

Kenai Peninsula Borough School District
Policy Review Committee

December 3, 2012

10:30 – 11:30 PM

Conference Room C, Borough Building

AGENDA

Approval of notes from Policy Meeting of November 12, 2012

Review of Policies for Updating

- *AR 0200 Goals for the School District (NEW)*
 - This was last reviewed by the committee on August 6, 2012. The requested changes by the have been implemented.

- *E 0200 Request for Approval of a School Level Initiative or Program (NEW)*
 - As requested by the committee, this is a draft of the exhibit.

- *AR 0420 School Based Management/Site Council*
 - The administration has forwarded Ms. Hohl's comments to the Administrators for Site Council review on two occasions (May 20 and October 8, 2012). To date we have only received one response. The Sterling Elementary response is attached as page 10.
 - The responses from both Ms. Hohl and the Sterling Elementary Site Council are incorporated into the draft revision.

- *E 0420(a) Site Council Evaluation Form & E 0420(b)KPBSD Site-Based Improvement Councils*
 - One of the Board goals was the review and update this exhibit in December.
 - The 2011-12 Site Council Evaluations are online at http://www.kpbsd.k12.ak.us/students_parents.aspx?id=25973

- *BP and AR 5040 Student Nutrition and Wellness (change in policy number from 5141.6)*
 - The policy number on this has been changed to correspond with the AASB policy.
 - The district has surveyed the Site Councils and received input from parents, students, teachers, administrators and the District Wellness Committee on this AASB revised policy.
 - This was first reviewed by the Committee at the November 12, 2012 meeting.

- *BP 3513 Tobacco-Free Schools/Smoking*
 - This policy is being revised to align with the AASB Policy.

- *BP 5131.62 Tobacco*
 - This policy is being revised to align with the AASB Policy.

- *BP 5141.21 Administering Medication*
 - As recommended by the Nurse Coordinator, a line is being added regarding training, standards and procedures.

- *E 5141.21(a) – E 5141.21(c) Medication Authorizations*

- These exhibits are part of the Information Packet for this time.
- These exhibits have been streamlined and replace the current Exhibits E 5141.21 (a-f)
- The new forms reflect approval from both the Alaska Board of Nursing and the Alaska School Health Nurse Advisory Committee.
- KPBSD forms were used to develop the new format. Changes are minimal and add to the clarity of consent by parents for school administration of medication.

Board Policy Review Committee Meeting Notes

Borough Building, Conference Room C

Meeting Notes

Date/Time: November 12, 2012, 1:30 pm

Members: Sunni Hilts - Present
Dave Jones – Present
Sarge Truesdell - Present
Lynn Hohl – Present
Marty Anderson - Absent
Steve Atwater – Present
Mari Auxier (Secretary) - Present

Guests:
John O’Brien - Present

Approval of Notes: The notes from August 6, 2012 meeting were approved.

Review of Policies

➤ *BP 100 Philosophy*

- Mentioned that another school board places the mission on a wall behind the school board for meetings.
- Policy to be revised as follows:
 - Indent and list Mission, Vision and Guiding Principles from the FY13-17 Strategic Plan after the first paragraph.
 - Take to Worksession at December meeting.

➤ *BP 210 Vision for Student Learning*

- Leave as is. Updated vision has now been put in BP 100.
- Committee would like to have this policy brought back with the updated goals from the strategic plan.

➤ *BP 5131.43 Harassment, Intimidation and Bullying*

- Question on how district is to protect a child who has been bullied. Response is under the Reporting section. This response needs to be reinforced to administrators. Best practices need to be developed and shared at administrator meeting.
- 4th paragraph on page 10 regarding cyberbullying: proactive actions on cyberbullying are already taking place in the schools. This change in policy will put this in writing.
- Comment that kids need to be educated as to what they put on line can affect them the rest of their life, i.e., applying for jobs.
- Ready for December Worksession

➤ *BP 5040 Student Nutrition and Physical Activity*

- Page 13, under Planning and Periodic Review by Stakeholders: request that “appropriate existing advisory group” be defined as the Wellness Committee in the AR.
- Page 15, under Monitoring, Compliance, and Evaluation: committee selected an annual (vs biannual or triannual) summary report.
- There are plans to revisit physical activity goals and wellness goals at the Wellness Committee’s February meeting.
- Nutrition policy to be brought back to committee one more time in December.

➤ *AR 5040 Student Nutrition and Physical Activity*

- Feedback from the Site Councils is included as an attachment to the Agenda.
- Section on Monitoring, Compliance and Evaluation needs to be added to include mention of the Wellness Committee.
- On page 18: drink sizes only apply to items sold during school hours. Schools could still make money selling other items after school. Also, Mari is still anticipating a response from Joseph (AASB) on where the drink sizes are specified in law.
- Page 20, enumerated list under b.
 - Elementary is 150 minutes a week
 - Middle school is 45 minutes of PE daily
 - High School is one full credit of PE during high school years.
 - John will check further on requirements for K-12 schools.
- Page 22, under Time to Eat Goals, item (a): 20 minutes for both breakfast and lunch.
- Page 22, under Consistent School Activities and Environment, item (a)-- change to read “... supportive of student wellness, comply with consideration of Nutrition Guidelines...”

➤ *Questions on policy on curriculum review*

- Curriculum is to be reviewed once every six years
- **Note:** BP 6141 Curriculum Development states “The Board shall adopt a curriculum review cycle for each area of the curriculum which shall serve as the timeline for District wide curriculum development. The Board shall review each core academic area at least once every six years.”
- **Note:** E 6141 (b) Curriculum Review Cycle graphs out a review of each curriculum so that each is reviewed once every six years.

