

**DISCIPLINE**

Each Principal shall publish school rules for student discipline which describe the school's behavior management plan and consequences for student misconduct. Special care shall be taken when developing school rules to solicit the views of the school community, including administrators, teachers, school security personnel, parents/guardians and students.

School site rules must be strictly based on District policy, regulation and state and federal laws and be enforced fairly and uniformly. The Superintendent shall establish procedures for the approval of such rules.

At the beginning of each school year, the Superintendent shall ensure that every student and his/her parents/guardians are notified in writing of the availability of Board policies and administrative regulations related to student rights and responsibilities. Such policies shall be posted in accordance with law.

**CORPORAL PUNISHMENT**

Corporal punishment is prohibited by law as a disciplinary measure against any student. School administrators and teachers shall employ other means of disciplining students.

The prohibition on corporal punishment does not prevent the use of reasonable and appropriate force by a teacher or other supervising employee which is necessary to maintain order to protect student welfare. Reasonable and necessary force or physical restraint against a student may be used to protect the student, or others, from physical injury; to obtain possession of a weapon or other dangerous object; to maintain reasonable order in the classroom or on school grounds; or to protect property from serious damage or destruction. The force shall not be greater than necessary to control the misconduct or dangerous situation. In no event may deadly force be used against a student.

*(cf. 3515 – School Safety & Security)*

*(cf. 4158 - Employee Security)*

*Legal Reference:*

ALASKA ADMINISTRATIVE CODE

4 AAC 07.010-4 AAC 07.900 Student rights and responsibilities

## **DISCIPLINE** (continued)

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. The Superintendent should ensure cooperation with law enforcement in the criminal investigation of students who commit crimes while under the jurisdiction of the school.

### *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*

**ELEMENTARY DISCIPLINE GUIDE**

This outline is an information and guidance tool. It contains examples of disciplinary infractions and appropriate penalties.

It is a reference tool for school staff, parents, and students regarding disciplinary responses to student misbehavior.

Possession of telecommunication devices such as pagers and cell phones	Reprimand, parent contact, return of device to parents on first offense, detention and/or community service may be added for repeated instances.
Forgery Cheating Misrepresentation	Particularly in K-1, ensure that student understands the offense; loss of credit or failing grade for test; parent notification; detention; suspension; community or school service as appropriate.
Profanity Vulgarity Public display of affection Inappropriate dress	Correction/intervention, parent notification to suspension depending on degree and context. Example: expletives directed at someone in anger or taunt or as part of harassment are treated more seriously than words said without apparent meaning or to self or in frustration with apology. Inappropriate dress: in addition to above, student may be given alternative clothing; for example, a t-shirt, to cover the offensive clothing for the day.
Insubordination Failure to identify self Disruptive behavior	Call home, plus detention or suspension as appropriate to offense.
Intimidation Threatened assault Extortion Harassment	Call home plus detention, 1 to 45-day suspension, resource referral, notify law enforcement depending on context and severity, educational sessions and/or community service as appropriate. A serious threatened assault, or one with an earlier incident, or one with felony or criminal charges may result in recommendation for expulsion.

**ELEMENTARY DISCIPLINE GUIDE** (continued)

“Hazing” initiation (group or one-to-one)	Call home, detention, community service, suspension as appropriate.
Major or chronic disruptive behavior	Call home plus 4 to 45-day suspension.
Endangering others (by any means)	Call home plus 4 to 45-day suspension, notify law enforcement as appropriate.
Sexual harassment	Call home, resource referral, educational sessions, detention or 1- to 45-day suspension as appropriate. (Investigation and steps to prevent reoccurrence must occur.) Contact law enforcement as appropriate.
Sexual abuse	Call home, resource and law enforcement referral, educational sessions, suspension/recommendation for expulsion as appropriate. (Investigation and steps to prevent reoccurrence must occur.)
Trespass (students from one campus on another campus)	Reprimand, call home, penalty may be increased, legal authorities notified should behavior be repeated or if accompanied by other inappropriate or illegal acts or behaviors.
Gang-like behavior or apparel	Call home; resource referral; detention to suspension depending on context, repetition of behavior, and apparel.
Truancy	Call home, parent conference, parent shadow, resource referral, community service in exchange for time or classes missed, in-house suspension as available for continued infraction, required parent shadow for repeated occurrences. See policy manual for additional comments or guidelines. Suspension may be employed for severe incidences.
Possession/use of tobacco or tobacco look-alikes	Contact parents, 3 to 30-day suspension as identified in board policy, community service in lieu of suspension encouraged.

**ELEMENTARY DISCIPLINE GUIDE** (continued)

Theft Vandalism	Contact parents, restitution, community service, detention, in-house suspension if available, parent shadow, suspension, restricted access to schools.
Fighting	Contact parents, resource referral if appropriate, peer mediation if appropriate and available, 1 to 45-day suspension depending on severity and context of incident.
Assault on another person	Contact parents, referral to resources or agencies and law enforcement, 11 to 45-day suspension to expulsion based on context and severity.
Arson Activating emergency procedures	Contact parents, referral to resources or agencies and law enforcement, 11 to 45-day suspension to expulsion based on context and severity.
Possession/distribution of alcohol/ other drugs or look-alikes Possession of weapons (guns, knives, incendiaries, etc.) or look-alikes	See specific Board policy, administrative regulations, and state law and regulations.

When making decisions about disciplinary consequences for misbehavior and infractions of school rules, the administrator and teacher will consider the context of the incident and the actual behaviors of the student.

The student's age, general behavior, and behavior pattern prior to and following the incident may be factors considered in this deliberation.

In all instances where the violation and/or penalty are defined by law or regulation, the full extent of the law may be exercised.

This list is exemplary only. There are acts of misbehavior or violations of law or school regulations that may not be included in this list. In such instances, disciplinary action will be at the discretion of the Principal and/or Superintendent with the understanding that the response and penalties will conform to District policy, state law, and regulations of the state and District.

**SECONDARY DISCIPLINE GUIDE**

This outline is an information and guidance tool. It contains examples of disciplinary infractions and appropriate penalties. It is a reference tool for school staff, parents, and students regarding disciplinary responses to student misbehavior.

Forgery Cheating Misrepresentation	Loss of credit or failing grade for test, parent notification, detention, suspension, community or school service as appropriate.
Profanity Vulgarity Public display of affection Inappropriate dress	Correction/intervention, parent notification to suspension depending on degree and context. Example: expletives directed at someone in anger or taunt or as part of harassment are treated more seriously than words said without apparent meaning or to self or in frustration with apology. Inappropriate dress: in addition to above, student may be given alternative clothing; for example, a t-shirt to cover the offensive clothing for the day.
Gambling/gaming	In all cases call to home, reprimand to suspension depending on severity and repetition of offense.
Insubordination Failure to identify self Disruptive behavior	Call home, plus detention or suspension as appropriate to offense.
Intimidation Threatened assault Extortion Harassment	Call home plus detention, 1 to 45-day suspension, resource referral, notify law enforcement depending on context and severity, educational sessions and/or community service as appropriate. A serious threatened assault, or one with an earlier incident, or one with felony or criminal charges may result in recommendation for expulsion.
“Hazing” initiation (group or one-to-one)	Call home, detention, community service, suspension as appropriate.
Major or chronic disruptive behavior	Call home plus 4 to 45-day suspension.
Reckless driving	Reprimand, call home, contact law as appropriate, detention, revoke parking privilege as needed for repeat offenses.

**SECONDARY DISCIPLINE GUIDE** (continued)

Endangering others (by any means)	Call home, plus 4 to 45-day suspension, notify law enforcement as appropriate.
Sexual harassment	Call home, resource referral, educational sessions, detention to 1 to 45-day suspension as appropriate. (Investigation and steps to prevent reoccurrence must occur.) Contact law enforcement as appropriate.
Sexual abuse	Call home, resource and law enforcement referral, educational sessions, suspension/recommendation for expulsion as appropriate. (Investigation and steps to prevent reoccurrence must occur.)
Trespass (students from one campus on another campus)	Reprimand, call home, penalty may be increased, legal authorities notified should behavior be repeated or if accompanied by other inappropriate or illegal acts or behaviors.
Gang-like behavior or apparel	Call home; resource referral; detention to suspension depending on context, repetition of behavior, and apparel.
Truancy	Call home, parent conference, parent shadow, resource referral, community service in exchange for time or classes missed, in-house suspension as available for continued infraction, required parent shadow for repeated occurrences. See policy manual for additional comments or guidelines. Suspension may be employed for severe incidences.
Possession/use of tobacco or tobacco look-alikes	Contact parents, 3 to 30-day suspension as identified in board policy, community service in lieu of suspension encouraged.
Theft/vandalism	Contact parents, restitution, community service, detention, in-house suspension if available, parent shadow, suspension, restricted access to schools.

**SECONDARY DISCIPLINE GUIDE** (continued)

Fighting	Contact parents, resource referral if appropriate, 1 to 45- day suspension depending on severity and context of incident.
Assault on another person	Contact parents, referral to resources or agencies and law enforcement, 11 to 45-day suspension to expulsion based on context and severity.
Arson Activating emergency procedures	Contact parents, referral to resources or agencies and law enforcement, 11 to 45-day suspension to expulsion based on context and severity.
Possession/distribution of alcohol/ other drugs or look-alikes Possession of weapons (guns, knives, incendiaries etc.) or look-alikes	See specific Board policy, administrative regulations, and state law and regulations.

When making decisions about disciplinary consequences for misbehavior and infractions of school rules, the administrator and teacher will consider the context of the incident and the actual behaviors of the student.

The student's age, general behavior, and behavior pattern prior to and following the incident may be factors considered in this deliberation.

In all instances where the violation and/or penalty is defined by law or regulation, the full extent of the law may be exercised.

This list is exemplary only. There are acts of misbehavior or violations of law or school regulations that may not be included in this list. In such instances, disciplinary action will be at the discretion of the Principal and/or Superintendent with understanding that the response and penalties will conform to District policy, state law, and regulations of the state and District.



## **Sexual Harassment [BP 5145.7](#) // [AR 5145.7](#)**

The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual abuse in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, principal or designee, Steve Atwater or Tim Peterson, who serve as the District Title IX coordinators for students.

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and respect, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop.

