

Policy Committee Work Session  
Wednesday, March 12, 2025 5:00 PM Alaskan

District Office Board Room  
300 Kostrometinoff Street  
Sitka, AK 99835

1. New Memorial Policy
2. Electronic Fund Transactions
3. Certificated Personnel - Layoff\_Rehire
4. Purchasing Procedures
5. Bids
6. Employee Security

## BP 1331 MEMORIAL POLICY

*Note: Sitka School District recognizes that the loss of a student or staff member deeply impacts students, staff, families, and community members. The purpose of this policy is to ensure that the Sitka School District support staff, students and families impacted from a death by assisting them with connections to appropriate school and community resources. Because it is recognized that memorial decisions made immediately in the aftermath of a crisis or death may be made without full consideration of the potential implications for students, staff, families and the community, Sitka School District policy will provide parameters for memorial decision-making, as well as Board approved policies regarding memorial activities. Careful and deliberate consideration has been given in determining approved memorial activities on district property. This policy will be reviewed, as needed, by the district to ensure it continues to further the stated purpose.*

The intent of the District is to help in the grieving and healing processes. The District is obligated, however, to exercise caution in the method used to recognize the deceased person and his/her family. Research indicates two potential problems:

1. Memorials can be an ongoing visual reminder of what happened. From this perspective, memorials in the school or on school property pose a significant risk simply because a school is a "closed" environment. It becomes almost impossible for students to avoid the physical reminders of a death when a memorial is located on school premises. Memorials need to be an opportunity of choice, as we all grieve differently. For some, it is healthier not to be reminded.
2. Physical memorials have the potential to re-traumatize young people who have experienced trauma. Communicating immortalization may also support distorted thoughts about death or trigger impulsive acts of harm towards self or others in young people who suffer from depression, other psychological difficulties, or impulsivity.

In recognition that schools are designed primarily to support learning, school sites should not serve as the main venue for the memorializing of students or staff. The district will guide families and students in selecting memorial activities that are appropriate for school and assist students and staff in healthy bereavement. Memorial activities expressed at school will be approved by the superintendent or their designee.

It is further recognized that building administration, in consultation with the Superintendent, will have discretion in these situations to make professional judgments to best meet the overall needs of students, staff, parents and the community as a whole.

**Sitka School District**

## AR 1331 MEMORIAL POLICY

The intent of the District is to help in the grieving and healing processes. As such, the following Administrative Regulation provides guidance in how to aide students, families, and the public in honoring individuals (students or others with strong connections to the district) who have died.

Approved temporary memorabilia may be displayed for two weeks following the death, after which time they will be given to the family by designated district officials. Acceptable memorabilia are age-appropriate gestures of sympathy and remembrance, such as photographs, artwork, cards, and flowers. Temporary memorabilia cannot permanently alter district owned property, including lockers, desks, and uniforms/jerseys. All temporary memorabilia and memorial activities must occur under the direct supervision of the Superintendent or their designee.

School will not be dismissed early or cancelled on the day of a memorial or funeral service. Formal, school-wide recognition of anniversary dates will not occur. Flags may be lowered only in accordance with state and federal law. Student and staff absences for a memorial service will follow district policy.

### MEMORIALS

The life of any deceased student, staff member, or board member who dies while in attendance or active service may be commemorated. Only a perpetrator of an act of violence is excluded from commemoration. Appropriate memorials/activities that extend beyond two weeks may include:

- Creation of scholarship fund.
- Contribution to an existing scholarship fund.
- Donation to a charity or program that is dedicated to helping students.
- Collection of money to be donated to the deceased's family or charity of their choice.
- One page in the yearbook on the year of the death, or on the year the student would have graduated. Students will be included in the yearbook of the school they were enrolled in at the time of their death. Students and families may individually create additional personalized pages within the yearbook, to be included within their respective yearbook (will not be included in all yearbooks). Requires approval of building administrator.