➤ *Question on status of AR0420 School Based Management/Site Council policy review*

- **Note:** This policy has been sent to the administrators twice for review by the Site Councils.

- Question on the existence of a policy on tenure.
 - Note: *BP 4116 Nontenured/Tenured Status* covers this.

Philosophy-Goals-Objectives and Comprehensive Plans

GOALS FOR THE SCHOOL DISTRICT

Quality Assurance

The Board of Education continuously monitors student achievement and the quality of the District's work. The Board shall establish a strategic plan to guide all District and school level activity. The Board shall approve all District level initiatives or programs. The Superintendent shall supervise the following quality assurance components and continuously keep the Board informed:

1. All initiatives and/or programs will help meet a District goal.
2. All initiatives and/or programs will be presented in plan format and include District-level focus areas and goals along with action steps.
3. School level initiatives and/or programs will follow the below steps:
 - a. Submit New Initiative/Program form to assigned Instructional Director
 - b. Instructional Director reviews request. Primary components of review are:
 - i. Does it help a school meet District goals?
 - ii. Are there planned assessments to ensure the initiative/goal is on track to meeting goals?
 - iii. Is there a quality communication plan with follow up?
 - c. Instructional Director informs District Leadership Team of request and recommends approval or denial
 - d. Superintendent approves and informs Board

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Approved: _____

School:		School Vision:		Initiative:	
Plan: Identify the gap and the approach					
Purpose:					
District Strategic Plan Aligned Goal:					
Identify One-Year SMART objective:					
Identify Three-Year SMART objective:					
How will this plan be communicated to all stakeholders:					
Data Analysis: What summative and formative data will be considered as you assess the impact, fidelity and completion of the implementation?					
What work has been accomplished already to the objectives of this initiative?					
<ul style="list-style-type: none"> • 					
What is insufficient with the current status or system?					
<ul style="list-style-type: none"> • 					
Identify Measures for Plan Effectiveness					
List measure(s) school will use to determine if the initiative/program was implemented/completed:		List measure(s) the school will use to determine if the strategy was implemented with fidelity:		List measure(s) the school will use to determine if the overall goal was met (impact):	
Action Plan: What steps do you anticipate needing to take to reach the year-long SMART goal? Include communication to stakeholders.					
Step: What steps will you and your school take?	Measure/Indicator: What data will be collected? How will you know step is completed?	End Date: When will the work be completed?	Person(s) responsible:		
Study: Analysis of data after implementing initial action plan (this step should take place 90 days after implementation)					
What data gives evidence to progress of plan effectiveness? Insert data here along with analysis below.			What data gives evidence to a lack of progress of plan effectiveness? Insert data here along with analysis below.		
Action Plan: Revise or continue with implementation based on data analysis. What next steps do you anticipate needing to take to reach the year-long SMART goal? Include communication updates.					
Step: What steps will you and your school take?	Measure/Indicator: What data will be collected? How will you know step is completed?	End Date: When will the work be completed?	Person(s) responsible:		
Study: Analysis of data after updating action plan (this step should take place 90 days after revision)					
What data gives evidence to progress of plan effectiveness? Insert data here along with analysis below.			What data gives evidence to a lack of progress of plan effectiveness? Insert data here along with analysis below.		

<p>At the end of the year, please reflect on your answers in the above two boxes and check which option best describes what you will do in your next plan:</p> <p>___ Year-long target goal has been met and will be changed to a new target goal on a similar topic. ___ Year-long target goal not met but current plan is effective so we will continue it. ___ Year-long target goal not met so plan will continue with improvements to the plan. ___ Year-long target goal not met and we will move in a different direction. ___ Other (Please explain)</p>			
<p>Action Plan: Revise or continue with implementation based on data analysis. What next steps do you anticipate needing to take to reach the three year-long SMART goal or revised SMART goal? Include communication updates.</p>			
<p>Step: What steps will you and your school take?</p>	<p>Measure/Indicator: What data will be collected? How will you know step is completed?</p>	<p>End Date: When will the work be completed?</p>	<p>Person(s) responsible:</p>
<p>Study: Analysis of data after implementing revised action plan (this step should take place 90 days after implementation)</p>			
<p>What data gives evidence to progress of plan effectiveness? Insert data here along with analysis below.</p>		<p>What data gives evidence to a lack of progress of plan effectiveness? Insert data here along with analysis below.</p>	
<p>Action Plan: Revise or continue with implementation based on data analysis. What next steps do you anticipate needing to take to reach the three year-long SMART goal? Include communication updates.</p>			
<p>Step: What steps will you and your school take?</p>	<p>Measure/Indicator: What data will be collected? How will you know step is completed?</p>	<p>End Date: When will the work be completed?</p>	<p>Person(s) responsible:</p>
<p>Study: Analysis of data after implementing revised action plan (this step should take place 90 days after implementation)</p>			
<p>What data gives evidence to progress of plan effectiveness? Insert data here along with analysis below.</p>		<p>What data gives evidence to a lack of progress of plan effectiveness? Insert data here along with analysis below.</p>	
<p>At the end of the year, please reflect on your answers in the above two boxes and check which option best describes what you will do in your next plan:</p> <p>___ Year-long target goal has been met and will be changed to a new target goal on a similar topic. ___ Year-long target goal not met but current plan is effective so we will continue it. ___ Year-long target goal not met so plan will continue with improvements to the plan. ___ Year-long target goal not met and we will move in a different direction. ___ Other (Please explain)</p>			
<p>Action Plan: Revise or continue with implementation based on data analysis. What next steps do you anticipate needing to take to reach the three year-long SMART goal or revised SMART goal? Include communication updates.</p>			
<p>Step: What steps will you and your school take?</p>	<p>Measure/Indicator: What data will be collected? How will you know step is completed?</p>	<p>End Date: When will the work be completed?</p>	<p>Person(s) responsible:</p>

