be enrolled in a district or member school correspondence program).
8. Have passed, for the immediately preceding semester, at least four semesters' units of credit toward graduation.
9. Meet district eligibility requirements, if any.

Semester credit rules apply to each semester, following the first semester of the ninth grade. A grade of incomplete is considered as not passing until the incomplete is changed on the official school records. Academic deficiencies may be made up through successful completion of correspondence courses or summer school. Correspondence study students must meet the same

time frame as regular students.

#### **AGE RULE**

A student who becomes nineteen (19) years of age, on or before August 1, shall be ineligible for interscholastic competition.

#### **Eligibility Requirements for Enrolled & Alternative Education Program High School Students**

##### Alternative Schools of Member Districts

1. A student attending a non-member charter school, alternative school or program (including district correspondence) during the first semester of ninth grade; and a student transferring from out-of- district who attends a non-member charter school, alternative school or program (including district correspondence) after the first semester of the ninth grade, must designate a member school within the district as the School of Eligibility.
2. The School of Eligibility of a student, other than a first semester freshman, who transfers to a non-member charter school, alternative school or program (including district correspondence), from another school within that district, will be the member school from which the student transferred.
3. A student attending a non-member charter school, alternative school or program (including district correspondence) whom wishes to change his/her School of Eligibility will be ineligible for Varsity, State Qualifying and State Championship interscholastic competition at the new School of Eligibility for one calendar year, from the start of the next semester at the new school of eligibility based on the date of receipt by ASAA of the Application for Changing School of Eligibility form. At schools with no sub-varsity teams, the student could ask for a waiver to participate on the varsity team during the regularseason, but would not be able to participate at either conference or state tournaments.

##### C. Alternative Education Programs:

1. A student in grades 9-12 in an "alternative education program" as defined in Article 1, Section 8, is eligible to participate in interscholastic activities at a member public, private or religious school, as follows:
  2. Students enrolled in an alternative education program, may participate in interscholastic activities when such participation is sanctioned or supported by this Association; is conducted outside of the regular school curriculum; and does not involve participation in student government at a school. Such students need not be enrolled in the member public, private or religious school in which they participate in interscholastic activity, except that
    - a. in order to participate in the All-State Music and Solo and Ensemble Music Festivals, such students must be enrolled in a corresponding music class at their School of Eligibility, at which they may be selected for participation through a competitive audition process, and
    - b. in order to participate in All-State Art or in the World Language Declamation Festival, such students must be enrolled in a corresponding class at their School of Eligibility.

ASAA may waive the requirement for students enrolled in alternative education programs or in the event that the individual school of eligibility does not offer Music, Art or World Language classes.

3. Nothing in these bylaws precludes a school or school district from imposing additional eligibility rules upon alternative education program students that are reasonable, prudent and not in conflict with these bylaws or AS 14.30.365.

4. Nothing in these Bylaws or in Association policies prohibits a member school or district from adopting a "fair share" policy as to the equitable charging of fees to alternative education program students who participate in the member school's or district's interscholastic activities.

D. Establishing Eligibility/Residency: For transfer purposes, a student establishes residency at a school by enrolling in and attending that school for fifteen (15) school days and/or eligibility by participating in an interscholastic activity. A student who attends an alternative education program and who participates in interscholastic activities at a member public, private or religious school establishes residency at such school upon participating in interscholastic activity there.

### **ACKNOWLEDGEMENT FORM for COACH or SPONSOR**

By signing the Acknowledgement Form at the end of this handbook (Appendix I), the coach or sponsor acknowledges receiving, reading, and abiding by the guidelines, regulations, and policies found in the Activities Handbook for Coaches and Sponsors.

### **ALCOHOL AND OTHER DRUGS POLICY (PSD BP 5131.6)**

Because the use of alcohol and other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences, the School Board intends to keep district schools free of alcohol and other drugs. Alcohol, like any other controlled substance, is illegal for use by minors.

The Board desires that every effort be made to reduce the chances that our students will begin or continue the use of alcohol and other drugs. The Superintendent or designee shall develop a comprehensive prevention program that includes instruction, intervention, recovering student support, and enforcement/discipline.

The Superintendent or designee shall clearly communicate to students, staff and parents/ guardians all Board policies, regulations, procedures and school rules related to this prevention program. Special efforts shall be made to ensure that these materials are understood by parents/guardians and students of limited literacy or limited English proficiency.

Recognizing that keeping schools free of alcohol and other drugs is a concern common to the district and community, the Board supports cooperation among schools, parents/guardians, law enforcement and other appropriate community organizations involved in preventing alcohol and other drug abuse.

#### **Interagency Cooperation for Student & Staff Safety**

To obtain the widest possible input and support for district policies and programs, the Board shall appoint a district wide school-community advisory committee to make recommendations related to the prevention of alcohol and other drug abuse. The committee should make its recommendations based on input from students, parents, teachers, school administrators, and community members. The Board also encourages the use of site-level advisory groups in this area.

### **Instruction**

The district shall provide preventative instruction that helps students avoid the use of alcohol or other drugs and teaches students how to influence their peers to avoid and/or discontinue the use of alcohol or other drugs. Instruction shall be designed to answer students' questions related to alcohol and other drugs. The instructional programs will help students obtain and use current and accurate information, develop and maintain a positive self-concept, take positive actions to cope with stress, and use appropriate social and personal skills to resist involvement with alcohol and other drugs.

The curriculum will be comprehensive and sequential in nature and suited to meet the needs of students at their respective grade levels. All instruction and related materials shall stress the concept of "no unlawful use" of alcohol or other drugs and shall not include the concept of "responsible use" when such use is illegal. The Board encourages staff to display attitudes that make them positive role models for students with regard to alcohol and other drugs. Staff should help students see themselves as responsible partners in efforts to maintain a safe, constructive school climate.

The Board recognizes that children exposed to alcohol or other drugs prior to birth may have disabilities requiring special attention and modifications in the regular education program. The Superintendent or designee shall provide appropriate staff training in the needs of such students as required by law.

### **Intervention**

The Board recognizes that there are students on our campuses who use alcohol and other drugs and can benefit from intervention. The Board supports intervention programs that include the involvement of students, parents/guardians and community agencies/organizations.

The Board finds it essential that school personnel be trained to identify symptoms that may indicate use of alcohol and other drugs. The Superintendent or designee shall identify responsibilities of staff in working with, intervening, and reporting students suspected of alcohol and other drug use.

Students and parents/guardians shall be informed about the signs of alcohol and other drug use and about appropriate agencies offering counseling.

### **Recovering Student Support**

The Board recognizes the presence of recovering students in the schools and the necessity to support these students in avoiding re-involvement with alcohol and other drugs. The Board shall provide ongoing school activities that enhance recovery.

### **Enforcement/Discipline**

The Superintendent or designee shall take appropriate action to eliminate possession, use or sale of alcohol and other drugs and related paraphernalia on school grounds, at school events, or in any situation in which the school is responsible for the conduct and well-being of students. Students possessing, selling and/or using alcohol or other drugs or related paraphernalia shall be subject to disciplinary procedures which may result in suspension or expulsion.

School authorities may search students and school properties for the possession of alcohol and other drugs as long as such searches are conducted in accordance with law.

### **Performance Enhancing Drugs as Stated in BP 5131.63**

The School Board recognizes that the use of performance enhancing drugs presents a serious health hazard to students. Performance enhancing drugs include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed or other athletic ability, excluding dietary and nutritional supplements such as vitamins, minerals, and proteins which can be lawfully purchased over-the-counter. The Superintendent or designee shall make every effort to ensure

that students do not begin or continue the use of anabolic steroids or other performance enhancing drugs.

Participation in athletics and other extra-curricular activities is a privilege. Participants have a responsibility to themselves, their fellow students, their parents and their school to set positive examples of conduct, competition, sportsmanship, and training. Performance enhancing drugs are incompatible with this image and pose a health and safety risk to users and others.

Students possessing, using, distributing, or selling anabolic steroids or other performance enhancing drugs will be removed from the extra-curricular activity for the remainder of the season/year and may be banned from future participation as determined appropriate by the Superintendent/Chief School Administrator or designee. Students who participate in athletics and other extra-curricular activities will be notified of this policy and will be informed of the dangers of performance enhancing drugs.

## **ALCOHOL, DRUGS, TOBACCO VIOLATION CONSEQUENCES**

An extracurricular student who receives an alcohol or drug citation shall promptly notify the activity director or principal. Any extracurricular student who fails to do so may forfeit their reduction option or be subject to further disciplinary action once the school learns of the offense. All student(s) and parent(s)/guardian(s) are required to attend the ASAA TAD Orientation Session once (1) per calendar year in order to participate in any practice for any activity.

**Prohibited Conduct:** The possession, distribution or use of any tobacco products, including “E” or electronic cigarettes, alcohol and controlled substances (as defined in Section 10 of this policy in the ASAA Handbook) by a student-athlete or activity participant, whether it occurs on or off school property, is prohibited and shall result in the penalties set forth herein.

**Time Period During Which Policy Applies:** The policy in this section applies to any student who is participating or has participated in interscholastic activities starting from the student’s first participation in interscholastic activities, at any ASAA member school, and continuing until the student graduates from high school. This policy applies during “calendar days” as defined in this section. The policy first went into effect on July 28, 2008.

**Annual Requirements:** The Pre-Participation Orientation is required of each student participant and parent/guardian annually, at the beginning of the student’s first season of the school year, before the student is eligible to participate. This session is a short informative presentation designed to encourage students to maintain a chemical-free lifestyle, and to ensure that students and parents/guardians understand the policy and the consequences for violation. Upon completion of the Orientation, the student and parent/guardian must sign the Student/Parent/Legal Guardian TAD Acknowledgement Form for the student to gain eligibility. Schools will affirm that this has happened by marking the designated field on the School Activities Reporting System (SARS). In the event a student and parent do not view the Pre- Participation Orientation and/or sign the Student/Parent/Legal Guardian TAD Acknowledgement Form, the student is still subject to the policy.

**Student and Parent/Guardian Acknowledgement:** ASAA will provide access to the Student/Parent/ Legal Guardian TAD video and acknowledgement form to member schools and districts. The orientation video will explain the policies of this section and penalties for violations. Students and the student’s parent or legal guardian, are required to view the orientation video annually, prior to signing the acknowledgement form. The form must be signed by the student and the student’s parent or legal guardian, and requires that the student and parent or legal guardian acknowledge that they have read and understand the terms of the policy, including the potential penalties for violations, and that it requires the school to report such violations to ASAA. The form will require that the student and parent or legal guardian agree to be bound

by these terms. A copy of the signed form must be returned to the school before the student is permitted to participate. Member schools shall keep a copy of the signed forms on file.

### **Determination of Violations**

A student is determined to have violated the T.A.D. policy if they use, possess, sell or furnish alcohol and/or illegal substances, receive a citation from a law enforcement officer for alcohol or illegal drug violations, or is observed by a Petersburg School District staff member using, possessing or selling alcohol and/or illegal substances. Observation by a staff member via the Internet, video, picture or other media will be considered. This policy is in effect during the current Alaska Schools Activities Association (ASAA) Calendar year that begins with the first day of Cross Country and the last calendar day of Baseball for that current year. For example the enforcement period for the 2019-2020 calendar year begins July 31st , 2019 and will end June 8<sup>th</sup>, 2020.

A member school's determination that a violation has occurred and its imposition of penalty may not be appealed to ASAA. If a member school or member school district reverses a determination of violation, it shall promptly notify ASAA of such reversal. Violations and penalties are to be based upon noncompliance with the policy by the student participant, by the student's parents/legal guardians, or both, provided however, that where a violation is based solely upon action or inaction of the parent or legal guardian and not of the student participant, under circumstances completely beyond the control of the student and where it would be manifestly unfair to disqualify the student on this ground, the member school may, at its discretion, withhold imposition of a penalty against the student.

### **First Offense**

The student will be suspended from interscholastic competition for 30 calendar days (as defined in the discipline chart). The student and parent/guardian must complete ASAA's T.A.D. First Offense educational component before the student may return to practice. The suspension will be reduced to 15 days if the student additionally completes 15 hours of community service.

### **First Offense – student self-report**

If the student self-reports a personal violation of the tobacco, alcohol or drug policy before the District otherwise learns of the student's actions, and the student did not receive disciplinary action from school officials or law enforcement officers, the District may reduce the first offense suspension to a minimum of 10 days. To regain eligibility, the student must complete the ASAA T.A.D. First Offense educational component.

### **First Offense violation during travel on school-sponsored trip**

The student will be suspended from interscholastic competition for 90 calendar days (as defined in section 10). The student and parent/guardian must complete ASAA's T.A.D. First Offense educational component before the student may return to practice. The suspension will be reduced to 45 days if the student additionally completes 15 hours of community service.