**Memorial activities following a suicide** must be handled in a thoughtful manner that considers their potential impact on all students. Deaths caused by suicide may

dramatize, sensationalize, or create an opportunity for continuing attention to the death, and may communicate that suicide is an appropriate or desired response to stress. Appropriate memorials/activities that extend beyond two weeks in this case may include:

- Contribution to an existing scholarship fund.
- Donation to a charity or program that is dedicated to helping students (i.e. purchase of a suicide prevention program for students).
- Collection of money to be donated to the deceased's family or charity of their choice.
- One page in the yearbook on the year of the death, or on the year the student would have graduated. Students will be included in the yearbook of the school they were enrolled in at the time of their death. Students and families may individually create additional personalized pages within the yearbook, to be included within their respective yearbook (will not be included in all yearbooks). Requires approval of building administrator.

## **GRADUATION**

Reading the names of students in the graduating class who died during the period of time the student cohort was in the school may help many of those participating in the graduation ceremony honor the memory of those with whom they formed close attachments. An inclusive list of those who died who will be acknowledged at the graduation ceremony can best be generated as a collaboration between school staff and the student class and should include students and school staff who died during the time the class was together regardless of the reason for the death (e.g., accident, suicide, medical illness). While the graduation ceremony is not a time to provide a tribute to those who died, since this will shift the focus away from the celebration of graduating students, it can be a time to briefly acknowledge those members of the school community who are unable to be present due to death. Their names can be read before or after the graduates are presented with their diplomas, perhaps followed by a moment of silence to provide an opportunity for personal reflection. Families of those that died, as well as students and the school staff, should be informed beforehand. If family members of a student who died wish to attend the graduation ceremony, they should be welcomed to participate as an observer rather than as part of the graduation ceremony.

### **Additional Administrative Support:**

- The District Crisis Response Team will be contacted immediately and be on campus to help students deal with the grief caused by the loss.
- Students will be encouraged to extend their support to the family.

- Administration will oversee the safe return of the student's personal effects that may be in a school locker or classroom.

**Note:** *Upon formal Board adoption of this policy and administrative regulation, current memorials will be addressed in the following manner:*

- 1. All photographs, plaques and memorabilia will be returned to the family of the deceased.*
- 2. All scholarships will be maintained until funds are exhausted.*
- 3. All non-monetary award plaques will be maintained until nameplates are filled.*
- 4. Memorials for adults that demonstrated exceptional service to their country and/or community may be displayed, as determined by the Superintendent or their designee.*

*\*\*Existing district facilities named in honor of school/community members, and their accompanying pictures/plaques, will be retained.*

**Sitka School District**

## **CLEAN**

### **BP 3305 ELECTRONIC FUND TRANSACTIONS AASB MODEL Policy**

Note: The following optional policy is for use by districts utilizing an automated clearing house or "ACH." ACH is a national and governmental organization that has authority to process electronic payments, including, but not limited to, the national automated clearing house association and the federal reserve system. Some federally mandated transactions require that public funds be disbursed through electronic payment, debit, or credit transfer using an ACH.

The \_\_\_\_\_ School District, through resolution of the School Board, shall be a party to an Automated Clearing House (ACH) arrangement. The Superintendent or designee, shall be responsible for the district's ACH agreements, including payment approval, accounting, reporting, and generally for overseeing compliance with the ACH policy. All ACH invoices are to be approved prior to payment.

#### **Internal Accounting**

The Superintendent or designee, shall be responsible for development and maintenance of appropriate accounting controls to monitor the use of ACH transactions.

(*cf.* BP 3110 - Transfer of Funds)

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

*Added 1/09*

**9/92**

**WORKING**

**E 3305 ELECTRONIC FUND TRANSACTIONS AASB MODEL Policy**

**Sample Resolution**

For the authorization of Electronic Transactions, the School Board hereby recognizes that:

Electronic payment of public funds are required for some federally mandated transactions involving public funds by electronic payment, debit, or credit transfer processed through an automated clearing house, and The School Board deems that it is in the best interest of the district to make certain district financial transactions by electronic payments.

It is therefore resolved that the School Board authorizes the district to utilize electronic transactions in compliance with the written procedures and internal controls developed by the Superintendent or designee.