Study: Analysis of data after implementing revised action plan (this step should take place 90 days after implementation)			
What data gives evidence to progress of plan effectiveness? Insert data here along with analysis below.		What data gives evidence to a lack of progress of plan effectiveness? Insert data here along with analysis below.	
Action Plan: Revise or continue with implementation based on data analysis. What next steps do you anticipate needing to take to reach the three year-long SMART goal? Include communication updates.			
Step: What steps will you and your school take?	Measure/Indicator: What data will be collected? How will you know step is completed?	End Date: When will the work be completed?	Person(s) responsible:
Study: Describe the results of the three-year implementation of this initiative. Include all supporting data and analysis below along with perceived and documented impact. Include how results will be communicated to stakeholders.			

Sterling Site Council Review of AR 0420

- Review of AR0420(a): The Site Council reviewed the proposed changes to AR0420(a) and strongly felt going through the motions of changing the policy as suggested was not a good use of time. The one helpful change the Council noted was improving the clarity regarding substitutes and stipended coaches not being considered “employees” for the purpose of Council membership, although the Council wondered if that issue had actually prevented membership in the past and if it really needed to be changed to improve clarity. The Council had the following specific concerns:
 - The Council stated the principal should be a member of the Council- to say the principal is not asserts an “us vs. them” mentality.
 - Deleting the allowance for small schools to substitute another parent group for the Site Council would limit the ability of schools to maximize the work of their existing community volunteers by having one group meeting meet multiple purposes.
 - Requiring an annual by-law review as a means of enforcing familiarity with by-laws is not a good use of time and the idea of “enforcing” familiarity will result in more hoop-jumping and less productive time spent on school issues.

Philosophy-Goals-Objectives and Comprehensive Plans

AR 0420(a)

SCHOOL-BASED MANAGEMENT/SITE COUNCILS

Philosophy:

The Board of Education is committed to the continuous improvement of student learning and believes that student achievement can be enhanced through increasing the level of involvement of school community members affected by educational decisions.

Purpose and Role:

School councils function as an advisory body in the joint planning and problem solving processes for improving student learning that occur at the local school level. Individual members of school councils will bring ideas to and from their constituent group and then, after discussion and input, act as “people of goodwill” making the best decisions for the students of the school.

Council Composition:

School councils shall include representation of the following:

- Principal
- Teachers (2)
- Support Staff (1)
- Parents (3)
- Non-parent community member (1)
- Student – Secondary schools (1-4)
- Elementary school (optional)

Comment [MA1]: Comment by LH that principal is not a council member but an essential educational leader. Comment by Sterling Site Council states principal should be a member of Council otherwise an “us vs them” mentality.

Comment [MA2]: Note: *Site Council provides recommendations to the principal so the principal is more like a superintendent or CEO of the local school rather than a member of the council. The principal's leadership and expertise are essential to a well-functioning council. – Lynn Hohl*

School councils may elect to expand their membership providing the proportionate representations of all groups (except the principal in one-administrator schools) remain the same.

In the absence of proportional membership in any of the representative groups, after a reasonable and documented effort has been made to enlist participation, the remaining members shall constitute a duly formed council and may conduct their business according to appropriately developed bylaws of the school based decision making council.

Philosophy-Goals-Objectives and Comprehensive Plans

AR 0420(b)

SCHOOL-BASED MANAGEMENT/SITE COUNCILS

In schools of less than 100 students, a request can be made to the Superintendent to substitute a nationally recognized parent group in the place of the school council as long as the representation on the leadership board is consistent with the council composition outlined above.

Charter Schools are exempt from the requirement for site councils as their Academic Policy Committee (APC) serves as the decision-making body representing parents.

Council Selection:

Principal: selected by virtue of his/her position and shall have the responsibility to guide the council in developing an organizational structure for conducting the council’s business

Employees (teachers and support staff): eligible staff must be assigned to the school for more than 50% of their daily schedule. Itinerant teachers will be considered members of their home-based school.

Parents: eligible parents must have a child in the school during the period of elected service. The system for election is defined in the bylaws of school council. Recognized parent groups should be represented on the school council.

Non-parent community member: elected by the seated members of the council following a nomination process conducted by the principal, in accordance with the school council bylaws.

Student(s): elected through a process defined at the school level, in accordance with the school council bylaws.

Elected school council members may stand for re-election if they continue to meet the requirements of the position. Council members shall not be District Board of Education members. Parent and non-parent community members shall not be employees of the District assigned in any capacity (except short-term substitute or stipends) to the school of their representation.

Comment [MA3]: I recommend deleting the preceding section because the district cannot dictate that the nationally recognized parent group leadership board makeup is consistent with the required site council composition.