### **Second Offense**

The student will be suspended from interscholastic competition for 90 calendar days (as defined in section 10). The student and parent/guardian must complete ASAA's T.A.D. Second Offense educational components before the student may return to practice. To regain eligibility, the student must enroll, actively participate and follow through with treatment recommendations in Substance Abuse Counseling and Assessment through a certified provider at the student's expense. The suspension will be reduced to 60 days if the student additionally completes 20 hours of community service.

### **Second Offense violation during travel on school-sponsored trip**

The student will be suspended from interscholastic competition for 180 calendar days (as defined in section 10). The student and parent/guardian must complete ASAA's T.A.D. Second Offense educational

components before the student may return to practice. To regain eligibility, the student must enroll and actively participate in Risk Reduction Counseling Assessment program through a certified provider at the student's expense. The suspension will be reduced to 90 days if the student additionally completes 20 hours of community service.

### **Third Offense & Further Offenses**

The student will be suspended from interscholastic activities and practice for one (1) school year. Both the student and parent/guardian must complete the Third Offense educational component prior to the student's return to competition. While under the period of suspension, the student **may** return to practice after completion of the Third Offense educational component. The student must enroll and actively participate in Risk Reduction Counseling Assessment program through a certified provider at the student's expense. A student may need additional days of practice before returning to competition (See Article 7, Section 5.D of the ASAA Policy Manual). A student's suspension may be reduced to 180 calendar days by completing 30 hours of community service as well as meeting the following criteria only on a 3<sup>rd</sup> Offense: a) seek assessment and counseling/treatment from a local health care professional, b) successfully complete the recommendations of the care provider and submit a letter from the agency, c) demonstrate a commitment to remain substance free, d) make a presentation to the District School Board requesting reinstatement of interscholastic eligibility, e) notify ASAA through the school administration that all conditions have been successfully completed, and f) and request reinstatement from ASAA.

\*There is no reduction for 4<sup>th</sup> and further offenses.

### **Fourth Offense**

The student's privilege to participate in interscholastic activities and practice is revoked for one (1) year. Both the student and parent/guardian must complete the 4<sup>th</sup> Offense educational component prior to the student's return to competition and there will be no forgiveness of calendar days of suspension.

In such case, penalties shall be imposed on the first calendar day following a determination on appeal that a violation has occurred. A student shall be considered ineligible during each calendar day in which a penalty is imposed.

### **TOBACCO VIOLATION CONSEQUENCES**

All violations of only the tobacco policy by an extracurricular student will be subject to the ASAA T.A.D. policy minimum suspensions.

#### **First Offense**

The student will be suspended from interscholastic activities and practice for 10 (ten) calendar days (as defined in Section). Fifty (50) percent of the suspension will be forgiven and the student may return to practice if the student and parent/guardian complete the First Offense educational component.

For tobacco use, if a student under the First Offense Penalty violates the Tobacco Rule within the 10 (ten) calendar day period of suspension, the student's period of suspension will start over again; the First Offense educational component will become mandatory, and no forgiveness will be granted. This process will continue until the student has demonstrated 10 (ten) calendar days without a subsequent tobacco violation.

A student who has not completed a suspension or re-suspension under the first Offense Penalty for violation of the Tobacco Rule does not become subject to imposition of penalties under a Second, Third or Fourth Offense for violation of the Tobacco Rule, until the student has completed all suspensions and re-suspensions under the First Offense Penalty for tobacco use. A student serving a First Offense Penalty under the Tobacco Rule is, however, subject to immediate imposition of a Second Offense Penalty to the extent this is based upon violation of the non-tobacco prohibitions under this Policy.

### **Second Offense**

The student will be suspended from interscholastic activities and practice for forty-five (45) calendar days. Both the student and parent/guardian must complete the Second Offense educational component prior to the student's return to competition and there will be no forgiveness of calendar days of suspension. While under the period of suspension, the student may return to practice after completion of the Second Offense educational component. A student may need additional days of practice before returning to competition (See Article 7, Section 5.D of the ASAA Policy Manual).

### **Third Offense**

The student will be suspended from interscholastic activities and practice for one (1) school year. Both the student and parent/guardian must complete the Third Offense educational component prior to the student's return to competition. While under the period of suspension, the student **may** return to practice after completion of the Third Offense educational component. The student must enroll and actively participate in Risk Reduction Counseling Assessment program through a certified provider at the student's expense. A student may need additional days of practice before returning to competition (See Article 7, Section 5.D of the ASAA Policy Manual). A student's suspension may be reduced to 180 calendar days by completing 30 hours of community service as well as meeting the following criteria only on a 3<sup>rd</sup> Offense: a) seek assessment and counseling/treatment from a local health care professional, b) successfully complete the recommendations of the care provider and submit a letter from the agency, c) demonstrate a commitment to remain substance free, d) make a presentation to the District School Board requesting reinstatement of interscholastic eligibility, e) notify ASAA through the school administration that all conditions have been successfully completed, and f) and request reinstatement from ASAA.

\*There is no reduction for 4<sup>th</sup> and further offenses.

### **Fourth Offense**

The student's privilege to participate in interscholastic activities and practice is revoked for one (1) year. Both the student and parent/guardian must complete the 4<sup>th</sup> Offense educational component prior to the student's return to competition and there will be no forgiveness of calendar days of suspension.

Penalties shall be imposed beginning on the first calendar day following a determination that a violation has occurred, except to the extent a school's appeals policy permits a student to continue to participate pending final determination of any appeal filed by the student under such policy. In such case, penalties shall be imposed on the first calendar day following a determination on appeal that a violation has occurred. A student shall be considered ineligible during each calendar day in which a penalty is imposed.

## ALCOHOL AND DRUG OFFENSE SUMMARY CHART

	Suspension Period and Terms of Reinstatement	Reduction of Suspension Requirements	*Self-Reporting Reduction	Violation During School Sponsored Travel	Reduction of Suspension Requirements During School Sponsored Travel
1 <sup>st</sup> Offense	30 Calendar Day Suspension. <i>Prime For Life Counseling</i> TAD First Offense Educational Component before resuming practice	15 Calendar Day Suspension with 15 Hours of Community Service. <i>Prime For Life Counseling</i> TAD First Offense Educational Component before resuming practice	10 Calendar Day Suspension. <i>Prime For Life Counseling</i> 15 Hours of Community Service. Complete the TAD First Offense Educational Component.	90 Calendar Day Suspension. <i>Prime For Life Counseling</i> TAD First Offense Educational Component.	45 Calendar Day Suspension with 15 Hours of Community Service. <i>Prime For Life Counseling</i> TAD First Offense Educational Component.
2 <sup>nd</sup> Offense	90 Calendar Day Suspension. TAD Second Offense Educational Component Risk Reduction Counseling Assessment.	60 Calendar Day Suspension with 20 Hours of Community Service. TAD Second Offense Educational Component Risk Reduction Counseling Assessment.	<b>NO REDUCTION OF SELF REPORTING ON 2<sup>ND</sup> OFFENSE</b>	180 Calendar Day Suspension. Risk Reduction Counseling Assessment TAD Second Offense Education Component	90 Calendar Day Suspension with 20 Hours of Community Service. Risk Reduction Counseling Assessment TAD Second Offense Education Component
3 <sup>rd</sup> Offense	1 Calendar Year *Additional ASAA Requirements before reinstatement.	180 Calendar Day Suspension with 30 Hours of Community Service *Additional ASAA Requirements before reinstatement.	NONE	1 Calendar Year *Additional ASAA Requirements before reinstatement.	NONE
4 <sup>th</sup> Offense	1 Calendar Year *Additional ASAA Requirements before reinstatement.	NONE	NONE	1 Calendar Year *Additional ASAA Requirements before reinstatement.	NONE

**Self-Reporting** - If the student self-reports a personal violation of the alcohol or drug policy before the District otherwise learns of the student's actions, **and** the student did not receive disciplinary action from school officials or law enforcement officers, the District may reduce the first offense suspension to 10 days. To regain eligibility, the student must complete all requirements listed above for a first offense violation

Definitions: As used in this section above for Alcohol, Tobacco, and Drugs Violations:

Electronic “E” Cigarettes – any electronic oral device, such as one composed of a heating element, battery, and/or electronic circuit, which provides a vapor of nicotine or any other substance, and the use or inhalation of which simulates smoking. The term shall include any such device whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, or under any other product name or descriptor.

Calendar Days – Each day, including weekends and holidays, during the member school’s school year. Additionally, if a student participates in any interscholastic activity, including practice, outside of the school year, then the entire period of such participation, including intervening weekends and holidays, counts as calendar days for such student.

Controlled Substance – Any substance appearing on the list of Controlled Substances identified by the federal Office of the Drug Enforcement Administration or as set forth in 21 U.S.C. Section 812, unless the student’s usage of such substance is consistent with a physician’s prescription for the student’s usage. The DEA list of Controlled Substances appears on its internet website at <http://www.deadiversion.usdoj.gov/schedules/index.html#list> . ASAA will endeavor to provide member schools with an updated List of Controlled Substances; however, for purposes of ASAA’s policy, the current list maintained by the DEA is controlling. In addition, any substance listed as illegal or restricted by Alaska statute or regulation, or classified as a “designer drug” by the federal Office of the Drug Enforcement Administration or by Alaska statute or regulation, shall be considered a controlled substance for the purposes of this policy.

## **ATHLETIC TEAM SELECTION**

The Petersburg School District allows for a cut policy in all high school and middle school sports. Criteria for selecting a team are determined by the coach of each sport. This criterion is issued each season, in writing if requested, for each student trying out for a team.

## **ATTENDANCE REQUIREMENTS**

PHS & MMS students must attend all classes on the day of travel or activity, up to the departure time for an event. If students leave or participate on a weekend or holiday, students must attend all classes on the last school day before departure or competition. Students should return to school within approximately one hour after their return to Petersburg. Dates and times for departure and return will be determined by the Principal and/or the Activities Director and will be published. If a student is unclear, they must ask the coach/advisor before leaving the terminal. Those who do not return within the time frame or do not report to school following the travel may become ineligible for participation in the next traveling event. The loss of travel privileges will be for the same activity, however, if it happens at the last activity of the season, it will apply to the very next activity in which the student may participate.

Students that receive an unexcused absence in any class throughout the day or that leave school during the school day that are not deemed excusable absences (i.e. doctor appointments, scheduled dental appointments) will not be allowed to practice for their activity on that school day. Please plan appointments accordingly to avoid conflicts with the attendance requirements. Schedules and dates of competition and travel are posted and planned well in advance.

Mitkof Middle School students that do not dress down for PE class and/or are unexcused or not in attendance for that school calendar day are not allowed to practice during that same calendar day for an athletic activity. MMS & PHS Students that have disciplinary detentions must complete a minimum of one (1) detention prior to attending practice. MMS Students that earn a tier 2 or higher disciplinary infraction may be removed from travel or participation in any academic or athletic related competition.

Practice – As defined by ASAA and Article 7 Section 7.A of ASAA Bylaws. A practice is defined as a regularly scheduled team physical activity designed for the preparation of athletes for the sports season and conducted under the supervision of a certified school coach during the season established by the Board of Directors. In order to qualify as a practice, the student must participate in at least an hour of physical activity. Students are required to attend a minimum of 10 practices per activity in order to be eligible for any travel/competition. For overlapping activities that require a minimum practice quantity, the number required to be eligible for the next activity is 5 practices.

## **AWARDS**

Criteria for the earning of student recognition, awards, letters and certificates will be determined jointly by the sponsor and school administration and will be made known to the student before the activity begins. (See Duties of Coaches and Sponsors below and Appendix II).

## **STATE CHAMPIONSHIP RECOGNITION**

In PHS activities earning a state championship or individual state champion is a special accomplishment. In the event that a team/individual of Petersburg High School earns an Alaska School Activities Association (ASAA) recognized state team championship and/or an individual state championship, the following may occur to celebrate the victory with our school and community:

- An assembly may be scheduled within a reasonable time with the assistance of the coaching staff, administration, and activities director following the completion of the state tournament/competition.
- At the conclusion of the assembly and/or school day, school administration may arrange a noise parade with the Petersburg Fire Department, pending their cooperation and availability. The parade will begin at PHS and continue on a route established by the Petersburg Fire Department and Petersburg School District administration.
- A noise parade can only be arranged at the discretion of the Petersburg School District administration and for approved high school sanctioned events only.

## **COMMUNICATION FROM COACHES OR SPONSORS TO PARENTS**

1. Philosophy of the coach/sponsor
2. Expectations the coach/sponsor has for their son/daughter
3. Location and times of all activities, practices and contests
4. Team/activity requirements
5. Participant's code of conduct and consequences for not following those guidelines
6. Procedures to follow should your son/daughter become injured during participation

## DECISIONS MADE BY COACHES

1. Team selection
2. Playing time
3. Team strategy
4. Play calling
5. Matters concerning other students/athletes

## DRUG AND ALCOHOL-FREE WORKPLACE

PSD Board Policy 4020

No employee shall unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, drug or controlled substance before, during or after school hours at school or in any other district workplace or at any district-sponsored activity.