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Abstentions: \_\_\_\_\_

Resolution Adopted: \_\_\_\_\_

*Added 1/09*

**9/92**



## Working

### AR 3305 ELECTRONIC FUND TRANSACTIONS – AASB MODEL Policy

For the purposes of accountability of ACH funds, the Superintendent or designee, shall submit to the School Board a monthly report detailing the goods or services purchased during the preceding month. The report must contain:

1. the goods or services purchased and their cost
2. the date of the payment
3. the unit or department serviced by each payment

This report may be maintained in the electronic general ledger software system of the district or in a separate report.

#### Internal Accounting

ACH accounting methods shall follow the established and approved \_\_\_\_\_ School District accounting procedures.

#### Accounting Process

Note: The following accounting process is optional and can be revised to reflect district practice.

1. The Superintendent or designee shall prepare a list of vendors authorized to be paid by ACH transaction and provide that list to the billing agent.
2. The billing agent shall initiate the transaction upon receipt of an invoice included on the authorized ACH list approved by the appropriate district official. ACH invoices must be approved before payment. The billing agent shall sign the ACH invoice and the clerk shall present the invoices, a list of bills for payment, and a separate list of the electronic payments for School Board approval.
3. The School Board shall approve all transactions prior to disbursement.
4. Following School Board approval, the treasurer shall sign the ACH warrant, initiate the electronic transaction with the vendor, and make the actual transfer of funds.
5. The Superintendent or designee shall retain all ACH transaction documents for audit purposes.
6. The billing agent shall retain all invoices for audit purposes.

*Added 1/09*

**9/92**



# Model Policy

## BP 4117.31 - CERTIFICATED PERSONNEL - LAYOFF/REHIRE

Note: Before a school district lays off any tenured teacher, the school board must adopt a layoff plan. The plan must identify academic and other programs that the district intends to maintain in implementing the layoff plan. The plan must also include procedures for layoff and recall of tenured teachers. The following plan contains those provisions required by Alaska's reduction in force statute, [AS 14.20.177](#). This statute also prohibits a district and its teachers' association from entering into collective bargaining agreement terms which conflict with [AS 14.20.177](#).

The School Board believes that any reduction in staff which is required should be undertaken so as to minimize disruption to the education program and to the provision of instructional services to students, and to cause the least deviation from the present assignment of personnel. The terms "reduction in certificated staff" or "layoff" refer to action the district takes to reduce the number of certificated staff due to decreased enrollment and/or due to a reduction in the district's basic need in an amount established by law.

### 1. Position Categories

The following categories and specialties are established to ensure the qualifications of personnel assigned to retained positions:

- A. Elementary teachers will be considered for retention in one category.
- ~~B. Secondary teachers (7-12) will be considered for retention by teaching specialties, such as Math, Science, Language Arts, Social Studies, Vocational Education (Industrial Arts, Home Economic, Vocational Business, Vocational Agriculture) Career and Technical Education, or combination thereof.~~
- ~~C. B. Other certificated staff members will be considered for retention according to their specialties, which will include:~~

- A.  Music
- B.  Technology
- C.  Special Education
- D.  Librarian
- E.  Physical Education
- F.  Speech Pathology
- Art
- Counselor

- C. or combination thereof.
- 

**Commented [DJ1]:** The AR and the BP seem to be the almost identical.

**Commented [DG2]:** Incorporate ENDORSEMENTS

**Commented [AW3]:** Curious if we should add having a special education endorsement a "teaching specialty" and therefore be considered a separate category then gen ed elementary teachers?

**Commented [DJ4]:** Career and Technical Education teachers.

## 2. Qualifications

Each teacher, in accordance with criteria set forth in Section 3 below, will be considered for retention in the category of specialty appropriate to the position he or she holds at the time of the implementation of these procedures; and, in addition, in such other categories or specialties as any teacher may designate in writing to the Superintendent or designee, provided that in order to qualify for consideration in any such category, the employee must have:

- A. For positions in grades K-8, an elementary endorsement.
- B. For positions in middle school:
  - A. an elementary endorsement;
  - B. a secondary certificate with a subject area endorsement in the area of assignment constituting at least 40% of the teacher's time; or
  - C. within the five years preceding the last date of teaching in the district, the teacher has received an evaluation indicating that the teacher's performance in the relevant subject area(s) meets the District's performance standards.
- C. For positions in grades 9-12.
  - A. endorsement for each subject area in which the teacher will spend at least 40% of teaching time; or
  - B. within five years preceding the last date of teaching in the district, the teacher has received an evaluation indicating that the teacher's performance in the relevant subject area(s) meets the district's performance standards.