Reasoning: The primary nationally recognized parent groups is PTA. Local PTA units are independent organizations whose bylaws cannot be in conflict with those of National PTA or their respective state PTA. In Alaska, local units are somewhat less independent than they may be in some states. Alaska local units are subdivisions of Alaska PTA sharing their non-profit designation. Additionally, PTAs are member, not board, driven organizations. Approval of the bylaws, budget, goals, programs, advocacy positions, election of officers, etc requires action at a membership meeting. In accordance with required model bylaw sections, the board:

- Prepares and submits to the membership a budget for adoption for the year;
 - Approves expenditures within the limits of the budget;
 - Approves at least two board members as check signatory. Individuals authorized to sign checks should not be related to each other by marriage or any other relationship;
 - Acquires liability insurance which is paid annually to the Alaska PTA no later than December 1;
 - (S)elects an (sic) auditor or auditing committee
 - Files Form 990 with the IRS and submit a copy of this Form to Alaska PTA for its records; and
- Ensures that any bylaw amendments are attached to IRS Form 990 along with a page of explanation of the changes. ...Lynn Hohl*

Philosophy-Goals-Objectives and Comprehensive Plans

AR 0420(c)

SCHOOL-BASED MANAGEMENT/SITE COUNCILS

Parameters and Functions:

School councils shall conduct their business in compliance with the following:

- Alaska Statutes
- Alaska Department of Education and Early Development Regulations
- Board of Education Policies
- Federal Laws and Regulations related to education
- Negotiated Agreements and Associated Variances
- School District Administrative Regulations and Rules (i.e. enrollment, calendar, transportation, fiscal services, purchasing, environmental requirements [OSHA, AHERA], staffing formulas, curriculum, assessments)
- Contracts with suppliers and vendors
- Budgetary limitations
- Student Activity Association requirements
- Limitations defined by Board of Education action or administrative mandates

Bylaws:

All school councils shall operate under bylaws adopted by the council and filed with the Superintendent. Bylaws should be reviewed annually with amendments proposed as needed. School council decisions will be made by consensus as defined in the council bylaws. All meetings, notices, and agenda topics are to be ~~advertised, held publicly in accordance with the open meetings act, and minutes posted and/or distributed to the school population~~ disseminated to the public and school community.

Comment [MA4]: Note: Added annual bylaw review since it's important that an effective site council be knowledgeable of their bylaws. It's also important that site councils realize the obligation they have to meet the intent of the Alaska Open Meetings Act of due notice. Moved the requirement for public meetings and posting and distributing minutes to the existing meeting and minutes elements following...Lynn Hohl
Note: Sterling Site Council comments that this annual review is not a good use of time and "enforcing" familiarity will result in more hoop-jumping and less productive time spent on school issues.

Bylaws should specifically address the following elements:

- School mission statement
- Composition of the school council and terms of service
- Officers
- Agenda setting
- Meeting frequency, date, ~~and time,~~ and requirement to be publicly held in accordance with the Alaska Open Meetings Act
(A minimum of four meetings is required per year)
- Minutes
(Copies sent to the Superintendent after each meeting)
(Posted and/or distributed to the school population)
(Copies retained in the school office for possible future reference by the public or staff)
- Process for revision of bylaws
- Process for Community input/participation in council work

Comment [MA5]: Note: Added minutes retention at school site (believe the Open Meetings Act requires records be retained and accessible for public review); an assessment of the community input/participation in council work which is essential to a council that truly reflects community needs and values; and the need to clarify how the council interacts with the district and other entities...Lynn Hohl

Philosophy-Goals-Objectives and Comprehensive Plans

AR 0420(d)

SCHOOL-BASED MANAGEMENT/SITE COUNCILS

(See attached Exhibit for sample form)

- Self-evaluation to be completed annually including assessment of community input/participation in council work

(District identified process submitted to the Board of Education– see attached Exhibit)

- Who may speak for or represent the council and under what circumstances.

General Operation:

The principal remains the sole administrator of the school and will operate the school within the normal constraints of the District, including working with the school council. When Districts and schools establish school councils that foster involvement focused on improving student achievement, all children benefit. To that end, input from school councils will be considered on decisions affecting school improvement plans such as:

- Inservice plans
- School staffing patterns
- Curricular initiatives/projects/courses
- Capital improvement and maintenance project needs
- Co-curricular activities
- School policies
- School budget
- Scheduling
- Preferred qualifications/characteristics for staff hires
- Concerns brought to the council by the public
- Parent/Student Handbooks
- Local needs based on student data
- Negotiating charter school shared facility agreements
- Facility improvement/modifications
- Pupil activity funds
- Board and district goals

Selection of School Administrator:

When a vacancy at a school site for the principal/principal teacher becomes known, the Superintendent will consult with the School Council. The Council will provide the Superintendent with input regarding selection qualifications for candidates. Additionally, opportunities will also be provided for individual community or school members to provide information regarding preferred qualifications/characteristics that they would like candidates to possess. If an

Comment [MA6]: Note: Added four items already required by E1312a, BP 5030, AR 6141.4 and AR 6187 and four additional items either addressed by councils at the direction of the board or because of impact on student achievement...Lynn Hohl

Philosophy-Goals-Objectives and Comprehensive Plans

AR 0420(e)

SCHOOL-BASED MANAGEMENT/SITE COUNCILS

opening is determined, the Superintendent will cause the position to be advertised, will receive applications, screen and evaluate materials and conduct interviews. When possible, interviews will be open to the public to observe and will be conducted at the school with written opportunities for evaluation available to those observing. The Superintendent will make the selection, subject to approval by the Board of Education. However, if an internal candidate who already has a current district administrative contract is selected, the Board will be notified of the appointment.

Waiver Process:

School councils that conclude their work in improving student performance is impeded or frustrated by the existence of a District policy or administrative regulation may petition for a waiver from the requirements.

Written requests are submitted for consideration by the Superintendent.

Waivers of policy and regulation must meet the following criteria:

1. Identify the specific policy, regulation, or requirement, which the council wishes to have waived.
2. Describe the manner in which the policy, regulation, or requirement impedes the improvement of student achievement in that setting.
3. Detail the manner in which the council anticipates accomplishing the intent of the policy, regulation, or requirement for which the waiver is sought.

