

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT BOARD OF EDUCATION
AGENDA STATEMENT

No. 12 b.

MEETING OF April 24, 2024

ITEM TITLE:

PUBLIC HEARING - POLICY

REVIEWED BY:

Motion to approve revisions to BP 1340 Access
to District Records, in second reading

Policy Committee

SUBMITTED BY: School Board Policy Committee

APPROVED FOR SUBMITTAL: Michael Robbins, Superintendent, 907 247 2109

SUMMARY STATEMENT:

The School Board Policy Committee is proposing approval of revisions to Board Policy 1340 Access to District Records.

ISSUE/BACKGROUND:

Board Bylaw 9300 states that "The formulation and adoption of written Board policies shall constitute the basic method by which the Board shall govern the school district." Board Policy 0500 and Board Bylaw 9311 both address the ongoing review of district policies and programs by the School Board. The proposed revisions are in line with AASB suggested policy updates.

ATTACHMENTS:

- BP 1340 (with revisions)

RECOMMENDED ACTION:

"I move that the Board of Education **approve revisions to Board Policy 1340 Access to District Records, in second reading.**"

ACCESS TO DISTRICT RECORDS

BP 1340

The School Board recognizes that state policy provides broad public access to district records. Public access shall not be given to records exempt from public disclosure by state or federal law or by the Board based on the need of the district to maintain confidential information.

(cf. 3580 – District Records)

(cf. 4112.6/4212.6/4312.6 – Personnel Records)

(cf. 4119.23/4219.23/4319.23 – Unauthorized Release of Confidential Information)

(cf. 5125 – Student Records; Confidentiality)

(cf. 9011 – Disclosure of Confidential Information)

(cf. 9321 – Closed Sessions)

Any person shall have reasonable access, during regular business hours, to the public records of the schools and district. The Superintendent or their designee shall establish regulations to authorize and facilitate public access to district records in accordance with law, to protect the security of district records, and to prevent interference with regular district operations. Records shall be maintained in accordance with the State of Alaska Model Records Retention Schedule for Alaska School Districts.

The district may charge for copies of public records or other materials requested by individuals or groups. The charge, based on actual costs of duplication, shall be determined by the Superintendent or their designee.

Legal Reference:

- ALASKA STATUTES*
- 40.25.120 - .220 Public Records Act*
- 14.03.115 Access to school records by parent, foster parent, or guardian*
- 14.14.090 Additional duties*
- 14.20.149 Employee evaluation*
- 14.43.930 Scholarship program information*
- 23.40.235 Public involvement in school district negotiations*
- City of Kenai v. Kenai Peninsula Newspapers, 642 P2d 1316 (Alaska 1982)*
- Anchorage School District v. Anchorage Daily News, 779 P2d 1191 (Alaska 1989)*

- UNITED STATES CODE, TITLE 20*
- 1232g Family Educational Rights and Privacy Act of 1974*

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT
Adoption Date: 10/13/99