## DUTIES OF COACHES and SPONSORS

1. Select and coach team members; ensure participant's general health and welfare as pertains to conditioning programs, physical examinations, obtaining parental permission, caring for injuries, and verifying player eligibility. ASAA and Petersburg School District eligibility rules are to be strictly adhered to by all coaches.
2. Ensure prior to the first practice that each participating team member has paid district athletic participation fee(s), has a current physical, completed all required ASAA and district forms (ASAA TAD [Tobacco, Alcohol, Drugs] Policy, parent contact forms, emergency medical information, etc.). A complete list of required forms is included in the Student Activities Participation Handbook. **NOTE: No participant may participate in the first competition or event until all fees and forms are submitted and has attended the ASAA TAD INFORMATIONAL SESSIONS.**
3. Ensure that all participants and assistants know the rules and regulations of the sport/activity.
4. Abide by the rules and expectations found in the **School Sponsored Trips** section of this handbook. Also See Region V Forms at new website TBA
5. Prepare criteria required for determination of Varsity, Junior Varsity and associated awards (letters, pins, certificates, etc.). Student athletes will be informed about the criteria at the team's season organizational meeting.
6. Pursuant to Petersburg School District Board Policy 5131.6, PSD BP 5131.6 ALCOHOL AND OTHER DRUGS, coaches and sponsors will provide recurring instruction and direction, which helps students avoid the use of alcohol or other drugs.
7. Supervision of the assistant coach(es) of the sport or activity, and coordination of the schedules, practice sessions, facilities, and equipment to ensure program operational efficiency.
8. Responsible for issuing, cleaning, repairing, collecting, and keeping accurate inventory of all equipment pertaining to the sport or activity. **A current equipment inventory is to be presented to the Activities Director within two weeks following the end of the sport or activity season.**
9. Responsible for the behavior of team members at all school functions and public appearances, and competitions. Team discipline shall be within the guidelines of the PSD Student Rights and Responsibilities Handbook and School Board policy.
10. Ensure all sport or activity members know and understand the current appropriate PSD Student Activities Handbook. The coach or sponsor must require written acknowledgment of receipt and understanding of the Student Activities Handbook by students who wish to participate.
11. Submit team rosters to the Activities Coordinator on the first day of practice and update team rosters as needed for travel and participation eligibility.

12. Responsible for maintaining and submitting an accurate roll book that includes date of entry, dates of practice, and gender for all participating students.
13. Ensure that each athlete has a current physical on file and has paid student activity participation fees.
14. Travel with the team when transportation is provided. All supervisory duties shall be for the full 24 hours of each day while traveling.
16. Assure that either the coach, an assistant coach or other approved adult chaperone is present at all practice sessions.
17. Responsible for clearing and securing locker rooms and practice areas at the conclusion of practice.
18. Responsible for efficient, orderly and effective equipment storage and general organization/appearance of locker rooms and other team or group areas.
19. **Practices/Meetings on Sunday or legal school holidays are strongly discouraged. Sunday matches/games are not permitted unless a Waiver has been approved by host and visiting team school administration and ASAA.**
20. Maintain up to date copy of the Parent's or Guardian's Activity Consent & Emergency Medical Form. This form will be available to the coach at all times during practice or competition.
21. All injuries that occur during practice or competition that require attention by the instructor or nurse or other health care professional must be promptly reported to the Activity Director. Injuries must be reported on the District Accident Form that shall be submitted as soon as possible after the injury.
22. Responsible for notifying the Activity Director and parent of a player who is dropped from the team and providing the reasons for dismissal.
23. Assure when hosting an event that:
  - a. Participating schools are sent the needed information in a timely manner.
  - b. Teams arriving are met and assisted as needed.
  - c. Appropriate arrangements have been made for equipment storage, housing, food, dressing, showers, etc. for visiting teams.
  - d. Ensure that First aid equipment is available, including ice bags and other consumable supplies.
  - e. Assist in the housing of students if requested to be "housed out" by visiting school(s).
24. Provide recommendations to the Activities Director for participant awards in accordance with PSD policies and procedures.
25. Submit a budget for new/replacement equipment, supplies, and materials to the Activities Director within two weeks following the end of the sport season. All purchases of athletic equipment and/or supplies must be routed through the Activities Director.
26. Responsible for completing the Lost Equipment Form at the end of the sport season and for contacting parents regarding return of or payment for lost or damaged equipment or uniforms.
27. Attend meetings as scheduled by the Activities Director.
28. Recommend actions for improving the administration of the sport or activity to the Activities Director.
29. Have updated all of the following Qualification of Coaches forms as required by the Alaska Schools Activities Association and on file with the Activities Office. (Article 10 Section 1 of ASAA Bylaws). The qualifications are as follows:
  - a. Fundamentals of Coaching and Alaska Component.
  - b. First Aid, Health, and Safety component (current).

- c. Concussions in Sports (current and updated on the same cycle as First Aid).
- d. Sudden Cardiac Arrest (current and updated on the same cycle as First Aid).

## **EJECTION of COACH or PLAYER**

A sportsman is one who engages in sports in a fair and generous fashion. Unsportsmanlike conduct is conduct that is prejudicial to the fair and generous acceptance of the rules of the activity, the officials, the opponents, and the policies of the schools and the coach. Actions that bring discredit upon the school, the activity, the officials, the rules or the opponents may be considered unsportsmanlike.

Any student or coach who is ejected from a contest will not be eligible to participate in the next contest. Additional penalties may be imposed by the school district.

Alaska School Activities Association (ASAA) rules will be followed concerning ejection of a player or coach from a contest. (Excerpts from ASAA Bylaws Article 6, section 5)

### **Player Ejection**

1. Player must refrain from participation in any scheduled contest in the same activity (game suspension) until the completion of the next regularly scheduled contest at the same level. (I.e. JV, Varsity) This means that a varsity player may not participate in a JV game while waiting for the next varsity game in which he/she is suspended. Schools may not schedule additional contests to circumvent this provision.
2. Player may not sit on the bench and if possible must be seated with a school representative in the bleachers and not be dressed down.

### **Coach Ejection**

1. Coach must refrain from coaching in any scheduled contest in the same activity (game suspension) until completion of the next regularly scheduled contest at the same level. Schools may not schedule additional contests to circumvent this provision. Implementation of this penalty will be delayed for a coach who is traveling with his/her team when the game ejection occurs, and who has no assistant coach or other authorized individual available at the site of the contest to supervise the team during the period of suspension. In such case, the ejected coach must serve the suspension during the next regularly scheduled contest after returning to the home community.
2. Coach may not be physically at the site of the next contest, nor may he/she have any contact, direct or indirect, with their teams during the contest while suspended.

### **Eligibility Reporting**

1. The Superintendent or designee shall submit eligibility lists for all sports on the first calendar days of each respective season through the online eligibility system provided by ASAA. NO additions or deletions will be made after the 14<sup>th</sup> day of the season. All activity fees and required forms must be submitted to the activities department prior to the student being eligible to practice.
2. Activities that require eligibility lists to be filed for insurance purposes with the ASAA office are:

**All-State Art**

**AASG**

**All-State Music & Choir**

**Baseball**

**Basketball**

Hockey (Not offered in PSD)

Nordic Skiing (Not offered in PSD)

Rifle (Not offered in PSD)

Soccer (Not offered in PSD)

Softball (Not offered in PSD)

**Cheerleading**  
**Cross Country Running**  
 DDF/Theater  
**E-Sports**  
 Flag Football (Not offered in PSD)  
 Football (Not offered in PSD)  
 Gymnastics (Not offered in PSD)  
**Native Youth Olympics (CLUB)**

**Solo Ensemble**  
**Swimming & Diving**  
 Tennis (Not offered in PSD)  
**Track & Field**  
**Volleyball**  
 World Language (Not offered in PSD)  
**Wrestling**

## EQUIPMENT AND UNIFORMS

Students are responsible for returning all equipment and/or uniforms issued to them or they shall pay for replacement. If equipment is neither returned, replaced, nor paid for, the letter award shall not be given and no further equipment shall be issued.

Petersburg Schools will provide a varsity set of uniforms/equipment for one activity each year, with all activities receiving uniforms/equipment in a five-year cycle. The chart below shows the rotation:

**\*\*NOTE: Due to reduced budget, uniforms will be on hold for the Calendar Year of 2022-23**

Athletic Activity	Allotment	Year
Baseball	Maximum Allotment of \$2,500.00	2022-23
Swim	Maximum Allotment of \$1,000	
Volleyball	Maximum Allotment of \$1,100	
Track and Field	Maximum Allotment of \$1,100	2023-24
Wrestling	Maximum Allotment of \$1,100	
Men's Basketball	Maximum Allotment of \$2,500.00 (2 sets)	2024-25
Cross Country	Maximum Allotment of \$1,100.00	
Women's Basketball	Maximum Allotment of \$2,500.00 (2 sets)	2025-26
Cheer Squad	Maximum Allotment of \$2,250.00	2025-26

## EXPECTATIONS OF COACHES

1. Safety is the top priority.
2. Submit accurate travel, housing, and participation rosters in a timely manner.
3. Demonstrate good sportsmanship at all times. The coach is the leader.
4. Have and show respect for your opponent; treat them as guests.
5. Accept the official's decision. Good sportsmanship implies the willingness to accept and abide by the decisions of the officials. Public protests can only lead to similar behavior by the players and spectators.
6. Set a good example for others to follow.

7. Never speak a profanity, as it is not an acceptable part of the game for coaches or players.
8. Maintain self-control at all times.
9. Teach the values of honest effort in conforming to the spirit as well as the letter of the rules.
10. Provide opportunities for social interaction among coaches and players of both teams before and after the contest.

## **FUNDRAISING**

**ALL** fundraising activities must be approved by the building Principal and Activities Director **PRIOR** to implementation and must be in conformity with School Board policy and Alaska statute.

***Funds or items received when solicited by staff or students without prior approval will be returned to the donor.***

### **PSD AR 1321 Solicitation of funds from and by students**

All selling or soliciting activities must be approved before the activity. All fund-raising activities must be concluded within the time agreed upon with the Superintendent or designee.

If the event involves a contract with a commercial vendor, the Superintendent or designee shall approve the contract. The sponsor of fund-raisers involving students shall be identified in all solicitations.

### **Instructional Safeguards**

The principal or designee shall limit fund-raising activities to appropriate time periods.

The principal or designee shall ensure that parents/guardians are informed about school fund-raising activities.

Fundraising must be in the method of providing a service or raffle or prize in return for funds. Soliciting for donations without providing a service will be strictly forbidden.

Individual awards or other incentives which identify donors/participants shall not be used.

No student shall be required to raise a specified amount of money in order to participate in an activity sponsored by a school-related organization.

Students making solicitations on behalf of the school or for school-related projects are expected to be courteous and respectful towards all individuals and businesses, whatever the outcome of the solicitation may be.

All funds raised need to be recorded and a copy on file with the principal and/or the activities director.

SEE APPENDIX FOR MORE DESCRIPTION INFO.

## **GUIDELINES FOR COACHES and SPONSORS (ASAA)**

All athletic coaches or activity sponsors, signing an extra duty contract affirm that they are familiar with and commit to follow the rules and guidelines established by the Alaska School Activities Association (ASAA).

A copy of the ASAA handbook may be found at the ASAA website: <http://asaa.org/asaa/handbook-forms/>

## **INSURANCE**

Students of Petersburg School District are covered by district provided student accident insurance during the hours and days when school is in session and while attending or participating in school supervised and sponsored activities on or off school campus.

**Notification of Injury** claim forms are available at the district office. Notification of Injury claim forms must be submitted within 90 days of the injury. A copy of the completed district Accident Report form must be attached to the claim form. The coach, sponsor, or school supervisor must complete part 1 of the Notification of Injury claim form.

Claim forms must be filed within 90 days of the first medical treatment. There is a deductible. The policy provides coverage for scheduled fees and includes “usual and customary” restrictions. The policy covers treatment for up to one year from the date of injury.

This is accident only insurance. It does not cover conditions, which are not the direct and independent result of a specific accident (i.e., stress fracture would not be covered).

Athletes are responsible for reporting injuries to coaches/sponsors. Coaches are responsible for providing claim forms to injured athletes. Parents/guardians are responsible for mailing the claim form to the insurance company.

## **MEDIA RELATIONS**

Maintaining a positive public image is the responsibility of all coaches and student athletes of the PSD. Providing the press with positive accounts of athletic events is an important role of participants and others involved in activities. What a coach or player says—in the heat of the competition—or what he/she is quoted as saying— can have lasting repercussions. Ensure your statements reflect well on your team and your school. Always model good sportsmanship; find something positive to say. Remember, these are student athletes, not professional athletes.

## **NOTICE OF NONDISCRIMINATION**

The Petersburg School District does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, marital status, pregnancy, sexual orientation or veteran status.

The Petersburg School District does not discriminate on the basis of sex in violation of Title IX of the Education Amendments of 1972 in the educational programs or activities that it operates.

The Petersburg School District does not discriminate on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973. This includes admission or access to, or treatment or employment in its programs, services, and activities.