## 3. Implementation

Teachers shall be considered for retention in available positions within the categories or specialties for which they qualify under Section 2. In the event that there are more qualified employees than available positions in a given category or specialty, the following criteria shall be used to determine which employees shall be recommended for retention. No tenured teacher will be placed on layoff status until the district has given notice of nonretention to all nontenured teachers. However, the district may retain a nontenured teacher and place a tenured teacher on layoff status ~~a tenured teacher~~ if there is no tenured teacher in the district who is qualified to replace the nontenured teacher under the criteria in Section 2 above.

**Commented [AW5]:** do we need the word available here?? Can we just state "Teachers shall be considered for retention for positions they are qualified for under section 2."?

## 4. Hiring Preference

~~All teachers who are not retained in accordance with these procedures shall be laid off and placed in an employment pool for possible re-employment for a period up to three (3) years. Teachers placed in the employment pool under this layoff plan are entitled to a hiring preference. Teachers in the pool will be given the opportunity to fill open positions within the categories or specialties identified in~~

~~Section 1, for which they are qualified under Section 2. If more than one teacher is qualified for an open position, the most senior teacher shall be offered the position.~~

~~When a vacancy occurs for ~~which~~ which, a teacher entitled to a hiring preference is qualified, notification from the district to the teacher will be by certified, return receipt mail. The teacher will have thirty (30) days from the receipt of the certified letter to accept the position. If the teacher fails to accept the position offered, the teacher is no longer considered to be on layoff status and will be dropped from the reemployment pool, unless the teacher is contractually obligated to provide professional services to another district or educational program.~~

~~No new teacher shall be hired in a category or specialty identified in Section 1 until all qualified teachers in the reemployment pool category have been ~~recalled, or~~ recalled or have declined an offer of recall. For a period of three (3) years after layoff, a tenured teacher is on layoff status and is entitled to a hiring preference in the District. Positions shall be offered to qualified tenured teachers on layoff status in inverse order of their layoff. Tenured teacher on layoff status will be notified by Certified Mail, Return Receipt Requested, and by read receipt email, of vacancies for which they are qualified. Such letters shall be sent to the last known mailing address of the employee, and to the personal email address provided by the employee.~~

~~The tenured teacher must notify the District Business Office in writing, by email, or by phone within ten (10) calendar days of the vacancy notice being mailed that they have received the offer of employment. Failure to notify the District Business Office within ten (10) calendar days will be treated as if the tenured teacher declined the vacancy.~~

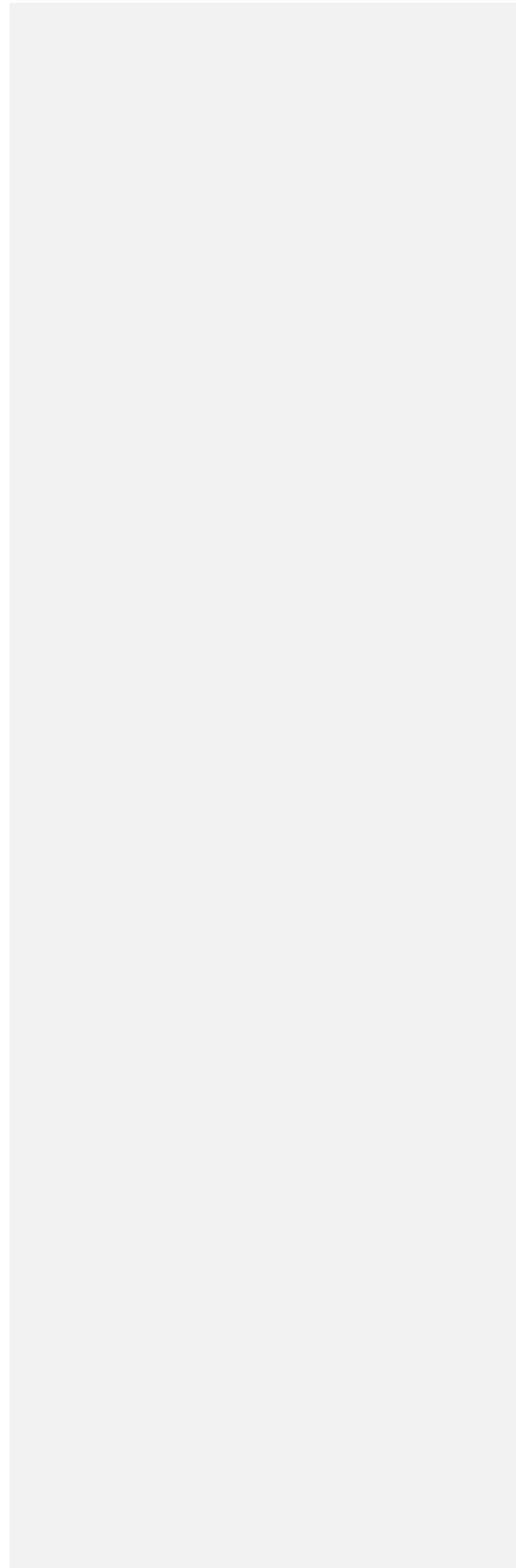
~~The tenured teacher must notify the District in writing, email, or by phone, within thirty (30) calendar days of their receipt of the vacancy notice of their acceptance or rejection of the position.~~