A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense and the Student Code of Conduct. The District will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor, and will notify parents of any incident of sexual harassment or sexual abuse by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX coordinator. The parent or other advisor may accompany the student throughout the complaint process. The first conference with the student ordinarily will be held by a person who is the same gender as the student. The conference will be scheduled and held as soon as possible, but no later than five days after the request. The principal or Title IX coordinator will conduct an appropriate investigation, which ordinarily will be completed within ten days. The student and/or parent will be informed if extenuating circumstances delay completion of the investigation. The student will not be required to present a complaint to a person who is the subject of the complaint. If the resolution of the complaint is not satisfactory to the student or parent, the student or parent may, within ten days, request a conference with the Superintendent or designee.

Prior to or at this conference, the student and/or parent should submit the complaint in writing and include:

- (1) a complete statement of the complaint,
- (2) any evidence supporting the complaint,
- (3) a statement about how the matter should be resolved, and
- (4) the student's and/or parent's signature, and the date of the conference with the principal, the principal's designee, or the Title IX coordinator.

If the resolution by the Superintendent or designee is not satisfactory, the student and/or parent may present the complaint to the Board at the next regular meeting. Information on the procedure for addressing the Board can be obtained from any campus office or the Superintendent's office.

**SEXUAL HARASSMENT**

The School Board recognizes that sexual harassment can cause embarrassment, feelings of powerlessness, loss of self-confidence, reduced ability to perform schoolwork, and increased absenteeism or tardiness.

To promote an environment free of sexual harassment, the Principal or designee shall take appropriate actions such as removing vulgar or offending graffiti, establishing site rules, and providing staff inservice or student instruction and counseling. Teachers shall discuss this policy with their students in age-appropriate ways and shall assure them that they need not endure any form of sexual harassment.

*(cf. 5131.5 - Vandalism, Theft and Graffiti)*  
*(cf. 5137 - Positive School Climate)*

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.

*(cf. 4119.11 - Sexual Harassment)*  
*(cf. 4118 - Suspension/Disciplinary Action)*  
*(cf. 5144 - Discipline)*  
*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

The Board encourages students or staff to immediately report incidence of sexual harassment to the Principal or designee. The Superintendent 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.

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*  
*(cf. 1312.3 - Public Complaints Concerning Discrimination)*

*Legal Reference:*

*Ellison v. Brady*, 924 F.2d 872, (9th Cir., 1991)  
*Franklin v. Gwinnett*, Op.No. 90-918, U.S. Sup. Ct. (1992)  
*Meritor Savings Bank v. Vision*, 477 U.S. 57 (1986)

**SEXUAL HARASSMENT**

Types of conduct which are prohibited in the District and which may constitute sexual harassment include:

1. Unwelcome sexual flirtations or propositions.
2. Verbal abuse of a sexual nature.
3. Graphic verbal comments about an individual's body.
4. Sexually degrading words used to describe an individual.
5. Display of sexually suggestive objects or pictures in the educational environment.
6. Any act of retaliation against an individual who reports a violation of the District's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

## **Business and Instructional Support Operations**

AR 3360 (a)

### **TRAVEL AND PER DIEM**

#### **Purpose**

To establish the policies and procedures for approving School District travel, for the payment of travel per diem, and for the reimbursement of authorized travel expenses, consistent with budgeted allocations.

#### **Travel and Approval Policy**

All Kenai Peninsula Borough School District ("District") employees and officials, including elected and appointed members of boards and committees, must have pre-approved administrative authorization for travel. Travel by School Board members shall be approved by the Board President. The Superintendent shall approve Travel Reimbursement request forms. Expenses incurred for District travel not in compliance with this policy will not be paid or reimbursed.

It is the policy of the District that travel for official business be in the most direct and economical way to accomplish the business. Any expenses resulting from travel by an indirect route or less efficient mode for the traveler's convenience will be borne by the traveler. Any additional time away from work resulting from such indirect travel shall be charged to employee leave.

Travel shall only be approved for travel that is necessary and prudent and when one or more of the following criteria are met:

1. The travel is required to achieve operational, legislative, career development, or service objectives of the District.
2. The travel is required to support state or federal efforts, which are beneficial to the District.
3. The travel is mandated by the state or federal government.
4. The travel is for specific training, which is required for employees to perform District functions, such as training on technological advances or for required certifications.
5. The travel is for specific training that will result in a significant cost savings or cost avoidance to the District. Such cost savings or avoidance shall be demonstrated prior to administrator approval of travel.
6. The travel is required to attend a national or state board, committee meeting or conference as a District representative, and the exchange of information or participation will result in a benefit to the District.

## **Business and Instructional Support Operations**

AR 3360 (b)

### **TRAVEL AND PER DIEM**

Employee/Board travel under the following conditions shall not normally be approved when costs are at District expense. When approved, written justification shall have been prepared by the traveler, approved in advance and submitted with the Travel Reimbursement form.

1. Travel by first class or business class air accommodations.
2. Travel by other than the most economical and/or direct route.
3. Rental car class above economy rate.

#### Use of rental vehicles

The District is self-insured; therefore, if use of a rental vehicle is approved, vehicle insurance is not required. However, District self-insurance is not applicable for any period that the vehicle may be used for personal reasons. Insurance coverage during such periods is the responsibility of the traveler.

If a car is rented during travel and an accident occurs, the traveler shall advise the investigating officers that the District is self-insured and immediately contact Risk Management at (907) 714-2351.

#### Fair Labor Standards Act

The Fair Labor Standards Act (29 C.F.R. & 785.39) specifies that if employees who are not exempt under the FLSA (generally represented personnel) shall travel during normal working hours (i.e., 8:00 a.m. to 5:00 p.m.) on non-work days (i.e., Saturday or Sunday for an employee who works Monday through Friday) the time of travel during the normal work hours is compensable. Generally, travel on a common carrier such as an airplane or train during times outside of the normal work hours is not compensable. However, employees who work while traveling must be compensated, and employees required to drive or be a passenger in an automobile must be compensated in accordance with the following table.

Department heads and administrators should contact Human Resources at 714-8888 for further details. The following chart summarizes the compensatory requirements for travel on a common carrier.

**Business and Instructional Support Operations**

AR 3360 (c)

**TRAVEL AND PER DIEM**

	<u>Work Day</u>	<u>Non-Work Day</u>
Normal Work Hours	Compensable	Compensable
Normal Non-Work Hours	Not Compensable	Not Compensable

**Travel and Per Diem Policy**

It is the policy of the District to reimburse employees for the following actual and necessary expenses incurred while on official District business, provided the travel was properly authorized and approved in advance.

Air Travel Costs. The District will pay for all costs of air transportation that are directly related to travel on official business. The most economical and direct route possible is the responsibility of the employee.

Travel by privately owned aircraft is not authorized by the District.

Private Vehicle Costs. The District will reimburse travelers for use of their privately owned vehicle at the federally approved mileage rate, not to exceed the cost of coach class airfare. If vehicle travel is used instead of airfare for the employee's convenience, extra travel time must be charged to employee leave. If two or more employees travel in the same vehicle, the reimbursement will not exceed the cost that would have been incurred had they all traveled by air. Only the driver of the vehicle may claim reimbursement for mileage. Mileage reimbursement rates are set at the federally recognized cost of operating the vehicle. In addition to gas, oil, and wear and tear, this reimbursement rate includes the portion of the cost of insurance for when it is driven on District business.

District Vehicle and/or Rental Vehicle. The District will reimburse the cost of fuel and other vehicle operating costs actually incurred by the employee. No reimbursement for mileage will be allowed.

Lodging Costs. The District will pay lodging costs (room and applicable tax) only at an economy and single occupancy rate, unless two District employees share a double room and then a double occupancy rate will be paid. Government or other discounted rates shall be requested and used whenever possible. Room tax will not be reimbursed if eligible for exemption.

## **Business and Instructional Support Operations**

AR 3360 (d)

### **TRAVEL AND PER DIEM**

Per Diem: Rates within the state of Alaska will be reimbursed at the State of Alaska per diem rates for short term travel, and can be found at <http://fin.admin.state.ak.us/dof/travel/resource/rates.pdf>.

Rates outside the state of Alaska will be based upon the Federal per diem rates, found at [www.gsa.gov](http://www.gsa.gov).

A deduction to per diem will be made for meals paid for separately by the District and meals paid for by others. This includes meals paid in advance and/or included in registration fees and business meals reimbursed to the traveler or reimbursed to another District traveler as a business meal. Meals provided by airlines do not impact per diem entitlement. Continental breakfasts which are provided do not impact per diem entitlement. Attach a copy of the conference registration information documenting covered meals.

The Internal Revenue Service requires that per diem be pro-rated for partial days of travel, which will occur on departure or arrival from the District. The following is the departure and arrival pro-rating. This pro-rating is based on the Internal Revenue Service “consistent application and reasonable business practice” rule; the actual departure and arrival of the aircraft will be used to determine the times. If traveling by private vehicle, the times are based on the actual departure and arrival time from the point of origin.

Departure Time	Maximum Allowance
12:01 a.m. to 10:00 a.m.	\$12
10:01 a.m. to 3:00 p.m.	\$16
3:01 p.m. to 12:00 midnight	\$32
Arrival Time	Maximum Allowance
12:01 a.m. to 10:00 a.m.	\$12
10:01 a.m. to 3:00 p.m.	\$16
3:01 p.m. to 12:00 midnight	\$32

#### Per Diem rate adjustments

- Out of state rates are adjusted as needed per [www.gsa.gov](http://www.gsa.gov).
- In state rates are adjusted pursuant to State of Alaska changes.

## **Business and Instructional Support Operations**

AR 3360 (e)

### **TRAVEL AND PER DIEM**

Per diem or reimbursement allowances may be paid for periods of interruption or extension of travel incurred for the benefit of the District. If travel is interrupted or extended for the personal convenience of the traveler, the per diem or reimbursement allowed shall be adjusted accordingly and may not exceed that which would have been incurred by uninterrupted travel. Charges applicable to the personal portion of travel costs should not be processed through the District's accounting records.

Car Rental Costs. The District will reimburse economy car rental costs only if car rental is pre-approved by administration, and then only for the days/mileage necessary to conduct official business. In unusual circumstances, reimbursement for car rental without pre-authorization may be authorized by the approving authority if there is valid justification. Car rental expenses without pre-authorization may become the responsibility of the traveler.