The curriculum of the District is, by statute and policy, defined by the Board of Education. Departure from the prescribed curriculum will require approval consistent with the Board of Education regulation *BP 6141*

Curriculum Development.

District Support:

District office personnel will collect, interpret, and provide student performance data to the local school. The school councils will use this data as they review and assure alignment between school development plans/school council activities and the focus on improvement of student learning.

Comment [MA7]: The preceding section is aligned with e9000b Role of Board and Members, Administrator Selection Process Protocol, Selection of a Site Administrator except:

- e9000(b)8. If internal candidate already under contract, Board notified (public comment); and
- e9000(b)11. Regional administrator or shared administrator vacancy will have a modified process.

Note: The process in e9000(b)11 is currently undefined in policy, regulation or exhibit. It is the superintendent's responsibility to define the process. Personally, I prefer e9000(b)11 be modified to allow some form of site council involvement...Lynn Hohl

Comment [MA8]: Note: All three additions may seem insignificant but are provide clarity to the public...Lynn Hohl

Philosophy-Goals-Objectives and Comprehensive Plans

AR 0420(e)

SCHOOL-BASED MANAGEMENT/SITE COUNCILS

In addition, District office personnel will use their specialties to assist school councils in operations and training, particularly in the following areas:

- Operational rules for school councils
- Conflict resolution
- Effective meetings
- Consensus building
- Techniques for active listening
- Goal setting processes, implementation plans, and assessment processes
- School council committees– to maximize involvement from constituencies
- Team building
- Assessing community attitudes
- Writing/updating bylaws
- Alaska Open Meetings Act
- Curriculum Development

Comment [MA9]: *Note: Site councils may benefit from at least a brief overview of their obligations under the Open Meetings Act. Additionally, a review of curriculum development could be helpful to a site council seeking a waiver from district curriculum which is specifically listed as an option in this AR...* Lynn Hohl

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 4/4/2011

E 0420(a)

Kenai Peninsula Borough School District
Site Council Annual Evaluation Form
Due to Superintendent by June 1.

School _____

Meeting dates and approximate attendance for this school year:

What steps did the council take towards achieving the school goal(s)?

Which topic discussed/acted upon by your council led most significantly to the improvement of student learning? Explain.

List other significant topics discussed during site council meetings this year.

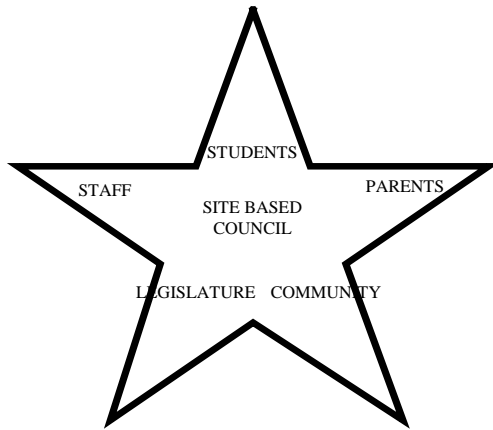
Is there an area where your council could benefit from additional training or information?

General Comments

Note: This form will be included in an information packet for Board of Education members.

E 0420(b)

KPBSD SITE-BASED IMPROVEMENT COUNCILS
*Dedicated to the Continued Delivery of Quality Education
for all Students*



Date: _____

Concern: _____

Explanation: _____

Proposed Result: _____

Please submit this form to the school office in an envelope marked "Site Based Council." If you wish to have a personal response, please complete the information below:

Name: _____ Phone: _____

Address: _____

AASB Instruction: STUDENT NUTRITION AND PHYSICAL ACTIVITY

The policy and AR have been updated to comply with the federal Healthy, Hunger-Free Kids Act (sec. 204 of P.L. 111-295). This Act expands upon the wellness policy requirements for public school districts. The law requires that school district wellness policies now provide for nutrition promotion as well as nutrition education. The policy must be developed, implemented, and reviewed by identified stakeholders, including school health professionals and P.E. teachers. The district must have goals for nutrition education and physical activity, as well as nutrition guidelines. Students, parents, and the public must be informed of the wellness policies and their implementation. Finally, districts must appoint individuals to be responsible for wellness implementation and compliance at each school. The revised policy incorporates these changes in the law. Goals for nutrition education, physical activity, and other school based activities have been set forth in the AR. Districts should review these goals to determine if they are appropriate for your school sites, taking into consideration input from the stakeholders identified in the policy. The policy changes will require formal Board adoption.

Students

BP ~~5141.65040~~(a)

Note: This policy is intended to provide a framework for developing a legally compliant wellness policy. The policy adopted by your school board must be developed with the involvement of the identified advisory group discussed in Section A.
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STUDENT NUTRITION AND PHYSICAL ACTIVITY

The School Board recognizes that schools are in a position to promote healthy lifestyle choices by students that can affect their lifelong wellness. Therefore, the School District will provide environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity.

Schools will provide nutrition promotion and education, ~~physical education, and other school-based activities~~ to foster lifelong habits of healthy eating and physical activity, and will establish linkages between nutrition education and school meal programs.

Planning and Periodic Review by Stakeholders

The School District and/or individual schools within the District will create or work with ~~an appropriate existing advisory group that will~~ the District Wellness Committee that assists in developing, implementing, monitoring, reviewing, and, as necessary, revising school nutrition and physical activity goals. The advisory group should be composed of students, parents, food service personnel, School Board, school administration, ~~teachers~~school, health professionals, physical education teachers, and other interested community members. The advisory group should be provided with appropriate information and clear guidelines to assist in the development and/or revision of relevant policies.