~~If a tenured teacher is offered a full-time position and declines it, or fails to accept it, within thirty (30) calendar days of the date of the receipt of the vacancy notice, the teacher is no longer considered to be on layoff status and is no longer entitled to a hiring preference. If the offer is declined because of a contractual obligation to provide professional services to another private or public educational program, the teacher remains eligible to continue on layoff status until the contractual obligation is fulfilled.~~

~~No new teacher shall be hired for a three (3) year period unless all laid off regular certified tenured teachers who qualify for a vacancy have been recalled or have declined the opening.~~

*Added 9/99*

**AASB Policy Reference Manual**



## AR 3310 PURCHASING PROCEDURES

### Purchasing Requisitions/Purchase Orders

1. Insofar as possible, goods and services purchased will meet the needs of the person or department ordering them at the lowest price consistent with standard purchasing practice. Maintenance costs, replacement costs, shipping costs, and trade-in values shall be considered when determining the most economical purchase price.
2. Requisitions for budgeted items shall originate from personnel directly responsible for their use. All requisitions shall be given proper review for approval or disapproval by the appropriate administrative personnel.
3. Every transaction between a buyer and seller involving the transfer of property, equipment, or supplies shall be made by purchase order, procurement card (P-card), formal contract, or receipt.
4. Purchase orders and other purchase obligations shall be signed by the Superintendent or designee.
5. The business office or other appropriate administrative entity shall verify the availability of funds and prepare a purchase order to commit the expenditures.
- 5-6. [Insert item regarding reimbursement]
7. ~~A "Local Purchase Order" system may be used to make purchases from local vendors up to \$75.00, if the immediate need precludes using the regular requisition system.~~
8. Goods and services purchased shall be obtained at the best value consistent with standard purchasing practice. Best value shall be based on the total life cycle cost of the item; which can include an assessment of the functionality of the item and can use cost/benefit analysis to determine the best combinations of quality, service, time and cost considerations over the useful life of the item as well as possible trade-in values for items being replaced.
9. Insofar as possible, goods and services purchased will meet the needs of the person or department ordering them at the lowest price consistent with standard purchasing practice. Vendor responsiveness, maintenance costs, replacement costs, and trade-in values shall be considered when determining the most economical purchase price.
10. The District will maintain all records pertaining to the procurement of supplies, equipment, and services.
11. The District shall develop and maintain a log of contracts awarded for supplies, services and professional services together with any amendments to the contracts that include the rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price. The District may join with other units of government in cooperative procurement ventures where the best interest of the district shall be served.
12. The District shall compile and maintain, to the extent practicable, bidder and vendor lists for supplies, services and professional services utilized by the district.