Individuals requiring further information should contact the designated compliance director:

Mrs. Erica Kludt-Painter, Superintendent  
Telephone 877-526-7656

## **NUMBER OF EVENTS FOR HIGH SCHOOL ATHLETIC SCHEDULES**

(Excerpt from ASAA Bylaws)

Maximum Number of Games Prior to Qualification for State Tournaments--

Baseball .....	22 games
Basketball—Boys and Girls.....	22 games
Cross-Country Running.....	no limit
Softball .....	22 games
Swimming.....	no limit
Track/Field.....	no limit
Volleyball.....	22 matches
Wrestling .....	24 weigh-ins *

\*Excludes Regional and State Tournaments.

## **PARENT/STUDENT PERMISSION, CONSENT STATEMENTS**

It is the responsibility of each coach or sponsor to obtain the signed permission form from the back of the **STUDENT ACTIVITY HANDBOOK** for each student participant. The form contains the following information:

### **Permission Statement**

I hereby give permission for the above-named student to engage in ASAA or Petersburg School District approved interscholastic activities as a representative of his/her school. I also give my consent for this student to accompany the team or group as a member on its out of town trips. I understand that the local Board of Education through the Petersburg School District carries insurance for accidental injuries sustained in intramural or interscholastic sports events.

### **Medical Consent Statement**

I hereby give my consent, in the event of injury or illness, for emergency medical treatment, hospitalization, or other medical treatment as may be necessary for the welfare of the above-named student, by a physician, qualified nurse, certified athletic trainer, and/or hospital during all periods of time in which the student is away from his/her legal residence as a member of an interscholastic activity team or group. Further, I hereby waive, on behalf of the above-named student, and myself any liability of the School District, its agents, or employees arising out of such medical treatment.

### **Rule Awareness Acknowledgement**

I have read and understand the rules, regulations, policies, and responsibilities as stated in the district's appropriate Student Activities Handbook and the penalties for violation of them. I understand and accept these rules, regulations, policies, and accompanying penalties as conditions for participation.

### **Risk Awareness**

I understand and acknowledge that organized secondary athletics involve the potential for injury and/or a concussion, which is inherent in all sports. I acknowledge that even with the best coaching, use of the most advanced protective equipment, and strict observance of rules, injuries are still a possibility. On rare occasions, these injuries can be so severe as to result in total disability, paralysis, or even death.

### **Emergency Medical and Consent Information (form located in planetHS Registration)**

## PERFORMANCE REVIEW of COACH or SPONSOR

Every head coach or lead sponsor who has a contract for an ASAA sanctioned activity and/or contract for any PSD contracted activity will receive a performance review each year. The performance review is completed by the principal or designee and filed in the principal's office. In addition, participants', parents', and/or community members' input will be accepted if provided.

All head coaches or lead sponsors of ASAA sanctioned activities must meet with the principal or designee at the conclusion of their season to review their performance and conduct an appraisal of assistant coaches.

## PHYSICAL EXAMINATIONS

ASAA Article 11

A student-athlete may not be permitted to participate in a practice session or to represent his or her school in any athletic event (including rifle and cheerleading) until there is on file, with the superintendent or principal, a statement, signed by a practicing physician, advanced nurse practitioner, physician's assistant, or a military medical examiner, and the student's parents or legal guardians, certifying that he or she has submitted to a history and physical examination within the prior 12 months. The statement must certify that, in the opinion of the examiner, the student is physically fit to participate in strenuous physical activities.

## PURCHASE of EQUIPMENT, MATERIALS and SUPPLIES PROCESS

As a government agency, a school district must maintain very specific processes and controls regarding purchases of equipment, materials, and supplies. In accordance with state law, a certified accounting firm audits the District's expenditures and purchases annually.

**NOTE:** Purchases that do not follow established internal controls requisition procedures cannot be reimbursed.

Steps involved in making a purchase:

1. Prepare a **REQUISITION** (request to purchase) for purchase (Form available on the district website or in each school office).
  - a. Use the vendor "U.S. Communities" ([www.uscommunities.org](http://www.uscommunities.org)) or other approved vendors. Check with the business office for approved vendors.
  - b. A **REQUISITION** is required for **all** local purchases. If a purchase is made at a local store without following the requisition approval process the district cannot reimburse for the purchase.
  - c. Be certain that "shipping" charges are correctly calculated for delivery to Alaska.
  - d. If using an online vendor attach a copy of the saved "cart" to the requisition form.  
**NOTE: If items in the "cart" are changed after approval of the requisition the total expenditure cannot exceed the originally approved amount. If changes are made, send a copy of the new "cart" to the business office.**
  - e. SIGN the requisition for purchase as the **ORIGINATOR**.
2. Submit the completed, signed requisition form to the Activities Director or designee.
3. Activities Director reviews the requisition, approves or denies purchases, and forwards the requisition to the Principal.
4. Principal reviews the requisition, assigns the account code, checks fund availability, processes the requisition and submits to the Business Office.
5. Business Manager verifies account code and fund availability.

6. Requisition submitted to Superintendent for approval.
7. A **PURCHASE ORDER** (approval to purchase) is now created. A copy of the purchase order is sent to the Athletic Director or Designee.
8. Unless otherwise indicated the Business Office will order the approved purchase. (If the originator is using an online account then the originator now is able to process the order on line).
9. **ARRIVAL** of purchased items. All packing slips or invoices to be sent to the Business Office with the signature of the person verifying ordered items were received and indicating "Approved for Payment" **the day the item is received**. Back order items will be process when they arrive. Send the packing slip or invoice for the portion of the order that was received.

## **SCHOOL SPONSORED TRIPS**

PSD Board Policy 6153

All trips involving out-of-state travel shall require the prior approval of the Board. The Superintendent or designee may approve other trips. Principals shall ensure that teachers develop plans that provide for the safety of students and their proper supervision by certificated staff on all school-sponsored trips. Other school employees and parents/guardians also may participate in this supervision and may be asked to attend preparatory training sessions and/or meetings.

In advance of a study trip, teachers shall determine educational objectives that relate directly to the curriculum. Principals shall ensure that teachers develop plans that provide for the best use of students' learning time while on the trip. Teachers also shall provide appropriate instruction before and after the trip.

Each Activity has a fee that must be paid prior to participation in any in season practice. Please see fee scale available at the Middle School or High School office. Activity Fees are non-refundable after two (2) weeks from the start of the season. All Fees must be paid for prior to the first day of competition and/or first traveling trip.

### **Middle School Travel**

**\*\*NOTE Due to reduced funds for the 2022-2023 calendar year, MMS Activities and travel may be reduced to intersquad competition ONLY.**

Grades 7 and 8 are permitted one trip per activity. All participants who have met practice requirements, have no grades below a "C", and demonstrate positive citizenship and sportsmanship are able to participate in travel. Sixth grade students are permitted to travel in a school sponsored activity to Wrangell only within the activities of Cross Country, Basketball, Cheerleading, Wrestling, and Volleyball when activities are scheduled and available within budget parameters. If/when the school is unable to host a home event within the activities of Cross Country, Basketball, Cheerleading, Wrestling, and Volleyball 6<sup>th</sup> Graders may be permitted to travel to ensure one (1) competitive event for all students. 6<sup>th</sup> graders will be permitted to travel with Track and Field due to the nature of the short season and one (1) meet scheduled in the region as well as the inability to host a "home" event.

### **District Sponsored Travel**

See Appendix IV.

**Number of team members traveling**

**Maximum** travel numbers unless modified by the Principal, Superintendent, or Activities Director:

**It may not be possible for every team member to travel to every contest due to funding limitations.**

ACTIVITY	# TRAVELERS
Basketball	12
Cheerleading	14
Cross Country	14*
Debate	16*
Swimming	16*
Track	24 (see note below) *
Volleyball	12
Wrestling	18
Baseball	18

**Track Note:** 24 travelers for a minimum of four track meets. Due to the inability of PHS to host a track meet, the goal is for each student to participate in at least one-track meet.

\*Represents combined from both boys’ and girls’ team.

**State Travel**

Qualifying and Participating in a state event is a well-earned experience and a great chance for students to participate at the highest level of competition within the State of Alaska for interscholastic activities. The following information is in regards to state expenses.

Students are responsible for the following expenses in regards to state travel if they plan to attend:

- All costs associated with the trip which may include airfare, ground transportation, lodging expenses, and food expenses.
- Each group that attends may utilize their fundraising funds to offset costs for all participating and eligible students.
- Only eligible, properly enrolled students of Petersburg High School may attend and be part of the team at any ASAA Sanctioned Event.

**Housing and Accommodations**

Housing with a Host Family

1. Students must abide by all rules established by the host family.
2. Students must abide by all curfews established by the coach or sponsor if earlier than item “3” below or in addition to “3” below.
3. Generally, students must be in the house one hour after the event. In special cases, such as an extended school dance, students are permitted to stay out until 1:00 AM
4. **Coach/Sponsor is to contact host parents to provide contact information and any special rules students are expected to follow.**
5. Host parents are to contact the Coach/Sponsor, Activity Director, or Principal should issues or problems arise.
6. No student is allowed to partake of alcoholic beverages, drugs or tobacco. If a student violates this rule, please notify the coach immediately. The housed student is expected to remove himself/herself from any situation where alcoholic beverages or drugs are being used by contacting his/her coach and/or host family.
7. Host parents are expected to provide one meal per day for the students.

8. Housing changes are not generally made. If necessary, any housing changes by students must be approved by the coach, advisor and host high school housing coordinator. The host parent will be notified about any changes.
9. **No housed student may drive any vehicle while being housed with a host family.**
10. Host parents will have working smoke alarms installed in their homes.
11. Host parents are encouraged not to leave students unattended at their home. If the host parent is working during the day, the student can be dropped off with the coach/chaperone.
12. (PSD Rule) **No student is to be housed alone with a host parent.**
13. (PSD Rule) **Only students of the same gender may be housed in the same host residence.**

#### **Group housing in a school, church, recreation facility, etc.**

**\*In the event of a team/group that has chosen to group house or has been instructed to group house by host school, all students within that are traveling on the certified roster must group house together. Students are not to plan to pre-arrange away from the group. Pre-arranged housing MAY be made with an immediate family member, but student(s) must have prior approval from the Principal and Activities Director. All efforts will be made to group house together.**

1. (PSD Rule) Coach/Sponsor/Chaperone is to “house” with the team or group when group housing is provided.
2. (PSD Rule) Coaches and Sponsors may release students **only** to their parents on district sponsored activity travel.
3. ASAA regulations and PSD policy prohibit coaches or chaperones from drinking alcohol on school trips.
4. (PSD Rule) Students must be assigned a sleeping area, and an adult (coach/sponsor/chaperone) must be present in the area at all times.
5. When notifying the host school of your intention to group house, state the number of participants, male and female, and the number of chaperones that will be coming.
6. Honor the host schools request regarding when the needs to vacate the facility.
7. No students are to be in any part of the host facility without a chaperone.
8. No use of any phones without chaperone supervision.
9. Please keep your area clean and policed daily.
10. Please clean the assigned area prior to departure. Leave the facility the same way you found it.
11. Host school will supply phone number contacts in case of problems or emergencies at the school.
12. Mixed groups will be kept in separate rooms, if possible.
13. Students should not leave the housing area without coaches/advisor’s permission and always with a buddy.
14. If the host school requires you to be group housed, the host school will provide one meal a day.
15. Adhere to host school’s rules at all times.
16. Do not prop doors open to the school, host school will provide keys to school.

#### **Housing in a hotel or related facility**

1. **Coach/Sponsor shall establish curfew hours while traveling. The curfew time is not negotiable.**
2. Only students assigned to a room may be in that room after curfew.
3. Students are not allowed in rooms occupied by persons not affiliated with the team or the school they represent.
4. Students are not allowed in rooms assigned to persons of the opposite sex.
5. People not associated with the team or the school shall not be allowed in team rooms.
6. Students on trips may not leave the team unless accompanied by a parent or guardian, the coach or sponsor has given explicit agreement and written request by the parent/guardian is provided to the coach/sponsor.

7. Students are expected to adhere to all school and team rules and attend all activity/team functions.
8. When in public on road trips, students shall be in groups of three (3) or more.
9. When in a hotel and outside their assigned room, students shall be in groups of two (2) or more.

#### **Rule Infraction Consequences (Student)**

In the event a PSD student should fail to abide by established rules, one or more of the following consequences may apply:

1. The student may be withdrawn from the competition
2. The student may be sent home immediately at his/her parent's expense
3. The student may be suspended from the program for a length of time to be determined by the coach and/or the administration depending on the severity of the infraction
4. The student may be dismissed from the program
5. The student may be subject to further consequences to be determined by the school administration or the Superintendent

#### **Travel "Rules of the Road" (Students)**

Petersburg School District students are expected to conduct themselves with honor and integrity at all times while traveling within or outside of the school district. Students should consider themselves ambassadors for their families, school, and community. Travel rules are established for the benefit of participating students, coaches, and chaperones.