Nutrition

All foods available in District schools during the school day shall be offered to students with consideration for promoting student health and reducing childhood obesity. The Superintendent shall develop and implement nutrition guidelines for

all foods available on campus.

Foods and beverages provided through the National School Lunch or School Breakfast Programs shall comply with federal nutrition standards ~~under the School Meals Initiative~~. To the maximum extent practical, all schools in the District will participate in available federal school meal programs.

All other foods and beverages made available on campus (including, but not limited to vending, concessions, a la carte, student stores, classroom parties, and fundraising) during the school day will be consistent with the nutrition standards developed by the Superintendent described in AR 5141.6, and based on U.S. Dietary Guidelines for Americans.

Health curricula will include instruction on the benefits of good nutrition and the role nutrition plays in preventing, or controlling chronic diseases, and maintaining a healthy weight, ~~and supporting the ability to learn~~.

*(cf. 0210 – Goals for Student Learning;
cf. 3550 – Student Nutritional Program;
cf. 3553 – Free and Reduced Price Meals;
cf. 3554 – Other Food Sales)*

Physical Activity

All students in grades K-12 will have opportunities, support, and encouragement to be physically active before, during, and after school each school day.

Health curricula will include instruction on the benefits of good nutrition and the role nutrition plays in preventing, or controlling chronic diseases, maintaining a healthy weight, and supporting the ability to learn.

Physical education will be closely coordinated with the overall school health program, especially health education, so that students thoroughly understand the benefits of being physically active and master the self-management skills needed to stay active for a lifetime.

Communication with Parents

The District/school will inform and update the public, including students, parents and the community, about the content and implementation of its policies that promote student wellness.

The District/school will support parents' efforts to provide a healthy diet and daily physical activity for their children. The District/school will send home nutrition information and/or will post nutrition tips on school websites. Schools should encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet nutrition standards established by the District. The District will provide parents with information on healthy foods

that meet the District's snack standards and ideas for healthy celebrations/parties, rewards, and fundraising activities.

The District/school will provide information about physical education and other school-based physical activity opportunities before, during, and after the school day; and support parents' efforts to provide their children with opportunities to be physically active outside school. Such support will include sharing information through a website, newsletter, or other take-home materials, special events, or physical education homework.

(cf. 6020 – Parent Involvement)

Monitoring, Compliance, and Evaluation

The Superintendent will ensure compliance with established District-wide nutrition and physical activity wellness policies and administrative regulations.

The Superintendent will designate one or more persons to be responsible for ensuring that each school within the District complies with this policy, and that school activities, including fundraisers and celebrations, are consistent with District health and nutrition goals.

The School Board will receive an annual (or biannual or triannual) summary report on District-wide compliance with the established nutrition and physical activity policies, and the progress made in attaining the wellness goals, based on input from the schools within the District. The report will also be distributed to advisory councils, parent/teacher organizations, school principals, and school health services personnel-, and will be made available to the public in the District.

Legal Reference:

Richard B. Russell National School Lunch Act, 42 U.S.C 1751 et seq.

Child Nutrition Act of 1996, 42 U.S.C. 1771-~~et seq~~-1793.

CODE OF FEDERAL REGULATIONS

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

Kenai Peninsula Borough School District
Adoption Date: April 17, 2006

STUDENT NUTRITION AND PHYSICAL ACTIVITY

Nutrition

Schools will provide students access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate, as much as possible, the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

~~Schools will limit food and beverage marketing to the promotion of foods and beverages that meet nutrition standards established by this administrative regulation.~~

~~Schools will not use foods or beverages as rewards for academic performance or good behavior. Building administrators may make allowances for special occasions at their discretion.~~

~~Schools will not withhold food or beverages as a punishment.~~

Traditional cultural foods may be exempted from the food standards described below for educational and/or special school events.

Food and beverages available at school (including but not limited to vending, a la carte, and student stores) must meet the following food and beverage nutrition standards. It is recommended that after-school groups also follow the nutrition standards. A list of appropriate choices will be provided.

Nutrition Education Goals:

The primary goal of nutrition education is to influence students’ eating behaviors. Building nutrition knowledge, attitudes, and skills helps children make lifelong healthy eating choices. District schools shall work to provide age-appropriate nutrition education as part of the health and physical education curricula that respects students’ cultural practices; that is integrated into core subjects; and provides opportunities for students to practice skills and apply knowledge both inside and outside the school setting. The District shall also seek to provide evidence-based nutrition education curricula that foster lifelong healthy eating behaviors. Knowledge of food – how it is grown, who grows it, how it is prepared, its connection to traditions, sustainability and its influence in shaping society – is integral to a comprehensive education. **To the extent possible:**

- a. Students in grades pre-K-12 shall receive nutrition education that teaches the skills needed to adopt lifelong healthy eating behaviors.
- b. Classroom nutrition education shall be reinforced in the school dining room

or cafeteria setting as well as in the classroom, with coordination among the nutrition service staff, administrators and teachers as much as possible.

- c. Students shall receive consistent nutrition messages from schools and the district. This includes in classrooms, cafeterias, outreach programs and other school-based activities.
- d. District health education curriculum shall be based upon Alaska standards for nutrition and physical activity.
- e. Nutrition education shall be part of the health education and core curricula (e.g., math, science, language arts).
- f. Schools shall strive to link nutrition education and physical activity with a coordinated school health program.
- g. Staff and teachers who provide nutrition education shall have appropriate training.
- h. Schools shall encourage parents and guardians to support healthy eating and physical activity behaviors.
- i. Schools shall strive to conduct nutrition and physical education activities that involve families, students and the community.
- j. Schools shall strive to establish, or support, an instructional garden to provide students with experiences in planting, harvesting, preparing, serving and tasting foods integrated with nutrition education and core curriculum.
- k. The district shall strive to develop a farm to school program to provide fresh, wholesome, local and sustainably grown foods.