**Commented [DJ1]:** We should cross reference this with our SOP that is still in creation - it's close though

**Commented [AW2]:** What about the district purchase cards? Are they still being used?

**Commented [DJ3R2]:** yes, they are. p-cards should be included in this list. Then I wonder about reimbursements.... we do allow these in some instances.

6-13. All procurement transactions should provide full and open competition when in the best interest of the District. The District will adopt standard specifications for supplies and services wherever practicable. The standard specifications adopted by the district shall be based, insofar as possible, upon those proposed by the requesting person or department, modified as necessary to maximize clarity, uniformity, and open competition, while effectively meeting the requirements of the requesting department or individual as well as the efficient operation of the district

#### **Quantity Purchasing**

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

**Adoption Date: June 8, 1995**

**Revision Date: August 16, 2005**

**Sitka School District**

# Model Policy

## BP 3311 BIDS

The district shall purchase equipment, supplies and services on a competitive bidding basis when required by law and whenever it appears to be in the best interest of the district to do so. The Superintendent or designee shall establish procedures to implement these requirements. Prior to any purchase, the District should review the federal funding award or grant to determine if it requires compliance with OMB's procurement procedures.

### Purchases Made Under Federal OMB Funding Awards

All bids under federal awards must be made in accordance with the standards set forth in [2 CFR 200.320](#), set forth below. One of the following five methods of procurement shall be used for each purchase under a federal award:

1. Micro-purchases: Less than \$3,000 (\$2,000 for purchases subject to the Davis-Bacon Act)
  - a. No competitive quotes required
  - b. Purchases should be spread among qualified suppliers
2. Small Purchases: Between \$3,000 and \$150,000
  - a. Rate quotes must be obtained from an adequate number of qualified sources
  - b. Quotes can be obtained from suppliers or from public websites
3. Sealed bids: Purchases more than \$150,000
  - a. Two or more qualified bidders are required
  - b. Bids must be publicly advertised and solicited from adequate suppliers
  - c. Lowest bidder for the fixed price contract with specific requirements shall be awarded the contract
4. Competitive Proposals: Purchases more than \$150,000
  - a. A written policy must be adopted for conducting technical evaluations of reviewing proposals and selecting the recipient
5. Sole Source: Purchases of any amount that meet one of the following four requirements
  - a. Good/service is only available from a single source
  - b. Only one source can provide the good/service in the time frame required
  - c. Written pre-approval from the Federal awarding agency
  - d. Competition is deemed inadequate, after solicitation attempts through one of the other methods

**Commented [DJ1]:** Just lowest bidder?? That isn't always the best bid.

**Commented [DJ2]:** what does that mean?

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

### Minority Bidding

When procuring contracts under federal awards set forth in [2 CFR 200.320](#), the District must take affirmative steps to utilize minority businesses, women's business enterprises, and labor surplus area firms when possible. Affirmative steps must include:

Commented [DJ3]: what does that mean?

- (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
- (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
- (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

### Exemptions

The following items are exempted from formal purchasing procedures:

- A. Instructional materials for which purchasing guidelines have been established by School Board Policy in BP 6161.1(a); or
- B. In-service presenters, speakers, or curriculum, instruction, or staff development experts selected for particular and unique expertise; or
- C. Professional or consultant services such as medical, legal, negotiation, technical, or educational, not including architectural/engineering design services; or
- D. Professional or consultant services (such as property and casualty insurance) purchased jointly with Local, State, or Federal agencies; or
- E. Public services, utilities or energy-related expenses, site licenses, upgrades, maintenance contracts, and specialized services, software, or equipment where no competition exists (single source) or the District has established a need for standardization of equipment, supplies, or services; or
- F. Emergency supplies or supplies and equipment that augment previously purchased items of a similar nature whereby the District would incur substantial costs to switch products or product lines; or
- G. Purchases involving replacement of equipment where similar equipment is being traded in; or

- H. Purchases involving items regulated by Fair Trade Statutes; or
- I. Purchases made through cooperative purchasing agreements, existing Federal/State or inter-district contracts including GSA pricing; or when cooperatively bidding with other public agencies; or
- J. Contracts or purchases when time is of the essence for reasons of health or safety, or to comply with legal requirements in a timely manner.
- K. Proprietary (sole-source) items or services or items that are only available from a single source.