Registration Fees. The District may make advance payment or reimbursement for education/training fees. Fees for entertainment, spouse activities, and similar expenses are the responsibility of the traveler and will not be paid by the District.

Other Expenses. The District will reimburse taxi, telephone calls, internet fees and other official expenses when employee provides receipts and when shown to be directly related to official business. Movie rentals, personal telephone calls, etc., will not be reimbursed.

Travel Advance. The District may make travel advance payments when requested, not to exceed the estimated amount of per diem. Payment requests should be submitted in sufficient time that payment can be made on the regularly scheduled accounts payable check run date prior to the traveler's scheduled departure date. A Travel Reimbursement form must be completed for any adjustment to the amount paid upon the traveler's return.

### **Responsibility**

1. The Superintendent shall approve all travel for all District employees, including committee members.
2. The Board President or designee shall approve all travel for all Board members.



**Business and Instructional Support Operations**

AR 3360 (f)

**TRAVEL AND PER DIEM**

3. Department heads and administrators shall:

- Ensure that District funds are spent in a prudent manner resulting in maximum benefit to the District.
- Ensure the travel requested is budgeted within the department/location budget.
- Ensure that reimbursement is received by the District when the employee reimbursement form indicates that reimbursement for all or part of the expenses is due from an outside agency.

4. The Chief Financial Officer shall:

- Ensure that travel has been approved prior to making any travel related payments, i.e., hotel deposits or registration fees.
- Review all travel reimbursement requests to ensure that travel payments and reimbursements are made in accordance with this policy/procedure.
- Require specific justification for actual expenses that deviate more than ten percent (10%) higher than authorized. Depending on the circumstances and amount of the deviation, the travel expense report may be forwarded to the Superintendent for review and approval.

5. Travelers shall:

- Incur only those expenses that are necessary and reasonable to accomplish the approved purpose of the trip.
- Maintain a travel log or other record of travel dates and expenses to sufficiently itemize and support business expenses, obtain original receipts needed for reimbursement of lodging, car rental, gasoline, and other expenses.
- Submit original itemized receipts that indicate purpose, date, and amount.
- Ensure all business expenses incurred and submitted for reimbursement are in compliance with this policy/procedure.
- Submit travel reimbursement request within 30 days after travel has been completed.

**Business and Instructional Support Operations**

AR 3360 (g)

**TRAVEL AND PER DIEM**

- Submit all Travel Reimbursement requests and Mileage Reimbursement requests on a monthly basis.

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**  
**Adoption Date: \_\_\_\_\_**

~~Business and Instructional Support Operations~~ ~~AR 3360~~

~~TRAVEL AND PER DIEM~~

~~District employees and Board members traveling on school business will be allowed per diem and travel rates for overnight and daily travel consistent with budgeted allocations. All travel must have administrative authorization and be conducted in accordance with regulation.~~

~~In state per diem meal expenses will be reimbursed based on the State of Alaska rates. Mileage reimbursement and out of state per diem meal expenses will be reimbursed per the federal GSA schedule.~~

~~If other modes of transportation are used, travel expense is reimbursed for a reasonably priced car rental, taxi or other ground travel expenses.~~

~~Overnight lodging is reimbursed at actual expense.~~

~~Documentation is required for travel, lodging and registration fee reimbursement.~~

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~~KENAI PENINSULA BOROUGH SCHOOL DISTRICT~~  
~~Adoption Date: 7/14/08~~

# TRAVEL REIMBURSEMENT For Employees and Board Members

To Be Used When Overnight Travel is Required

Name \_\_\_\_\_

Address \_\_\_\_\_

Employee E# \_\_\_\_\_

**RECEIPTS MUST BE ATTACHED****FOR EXPENSES IN CONNECTION WITH:**

Purpose of Meeting \_\_\_\_\_

Meeting at \_\_\_\_\_ Dates \_\_\_\_\_

**TRANSPORTATION:**

Airfare (documentation required) at \$ \_\_\_\_\_ \$ -

or number of miles \_\_\_\_\_ at \$.55 per mile \$ -

**PER DIEM\*\*:**

Departure Date \_\_\_\_\_ Time \_\_\_\_\_ ☐ AM ☐ PM

In-State rates (based on State of Alaska rates):

Sun Mon Tue Wed Thu Fri Sat

Hotel @ actual								\$ -
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Breakfast @ \$12								\$ -
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Lunch @ \$16								\$ -
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Dinner @ \$32								\$ -
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(Out-of-State rates based on federal GSA per diem rates, <http://www.gsa.gov>)

Return Date \_\_\_\_\_ Time \_\_\_\_\_ ☐ AM ☐ PM

**OTHER EXPENSES:**

Please list \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TOTAL** \$ -

I certify the above is a true statement of expenses incurred by me in connection with the activity noted above and accordingly make claim for reimbursement.

\_\_\_\_\_

Date

\_\_\_\_\_

Employee Signature

\_\_\_\_\_

Account number

\_\_\_\_\_

Adminstrator Approval

\*\* No meals or incidental expenses shall be paid unless associated travel requires extended hours, out of district travel or overnight lodging. To be eligible for meal reimbursement on the day travel begins or ends, an individual must be in travel status for a minimum of three consecutive hours within the meal period noted below:

Breakfast: Midnight to 10:00 AM

Lunch: 10:00 AM to 3:00 PM

Dinner: 3:00 PM to Midnight

**Must Be Submitted Monthly**

## KENAI PENINSULA BOROUGH SCHOOL DISTRICT

E 3360(b)

**MILEAGE REIMBURSEMENT**

Board Members and District Employees

Name
Address

Employee E#
Month

Date	From	To	Purpose	Actual Miles	Meal Expenses
<b>SUB TOTALS: Total Miles</b>			@.55 per mile / Total Meals	\$ -	\$ -
<b>TOTAL REIMBURSEMENT REQUESTED</b>					\$ -

In-State rates based on State of Alaska rates. Out-of-State rates based on federal GSA per diem rates,  
<http://www.gsa.gov>.

I hereby certify that the above is a true statement of expenses incurred by me in connection with the activity noted  
and accordingly make claim for reimbursement.

Date
Account Number

Signature
Administrator Approval

Breakfast: Midnight to 10:00 AM  
Lunch: 10:00 AM to 3:00 PM  
Dinner: 3:00 PM to Midnight

**Must Be Submitted Monthly**

**SCHOOL SAFETY AND SECURITY**

**Safety**

The School Board believes that the schools of this District are safe, secure, and caring places for children to learn. It is further recognized that students and employees have the right to learn and work in a safe environment.

The Superintendent shall implement a districtwide comprehensive plan designed with the following goals:

1. Mitigation or reduction of the potential for suffering exposure to incidents such as accident, trauma, violence, fire, explosion, and other natural or man-made hazards.
2. Preparation of staff by providing training and resource materials before the event.
3. Response in an appropriate, timely, and safe manner during the event.
4. Recovery and a return to a state of normalcy as quickly as possible.

All members of the school community should be alert to conditions which have the potential for jeopardizing the health and/or safety of students, employees, or the public.

*(cf. 3513.3 – Tobacco-Free Schools/Smoking)*

*(cf. 3515.1 – Hazardous Substances)*

*(cf. 3543 – Transportation: Emergency and Safety Procedures)*

*(cf. 5142 – Student Safety)*

*(cf. 3515.5 – Emergency Action Plan)*

*(cf. 6153 – School-Sponsored Trips)*

*Legal Reference:*

ALASKA STATUTES

18.31.010-18.31.050 *Asbestos health hazard abatement program*

18.70.080-18.70-300 *Fire protection*

**Security**

The School Board is fully committed to preventing violence and crime on school grounds. The Superintendent and staff shall strictly enforce District policies and regulations related to crime, campus disturbances, campus intruders, student safety, student conduct and student discipline.

**SCHOOL SAFETY AND SECURITY**

(cf. 3515.2 – Intruders on Campus)  
(cf. 4158/4258/4358 – Employee Security)  
(cf. 5131 – Student Conduct)  
(cf. 5131.4 – Campus Disturbances)  
(cf. 5131.5 – Vandalism, Theft, and Graffiti)  
(cf. 5131.6 – Alcohol and Other Drugs)  
(cf. 5131.7 – Weapons and Dangerous Instruments)  
(cf. 5141.4 – Child Abuse and Neglect)  
(cf. 5142 – Student Safety)  
(cf. 5144 – Discipline)  
(cf. 5144.1 – Suspension and Expulsion/ Due Process)  
(cf. 3515.5 – Emergency Action Plan)

The Superintendent shall establish procedures for securing records and funds and for protecting buildings against vandalism and burglary during non-business hours. The Superintendent also shall investigate ways that school grounds can be made more secure.

The Board encourages staff, parents/guardians and students at each school to work with local law enforcement agencies and other interested parties in developing a comprehensive school safety plan which includes strategies for preventing crime and violence on school premises.

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date: 5/3/2004**

**~~Business and Instructional Support Operations~~** ~~BP 3522~~

**~~SCHOOL SECURITY~~**

~~The School Board is fully committed to preventing violence and crime on school grounds. The Superintendent and staff shall strictly enforce District policies and regulations related to crime, campus disturbances, campus intruders, student safety, student conduct and student discipline.~~

~~(cf. 3515—School Safety and Security)  
(cf. 3515.2—Intruders on Campus)  
(cf. 4158/4258/4358—Employee Security)  
(cf. 5131—Student Conduct)  
(cf. 5131.4—Campus Disturbances)  
(cf. 5131.5—Vandalism, Theft, and Graffiti)  
(cf. 5131.6—Alcohol and Other Drugs)  
(cf. 5131.7—Weapons and Dangerous Instruments)  
(cf. 5141.4—Child Abuse and Neglect)  
(cf. 5142—Student Safety)  
(cf. 5144—Discipline)  
(cf. 5144.1—Suspension and Expulsion/Due Process)  
(cf. 3515.5—Emergency Action Plan)~~

~~The Superintendent shall establish procedures for securing records and funds and for protecting buildings against vandalism and burglary during non-business hours. The Superintendent also shall investigate ways that school grounds can be made more secure.~~

~~The Board encourages staff, parents/guardians and students at each school to work with local law enforcement agencies and other interested parties in developing a comprehensive school safety plan which includes strategies for preventing crime and violence on school premises.~~



**RISK MANAGEMENT**

The School Board desires to protect District resources by maintaining a program of risk management including, but not be limited to:

1. Property Loss Insurance (buildings and equipment).
2. Workers Compensation Insurance.
3. Liability Insurance.

*(cf. 4154 – Personnel Insurance/Health & Welfare Benefits)*

**Student Injuries/[Visitor Injuries](#)**

The teacher or person in charge immediately following an incident must complete a KPBSD Student Injury/Illness Report (E 3530(a)). The report must be filled out completely and accurately, describing the incident and follow up care in detail. The original form is to be sent to District Office within 48 hours. Copies should be retained for the school and nurse. Contact District Office immediately, by telephone, if student is transported to a medical facility.