1. All school and school district policies are in effect for the duration of the trip as covered in the High School Student Activities Handbook.
2. Students cannot travel if they have unserved detention(s).
3. Detention unserved at the end of one school year carries over to the beginning of the next school year.
4. Students must participate in at least one meet to be allowed to go to Regionals.
5. Students are expected to follow all directions given by coaches, sponsors, and chaperones.
6. Disrespectful, destructive, or any behavior considered being detrimental to the program or which brings disfavor upon the school or the school district shall not be tolerated. This behavior shall include but is not be limited to:
  - a) Alcohol or drug use
  - b) Public displays of affection or sexual contact of any kind
  - c) Vandalism or trashing of rooms or other property
  - e) Shoplifting or other illegal actions
7. **Coaches shall establish curfew hours while traveling for the benefit of the team. The curfew time is not negotiable.**
8. Students on trips may not leave the team unless accompanied by a parent or guardian and written permission has been given to, and the coach or sponsor has given explicit agreement.
9. Students are expected to adhere to attend all team/group functions.
10. While on school-sponsored trips, students are expected to dress appropriately and to follow the school dress code.
11. Coaches will address the code of conduct to be followed on busses or public transportation.
12. Teams will clean up their areas prior to leaving any competition site.
13. Students shall demonstrate good sportsmanship at all times.
14. Additional rules may apply and shall be covered by the coach or sponsor prior to departure or before certain activities.
15. Students are not permitted to attend non-school district sponsored events while participating on a school-sponsored trip and representing Petersburg School District without prior approval of Superintendent or designee.

16. Students while on trips may take a taxi, Uber, Lyft, or bus service if **approved by chaperone** prior to using said service and traveling with 1 or more additional students.

### Chaperones

*Both an administrator and the coach/sponsor will determine/approve all chaperones.*

One chaperone will be provided for every (12) students when traveling in the state of Alaska. All PHS & MMS activities will have a same gender coach/chaperone/advisor when possible. Teams with a coach of the opposite gender may have a coach/chaperone of the opposite gender when available. If at any point a group is unable to obtain a chaperone from a specific gender when both genders are traveling, or the coach is of an opposite gender arrangement to “team up” with other school chaperones may be made.

Funds permitting, PHS & MMS events that travel to Wrangell events may involve the entire team. Team managers are authorized to travel only to the “Regional’s” competition and Wrangell when funds permit.

As funding permits, the district will pay chaperone’s transportation, lodging and per diem to regional events. **Note:** Lodging will not be paid if the team “group houses”. Chaperones will not be receiving lodging aboard the Alaska Marine Highway Vessels during a school-sponsored event. Middle School Activities will “group house” only.

1. As funding permits, the district will pay chaperones travel and lodging to state events. The district does not pay student travel, lodging, or other expenses on State Events. The district will cover the student-athletics state participation fees.
2. The primary function of a chaperone, in traveling with a team, is to monitor the Petersburg students. Chaperones should attend all activities, assist in contacting housing parents and telephone curfew checks.
3. Chaperones traveling with small children will not be approved.
4. ASAA regulations and PSD policy prohibit coaches or chaperones from drinking alcohol on school trips.
5. A coach, chaperone, or responsible adult must be present for all team physicals.
6. The principal must approve all volunteers.
7. **Students on the ferry must be monitored continually and have a scheduled two-hour study session.**
8. Students must be assigned a sleeping area, and a chaperone/coach/sponsor must be present in the area at all times.
9. Ensure students pick up after themselves on the ferry
10. Ensure students wear seat belts whenever they are transported.
11. Contact housing parents to introduce yourself and inform them of how you may be reached.
12. Keep the housing list with you in order to reach students; this is especially crucial when a student is late checking in for departure.

### SPORTSMANSHIP CREED

All contests are played under the authority of the Alaska School Activities Association (ASAA).

ASAA rules provide for fair play and good sportsmanship among athletes and coaches. Since booing and jeering do not support anyone, we hope you will be positive in supporting your favorite team. As athletes,

we ask that spectators promote the ideals of good sportsmanship by applauding fair play and showing respect for all participants and officials.

## **TRANSPORTATION**

### PSD BP 3541.1 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.

#### **Transportation by Private Automobile**

Private automobiles may be used to transport students on any school-related trips if approved by the Superintendent. Drivers shall be required to possess a valid driver's license and liability insurance of at least \$100,000 per occurrence as required by the State of Alaska Law. Owners, drivers and passengers shall be informed that the registered owner and his/her insurance company are responsible for any accidents that 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.

#### **Travel by Boat or Van**

##### PSD AR 3541.1

All travel by students whether traveling for activities or for curriculum activities, should be either by Alaska Airlines and its partners or by the Alaska Marine Highway System ferries or Inter-Island ferries. If short field trips or activity travel warrants the use of a smaller boat, the following criteria needs to be met before travel can take place:

- Along with the captain of the boat, the school district administration and coaches can make the decision to cancel the trip;
- Maximum weather conditions - no more than three (3) foot seas and winds of no more than 15 miles per hour;
- Cancellation of trip if temperature goes below 20 degrees:
- Temperature, tide change, and wind velocity will be taken into consideration;
- Captain will be at least 21 years and have experience transporting passengers and preferably be USCG approved;
- Captain will give a safety briefing before trip starts - demonstration of putting on life vests.

For road travel on field trips and activities, the following criteria needs to be met before traveling:

- With groups of students of 15 or more, a certificated bus will be required for transporting students
- With groups of less than 14, an 11-passenger van may be used to transport students or 14 passenger and 1 driver bus may be used

If possible, a certificated bus driver will be hired to transport students.

***Students will not be allowed to use their own vehicles for transporting other students on a school***

***sponsored activity, however, parents may transport small groups of students if approved by the principal.***

## **TRAVEL, HOUSING and PER DIEM REQUISITION PROCESS**

Rosters for travel and per diem are to be submitted to the Business Office 7 (seven) calendar days prior to the actual date of departure.

Meal per diem rates are (established SY 2010):

Breakfast	\$8.00
Lunch	\$12.00
Dinner	\$20.00

Names of students or adults can be REMOVED from the submitted roster for Alaska Marine Highway reservations and Jet Boat Reservations. Names cannot be added after submission to the Activities Office (penalties from the ferry and air carrier apply) for Alaska Airlines Reservations due to restrictions. Example: If a student becomes ill and cannot travel, the team travels with one less person. Another person cannot be substituted unless the change is made three (3) calendar days before departure.

Changes can be made to hotels when on the road or before departure **only** after receiving approval from the Activities Director, Principal, or Superintendent.

The coach may submit a hotel preference; however, this does not guarantee placement at the requested facility. When checking out of a hotel, coaches must obtain a receipt, sign the receipt and submit it to the Business Office.

## **APPENDIX I: COACH/SPONSOR ACKNOWLEDGEMENT**

By signing this form, I acknowledge:

1. I have received the Petersburg School District's 2018-2019 Student Activities Handbook for Coaches and Sponsors. Additional copies are available on the district website.
2. I understand it is my responsibility to read the district handbook *and* the ASAA handbook and follow the stated philosophy, all guidelines, rules, regulations, and policies found in both documents.
3. I understand that there will be a review of my performance at the end of the season.
4. I understand that any health/medical information I learn about a student-athletes is to be considered private and confidential.
5. I understand that I will provide a copy of the following:
  - a. Alaska State Coaching Certification (NFHS)/Principles of Coaching
  - b. Current First Aid Card
  - c. Concussion Training Certification
  - d. Sudden Cardiac Arrest Certification

Coach/Sponsor Name (Printed) \_\_\_\_\_

Coach/Sponsor Signature \_\_\_\_\_

Date \_\_\_\_\_

## **APPENDIX II: LETTERING & PIN AWARDS**

At the completion of a sport/activity season students are awarded pins and in some cases a letter for their participation in an activity. Below are the requirements used for these awards. Some coaches and sponsors may have alternate as well as additional criterion in order for awards to be earned.

Letter "P" - For completion of 1<sup>st</sup> Varsity Activity. Student must complete the entire season in full.

Bar – A single bar is given for each year of completion of an activity. A short single bar is awarded for a Junior Varsity completion of a season. A long single bar is awarded for a Varsity completion of season.

Activity Pin – Given once during career at the completion of a student-athletes specific activity/athletic season. (i.e. Volleyball player completes season and will receive a volleyball pin).

Blue/Gold Star – All-Conference Honors

Gold Star – All State Honors

All-Academic (Lamp) – Given to seniors who have earned All-Academic honors at Region V Events.

Good Sport (Handshake) – Given to students who have earned the Region V Good Sport Award at Region V Events.

MGR. – Manager pin given to students who have completed a full season as a manger for a specific team. Given once.

CAPTAIN – Given to a student who has completed a full season and earned the honor of captain given by the Coach/Designee of the activity.

## **APPENDIX III: ALTERNATIVE EDUCATION PROGRAM & HOME SCHOOL STUDENTS ELIGIBILITY**

***A. To be eligible during a school semester for participation in interscholastic activities, a student must meet the following criteria:***

1. Be properly registered in a 9-12 or 10-12 high school program or any combination thereof, in the member school where the student will participate or where authorized by a member district, be enrolled in the member district's non-member school or program (including district correspondence), when such district is paying the student surcharge for that student or, in the case of students attending alternative education programs, be registered with their School of Eligibility, as described below.
2. Students enrolled in an alternative education program, as defined in Article 1, Section 8 herein, are eligible to participate in the interscholastic activities of only one member school per year, except as provided under the Transfer/Residency Rule (Article 12, Section 9). That school shall be considered the School of Eligibility. The School of Eligibility shall be the public school (1) that, based on the residence of the parent or legal guardian, the student would be eligible to attend were the student not enrolled in an alternative education program; or (2) at which the student requests to participate, if (A) the student shows good cause, as determined by the governing body of the Public School the student would be eligible to attend were the student not enrolled in an alternative education program and (B) the governing body of the school in which the student seeks to participate in interscholastic activities approves; or The School of Eligibility may be a private or religious school that the student would be eligible to attend were the student not enrolled in an alternative education program; and at which the student requests to participate; and if the administrator of the school approves. The School of Eligibility must ensure that the alternative education program student meets all eligibility requirements before being permitted to participate. Alternative education program students who request to participate in the interscholastic activity program of a member public school or district, or a private or religious school, must be properly registered for participation in interscholastic activities with the member school district or School of Eligibility. Schools (districts) may require that alternative education program students who request to participate in interscholastic activities at one of its member schools pre- register either prior to the beginning of the school year, prior to the beginning of a sport or activity season which begins before school starts, or upon moving into the district's boundary.
3. Not be a graduated senior, with the exception that the eligibility of a senior graduating near the end of a regular school year, shall extend through the conclusion of any current school athletic season in which he or she is participating.
4. For all second-semester freshmen, sophomores and juniors, as well as seniors who are not on track to graduate and/or who have not passed all parts of the High School Graduation Qualifying Exam (HSGQE), must be enrolled in a minimum of five (5) semester units of credit, or the equivalent, \* at the School of Eligibility or supervised by the School of Eligibility or its school district, that lead to granting of credit toward graduation from the school district or the School of Eligibility.
5. Seniors who are on track to graduate and who have passed all parts of the HSGQE must be enrolled in a minimum of four (4) semester units of credit, or the equivalent, \* at the School of Eligibility or supervised by the School of Eligibility or its school district that lead to granting of credit toward graduation from the school district or the School of Eligibility. Full time seniors who are not required to take the HSGQE, and who are on track to graduate, must be enrolled in a minimum of four (4) semester units of credit, or the equivalent, \* at their School of Eligibility.

*\* (Semester units may be earned through university courses or school district operated or approved correspondence programs).*

6. Must maintain at least an overall 2.0 GPA during the current semester to remain eligible. Students who do not maintain an overall 2.0 GPA may regain eligibility during the current semester by achieving and maintaining an overall 2.0 GPA within the school's grading system.

7. Must be in regular attendance at school classes in which enrolled or for which credit is granted (or be enrolled in a district or member school correspondence program).

B. Alternative Education Programs: A student in grades 9-12 in an "alternative education program" as defined in Article 1, Section 8, is eligible to participate in interscholastic activities at a member public, private or religious school, as follows: Students enrolled in an alternative education program, may participate in interscholastic activities when such participation is sanctioned or supported by this Association; is conducted outside of the regular school curriculum; and does not involve participation in student government at a school. Such students need not be enrolled in the member public, private or religious school in which they participate in interscholastic activity, except that 1. In order to participate in the All-State Music and Solo and Ensemble Music Festivals, such students must be enrolled in a corresponding music class at their School of Eligibility, at which they may be selected for participation through a competitive audition process, and 2. In order to participate in All-State Art or in the World Language Declamation Festival, such students must be enrolled in a corresponding class at their School of Eligibility. ASAA may waive the requirement for students enrolled in alternative education programs or in the event that the individual school of eligibility does not offer Music, Art or World Language classes. Nothing in these bylaws precludes a school or school district from imposing additional eligibility rules upon alternative education program students that are reasonable, prudent and not in conflict with these bylaws or AS 14.30.365. Nothing in these Bylaws or in Association policies prohibits a member school or district from adopting a "fair share" policy as to the equitable charging of fees to alternative education program students who participate in the member school's or district's interscholastic activities.