When applicable, prior to any purchase, the District should review the federal funding award or grant to determine if it requires compliance with Uniform Guidance OMB's procurement procedures.

*(cf. 9270 - Conflict of Interest)*

*(cf. 4030 - Nondiscrimination in Employment)*

*(e. 3310 – Purchasing Procedures, Procurement)*

**Legal Reference:**

**ALASKA STATUTES**

[14.14.060](#) *Relationship between borough school district and borough*

[14.14.060\(h\)](#) *Procurement of supplies and equipment*

[14.14.065](#) *Relationship between city school district and city*

[14.03.085](#) *Procurement preference for recycled Alaska products*

[29.71.050](#) *Procurement preferences for recycled Alaska products*

[35.15](#) *Construction Procedures*

[36.15.020](#) *Use of local agricultural and fisheries products required in purchases with state money*

**ALASKA ADMINISTRATIVE CODE**

[4 AAC 27.085](#) *Competitive pupil transportation proposals*

[4 AAC 31.080](#) *Construction and acquisition of public school facilities*

**CODE OF FEDERAL REGULATIONS**

[2 C.F.R. 200.317-326](#), Procurement Standards

[FAIRBANKS NORTH STAR BOROUGH SCHOOL DISTRICT v. BOWERS](#), 851  
P.2d 56 (Alaska 1992)

Revised 9/2023

**AASB POLICY REFERENCE MANUAL**

**9/92**

**AASB Policy Reference Manual**

## BP 3311 BIDS

The district shall purchase equipment, supplies and services on a competitive bidding or proposal basis when required by law and whenever it appears to be in the best interest of the district to do so. The Superintendent or designee shall establish procedures to ensure that verbal quotes are obtained for purchases over \$2,000, that informal written quotes are obtained for purchases between \$5,000 and \$25,000, and that formal advertised bids or proposals are solicited for purchases over \$25,000, except as otherwise provided in this policy.

Bids shall be awarded to the lowest responsive and responsible bidder. Goods or services for which the Superintendent or designee determines that the best interests of the District require consideration of factors other than price, such as quality, scope and level of services proposed or other needs of the District, may be acquired through a request for proposals. The criteria for selecting a successful proposal shall be specified in the request for proposals. To ensure that good value is received for funds expended, specifications for bids and proposals shall be carefully designed and shall describe in detail the quality, delivery and service required.

Where bids, quotes, or proposals by local independent contractors or vendors are comparable in quality of work and/or material to those of non-local contractors or vendors, local contractors' or vendors' offers may be accepted if the difference does not exceed the lowest responsible offer by more than 5%. A local contractor or vendor is one who has maintained a place of business within the boundaries of the City and Borough of Sitka for a period of six months immediately preceding the date of the bid, quote or proposal.

All purchases of services, supplies and equipment shall be based on competitive bids or proposals, EXCEPT that the following items or services need not be purchased through a competitive bidding or proposal process when the Superintendent determines that the use of such a process would not serve the interests of the District:

1. Specialized services, supplies and/or equipment where no reasonable competition exists.
2. Purchases involving fair trade items.
3. Purchases involving repairs or replacements of equipment.
4. Goods or services for which fixed rates have been set bylaw.
5. Professional services.
6. Goods or services purchased on behalf of parent/teacher/student organizations for which the District will receive reimbursement.
7. Goods or services for which the District's requirements can be met solely by an article, service or process obtainable form a single source.
8. Computer software.
9. Insurance coverage.
10. Educational materials and programs.
11. Staff in-service and development speakers, programs, and materials.

**Commented [DG1]:** work with Kathryn to combine w/ model pol

**Commented [AW2]:** shipping costs too...

**Commented [DJ3]:** Is that the written policy in the model policy

12. Purchases that can be made through available State contracts, intergovernmental agreements, or through cooperative purchasing associations.
13. Goods or services for which competitive bid or proposal procedures have been followed, but no bid or proposal has been received.
14. Emergency purchases where the failure to make a purchase quickly will result in damage to or loss of district property or disruption, delay or cancellation of programs or operations.