**Employee Injuries**

All work-related employee injuries and illnesses must be reported on the KPB/KPBSD Employee Injury/Illness Report form (E 3530(b)). The injured employee must fill out the front of the report and the immediate supervisor fills out the back. If the injury/illness requires medical attention other than first aid or causes employee to miss the next scheduled work shift, the State of Alaska “Report of Occupational Injury or Illness” form #07-6101 (E-3530(c)) must be filled out and sent in to District Office along with the KPBSD form. The State form must be filed in Juneau within ten (10) days after employee has knowledge of the injury. Send the original report(s) to Human Resources within 24 hours of the injury and keep a copy for the school files. Do not send forms directly to the Alaska Department of Labor. Contact District Office immediately, by telephone, if the employee is transported to a medical facility.

**Liability Insurance**

The District carries liability insurance to cover most situations. When a situation arises for which the District may be liable, the Superintendent should be notified immediately. Any injury to a student, [visitor](#) or an employee requires that a report be filed.

**RISK MANAGEMENT** (continued)

Under no circumstances is an employee to admit any liability or promise that medical bills will be paid by the District.

(cf. 3541.1 School-Related Trips)

**Auto Insurance**Accident

~~Anyone transporting students for an activity, at school request, must report any accident to the Superintendent at the earliest possible time.~~ In the event of an accident, regardless of damage or injury, the principal shall notify the Superintendent at the earliest possible time.

*Legal Reference:*

ALASKA STATUTES

14.03.150 Property Insurance required  
14.08.091 Administration (Regional Education Attendance Areas)  
14.11.011 Grant applications  
14.12.115 Indemnification  
14.14.020 Bond required  
21.76.010-21.76-900 Joint insurance arrangements

ALASKA ADMINISTRATIVE CODE

4 AAC 31.200 Loss protection required  
4 AAC 31.205 Self-insurance programs  
4 AAC 31.210 Deductible amounts  
4 AAC 31.215 Proceeds  
4 AAC 31.220 Proof of insurance  
4 AAC 31.225 Failure to procure insurance

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date: 1/12/2009**

**SCHOOL DISCIPLINE AND SAFETY**

The Board believes that all students have the right to a public education in a safe and positive environment that fosters the maximum opportunity for learning. An effective school discipline and safety program is necessary to ensure a learning environment free of disruptions. The Board shall adopt, and the Superintendent shall implement and maintain, an effective school discipline and safety program. The discipline and safety program should reflect community standards of school behavior and safety that are developed with the collaboration of students, parents, guardians, community members, teachers, school administrators, and the site council in each school.

*(cf. 1230 – Advisory Committees)*

*(cf. 4158 –Employee Security)*

*(cf. 5131 – Conduct)*

*(cf. 5131.1 – Bus Conduct)*

*(cf. 5131.5 – Vandalism, Threats, and Graffiti)*

*(cf. 5131.6 – Alcohol and Other Drugs)*

*(cf. 5131.62 – Tobacco)*

*(cf. 5131.7 – Weapons & Dangerous Instruments)*

*(cf. 5131.9 – Academic Honesty)*

*(cf. 5137 – Positive School Climate)*

*(cf. 5144 – Discipline)*

*(cf. 5144.2 – Suspension and Expulsion)*

*(cf. 5144.2 – Suspension and Expulsion/ Due Process (Individuals with Exceptional Needs)*

*(cf. 5145.11 – Questioning and Apprehension)*

*(cf. 5145.12 – Search and Seizure)*

*(cf. 5145.3 – Nondiscrimination)*

*(cf. 5145.7 – Sexual Harassment)*

*(cf. 6164.2 – Guidance and Counseling Services)*

*(cf. 6164.4 – Child Find)*

*(cf. 6164.5 – Intervention/ Assistance Teams)*

*(cf. 6172 – Special Education)*

Not less than once every three years, the District's discipline and safety program shall be reviewed and revised if appropriate. The review process shall make available the opportunity for collaborative input by students, parents, guardians, community members, staff, and the site council in each school. Policies reflecting standards of student behavior, including those identifying prohibited student conduct and penalties, should be reviewed to determine consistency with community standards, including the basic requirements for respect and honesty.

*(cf. 9310 – Policy Manual)*

*(cf. 9311 – Board Policies)*

*(cf. 9313 – Administrative Regulations)*

**SCHOOL DISCIPLINE AND SAFETY** (continued)

The Board desires to give all administrators, teachers, and other employees the authority they need to implement and enforce the discipline and safety program. Personnel should adhere to lines of primary responsibility so that appropriate decision-making may take place at various levels in accordance with Board policy and administrative regulations. In fulfilling duties and responsibilities in student discipline and safety, all employees shall comply with Board policies, administrative regulations, and local, state, and federal laws. Employees will not be formally disciplined for enforcement of student discipline and safety rules so long as the enforcement is reasonable, lawful, and in compliance with Board policies and administrative regulations. [The seriousness of some issues may require the interviewing of students without prior parental permission.](#)

(cf. 2110 – Organization Chart/Lines of Responsibility)

(cf. 4158 – Employee Security)

(cf. 5144 – Discipline)

(cf. 4119.21 -- Code of Ethics)

(cf. 4119.3 – Duties of Personnel)

The Board further desires to give all students the opportunity to learn in an environment in which they feel safe. Should any school be identified as persistently dangerous under state law, students attending that school will be provided the opportunity to transfer to the parent's choice of one of two or more safe schools within the District. Informed parental choice will be facilitated by timely notice of the meaning of the persistently dangerous designation and the intervention steps the District plans to utilize to make the school safe. Additionally, any student who is the victim of the violent criminal offense that occurred on the grounds of the student's school will be provided the opportunity to transfer, consistent with state law.

*Legal Reference:*UNITED STATES CODE

20 U.S.C. §§ 1400, et seq. *Individuals with Disabilities Education Act*

*No Child Left Behind Act of 2001*, 20 U.S.C. §§ 2361-2368 (P.L. 107-110)

ALASKA STATUTES

11.81.430 *Justification, use of force, special relationships*

11.81.900 *Definitions*

14.03.160 *Suspension or expulsion of students for possessing weapons*

14.30.045 *Grounds for suspension or denial of admission*

14.30.180-.350 *Education for Exceptional Children*

14.33.120-.140 *School disciplinary and safety program*

**SCHOOL DISCIPLINE AND SAFETY** (continued)

ALASKA ADMINISTRATIVE CODE

*4 AAC 06.060 Suspension or denial of admission*

*4 AAC 06.200-.270 Safe schools*

*4 AAC 07.010-4 AAC 07.900 Student rights and responsibilities*

*4 AAC 52.010-.990 Education for exceptional children*

*20 AAC 10.020 Code of ethics and teaching standards*

## **Students**

AR 5125(a)

### **STUDENT RECORDS**

#### **Definitions**

1. Education Records

"Education records" consists of all official records, files and data directly related to a student that are maintained by the District or by a party acting for the District. A student's education record encompasses all the material incorporated in the student's cumulative record folder and includes, but is not necessarily limited to, identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), daily attendance data, scores on standardized intelligence, aptitude and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and written observations, and written observations, and discipline data, including suspensions or expulsions. Student records shall be the property of the District, with access by others as set forth in this regulation.

2. Exclusions From the Term "Education Records"

The following documents are not "education records":

- a. Aggregated data that does not contain "personally identifiable information about a specific student.
- b. Personal files notes, or records maintained by staff members or professional consultants, that are kept in their possession, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute. Such files or personal notes regarding students shall constitute the personal property of the person compiling the file.
- c. Records of the District's law enforcement unit.
- d. An employment record made and maintained in the normal course of business that relates exclusively to an individual in his or her capacity as an employee. However, records relating to a student who is employed as a result of his or her student's status are education records.

**Students**

AR 5125(b)

**STUDENT RECORDS** (continued)

- e. Records of a student age 18 or older that are made or maintained by a physician or mental health professional that are utilized for treatment of the student and are disclosed only to individuals providing treatment. "Treatment" for this provision does not include remedial educational activities that are part of the District's instructional program.
- f. Personal knowledge or observation of a school official. A school official is not prohibited from disclosing information about a student if the information is obtained through the school official's personal knowledge or observation and not from the student's education records.

3. Personally Identifiable Information

"Personally identifiable information" includes, but is not limited to: the name of a student, the student's parent, or other family member; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; indirect identifiers such as a student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student and that would allow a reasonable person in the school community who does not have personal knowledge of the relevant circumstances to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes to know the identity of the student to whom the record relates.

"Biometric record" as used above means a record of one or more measurable biological or behavioral characteristics that can be used for automated recognition of an individual. These include fingerprints, eye patterns, voiceprints, DNA, facial characteristics, and handwriting.

**Students**

AR 5125(c)

**STUDENT RECORDS** (continued)

4. Directory Information

"Directory information" means information contained in an education record that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade level, enrollment status, degrees and awards or honors received, scholarship eligibility and the most recent school attended by the student.

Directory information does not include a student's social security number or student identification number if the student identifier can be used to gain access to education records. A student identifier can be listed as directory information if the identifier must be used in conjunction with one or more factors that authenticate the student's identity, such as a PIN or password.

5. Parents

"Parents" means a natural parent, an adoptive parent, foster parent, legal guardian, or an individual acting as a parent in the absence of a parent or guardian, or in the case of a student receiving special education or related, a person acting as the parent of a child or a surrogate parent appointed in accordance with state regulations. Either or both parents have access to a student's records, even if a separation or divorce has occurred, unless the parental rights of a parent have been legally terminated through adoption or other legal process; or unless a decree of divorce, separation, or other court order specifically prohibits parental access to school information or records.

6. Eligible Student

"Eligible student" means a student who has attained eighteen years of age, is an emancipated minor, or is attending an institution of post-secondary education.