**APPENDIX IV: DISTRICT SPONSORED TRAVEL**

<u>ACTIVITY</u>	<u>GENERAL BUDGET</u>
XC	<p>*ALL REGION V REQUIRED EVENTS. (Within Budget and within travel number parameters). Required events due to budget projections in 2022-2023 may be limited to 2 Region 5 events and the Regional Championship.</p> <p>*Fundraising covers all non-region events and/or non-required events, and alternate travel, as well as overages on budget.</p> <p>*Fundraising may cover state competition expenses.</p> <p>*Region &amp; State Travel is limited to Region number maximums and ASAA maximums.</p>
SWIM/DIVE	<p>*ALL REGION V REQUIRED EVENTS. (Within Budget and within travel number parameters). Required events due to budget projections in 2022-2023 may be limited to 2 Region 5 events and the Regional Championship.</p> <p>*Fundraising covers all non-region events and/or non-required events, and alternate travel, as well as overages on budget.</p> <p>*Fundraising may cover state competition expenses.</p> <p>*Region &amp; State Travel is limited to Region number maximums and ASAA maximums.</p>
VB	<p>*ALL REGION V REQUIRED EVENTS. (Within Budget and within travel number parameters). Required events due to budget projections in 2022-2023 may be limited to 2 Region 5 events and the Regional Championship.</p> <p>*Fundraising covers all non-region events and/or non-required events, and alternate travel, as well as overages on budget.</p> <p>*Fundraising may cover state competition expenses.</p> <p>*Region &amp; State Travel is limited to Region number maximums and ASAA maximums.</p>
WREST	<p>*ALL REGION V REQUIRED EVENTS. (Within Budget and within travel number parameters). Required events due to budget projections in 2022-2023 may be limited to 2 Region 5 events and the Regional Championship.</p>

	<p>*Fundraising covers all non-region events and/or non-required events, and alternate travel, as well as overages on budget.</p> <p>*Fundraising may cover state competition expenses.</p> <p>*Region &amp; State Travel is limited to Region number maximums and ASAA maximums.</p>
GBB	<p>*ALL REGION V REQUIRED EVENTS. (Within Budget and within travel number parameters). Required events due to budget projections in 2022-2023 may be limited to 2 Region 5 events and the Regional Championship.</p> <p>*Fundraising covers all non-region events and/or non-required events, and alternate travel, as well as overages on budget.</p> <p>*Fundraising may cover state competition expenses.</p> <p>*Region &amp; State Travel is limited to Region number maximums and ASAA maximums.</p>
BBB	<p>*ALL REGION V REQUIRED EVENTS. (Within Budget and within travel number parameters). Required events due to budget projections in 2022-2023 may be limited to 2 Region 5 events and the Regional Championship.</p> <p>*Fundraising covers all non-region events and/or non-required events, and alternate travel, as well as overages on budget.</p> <p>*Fundraising may cover state competition expenses.</p> <p>*Region &amp; State Travel is limited to Region number maximums and ASAA maximums.</p>
CHEER	<p>*Homecoming @ WRG &amp; Region V Tourney travel cost only.</p> <p>*Fundraising covers all non-region events and/or non-required events, and alternate travel, as well as overages on budget.</p> <p>*Fundraising may cover state competition expenses.</p> <p>*Region &amp; State Travel is limited to Region number maximums and ASAA maximums.</p>
BASEBALL	<p>*ALL REGION V REQUIRED EVENTS. (Within Budget and within travel number parameters). Required events due to budget projections in 2022-2023 may be limited to 2 Region 5 events and the Regional Championship.</p> <p>*Fundraising covers all non-region events and/or non-required events, and alternate travel, as well as overages on budget.</p>

	<p>*Fundraising may cover state competition expenses.</p> <p>*Region &amp; State Travel is limited to Region number maximums and ASAA maximums.</p>
T&F	<p>*ALL REGION V REQUIRED EVENTS. (Within Budget and within travel number parameters). Required events due to budget projections in 2022-2023 may be limited to 2 Region 5 events and the Regional Championship.</p> <p>*Fundraising covers all non-region events and/or non-required events, and alternate travel, as well as overages on budget.</p> <p>*Fundraising may cover state competition expenses.</p> <p>*Region &amp; State Travel is limited to Region number maximums and ASAA maximums.</p>
SOFTBALL	CLUB ACTIVITY – ALL COST COVERED BY CLUB. NO FUNDS FROM GENERAL FUND
MS Activities	<p>*Priority will be given to the Stikine Tournament for travel if possible. Alternate event will be determined based upon location and date of event. Final determination will be done by Principal and/or designee.</p> <p>*MMS Season will be established by a set start date and end date.</p> <p>*MMS Activities Fees will be participants must pay the travel costs for the trip that they attend.</p> <p>*MMS Activities are limited to 1 (one) travel trip per season per year. If the activity is part of the Stikine Conference, that activity will travel only to the Stikine Tournament.</p>
MUSIC	<p>SE Honors Music:</p> <ul style="list-style-type: none"> <li>- Male &amp; female chaperone=Y</li> <li>- Per diems=Y, Sub=Y, Lodging=Y</li> <li>- Student Activity Fee=Y (\$175.00 during travel &amp; \$75.00 during hosting) Student Lodging=N</li> </ul> <p>Pep Band:</p> <ul style="list-style-type: none"> <li>- Male &amp; female chaperone=Y</li> </ul>

	<ul style="list-style-type: none"> <li>- Per Diem=Y, Sub=Y, Lodging=Y</li> <li>- Student Activity Fee=N, Student Covers all travel costs &amp; participation fees</li> </ul> <p>Music Fest:</p> <ul style="list-style-type: none"> <li>- Male &amp; female chaperone=Y</li> <li>- Per Diem=Y, Sub=Y, Lodging=Y</li> <li>- Student Activity Fee=N, Student Covers all travel costs &amp; participation fees</li> </ul> <p>All State Honor Music &amp; Band:</p> <ul style="list-style-type: none"> <li>- Male &amp; female chaperone=Y</li> <li>- Per Diem=N, Sub=Y, Lodging=Y</li> <li>- Student Activity Fee=N, Student Covers all travel costs &amp; participation fees</li> </ul> <p>Out-of-State Travel:</p> <ul style="list-style-type: none"> <li>- All cost associated with out-of-state is covered by student and ASB.</li> <li>- District does not cover any out-of-state chaperone travel.</li> </ul>
ART	<p>Region V Art Fest:</p> <ul style="list-style-type: none"> <li>- Male &amp; female chaperone=Y</li> <li>- Per Diem=Y, Sub=Y, Lodging=Y</li> <li>- Student Activity Fee=N, Student Covers travel costs &amp; participation fees</li> </ul>
NOSB	<p>Tsunami Bowl (National Ocean Science Bowl) *Within Budget</p> <ul style="list-style-type: none"> <li>- Male &amp; female chaperone=Y</li> <li>- Per Diem=Y, Sub=Y, Lodging=Y</li> <li>- Student Activity Fee=Y (\$150.00)</li> </ul> <p>*General covers all cost of up to 1 (one) team travel cost which is a total of 6 students.</p>
STATE TRAVEL	Male & Female Chaperone=Y

	<ul style="list-style-type: none"> <li>- Per Diem=N, Sub=Y, Lodging=Y</li> <li>- Student Participation Fee=Y, Student Covers travel, lodging, and transportation costs.</li> </ul>
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MITKOF MIDDLE SCHOOL

<u>ACTIVITY</u>	<u>GENERAL BUDGET</u>
XC	Cross Country: <ul style="list-style-type: none"> <li>- Male &amp; Female Chaperone: Y</li> <li>- Per Diem=Y, Sub=Y, Lodging=N (GROUP HOUSING ONLY)</li> <li>- Student Activity Fee= \$10.00 Per Activity &amp; All Travel Costs are covered by participant.</li> <li>- 7<sup>th</sup>-8<sup>th</sup> Grade Travel Only</li> </ul>
GIRLS, BOYS BASKETBALL  &  CHEER	Girls Basketball, Boys Basketball, and Cheerleading <ul style="list-style-type: none"> <li>- Girls Coach (1) = Y, Boys Coach (1) = Y, Cheer Coach (1) Y. In the event that another chaperone is needed for gender purposes, district will cover the transportation cost for that chaperone.</li> <li>- Per Diem=Y, Sub=Y, Lodging=N (GROUP HOUSING ONLY)</li> <li>- Male &amp; female chaperone=Y</li> <li>- Student Activity Fee= \$10.00 Per Activity &amp; All Travel Costs are covered by participant.</li> <li>- 7<sup>th</sup>-8<sup>th</sup> Grade Travel Only</li> </ul>
TRACK & FIELD	Track & Field: <ul style="list-style-type: none"> <li>- Male &amp; Female Chaperone: Y</li> <li>- Per Diem=Y, Sub=Y, Lodging=N (GROUP HOUSING ONLY)</li> <li>- Student Activity Fee= \$10.00 Per Activity &amp; All Travel Costs are covered by participant.</li> <li>- 7<sup>th</sup> – 8<sup>th</sup> Grade Travel Only</li> </ul>

<p>WRESTLING</p>	<p>WRESTLING</p> <ul style="list-style-type: none"> <li>- Coach (1) = Y, In the event that another chaperone is needed for gender purposes, district will cover the transportation cost for that activity.</li> <li>- Per Diem=Y, Sub=Y, Lodging=N (GROUP HOUSING ONLY)</li> <li>- Student Activity Fee= \$10.00 Per Activity &amp; All Travel Costs are covered by participant.</li> <li>- 7<sup>th</sup>-8<sup>th</sup> Grade Travel Only</li> </ul>
<p>VOLLEYBALL</p>	<p>VOLLEYBALL</p> <ul style="list-style-type: none"> <li>- Coach (1) = Y. In the event that another chaperone is needed for gender purposes, district will cover the transportation cost for that activity.</li> <li>- Per Diem=Y, Sub=Y, Lodging=N (GROUP HOUSING ONLY)</li> <li>- Student Activity Fee= \$10.00 Per Activity &amp; All Travel Costs are covered by participant.</li> <li>- 7<sup>th</sup>-8<sup>th</sup> Grade Travel Only</li> </ul>
<p>ROBOTICS</p>	<p>ROBOTICS</p> <ul style="list-style-type: none"> <li>- Male &amp; Female Chaperone: Y</li> <li>- Per Diem=Y, Sub=Y, Lodging=N (GROUP HOUSING ONLY)</li> <li>- Student Activity Fee= \$10.00 Per Activity &amp; All Travel Costs are covered by participant.</li> <li>- 7<sup>th</sup>-8<sup>th</sup> Grade Travel Only</li> </ul>

## **APPENDIX V: FUNDRAISING GUIDELINES**

**\*\*All fundraising for school sponsored activities must be used for school sponsored activities; no individual activities, camps and/or events\*\***

### **Concession Fundraising**

All fundraising events require that:

- All students involved have equal opportunity to participate
- At least 1 district employee is designated as a responsible adult sponsor
  - District employee will check out a cash box if needed.
    - Returned with at completed cash count form.
- Fundraising request filled out and approved by Activities Director.
- Sponsors will earn 1 share for every hour of time invested in preparation/planning of event. Max of 4 shares can be earned for preparation/planning.
- All money earned will be applied to the event. If students go over their amount needed, additional funds will be distributed to other participants based on need and determined by Administration.
- If a student has decided to not participate in event, they can determine who their shares are donated to and/or they can allow admin distribute funds based on need.
- Funds cannot be saved for future events and/or activities. Excess funds raised will not to be distributed in cash to students and/or families. These must be redistributed within the respective event to honor those who supported the event and student.

### **Recommendations for Concession Fundraising are:**

- Students will sign up for assignments based on approx. 2-hour long time slots
  - Recommended for standard concessions: 2 students 1 adult
- All students will earn a “share” for participation in the following
  - 1.5-2 hours of work time (set-up, serving and cleaning)
  - Parents can earn “share” for their student for 1.5-2 hours of work time
  - Shares for items donated (baked goods, groceries, etc.)
- All profits are divided equally based on number of shares earned
- Shares are divided at the end of all concession fundraising for the event. This provides the best opportunity for equity of participation and earning.
- Shares are divided after expenses are taken out (net fundraised amount)
- Shares are tracked on a spreadsheet and tracked by the district sponsor

**\*\*All fundraising for school sponsored activities must be used for school sponsored activities; no individual activities, camps and/or events\*\***

### **SEAWEED**

All fundraising events require the following:

- All students involved have equal opportunity to participate
- At least 1 district employee as a responsible adult sponsor
  - District employee will check out a cash box if needed.
    - Returned with at completed cash count form.
- Fundraising request filled out and approved by Activity Director.
- Sponsors will earn 1 share for every hour of time invested in preparation/planning of event. Max of 4 shares can be earned for planning.
- All money earned will be applied to the event. If students go over their amount needed, additional funds will be distributed to other participants based on need and determined by Admin.
- If a student has decided to not participate in event, they can determine who their shares are donated to and/or they can let admin distribute funds based on need.
- Funds cannot be saved for future events and/or activities. Excess funds raised will not to be distributed in cash to students and/or families. These must be redistributed within the respective event to honor those who supported the event and student.