(cf. 9270 - Conflict of Interest)

(cf. 4030 - Nondiscrimination in Employment)

Legal Reference:

ALASKA STATUTES

[14.14.060](#) Relationship between borough school district and borough

[14.14.060\(h\)](#) Procurement of supplies and equipment

[14.14.065](#) Relationship between city school district and city

[14.03.085](#) Procurement preference for recycled Alaska products

[29.71.050](#) Procurement preferences for recycled Alaska products

[35.15](#) Construction Procedures

[36.15.020](#) Use of local agricultural and fisheries products required in purchases with state money

ALASKA ADMINISTRATIVE CODE

[4 AAC 27.085](#) Competitive pupil transportation proposals

[4 AAC 31.080](#) Construction and acquisition of public-school facilities

[FAIRBANKS NORTH STAR BOROUGH SCHOOL DISTRICT v. BOWERS](#), 851 P.2d 56 (AK 1992)

**Adoption Date: June 8, 1995**

**Revision Date: June 1, 1999**

**Revision Date: December 2, 2010**

**Sitka School District**

# Model Policy

## BP 4158/4258/4358 EMPLOYEE SECURITY

Note: Alaska school districts are required to adopt standards relating to when a teacher, teacher's assistant, or other person responsible for students is authorized to use reasonable and appropriate force to maintain classroom safety and discipline. Effective October 2014, the use of restraint and seclusion of students is strictly limited and in some situations prohibited by law. [AS 14.33.125](#). Any use of restraint or seclusion by a district employee of a student must comply with all legal requirements. A teacher, teacher's assistant, principal, or another person responsible for students may not be terminated or otherwise subjected to formal disciplinary action for lawful enforcement of a school disciplinary and safety program, including behavior standards. [AS 14.33.130](#). This group is protected from civil liability for acts or omissions arising out of enforcement of the disciplinary and safety program while in the course of employment, unless the act constitutes gross negligence or reckless or intentional misconduct. [AS 14.33.140](#), and the Every Student Succeeds Act.

Commented [DG1]: Send to attorney for review

An employee may use ~~approved~~ **reasonably necessary and appropriate** methods of physical restraint if a student's behavior poses an imminent danger of physical injury to the student or others and less restrictive interventions would be ineffective at stopping the imminent danger. Restraint must be limited to that necessary to address the emergency and must be immediately discontinued when the student no longer poses an imminent danger or when a less restrictive intervention is effective to stop the danger.

Commented [DJ2]: wondering if we should reference training

Commented [DJ3R2]: Look up state statute and possibly reference it if it is used.

Commented [DJ4R2]: add reporting timelines

Commented [DJ5R2]: AS 14.33.127

Commented [DG6R2]: Sec. 14.33.125 b.4

(cf. 5144 - Discipline)

(cf. 5142.3 – Restraint and Seclusion)

Note: A teacher, teacher's assistant, administrator, or other employee responsible for students who, during the course of employment, observes a student committing a crime must report the crime to local law enforcement. [AS 14.33.130](#). The obligation to report to law enforcement resides with the staff member observing the crime. "Crime" means an offense for which a sentence of imprisonment is authorized; a crime is either a felony or a misdemeanor. [AS 11.81.900](#).

Commented [DG7]: ask about this note

Employees shall promptly report any student attack, assault or threat against them to their ~~direct supervisor-Superintendent or designee~~. The employee and the principal or other immediate supervisor both ~~shall~~ **may** promptly report such instances to the

appropriate local law enforcement agency. Any reports to local law enforcement will be reported to the superintendent as soon as practicable.

(cf. 1410 – Interagency Cooperation for Student and Staff Safety)

Legal Reference:

ALASKA STATUTES

[11.81.430](#) Justification, use of force, special relationships

[11.81.900](#) Definitions

[14.33.120-.140](#) School disciplinary and safety program

ALASKA ADMINISTRATIVE CODE

[4 AAC 07.010-4 AAC 07.900](#) Student rights and responsibilities

UNITED STATES CODE

Every Student Succeeds Act, [P.L. 114-95](#)

Revised 4/2022

**AASB POLICY REFERENCE MANUAL**

**9/92**

**AASB Policy Reference Manual**

**Commented [DG8]:** CPI training is referenced in this code