**Students**

AR 5125(d)

**STUDENT RECORDS** (continued)

7. School Official

A “school official” is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person serving on the School Board; law enforcement unit personnel as defined in this regulation; a person or company with whom the District has contracted to perform a special task (such as attorney, auditor, medical consultant, or therapist); a contractor, consultant or other outside party to whom the District has outsourced services or functions that it would otherwise use employees to perform, provided that the outside party is under the direct control of the District with respect to use and maintenance of education records and subject to the same conditions governing use and disclosure of those records, or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

**Annual Notice**

The Superintendent shall notify parents and eligible students of the rights accorded them under this policy. Annually, the Superintendent shall provide to parents and eligible students a notice which informs them of their rights: to inspect and review their student’s education records, and the procedures for doing so; to seek amendment of student records which are believed to be inaccurate, misleading, or in violation of the student’s privacy rights, and the procedures for doing so; to consent to disclosure of personally identifiable information except where law authorizes disclosure without consent; and to file a complaint in accordance with 34 CFR Section 99.63 and 99.64.

**Students**

AR 5125(e)

**STUDENT RECORDS** (continued)

The annual notice shall explain the policy of disclosing student records without consent to school officials with a legitimate educational interest, shall identify those school officials, and describe what constitutes a legitimate educational interest. The annual notice will also explain that the District forwards records to other school districts or institutions that have requested the records and where the student attends or is seeking to enroll. The annual notice will include information concerning the University of Alaska scholarship programs and the District's obligations under state law to provide the names of students who are eligible for these programs. The annual notice will provide the name and address of the official responsible for the records and the current fee for requested copies of records.

In addition, the District will maintain for public inspection a list of the names and positions of those employees who routinely have access to student records specifically collected or maintained in conjunction with the provision of services to children with disabilities. Upon request, the District shall provide a parent of a student receiving special education or related services a list of the type and location of records collected, maintained and used by the District in conjunction with the provision of such services.

**Custody and Protection of Student Records**

1. Place Records are Kept

Student records will generally be maintained in the cumulative record folders in the administrative offices of the District. With the consent of the Superintendent, a portion of student records may be kept in other places for reasons of effective school administration, such as data collected and maintained in physical education, vocational, health or special education locations.

2. Custodian of Records

Student records in each place where they are maintained shall be under the control of a custodian appointed by the Superintendent. The custodian shall be responsible for carrying out this regulation with respect to the records under his/her control. The custodian shall use reasonable physical, technological, or procedural controls to ensure that school officials obtain access to only those education records in which they have legitimate educational interests.

**Students**

AR 5125(f)

**STUDENT RECORDS** (continued)

3. Record of Access to Student Records

Each individual student cumulative record folder, and each student record maintained separately from the folder, shall contain as a part thereof a written form indicating of each request for, and each disclosure of, personally identifiable information. The record of access shall include

- a. The identity of the person reviewing the record and the person's official capacity;
- b. The specific record examined or requested;
- c. the legitimate interest that the person had in requesting or obtaining the information;
- d. The date of examination or request;
- e. if the District discloses personally identifiable information from a student record with the understanding that the information will be redisclosed on behalf of the District, then the names of the additional parties to which the receiving party may disclose the information and the legitimate interest which each additional party has in requesting or obtaining the information;
- f. if the District discloses personally identifiable information from education records to state or federal authorities for purposes of audit or evaluation, then the identity of the party and the fact that redisclosures may be made. The state or federal educational authorities must record any further disclosures made, in lieu of the District recording those disclosures. The District will obtain the records of redisclosure from the state or federal authority upon request of a parent or eligible student; and
- g. if disclosure is pursuant to a health or safety emergency, then the identity of individual requesting or receiving the information and a description of the articulable and significant threat to the safety of the student or others.

A record of access does not have to be kept for requests by, or disclosure to, the following individuals:

- a. parents of the student or an eligible student; or

**Students**

AR 5125(g)

**STUDENT RECORDS** (continued)

- b. school officials and employees with a legitimate educational interest; or
- c. those authorized to obtain disclosure by written consent of a parent or eligible student, unless the disclosure pertains to records of a student receiving special education or related services;
- d. those who request directory information, unless the disclosure pertains to records of a student receiving special education or related services; or
- e. the Attorney General of the United States, or designee, when disclosure is pursuant to an ex parte order in connection with the investigation or prosecution of terrorism crimes.

**Destruction of Records**

- 1. The District is not precluded from destroying any records, if not otherwise precluded by law, except that access shall be granted prior to the destruction of the education records where the parent or eligible student has requested such access.
- 2. In the case of records pertaining to students receiving special education or related services that are no longer needed by the District to comply with state or federal law or regulations, the District shall make reasonable efforts to notify the parent and offer the parent a copy of the record. Such records shall be destroyed upon request of the parent.
- 3. Records pertaining to the name, address, telephone number, grades, attendance, classes attended, grade level completed, and year completed of a student who has received special education or related services must be maintained indefinitely.

**Access by Parents or Eligible Students**

A parent of a student who is under the age of eighteen (18) years and who has attended or is currently enrolled in the District, has a right to inspect and review his or her student's records or any part thereof. This right of access does not apply to the child's address if the Superintendent determines that release of the address poses a threat to the health or safety of the child.

**Students**

AR 5125(h)

**STUDENT RECORDS** (continued)

An eligible student has a right to inspect and review his or her student record or any part thereof. Parents' rights under this policy transfer to the eligible student, the District may disclose records of the student to the parent without the student's consent in the following instances:

1. If the student is a dependent of either parent for federal income tax purposes; or
2. In connection with a health or safety emergency.

The right of access specified in this section shall include:

1. The right to inspect and review the content of student records;
2. The right to obtain copies of those records, which shall be at the expense of the parent or the eligible student (but not to exceed the actual cost to the District of producing such copies);
3. The right to a response from the District to reasonable requests for explanations and interpretations of those records; and
4. The right to an opportunity for a hearing to challenge the content
5. of those records.

Parents or eligible students desiring to review student records shall present a written request to the office of the Superintendent. The request shall specify the specific records which the person wishes to inspect. In the event the District cannot determine the exact records to which access is sought, the District shall immediately contact the requesting person by letter or otherwise to determine the desired scope of records to be inspected.

Such inspection shall be made during reasonable business hours determined by mutual agreement between the District and the requesting person, but in no event shall access be withheld more than forty-five (45) days after the written request has been made. However, the District must respond to requests by a parent of a student receiving special education or related services within ten (10) days of the request and, in any case, before any meeting or hearing in which the parent may participate relating to the identification, placement, or program of the student.

Where the records requested include information concerning more than one student, the parent or eligible student shall be permitted to review only that part of the record pertaining to his child or his record, or where this cannot reasonably be done, the parent or eligible student shall be informed of the contents of that part of the record pertaining to his child.

**Students**

AR 5125(i)

**STUDENT RECORDS** (continued)

**Access Without Parental Consent**

The District shall not permit access to or the release of student records or the personally identifiable information contained therein without the consent of a parent or eligible student, except that access without consent to student records, other than records containing personally identifiable information specifically collected or maintained in conjunction with the provision of special education or related services to, shall be permitted to those persons or under those circumstances listed below:

1. School officials within the District who have a legitimate educational interest in having access to the records. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
2. Officials of other districts, schools, state operated correspondence programs or post-secondary institutions in which the student seeks to enroll, or is already enrolled, so long as the disclosure is for purposes related to the student's enrollment or transfer. It is the policy of the District to forward student records to the entities or programs listed in this subsection without notifying the parent or eligible student. The District shall forward these records within 10 days after receiving a request. Notification of this practice will be provided to parents and students in the annual notification.

Missing Children: As required by state law, the District shall flag the school records of a child who is missing. Upon receipt of a request from another school or district for a record that has been flagged, the District shall immediately notify the Department of Public Safety. Unless directed to do so by the Department, the District may not forward a copy of flagged records.

3. Upon their request, military recruiters and institutions of higher learning shall have access to secondary students' names, addresses, and telephone listings, unless an objection is made by the student's parent or guardian. Parents/guardians shall be notified of their right to make this objection.

**Students**

AR 5125(j)

**STUDENT RECORDS** (continued)

4. Authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the Department of Health, Education and Welfare, or the Department of Education of the State of Alaska; if the information is protected in a manner that does not permit personal identification of individuals by anyone except the authorized representatives just identified.
5. In compliance with a judicial order or pursuant to any lawfully issued subpoena. However, the District shall make a reasonable effort to give the parent or eligible student notice of all such orders or subpoenas as soon as reasonably possible after they are received, and in advance of production of the records, so that the parents or eligible student may seek protective action. Prior notice will not be given in cases of a federal grand jury subpoena or order where the court has ordered that the existence or contents of the subpoena not be disclosed. In addition, prior notice will not be given if a court or other issuing agency issues a subpoena for a law enforcement purpose and orders the school not to disclose the existence or contents of the subpoena.
6. Where the disclosure is in connection with financial aid conditioned on the student's attendance at an educational institution. Such disclosure will be made provided that the student has actually applied for or received the aid and the information disclosed is necessary to (a) determine eligibility for the aid, (b) determine the amount of the aid, (c) determine the conditions for the aid or (d) enforce the terms and conditions of the aid.
7. The disclosure is to organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of (a) developing, validating or administering predictive tests, (b) administering student aid programs, or (c) improving instruction. Information may not be disclosed under this subsection unless the District has entered into a written agreement with the organization: 1) specifying the purpose, scope, and duration of the study and the information to be disclosed; 2) restricting the use of personally identifiable information only to purposes of the study as defined in the agreement; 3) assuring that the study will be conducted in a manner that does not permit personal identification of parents and students by individuals other than representatives of the organization that have legitimate interests in the information; and (4) providing that the information will be destroyed or returned to the District when no longer for the study, and specifying the time period for destruction or return. Nothing in this section requires the District to initiate a study, or agree with or endorse the conclusions or results of the study.

## **Students**

AR 5125(k)

### **STUDENT RECORDS** (continued)

8. The disclosure is to accrediting organizations carrying out their accrediting functions.
9. Information may be disclosed in connection with a health and safety emergency subject to the conditions described below.
10. Directory information may be released subject to the conditions described in BP 5125.1.