**All students are encouraged to participate.** If students are unable to attend because they are traveling for another activity on the day of collection, family members can fill in and earn shares for them.

- Students earn 1 share for helping to collect the seaweed
- Students earn 1 share for having a vehicle and delivering
- Students can earn an additional “share(s)” for having other family members helping to collect seaweed, 1 “share” per working family member, up to 3 additional family members.
- Tracking is done on a spreadsheet. Students are responsible for signing up with activity sponsor(s) to let him/her know that they are planning to participate.
- The student also informs the sponsor(s) if they have a vehicle available to transport seaweed and how many family members will be there to help.
- On the day of collection, students are responsible for checking in with the sponsor to let him/her know that they are there, as well how many family members are there to help. This ensures that shares are distributed evenly.

- Failure to check in and verify with sponsor(s) may result in lack of shares. This is the student's responsibility.

**\*\*All fundraising for school sponsored activities must be used for school sponsored activities; no individual activities, camps and/or events\*\***

### **RAFFLE TICKETS**

All fundraising events require the following:

- All students involved have opportunity to participate
- At least 1 district employee as a responsible adult sponsor
  - District employee will check out a cash box if needed.
    - Returned with at completed cash count form.
- Fundraising request filled out and approved by Activities Director.
- Sponsors will earn 1 share for every hour of time invested in preparation/planning of event. Max of 4 shares can be earned for planning.
- All money earned will be applied to the event. If students go over their amount needed, additional funds will be distributed to other participants based on need and determined by Admin.
- If a student has decided to not participate in event, they can determine who their shares are donated to and/or they can let admin distribute funds based on need.
- Funds cannot be saved for future events and/or activities. Excess funds raised will not to be distributed in cash to students and/or families. These must be redistributed within the respective event to honor those who supported the event and student.

### **Raffle Recommended Guidelines**

- All money goes into the gaming account. **(required)**
- There are 200 tickets available to be sold.
- Tickets are divided into books of 5.
- **Each student has the opportunity to sell at least one book of tickets. Students will sign the spreadsheet/document indicating that they have received the tickets.**
- Once a student has sold their entire book of tickets, they must turn in the ticket stubs and money before receiving another book of tickets.
- No student may have more than one book of tickets at a time.
- Students/Families are financially responsible for tickets signed out.
- Money is distributed to students based upon the total money brought in minus the money out, tax required for gaming permit, and number of tickets sold. (net proceeds)

- Activity district sponsor with other sponsor(s) are responsible for tracking tickets in and out, collecting money for tickets turned in, as well as filling out deposit slips. Information is tracked on a spreadsheet.
  - Example -
    - $200 \times \$100.00 = \$20,000$
    - Monday-Thursday = \$300.00 (1 \$100.00 winner and 1 \$200.00 winner)
    - Friday = \$900.00 (1 \$100.00 winner, 1 \$200.00 winner, and 1 \$300.00 winner)
  - This year total
    - There were 3 Fridays X \$900.00 = \$2,700.00
    - There were 9 weekdays X \$300.00 = \$2,700.00
    - $\$2,700.00 + \$2,700.00 = \$5,400.00$
    - $\$20,000.00 - \$5,400.00 = \$14,600$
    - $\$14,600.00 \times .01$  (raffle tax to be paid to the state) = \$146.00
  - $\$14,600.00 - \$146.00 = \$14,454.00$
  - $\$14,454.00$  divided by 200 = \$72.27  
\$72.27 goes into each student account for each ticket sold  
If a student sells 5 -  $\$72.27 \times 5 = \$361.35$  goes into their account.

**\*\*All fundraising for school sponsored activities must be used for school sponsored activities; no individual activities, camps and/or events\*\***

## COMMUNITY EVENTS

All fundraising events require the following:

- All students involved have opportunity to participate
- At least 1 district employee as a responsible adult sponsor
  - District employee will check out a cash box if needed.
    - Returned with at completed cash count form.
- Fundraising request filled out and approved by Activities Director.
- Sponsors will earn 1 share for every hour of time invested in preparation/planning of event. Max of 4 shares can be earned for planning.
- All money earned will be applied to the event. If students go over their amount needed, additional funds will be distributed to other participants based on need and determined by Admin.
- If a student has decided to not participate in event, they can determine who their shares are donated to and/or they can let admin distribute funds based on need.
- Funds cannot be saved for future events and/or activities. Excess funds raised will not to be distributed in cash to students and/or families. These must be redistributed within the respective event to honor those who supported the event and student.

**Community Events include any performance and/or activity specifically designed to raise funds i.e. Jazz Concert.**

- Students will sign up for time slots based on approx. 2-hour long slots
  - Requirements are based on identified need
  - Students are required to check in with event sponsor(s) to verify participation.
- All students will earn a “share” for participation in the following
  - 1.5-2 hours of work time (set-up, serving and cleaning)
  - Parents can earn “share” for their student for 1.5-2 hours of work time
  - Shares for items donated (baked goods, etc.)
- Students performing at the event will receive 2 “shares” per hour of performance
  - Up to a max of 4 “shares”
- All profits are divided equally based on number of shares earned
- Shares are divided after costs are taken out
- Shares are tracked on a spreadsheet and tracked by the district sponsor

**If tickets are sold by students prior to event as means of earning “shares”**

- Students will have the opportunity to sell tickets until the Monday before the performance/activity
- Tickets will be distributed equally to students participating
- Students/Families are financially responsible for tickets
- Unsold tickets will be returned on Monday before the performance/activity
- If sponsor(s) determine to open up ticket sales to community at local store, this will happen after students have the opportunity to sell first and available the week of the performance/activity starting on Tuesday.
- Students will earn 1 “share” for every ticket sold to the event.

**\*\*All fundraising for school sponsored activities must be used for school sponsored activities; no individual activities, camps and/or events\*\***

### **OTHER EVENTS AND FUNDRAISING**

It is recognized there are long standing fundraising events who have their procedures for earning distribution. i.e. 50/50 raffles, Chicken Dinner, Shrimp Dinner, Luau, etc. These are guidelines and recommendations for school-based fundraising activities in order to create equal opportunity and equity in earnings for all students.

## HIGHLIGHTS OF ACTIVITIES & ATHLETICS HANDBOOK

- Page 5 Ineligibility for grade check duration
- Page 20 Due to limited fund, uniform rotation is on hold for the 2022-2023 calendar year
- Page 26 Travel number limitations for activities that we have used in the past will be strictly adhered to for travel costs purposes and limited ferry service. We have had to fly more often the past 3 years.
- Page 26 State Travel information
- Page 27 Group housing wording due to coaches/chaperones having 24/7 responsibility on trips.
- Page 29 Chaperone wording in the event we cannot find same gender chaperones. We will try every avenue to find same gender chaperones. In the event we cannot, in order to avoid not sending students on a competition trip, we will attempt to utilize other schools to assist if they so agree too.
- Page 36-41 Each Activities allotment. Due to funding shortages each athletic team for HS activities that is in an ASAA required event for Region and State qualification will be allowed a max of 2 events that are covered by the district and the regional championship with max rosters as aligned on page 26. If there is a culminating Region Championship, that will be covered by the district for all eligible participants.  
\*Noted that MS activity fee is 10.00, however each participant that travels will be required to pay the full amount per person for the travel trip due to shortage in funds.

\*\*\*\*\***DRAFT**\*\*\*\*\*

**PETERSBURG SCHOOL DISTRICT – REQUEST FOR PROPOSAL**

COVER SHEET

SUBMITTAL DEADLINE	
TIME:	<i>4:00 PM LOCAL TIME</i>
DATE:	<i>JULY 8, 2022</i>

ISSUE DATE: *JUNE 17, 2022*

PROJECT:

**Mitkof Middle/Petersburg High School Roof -  
A/E Services for Condition Report and  
Replacement Preliminary Design**

DELIVER PROPOSALS TO: Aaron Buller Maintenance Director Petersburg School District  facility@pcsd.us
---

CONTRACTING OFFICER:

Aaron Buller, Maintenance Director  
PO Box 289  
Petersburg School District  
Petersburg, AK 99833

THE ATTACHED TERMS AND CONDITIONS SHALL BECOME PART OF ANY CONTRACT RESULTING FROM THIS REQUEST FOR PROPOSAL. PROPOSALS SHALL BE SUBMITTED IN THE PROPER FORMAT AND MUST HAVE ORIGINAL SIGNATURES ON THE FORMS PROVIDED.

FOR VENDOR USE ONLY: PLEASE RETURN THIS ORIGINAL FORM. MAKE A COPY FOR YOUR FILES.

PROJECT: \_\_\_\_\_  
 DATE OF PROPOSAL: \_\_\_\_\_  
 BUSINESS LICENSE NUMBER: \_\_\_\_\_  
 BUSINESS NAME: \_\_\_\_\_  
 MAILING ADDRESS: \_\_\_\_\_  
 TELEPHONE NUMBER: \_\_\_\_\_ FAX: \_\_\_\_\_

BY: \_\_\_\_\_  
 Signature

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**REQUEST FOR PROPOSAL**

**SECTION ONE: GENERAL INFORMATION**

PROJECT TITLE:

**MITKOF MIDDLE / PETERSBURG HIGH SCHOOL ROOF - A/E SERVICES FOR CONDITION REPORT AND REPLACEMENT PRELIMINARY DESIGN**

Contracting Officer:

Aaron Buller  
Petersburg School District Maintenance Director  
PO Box 289  
Petersburg, AK 99833  
Telephone: (877-526-7656 ext. 302)  
Email: facility@pcsd.us

Project Coordinator:

David Landis, Facilities Program Specialist  
Southeast Regional Resource Center  
davidl@serrc.org  
Telephone: (907) 433-7292  
Fax: (907) 523-0745

Proposals should be emailed only to:

Aaron Buller  
facility@pcsd.us

RFP Submittal Deadline: July 8, 2022, 4:00 PM Local Time

**I. INSTRUCTIONS FOR RESPONDENTS**

**A. Questions, Objections, or Comments**

Any questions, comments, or objections to this RFP should be addressed to the Project Coordinator at the email address provided.

The Petersburg School District assumes no responsibility for any interpretations or representations made by any of its officers, agents, or employees unless interpretations or representations are incorporated in a written amendment to the RFP.

Deliver proposals to the district contact listed prior the submittal deadline. Proposals received after the submittal deadline will not be accepted.

**B. Procedure**

1. Selection and execution of any agreement will be accomplished in accordance with policies and procedures of the Petersburg School District. Format for contract agreement shall consist of AIA Standard Form of Agreement Between Owner and Architect (or similar), as modified by the Petersburg School District.
2. All insurance certificates shall be received within ten (10) days from the date of Notice of Intent to Award.

3. Any agreement resulting from this Request for Proposal is not valid until approved by the Petersburg School District or Contracting Officer, whichever is deemed appropriate.

**C. Proposal Submittal Format**

The 12-page completed RFP, shall be the face document of each proposal. For logistics reasons, **proposals shall be submitted via email only as indicated above.** Respondents shall provide required information in PDF digital format, as single-sided 8-1/2" x 11" sheets with no reduced copies..

**D. Alternate Proposals**

Alternate proposals will not be considered unless specifically requested and approved, in writing, by the contracting officer.

**E. Fax Submittal**

Fax submittal of a proposal will not be accepted.

**F. Withdrawal, Modification, or Correction**

After submitting a proposal, a proposer may withdraw, modify, or correct his/her proposal; providing the Project Coordinator receives the request for such withdrawal, modification, or correction before the time set for the submittal deadline. The original proposal, as modified by such written communication, will be considered as the proposal. No proposer will be permitted to withdraw their proposal after the time set for submittal deadline.

## **II. OTHER CONDITIONS**

### **A. Proposal Preparation Costs**

The Petersburg School District is not liable for any costs incurred by the respondent in proposal preparation.

### **B. Contract Funding**

Funds are available for completion of the project as stated in the Statement of Services.

### **C. Right to Negotiate an Expanded Scope of Work**

In the event additional funding is afforded, either from its general operating budget or legislative appropriation, the Petersburg School District may elect to amend the contract with the successful respondent and renegotiate an expanded scope of work for additional design elements of the project.

### **D. Right to Reject and Not Award**

The Petersburg School District may accept or reject any and all proposals and reserves the right not to award a contract to any proposer.

### **E. Affirmative Action/Equal Opportunity**

The Petersburg School District is an affirmative Action/Equal Opportunity Employer.