Nutrition Guidelines:

Food and Beverages

Foods served through the National School Lunch and School Breakfast Programs will comply with nutrition standards established by the U.S. Department of Agriculture. Other food and beverages (including but not limited to vending, concessions, a la carte, student store, parties and fundraising), served from one-half hour before the start of the school day until one-half hour after the end of the school day, must meet the following food and beverage nutrition guidelines.

Beverage Standards:

Water approved for sale: Plain or carbonated water that does not contain added sweeteners (natural or artificial, including sucralose, Splenda, and aspartame),

vitamins, caffeine, or herbal supplements. Water may be sold in any size.

Juice or juice/water blends approved for sale: 100% fruit or vegetable juice or juice/water blends, plain or carbonated, that do not add sweeteners (natural or artificial), caffeine, or herbal supplements. Maximum size allowed for sale is ~~20-12~~ oz.

Milk approved for sale:

- 2%, 1%, or fat free (skim) milk. Maximum size allowed for sale is ~~20-16~~ oz.
- Enriched rice, nut, or soy milk (may be “low fat”). Maximum size allowed for sale is ~~20-16~~ oz. Rice, soy, or nut milks must be enriched with calcium, per 8 oz. serving, to at least 30% of the Daily Value set by the U.S. Food and Drug Administration.
- Flavored milk may contain no more than ~~67-55~~ grams of sugar total per ~~20-16~~ oz. (27 grams of sugar per 8 oz.) including both naturally-occurring and added sweetener. Maximum size allowed for sale is ~~20-16~~ oz.

Sports Drinks approved for sale: Beverages that contain less than ~~37-30~~ grams of sugar per ~~20-16~~ oz. serving with no artificial sweeteners. Maximum size allowed for sale is ~~20-16~~ oz.

Milkshakes and smoothies will follow the food Standards listed below.

Other Beverages are not approved for sale, ~~with the exception of:~~

- ~~• Diet carbonated beverages containing less than 100 milligrams of caffeine per 20 oz. (middle school level).~~
- ~~• Carbonated beverages containing less than 100 milligrams of caffeine per 20 oz. (high school level).~~

Individual schools may choose to adopt stricter food and beverage guidelines than put forth in this policy.

Food Standards:

1. Fat: 30% or less of total calories from fat (excluding fat that occurs naturally in tofu, nuts, nut butters, seeds, eggs, legumes, fruits and vegetables, cream cheese, low-fat salad dressings, cheese, and butter).
2. Saturated plus Trans Fat: 10% or less of total calories from saturated plus *trans* fat (excluding fat that occurs naturally in tofu, nuts, nut butters, seeds, eggs, legumes, fruits and vegetables, cream cheese, low-fat salad dressings, cheese, and butter).
3. Sugar: No more than 35% total sugar by weight including naturally occurring and added sugars (except for sugars that occur naturally in a dairy product, fruit, or vegetable).

4. Portion Sizes (maximums):
 - a. One and one-quarter ounces for chips, crackers, popcorn, cereal, or jerky
 - b. Two and one-half ounces for trail mix, nuts, seeds, or dried fruit
 - c. Two ounces for cookies or cereal bars
 - d. Three ounces for bakery items
 - e. Three fluid ounces for frozen desserts, including, but not limited to, ice cream
 - f. Eight ounces for non-frozen yogurt

Exceptions to these administrative regulations for food and beverage may be made for individual products which have sufficient nutritional value to offset sugar or fat content, or other requirements, or to prohibit the sale of individual products which are deemed inappropriate for sale to students despite meeting these guidelines. Nutritional information, along with samples of the product in question (when possible), shall be provided to the Supervisor of Student Nutrition Services for approval before products are placed in schools.

PHYSICAL ACTIVITY

~~Physical Activity Opportunities~~

Schools will strive to allow students the opportunity for moderate physical activity each day to include time before, during, and after school.

Physical Activity Goals

The primary goals for physical activity are to: build knowledge and skills through physical education (PE) programs that enable all students to participate in a variety of lifetime physical activities; promote safe and appropriate physical activity opportunities for all students; increase the amount of movement for students throughout the school day, while decreasing sedentary time; and to promote a physically active lifestyle for all community members, including staff, families and students. **To the extent possible:**

- a. Provide quality physical education (PE) programs and adapted physical education programs in accordance with the district's physical education curriculum standards:
 - (1) Adequately and appropriately develop knowledge and skills for a variety of traditional and non-traditional physical activities;
 - (2) Improve and/or maintain students' physical fitness, providing the tools to self assess;
 - (3) Teach short- and long-term benefits of a physically active and healthy lifestyle; and
 - (4) Promote a lifelong physically active lifestyle.