*(cf. 5125.1 - Release of Directory Information)*

### **Transfer of Information to Third Parties**

1. The District shall not release personal information concerning a student except on the condition that the party to which the information is being transferred will not permit any other party to have access to such information without the prior written consent of the parent or eligible student. The District shall include with any information released to a party a written statement which informs the party of this requirement.
2. The District may disclose personally identifiable information with the understanding that the party receiving the information may make further disclosures on behalf of the district without the consent of the parent or eligible student if (a) these further disclosures meet the requirements for access without consent; and (b) the District maintains a record of third parties granted access and the legitimate interest of such parties.

### **Cooperation with Juvenile Justice System**

The School District will cooperate with the juvenile justice system in sharing information contained in permanent student records regarding students who have become involved with the juvenile justice system. The School District will enter into an interagency agreement with the juvenile justice agency ("agencies") involved.

The purpose of the agreement is to allow for the sharing of information prior to a student's adjudication in order to promote and collaborate between the District and the agencies to improve school safety, reduce alcohol and illegal drug use, reduce truancy, and reduce in-school and out-of-school suspensions. This cooperation will enhance alternatives such as structured and well supervised educational programs, supplemented by coordinated and appropriate services, designed to correct behaviors that lead to truancy, suspension, and expulsions and to support students in successfully completing their education.



**Students**

AR 5125(l)

**STUDENT RECORDS** (continued)

The School District may share any information with the agencies contained in a student's permanent record, which is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication, information contained in the permanent record may be disclosed by the School District to parties without parental consent or court order. Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs to the student or student's family or coordinating the delivery of programs and services to the student or student's family.

Information shared under the agreement is not admissible in any court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or custodian.

Confidential information shared between the School District and the agencies will remain confidential and will not be shared with any other person, unless otherwise provided by law.

**Records Pertaining to Children with Disabilities**

Personally identifiable information in those student records specifically collected or maintained in conjunction with the provision of special education or related services may not be released without the written consent of a parent unless the disclosure is to:

1. A school official as defined above.
2. An official of a school or school system in which the student intends to enroll, provided, however, that a parent must be notified of any such disclosure, offered a copy of the record, and notified of his or her right to request amendment of the record.
3. A representative of the Federal Comptroller General, U.S. Department of Education, or Alaska Department of Education and Early Development.

**Students**

AR 5125(m)

**STUDENT RECORDS** (continued)

**Access with Consent**

The contents of a student's record may be furnished to any person with the written consent of one of the student's parents. The written consent should specify the records to be released, the reasons for the release, and to whom the records will be released. Where the consent of a parent is required for the release of student records, a copy of the records to be released shall be provided on request to the student's parents or the eligible student, and to the student who is not an eligible student if so requested by the student's parents.

If a parent refuses to consent to release of a student record specifically collected or maintained in conjunction with the provision of special education or related services, the District may initiate a hearing pursuant to the provisions of 4 AAC Section 52.550.

**Release of Information for Health and Safety Emergencies**

The District may release information from records to appropriate persons, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other persons. The District will take into account the totality of the circumstances, based on the information available at the time, to determine if there is an articulable and significant threat to the health or safety of a student or others.

The District may include in a student's records information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. Under the "health and safety emergency" exception, the District may disclose this information to teachers and school officials of the district, or to teachers and school officials of other districts, if those individuals have a legitimate educational interest in the behavior of the student.

**Students**

AR 5125(n)

**STUDENT RECORDS** (continued)

**Complaint Procedure**

A parent or eligible student may file a written complaint with the national Family Policy Compliance Office regarding an alleged violation of federal laws governing the administration of student records. These laws include the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g, and its regulations found at 34 CFR Part 99. A complaint must be filed within 180 days of the date of the alleged violation, or of the date the parent or eligible student knew or reasonably should have known of the alleged violation. Complaints should be filed with:

Family Policy Compliance Office  
U.S. Department of Education  
Washington, D.C. 20202-5920  
(202) 260-3887

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**  
**Adoption Date: \_\_\_\_\_**

**Student**

BP 5125

**STUDENT RECORDS**

The School District shall develop and maintain only those student records necessary for the educational welfare of students, for the orderly and efficient operation of the schools, and for attendance and other information required by law, regulation, or state Board of Education policy.

The Superintendent shall establish regulations for Board approval governing the maintenance of student records. These regulations shall ensure parental rights to review, inspect and photocopy student records, and the protection of the student and the student's family from invasion of privacy.

*(cf. 5125.1 - Release of Directory Information)*  
*(cf. 5125.2 - Challenging Student Records)*  
*(cf. 5125.3 - Withholding Grades, Diploma or Transcripts)*  
*(cf. 6162.8 - Research)*

*Legal Reference:*

ALASKA STATUTES

09.25.120-09.25.220 *Public Records Act*  
14.03.110 *Questionnaires and Surveys administered in public schools*  
14.03.115 *Access to school records by parent, foster parent, or guardian*  
14.03.350 *Definitions, exceptional children*  
14.30.700 *Records of missing children*  
14.30.710 *Required records upon transfer*  
14.30.720 *Definitions*  
14.43.930 *Scholarship program information*

ALASKA ADMINISTRATIVE CODE

4 AAC 07.060 *Student records*  
4 AAC 52.220 *Protection of records*  
4 AAC 52.510 *Parental access to records*  
4 AAC 52.530 *Parental consent for release of records*

UNITED STATES CODE, TITLE 20

FEDERAL FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, 20 U.S.C. 1232 g, as amended by USA PATRIOT ACT OF 2001, Public Law 107-56; 115 Stat. 272

34 CODE OF FEDERAL REGULATIONS

Part 99  
300.500 *Definition of "personally identifiable"*  
300.501 *General responsibilities of public agencies*  
300.502 *Opportunity to examine records*  
300.573 *Destruction of information*

**Students**

AR 5125(a)

**STUDENT RECORDS**

**Definitions**

1. Student Records

A "student record" consists of all official records, files and data directly related to a student and maintained by the school, intended for school use or to be available to parties outside the District. Such record encompasses all the material incorporated in the student's cumulative record folder and includes, but is not necessarily limited to, identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), daily attendance data, scores on standardized intelligence, aptitude and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns. Such records shall be the property of the District, access to and correction and disposition of which is governed by this regulation.

2. Exclusions From Student Records

The student's record shall not include the following:

- a. Data which relates to a student but by which he cannot be identified.
- b. Personal files maintained by persons who are certified school employees or professional consultants, engaged directly in educating, testing or counseling any student and who maintain such files for use in connection with educating, testing or counseling and not for general school use. Such personal files include personal notes on student work or notes relating to interviews or clinical diagnosis as well as other memory aids. All such personal files shall constitute the personal property of the person compiling the file, provided, however, that the privilege of compiling and keeping such file shall be conditioned upon its not being shown or turned over to or used by any other person; provided, however, that subject matter of the records may be discussed, if necessary or desirable, with other school professional employees, or consultants in connection with education, testing or counseling of students.

**Students**

AR 5125(b)

**STUDENT RECORDS** (continued)

3. Personally Identifiable Information

"Personally identifiable" means that the data or information includes the name of a student, the student's parent, or other family member, the address of the student; a personal identifier, such as student number; a list of personal characteristics which would make it possible to identify the student with reasonable certainty, or other information which would make it possible to identify the student with reasonable certainty.

4. Directory Information

"Directory information" means a student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, years of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

5. Parents

"Parents" means a natural parent, an adoptive parent, or the legal guardian of a student or, in the case of a student receiving services provided to exceptional children, a person acting as the parent of a child or a surrogate parent appointed in accordance with state regulations.

6. Eligible Student

"Eligible student" means a student who has attained eighteen years of age, is an emancipated minor or is attending an institution of post-secondary education.

7. Exceptional Children

"Exceptional children" means children who differ markedly from their peers to the degree that special facilities, equipment, or methods are required to make their educational program effective.

**Students**

AR 5125(c)

**STUDENT RECORDS** (continued)

**Notification by Superintendent and Information Concerning Special Education Records**

The Superintendent shall notify parents and eligible students of the rights accorded them under this policy. In meeting the requirement set forth in this section, the Superintendent shall provide to parents and eligible students a copy of this regulation annually. Accompanying the copy of the regulation shall be a letter which shall inform them of their rights to file a complaint in accordance with 34 CFR Section 99.63 and 99.64 and provide notice of the name and address of the official responsible for the records and the current fee for requested copies of records. In addition, the District will maintain for public inspection a list of the names and positions of those employees who routinely have access to student records specifically collected or maintained in conjunction with the provision of services to exceptional children. Upon request, the District shall provide a parent of a student receiving services as an exceptional child a list of the type and location of records collected, maintained and used by the District in conjunction with the provision of such services.

**Custody and Protection of Student Records**

1. Place Records are Kept

Student records will generally be maintained in the cumulative record folders in the administrative offices of the District. With the consent of the Superintendent, a portion of student records may be kept in other places for reasons of effective school administration, such as data collected and maintained in physical education, vocational, health or special education locations.

2. Custodian of Records

Student records in each place where they are maintained shall be under the control of a custodian appointed by the Superintendent. The custodian shall be responsible for carrying out this regulation with respect to the records under his/her control.

*Legal Reference:*

UNITED STATES CODE:

34 C.F.R. Section 99.63 and 99.64

**Students**

**STUDENT RECORDS** (continued)

3. Record of Access to Student Records

Each individual student cumulative record folder, and each student record maintained separately from the folder, shall contain as a part thereof a written form indicating for each request for and each disclosure of personally identifiable information:

- a. The identity of the person and his official capacity.
- b. The specific record examined or requested.
- c. Purposes of the examination and the interest that the person has in seeking the information.
- d. The date of examination or request.
- e. The names of the additional parties to which the receiving party may disclose the information and the legitimate interest which each additional party has in requesting or obtaining the information if the District discloses personally identifiable information from a student record with the understanding that the information will be redisclosed on behalf of the District.

Such records of access do not have to be kept for requests by or disclosure to the following individuals:

- a. parents of the student or an eligible student; or
- b. school officials and employees with a legitimate educational interest; or
- c. those authorized to obtain disclosure by written consent of a parent or eligible student, unless the disclosure pertains to records of a student receiving services provided to exceptional children; or
- d. those who request directory information, unless the disclosure pertains to records of a student receiving services provided to exceptional children.



**Students**

AR 5125(e)

**STUDENT RECORDS** (continued)

- e. the Attorney General of the United States, or designee, when disclosure is pursuant to an ex parte order in connection with the investigation or prosecution of terrorism crimes.