The Petersburg School District, and all contractors, vendors, and suppliers, agree and certify that they shall comply with the requirements of all pertinent Federal and State laws relating to equal opportunity in contracting and procurement activities.

### **F. Ethics**

It shall be unethical for any payment, gratuity, or offer of employment to be made by, or on the behalf of, a subcontractor under a contract to the prime contractor or higher tier subcontractor, or to any person associated therewith as an inducement for the award of a subcontract or order.

**III. ACKNOWLEDGEMENTS**

I certify that I am a duly authorized representative of the firm listed below, and that the information and materials enclosed with this proposal accurately represent the capabilities of the office in providing the services indicated. The Petersburg School District is hereby authorized to request anyone identified in this proposal to furnish any pertinent information deemed necessary to verify data provided or regarding the reputation and capabilities of the firm.

**A. Amendments**

The respondent must acknowledge the receipt of any amendments that may be issued to this RFP. Receipts can be acknowledged by providing a signature on the line below or by signing the amendment and submitting it before the submittal deadline, unless the amendment states otherwise. Proposals that fail to acknowledge receipt of amendments shall be considered non-responsive and will not be evaluated.

The respondent acknowledges receipt of the following Amendments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B. Original Signature**

The acknowledgment sheet must be manually (original signature) signed. A proposal shall be rejected when the proposal is not signed by hand.

\_\_\_\_\_  
Signature of Representative  
Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Firm: \_\_\_\_\_

Office Address for which this  
Submittal is made:  
Street: \_\_\_\_\_  
P.O. Box: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
AK Business License. No. \_\_\_\_\_

Type of Firm (check one)

- Individual
- Partnership
- Corporation in the State of: \_\_\_\_\_
- Other (specify) \_\_\_\_\_

#### **IV. RESPONDENT'S CHECKLIST**

Respondents are advised that, notwithstanding any instructions or inferences elsewhere in this RFP, only the documents shown on this sheet need to be submitted with and made part of the proposal. Other documents may be required after the proposal submittal deadline, but prior to award. Respondents are advised that failure to submit the documents shown on this sheet SHALL RENDER THE PROPOSAL NON-RESPONSIVE.

PROPOSALS WILL NOT BE CONSIDERED if the following documents and/or attachments are not completely filled out and submitted with the proposal. NOTE: Only items marked by an "X" are required.

- Cover sheet, page 1, Request for Proposal, must be manually (original signature) signed.
- Acknowledgement sheet page must be manually (original signature) signed and properly filled out.
- Erasures or other changes made to the proposal must be initialed by the person signing the proposal. NOTE: "correction fluid" or other correction methods must be initialed.
- Other –

**V. BASIC INFORMATION**

Period of Performance: Upon satisfactory completion of the "Scope of Work" as defined in the Statement of Services

Funding Source(s): Petersburg School District

Estimated Cost of Agreement:

- Not exceeding \$45,000
- \$45,000 to \$75,000
- \$75,000 to \$150,000
- \$150,000 to \$500,000
- \$500,000 to \$750,000
- \$750,000 to \$1.0 Million
- \$1.0 Million to \$2 Million
- \$2 Million or Greater

Additional Background Material:

- None
- Available as Follows:

Pre-proposal Conference:

- None
- Will be held as follows:

Insurance Requirements:

- None
- See Section III: Project Information, Item 1: Insurance, page of this RFP.

Additional requirements for selection at the School District's option:

- Refined Proposals
- Oral Presentation\*
- Interview\*

**VI. PREREQUISITES**

**A. Professional Registration**

- Is not applicable to this RFP                       Is applicable to this RFP

If professional registration is applicable,

**AS 08.48.281. PROHIBITED PRACTICE.**

- (a) *A person may not practice or offer to practice the profession of architecture, engineering, land surveying, or landscape architecture in the state, or use in connection with the person's name or otherwise assume or advertise a title or description tending to convey the impression that the person is an architect, an engineer, a land surveyor, or a landscape architect, unless the person has been registered under the provisions of this chapter or is a person to whom these provisions do not apply, or, in the case of a corporation, limited liability company, or limited liability partnership, unless it has been authorized under this chapter.*
- (b) *Notwithstanding (a) of this section, this chapter does not prohibit the practice of landscape architecture by a person who is not registered to practice landscape architecture if the services being performed by the person are within the scope of practice authorized by another license that is held by the person.*

Proposals that do not include named personnel registered in Alaska, for the disciplines checked below, will be disqualified from consideration:

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Architecture | <input type="checkbox"/> Electrical Engineering |
| <input type="checkbox"/> Chemical Engineering    | <input type="checkbox"/> Mining Engineering     |
| <input type="checkbox"/> Civil Engineering       | <input type="checkbox"/> Petroleum Engineering  |
| <input type="checkbox"/> Structural Engineering  | <input type="checkbox"/> Land Surveying         |
| <input type="checkbox"/> Mechanical Engineering  | <input type="checkbox"/> Haz-Mat Inspection     |

## SECTION TWO: PROJECT PROPOSAL

### I. EVALUATION CRITERIA

All information requested will be considered as part of selection, and will help to establish that minimum requirements have been met.

#### 1. Office Location and Personnel

Provide the following:

- A. The office location of the prime Consultant for the proposed agreement.
- B. The person that will have overall responsibility for the project.
- C. The person overseeing day to day operations.
- D. Listing of any sub-consultants to be involved with the project.

#### 2. Qualifications and Experience

Include information that demonstrates the respondent and proposed firm have adequate qualifications and recent experience to provide the services required. Summaries of past projects referenced should be brief, emphasizing their relevance to the proposed agreement and experience in Southeast Alaska, especially in areas with maritime climate conditions. Identify a contact person (name and telephone number and/or email) as well as the services provided, dates involved, and cost of the projects.

#### 3. Project Work Plan and Fee Schedule

Provide the following:

- A. A schedule of hourly rates for the primary firm and all sub-consultants.
- B. A proposed fee schedule based upon the work identified in the Statement of Services.
  - a. Provide separate fee structures for Condition Report, conceptual design, and schematic design services. District may elect to reduce scope of work if required for budgetary reasons.
- C. A work plan to complete this project.

### SECTION THREE: PROJECT INFORMATION

#### I. INSURANCE REQUIREMENTS

*If you are unsure if your firm will be able to provide the insurance described in this section, please contact your insurance broker or agent before you submit your proposal.*

- A. The Consultant shall not begin work under this Agreement until the Consultant has obtained all required insurance and the Petersburg School District has received and reviewed the certificates of insurance. If the Consultant is a joint venture, then the joint venture itself must have insurance as specified below.
- B. The Consultant shall ensure that insurance is in force that provides protection for the Petersburg School District from any claim which might arise from the Consultant's work under this Agreement. The insurance shall provide protection whether the work is performed by the Consultant, sub-consultant, or their employees, agents, successors, or assigns.
- C. Worker's Compensation and Employer's Liability insurance shall cover all employees of the Consultant during the term of the contract. Worker's Compensation coverage shall be at statutory limits. Employer's Liability limits shall be no less than: \$100,000 each accident, \$100,000 disease – each employee and \$500,000 disease – policy limit.
- D. Commercial General Liability insurance with a limit of not less than \$1,000,000 per occurrence and aggregate. The Consultant shall add the Petersburg School District as an additional insured in the Consultant's commercial general liability.
- E. Comprehensive Automobile Liability insurance coverage, no less than \$1,000,000 combined single limit, covering any one of the following combinations of vehicles: (a) any auto; (b) all owned, non-owned, and hired autos; or (c) scheduled, non-owned, and hired autos with written assurance that any additional autos shall be insured before they are used to complete work under this Agreement.
- F. Professional Liability insurance in the amount of \$500,000 per occurrence.
- G. The Petersburg School District shall have the right, at any time, to require higher limits for public liability and property damage insurance. In any such event, the additional premium or premiums payable, solely as the result of such additional insurance, shall be added as an amendment to the Agreement price.
- H. The Consultant shall furnish the Petersburg School District with Certificates of Insurance to certify insurance coverage. All such certificates shall state that the insurance policies, referred to therein, include a provision that, while this Agreement shall remain in force, no such policy shall be canceled, not renewed, or materially altered until at least thirty (30) days written notice thereof and provided to the Petersburg School District.

## II. STATEMENT OF SERVICES

The Consultant shall provide a condition report of the existing roof on the Mitkof Middle/Petersburg High School, and a preliminary design for possible replacement of the roof. Material provided will be used by the District to seek CIP grant funding through the Alaska Department of Education and Early Development (DEED). Deliverables must meet DEED requirements for the design phase scope of effort (as shown on the attached sheet).

### Project Scope of Work:

Petersburg High School (built in 1985) and Mitkof Middle School (built in 1950 and remodeled in the 1980's) are a combined building of 63,865 square feet. The current roof system is a combination of metal, EPDM and TPO/PVC that has had numerous leaks in recent years. Metal roof system was inspected, rescrewed and metal flashing resealed in 2013. We have had recent repairs done to our TPO/PVC and EPDM flat roofs from ice damage this past winter.

1. The successful respondent will be required to interface with Petersburg School District personnel and appointees in all aspects of this project, as well as local, state and federal government agencies in meeting all code and design requirements. Copies of ALL project documentation is to be provided in a timely manner for District and SERRC review.

2. Services will include, but not be limited to:

- Provide a Condition Report for the existing EPDM, TPO/PVC and Metal roof systems. The report should include:
  - Current condition of roofing, slope, drains, skylights, penetrations, flashings, fascia, roof structure and insulation below as can be determined, and other accessories that may be impacted
  - Remaining life expectancy
  - Material and/or other options for replacement
  - Recommendation of, and rationale for, preferred replacement option, including life cycle cost analysis of options
  - Cost estimate for replacement
- Provide Conceptual Design and Schematic Design level documents, including schematic design narratives and 35% cost estimate.
- Energy Consumption and Cost Report if appropriate

3. It is anticipated that (1) one trip will be made by design team personnel as part of this contract. The number of trips may be adjusted if deemed appropriate. Please state in your proposal if you feel this amount of field trips is adequate, or if additional trips are recommended.

4. An abbreviated and tentative project schedule is proposed for consideration in responding to this Request for Proposal.

a. Issuance of RFP	<u>June 17, 2022</u>
b. Receipt of Proposals	<u>July 8, 2022</u>
c. Selection of Design Firm	<u>August 1st, 2022</u>
d. Contract Award	<u>August 10, 2022</u>
e. Condition Report and Documents Due	<u>Sept 21, 2022</u>

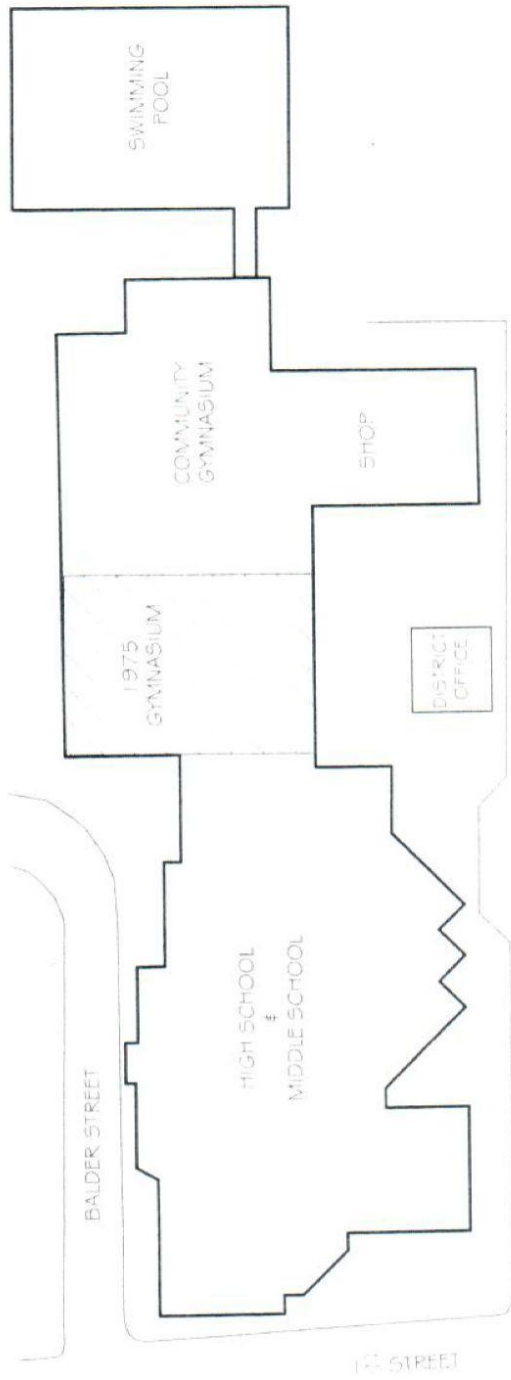
# **ATTACHMENTS**

*(Not to be submitted with proposal.)*

**Drawings**

**Roof Photos**

**DEED Design Phase Requirements**



**PETERSBURG HIGH SCHOOL  
CAMPUS**

SCALE: 1" = 100'





