Such record of access shall be available only to the parent or eligible student, to the custodian appointed by the Superintendent and his or her assistants and to persons or organizations authorized in this regulation.

**Access Rights**

1. A parent of a student who (1) is under the age of eighteen (18) years, and (2) who is either currently enrolled in the District or records of whom are otherwise maintained by the District has a right to inspect and review such student's record or any part thereof. An eligible student has a right to inspect and review his or her student record or any part thereof. This right of access does not apply to:
  - a. the record of a child who is an emancipated minor;
  - b. the child's address if the Superintendent determines that release of the address poses a threat to the health or safety of the child.
2. The right of access specified in this section shall include:
  - a. The right to be provided a list of the types of education records which are maintained by the District and are directly related to students;
  - b. The right to inspect and review the content of those records;
  - c. The right to obtain copies of those records, which shall be at the expense of the parent or the eligible student (but not to exceed the actual cost to the District of reproducing such copies);
  - d. The right to a response from the District to reasonable requests for explanations and interpretations of those records;
  - e. The right to an opportunity for a hearing to challenge the content of those records.
3. The District shall not make available to any student, including an eligible student, the following materials:
  - a. Financial records of the parents of the student or any information contained therein;

**Students**

AR 5125(f)

**STUDENT RECORDS** (continued)

- b. Confidential letters and statements of recommendation, which were placed in the education records prior to January 1, 1975, if such letters or statements are not used for purposes other than those for which they were specifically intended.
4. Access rights shall be exercised by presenting a written request to the office of the Superintendent. The request shall specify the specific records which the requesting person wishes to inspect or examine. In the event the District cannot determine the exact records to which access is sought, the District shall immediately contact the requesting person by letter or otherwise to determine the desired scope of records to be inspected.
5. Such inspection shall be made during reasonable business hours determined by mutual agreement between the District and the requesting person, but in no event shall access be withheld more than forty-five (45) days after the written request has been made, provided, however, that the District must respond to request by a parent of a student receiving services for exceptional children within ten (10) days of the request and, in any case, before any meeting or hearing in which the parent may participate relating to the identification, placement, or program of the student.
6. Where the records requested include information concerning more than one student, the parent or eligible student shall receive for examination that part of the record pertaining to his child or his record, or where this cannot reasonably be done, the parent or eligible student shall be informed of the contents of that part of the record pertaining to his child or himself.

**Destruction of Records**

1. The District is not precluded from destroying any records, if not otherwise precluded by law, except that access shall be granted prior to the destruction of the education records where the parent or eligible student has requested such access.
2. In the case of records pertaining to students receiving services provided to exceptional children which are no longer needed by the District to comply with state or federal law or regulations, the District shall make reasonable efforts to notify the parent and offer the parent a copy of the record. Such records shall be destroyed upon request of the parent.

**Students**

AR 5125(g)

**STUDENT RECORDS** (continued)

3. Records pertaining to the name, address, telephone number, grades, attendance, classes attended, grade level completed, and year completed of a student who has received services provided to exceptional children must be maintained indefinitely.

**Access Without Consent**

The District shall not permit access to or the release of student records or the personally identifiable information contained therein without the consent of a parent or, in the case of an eligible student, the student's own consent except that access without consent to student records, other than those containing personally identifiable information specifically collected or maintained in conjunction with the provision of services to exceptional children, shall be permitted to those persons or under these circumstances listed below:

1. School officials and employees within the District who have a legitimate educational interest in having access to the records. Such persons shall include the Superintendent, the Principal of the school in which the student is currently enrolled, the school counselors and teachers to whom the student is assigned, and such other professional school employees or consultants whom the Superintendent determines have a legitimate educational interest by virtue of their involvement with the education, social development, or physical or psychological well-being of the individual student to whom the records pertain. In addition, School Board members shall be deemed to have a legitimate educational interest in having access to a student's records when the Board is engaged in proceedings pertaining to a student which require Board members to be familiar with the content of that student's record.
2. Officials of other districts, schools, post-secondary institutions, or state operated correspondence programs in which the student seeks or intends to enroll. It is the policy of the District to forward student records to the entities or programs listed in this subsection without notifying the parent or eligible student.
3. Authorized representatives of the Comptroller General of the United States or the Secretary of the Department of Health, Education and Welfare or other Federal education agency, and the Department of Education of the State of Alaska; provided, however, that except where collection of personally identifiable data is specifically authorized by Federal law, any data or copies collected by such officials with respect to individual students shall not include information which would permit the personal identification of any students or their parents.

**Students**

AR 5125(h)

**STUDENT RECORDS** (continued)

4. Where such information is furnished in compliance with a judicial order or pursuant to any lawfully issued subpoena provided, however, that the District shall make a reasonable effort to give the parent or eligible student notice of all such orders or subpoenas as soon as reasonably possible after they are received, and in advance of its compliance therewith.
5. Where the disclosure is in connection with financial aid, in cash or in kind, conditioned on the student's attendance at an educational institution, provided that the student has actually applied for or received the aid and the information disclosed is necessary to (a) determine eligibility for the aid, (b) determine the amount of the aid, (c) determine the conditions for the aid or (d) enforce the terms and conditions of the aid.
6. The disclosure is to organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of (a) developing, validating or administering predictive tests, (b) administering student aid programs or (c) improving instruction. Information may only be disclosed under this subsection if the District receives assurances from the entity receiving the information that (1) the study will be conducted in a manner that does not permit personal identification of parents and students by individuals other than representatives of the organization carrying out the study and (2) that the information will be destroyed when no longer needed for the purpose for which the study was conducted.
7. The disclosure is to accrediting organizations carrying out their accrediting functions.
8. Information may be disclosed in connection with a health and safety emergency subject to the conditions described below.
9. Directory information may be released subject to the conditions described in BP 5125.1.

*(cf. 5125.1 - Release of Directory Information)*

**Cooperation with Juvenile Justice System**

The School District will cooperate with the juvenile justice system in sharing information contained in permanent student records regarding students who have become involved with the juvenile justice system. The School District will enter into an interagency agreement with the juvenile justice agency (agencies) involved.

**Students**

AR 5125(i)

**STUDENT RECORDS** (continued)

The purpose of the agreement is to allow for the sharing of information prior to a student's adjudication in order to promote and collaborate between the School District and the agencies to improve school safety, reduce alcohol and illegal drug use, reduce truancy, and reduce in-school and out-of-school suspensions. This cooperation will enhance alternatives such as structured and well supervised educational programs, supplemented by coordinated and appropriate services, designed to correct behaviors that lead to truancy, suspension, and expulsions and to support students in successfully completing their education.

The School District may share any information with the agencies contained in a student's permanent record, which is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication, information contained in the permanent record may be disclosed by the School District to parties without parental consent or court order. Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs to the student or student's family or coordinating the delivery of programs and services to the student or student's family.

**Access Without Consent: Records Pertaining to Exceptional Children**

Personally identifiable information in those student records specifically collected or maintained in conjunction with the provision of services to exceptional children may not be released without the written consent of a parent unless the disclosure is to:

1. A school official with a legitimate educational interest.
2. An official of a school or school system in which the student intends to enroll, provided, however, that a parent must be notified of any such disclosure, offered a copy of the record, and notified of his or her right to request amendment of the record.
3. A representative of the Federal Comptroller General, U.S. Department of Education, or Alaska Department of Education.

**Students**

AR 5125(j)

**STUDENT RECORDS** (continued)

**Access with Consent**

1. The contents of a student's record may be furnished to any person with the written consent of one of the student's parents, said written consent specifying the records to be released, the reasons the records are to be released, and to whom such records will be released. Where the consent of a parent is required for the release of student records, a copy of the records to be released shall be provided on request to the student's parents or the eligible student, and to the student who is not an eligible student if so requested by the student's parents.
2. If a parent refuses to consent to release of a student record specifically collected or maintained in conjunction with the provision of services to exceptional children the District may initiate a hearing pursuant to the provisions of 4 AAC Section 52.550.

**Transfer of Information to Third Parties** (Parties other than the school, parent/guardian, or emancipated student.)

1. The District shall not release personal information concerning a student except on the condition that the party to which the information is being transferred will not permit any other party to have access to such information without the prior written consent of the parent or eligible student. The District shall include with any information released to a party a written statement which informs such party of this requirement.
2. The District may disclose personally identifiable information with the understanding that the party receiving the information may make further disclosures on behalf of the District without the consent of the parent or eligible student if (a) these further disclosures meet the requirements for access without consent, and (b) The District maintains a record of third parties granted access and the legitimate interest of such parties.

*Legal reference:*

ALASKA ADMINISTRATIVE CODE:  
4 AAC 52.550: Due process hearing

**STUDENT RECORDS** (continued)

**Release of Information for Health and Safety Emergencies**

The District may release information from records to appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons. The facts which should be taken into account in determining whether records may be released under this section include the following:

1. the seriousness of the threat to the health or safety of the student or other persons;
2. the need for such records to meet the emergency;
3. whether the persons to whom such records are released are in a position to deal with the emergency; and
4. the extent to which time is of the essence in dealing with the emergency.

The District, before making public directory information, shall give public notice of the information which it has designated as directory information and shall allow a reasonable period of time after such notice has been given for parents/guardians to inform the District that any or all of the information designated should be released. The District may disclose directory information about former students without meeting the requirements of this section.

**RELEASE OF DIRECTORY INFORMATION**

Directory information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed.

The Superintendent may use student directory information in school publications and may authorize the release of ~~student~~ directory information to representatives of the news media, prospective employers, post-secondary ~~educational~~ institutions, ~~prospective employers,~~ military recruiters, legislators, ~~news media, or~~ and non-profit or other organizations. Directory information ~~which school officials may disclose~~ consists of the following: student's name, address, telephone number, electronic mail address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, ~~grade level,~~ enrollment status, degrees, honors and awards received, and most recent previous school attended.

Directory information may not include a student's social security number or student identification number, unless the student identification number qualifies as an electronic identifier. An electronic personal identifier is an ID used by a student to gain access to student electronic services such as on-line registration, on-line grade reporting, or on-line courses. These electronic personal identifiers may be disclosed as directory information so long as the identifier cannot be used by itself to gain access to educational records but must be combined with a PIN or other access device.

~~At~~ The District, before making directory information available, shall give public notice at the beginning of each school year of the information which it has designated as directory information. The District shall allow a reasonable period of time after such notice has been given for parents/guardians to inform the District that any or all of the information designated should not be released. ~~, the Superintendent shall inform all parents/guardians that directory information may be released without prior consent. Parent/guardians shall be given an opportunity to prohibit the release of directory information.~~

Directory information shall not be released regarding any student whose parent/guardian notifies the District in writing that such information may not be disclosed. Directory information shall not be released for personal or commercial purposes. The *E 5125.1(b) Directory Information Parent Opt-Out Form* is provided for this purpose. The District may disclose directory information about former students without meeting the requirements of this section.



**RELEASE OF DIRECTORY INFORMATION** (continued)

*Legal Reference*

*No Child Left Behind Act, 20 U.S.C. § 7908 (2001)*  
*USA Patriot Act, § 507, P.L. 107-56 (2001)*

UNITED STATES CODE  
*20 U.S.C. § 1232g, 1415 (1994)*  
*34 C.F.R. Pt. 99, 300.560 - .574 (1996)*

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date: ~~11/03/2008~~ \_\_\_\_\_**

## **AUTHORIZATION FOR RELEASING STUDENT DIRECTORY INFORMATION**

The Kenai Peninsula Borough School District has adopted a policy designed to provide parents and students the full protection of their rights under the Family Educational Rights and Privacy Act of 1974, also known as FERPA. A copy of the school district's policy is available online at [http://www.kpbsd.k12.ak.us/school\\_board.aspx?id=368](http://www.kpbsd.k12.ak.us/school_board.aspx?id=368).

FERPA, with certain exceptions, requires your written consent prior to disclosure of personally identifiable information from your child's education records. This law also allows the School District to designate as "directory information" any personally identifiable information in a student's educational records that would not generally be considered harmful or an invasion of privacy if disclosed. School officials may include directory information in school publications and may release it to outside organizations without first obtaining your consent, unless you object by returning this form. In addition, upon their request, military recruiters, colleges and other institutions of higher learning will have access to secondary students' names, addresses, and telephone listings, unless you object by returning this form.

The KPBSD has designated the following information as directory information: student's name, address, telephone number, email address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, grade level, enrollment status, degrees, honors and awards received, and most recent previous school attended.

Directory information may **not** include your student's social security number or student identification number, unless the student identification number qualifies as an electronic identifier. An electronic personal identifier is an ID used by a student to gain access to student electronic services such as on-line registration, on-line grade reporting, or on-line courses. These electronic personal identifiers may be disclosed as directory information so long as the identifier cannot be used by itself to gain access to educational records but must be combined with a PIN or other access device.

You have the right to refuse the release of student directory information. If you object to disclosure of some or all of this information, please complete and return the *E 5125.1(b) Directory Information Parent Opt-Out Form*.

If you have no objection to the use of student information, you do not need to take any action.

# **Kenai Peninsula Borough School District**

## **Directory Information Parent Opt-Out Form**

I request that my student be exempt from release of student directory information including student's name, address, telephone number, email address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, grade level, enrollment status, degrees, honors and awards received, and most recent previous school attended.

School Name:		Student ID #:	
Student Name:		Birthdate:	

- ☐ Withhold Student Directory Information from representatives of the military.
- ☐ Withhold Student Directory Information from all other representatives (includes post-secondary educational institutions, prospective employers, legislators, news media, sport publications and non-profit or other organizations).
- ☐ Withhold Student Directory Information including photographs or videotapes from District or school publications including yearbook, student newsletters, Parent/Student Handbook; or on the Internet; or used or broadcast by the news media.

This opt-out is valid until a new form is completed.

\_\_\_\_\_  
Parent Name (printed)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

This form should be returned to the school and is only valid for information requested from the School District after the form is received and entered.

cc: School  
Assistant Superintendent of Instruction

*Revised* \_\_\_\_\_

*KENAI PENINSULA BOROUGH SCHOOL DISTRICT*  
**Videotape/Photograph Non-Permission Form**

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Student Name

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School

Classroom activities and events sponsored by schools are occasionally photographed or videotaped by school personnel, students, or representatives of the news media for publication or broadcast or the Internet. If, for any reason, you **do not wish to have your child photographed or videotaped** for these purposes, please check the box below, sign at the bottom, and return this form to school.

If the form is not completed and returned, the Kenai Peninsula Borough School District assumes that you have given your consent.

☐

Please **do not** include my child or his/her work in any photograph or videotape intended for use by the news media or placed by the school or District on the internet.

This non-permission form is valid until a new form is completed.

---

Parent or Guardian's Signature

---

Date

---

*For Office Use:*

☐

Entered on Discovery \_\_\_\_\_  
Date

## KENAI PENINSULA BOROUGH SCHOOL DISTRICT

**Internet Access Non-Permission Form**\_\_\_\_\_  
Student Name\_\_\_\_\_  
School

The KPBSD makes access to the Internet available to all students for use as an academic resource and means of communication. Many classes in the KPBSD routinely use the Internet as a tool to complete class assignments and projects in many subject areas.

The KPBSD does not have control over the information content contained on computer systems outside of the KPBSD, but does take measures to limit student access to content inappropriate for the school environment. In addition, students are expected to adhere to strict guidelines for use of the Internet as defined in the Student Handbook for each school.

**Google Online Applications** (Email, Documents, Spreadsheets, Forms, Calendars)

Google Apps allows 4-12<sup>th</sup> grade students and staff to achieve an unprecedented level of communication, organization and collaboration through the use of free online applications provided by Google.

## Using Google Apps:

- The Email application allows students to communicate with their teachers and collaborate with other students for such things as needed clarification on an assignment.
- Class announcements can easily be sent in a message from the teacher to all students.
- Google Docs are 100% compatible between school and home and accessible from anywhere with an Internet connection. Assignments will not be “forgotten at home”.
- Students doing video projects at school have a safe medium for sharing their work where only other KPBSD Staff/Students can view them.
- Students can collaborate on group assignments. Multiple students can contribute to documents simultaneously.

If you **do not wish for your child to have access to the Internet and/or Google Apps**, you may opt out below.

If a signed form is not returned to the school, the Kenai Peninsula Borough School District assumes that you have given your approval. Form is valid until changed or revoked.

☐ Please **do not** provide my child access to the Internet.

☐ Please **do not** provide my child access to Google Online Applications

\_\_\_\_\_  
Parent or Guardian's Signature\_\_\_\_\_  
Date\_\_\_\_\_  
*For Office Use:*

☐ Entered on Discovery \_\_\_\_\_  
Date

**SCHOOL ATTENDANCE BOUNDARIES**

Students who reside within District boundaries may apply for enrollment in any District school where space is available. Students shall attend school in their attendance area unless otherwise authorized by the Superintendent. The District is not responsible for bussing out-of-area students, but may allow this with other considerations. Form *E 5116 Out of Area Attendance Request* is used to request this exemption

When considering changes to school attendance boundaries, the School Board shall take into account racial and ethnic balance, educational programs, school capacities, geographic features, student safety, and transportation considerations.

Demographic changes may result in overcrowded schools or in declining enrollment. Fiscal limitations may prevent the District from opening new schools or maintaining facilities that are unused. Changes in student population cannot always be remedied by a change in school attendance boundaries. The Board shall regularly review school and District enrollments and projected enrollments and will make every effort to ensure that students will be able to attend area schools. The Board shall hold a public hearing to secure community input before approving any boundary change. State approval shall be obtained as required by law.

The Superintendent may place some students in a school outside of their attendance area in order to alleviate overcrowding. These students shall be provided transportation to a school with adequate space. When possible, siblings will be allowed to attend the same school.

*Legal Reference:*ALASKA ADMINISTRATIVE CODE*4 AAC 05.010-4 AAC 05.090 Local education**4 AAC 06.027 Establishment of attendance areas**4 AAC 09.005 Funding communities and attendance centers**4 AAC 09.105 Definitions (Attendance centers)*

KENAI PENINSULA BOROUGH SCHOOL DISTRICT  
OUT-OF-AREA ATTENDANCE REQUEST

**I. TO BE COMPLETED BY PARENT:**

STUDENT NAME \_\_\_\_\_ GRADE \_\_\_\_\_

ADDRESS \_\_\_\_\_  
                     Box/Street Address                      City                      Zip Code                      Phone

PLEASE DESCRIBE EXACTLY WHERE YOU LIVE IF NOT SPECIFIED IN YOUR ADDRESS:

\_\_\_\_\_  
 \_\_\_\_\_

IN WHICH BUS SERVICE AREA DO YOU LIVE? \_\_\_\_\_

WHY DO YOU MAKE THIS REQUEST? BE SPECIFIC. \_\_\_\_\_

\_\_\_\_\_

Please **initial** each line to indicate your understanding.

\_\_\_\_\_ I understand that attendance priority at each school is assigned first to those students living within the school's attendance area.

\_\_\_\_\_ I understand that attendance at an "out-of-area" school is dependent upon the availability of space. The following criteria shall determine space available at schools:

- (a) Grades K: No out-of-area transfers will be permitted when enrollment per grade reaches 20 students per class.
- (b) Grades 1-3: No out-of-area transfers will be permitted when enrollment per grade reaches 22 students per class.
- (c) Grades 4-6: No out-of-area transfers will be permitted when enrollment per grade reaches 24 students per class.
- (d) Grades 6-8: No out-of-area transfers will be permitted when enrollment per grade reaches 24 students per class.

\_\_\_\_\_ I understand that when space utilization at a facility exceeds the 90% capacity range, as established by DEED guidelines, that school's attendance boundaries will be strictly enforced. In addition, all out-of-area attendance students in schools at 90% capacity must request admittance on an annual basis.

\_\_\_\_\_ I understand that parents accept responsibility for transporting transfer students to and from school in a timely manner.

\_\_\_\_\_ I understand that transfer requests require the approval of both sending and receiving principals.

\_\_\_\_\_ I understand that I must arrange for their children to attend the school within the attendance area where they live , until the out-of-area request is approved.

The building Principal, at the receiving school will develop a priority list of students requesting transfers based on the date the request is received and will inform parents of their transfer request status, based on available space not later than ten (10) days following the opening of school.

\_\_\_\_\_  
PARENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
HOME PHONE

\_\_\_\_\_  
WORK PHONE