- b. At a minimum, provide physical education or its equivalent to all students, including students with disabilities, special health care needs, and in alternative educational settings, as follows:
 - (1) Elementary school students – 150 minutes per week during the school year.
 - (2) Middle school students – the equivalent of 45 minutes of daily physical education.
 - (3) High school students – one full credit of physical education over four years in accordance with graduation requirements.
- c. Whenever possible, physical education classes will be taught by teachers with appropriate training and credentials for physical education.
- d. Whenever possible, all students shall be physically active during the school day through PE classes, daily recess periods for elementary school students, the use of evidence-based classroom teaching techniques, such as stretching and movement breaks, and the integration of physical activity into the academic curriculum. Recess shall not be a substitute for PE classes.
- e. Whenever possible, all students shall be given opportunities for physical activity through a range of before- and/or after-school programs including, but not limited to, intramurals and interscholastic athletics and physical activity clubs.
- f. Schools shall encourage families to support their children’s participation in physical activity, to be physically active role models, and to include physical activity in family events.
- g. Schools shall provide adequate training to enable teachers, and other school staff to promote enjoyable, lifelong physical activity among students.
- h. Schools shall encourage, promote and conduct physical activities that involve families, students, school staff and the community, including safe walking or biking to school.
- i. Schools shall encourage students to meet the American Academy of Pediatrics recommendation of 50 minutes of daily physical activity.

~~Schools will encourage students to walk or bike to school where feasible as a way to promote physical activity.~~

~~Schools will discourage extended periods of inactivity.~~

Physical Education

~~The District will strive to provide all students in grades K-12, including students with disabilities, special health care needs, and in alternative educational settings, with quality daily physical education or its equivalent of 60 minutes/week (elementary) and 3 credits of total physical education credit~~

~~(secondary: middle school plus high school).~~

Recess

~~All elementary students shall have a minimum of 15 minutes a day of supervised recess, preferably outdoors as weather permits, during which students are encouraged to participate in moderate to vigorous physical activity with appropriate space and equipment.~~

Other

~~Teachers and other school and community personnel are discouraged from using physical activity (e.g., running laps, pushups) or withholding opportunities for physical activity (e.g., recess, physical education, physical activity breaks) as punishment during the school day. (See Recess section above.)~~

~~(cf. 5144—Discipline)~~

~~Schools should provide, at a minimum, one indoor and one outdoor physical activity area for community, student and school staff use. This area may include the normal classroom and playground.~~

OTHER SCHOOL-BASED ACTIVITIES

The primary goal for other school-based activities is to create a total school environment that is conducive to student well-being. This includes, but is not limited to the following:

Dining Environment Goals

- (a) Schools shall provide clean, safe and pleasant meal environments for students.
- (b) Schools shall provide enough space and serving areas to ensure all students have access to school meals with minimum wait time.
- (c) To the extent feasible, the school district shall make drinking fountains available and accessible in all schools, so that students have access to water at meals and throughout the day.
- (d) The school district shall encourage all students to participate in school meal programs and protect the identity of students who eat free and reduced price meals.
- (e) The school district shall encourage all students to eat healthy and nutritious meals within the school dining environment.
- (f) In accordance with applicable laws, schools are encouraged to involve

students in meal preparation, service, and clean-up.

(g) Schools shall encourage and facilitate access to hand washing before and after meals.

Time to Eat Goals

(a) Schools shall provide adequate time for students to enjoy eating healthy foods with friends in school; a minimum of 20 minutes for lunch and 20 minutes for breakfast.

(b) Schools shall schedule lunch as close to the middle of the school day as possible. Opportunities for mid-morning or mid-afternoon healthy snack breaks shall be encouraged.

(c) Whenever possible, schools shall work to schedule recess for elementary schools before lunch so that children will come to lunch less distracted and ready to eat. Schools are encouraged to schedule separate recess and dining times.

Food or Physical Activity as a Reward or Punishment

(a) The use of food as a reward or punishment in schools is prohibited.

(b) Schools shall not deny student participation in recess or other physical activities as a form of discipline or for classroom make-up time. While this practice has been used by many throughout the years, continued use is strongly discouraged and should be avoided.

Consistent School Activities and Environment

(a) Schools' fundraising efforts should be supportive of student wellness, comply with consideration of Nutritional Guidelines, promote physical activity and limit commercial influence.

(b) The school district shall work to provide opportunities for on-going professional training and development for food service staff and teachers in the areas of nutrition and physical education.

(c) The school district shall encourage and provide opportunities for parents, staff, teachers, school administrators, students, nutrition service professionals and community members to serve as role models in practicing healthy eating and being physically active, both in the school environment and at home.

(e) Schools, to the extent possible, shall seek to limit commercial influence and exposure to advertising as it relates to nutrition, wellness and

physical activity, consistent with existing and future Board policy.

(f) The district supports and encourages the creation of school gardens and integrated food system education that provides hands-on learning experiences linking the cafeteria with the classroom and core curriculum, such as math, science and language arts.

(g) Schools are encouraged to negotiate mutually acceptable, fiscally responsible arrangements with community agencies and organizations to keep school spaces and facilities available to students, staff, and community members before, during, and after the school day, on weekends, and during school vacations.

(cf. 1330 – Use of school facilities and properties)

Legal References

US Public Law 111-296, Healthy Hunger-Free Kids Act of 2010

Kenai Peninsula Borough School District
Adoption Date: ~~April 17, 2006~~ _____

TOBACCO-FREE SCHOOLS/SMOKING

Tobacco-Free Schools/Smoking

Note: The federal No Child Left Behind Act prohibits smoking in district facilities. The following language extends this to prohibit tobacco use in school buildings, on school grounds and parking areas, at school events and in vehicles used for transporting students. The ability of the Board to adopt this following policy may be restricted by collective bargaining agreements.

Ample research has demonstrated the health hazards associated with the use of tobacco products, including smoking and the breathing of second-hand smoke. As role models, District employees should demonstrate conduct that is consistent with school programs to discourage students from using tobacco products.

In accordance with law and to promote the health and safety of all students and staff, the School Board prohibits smoking or the use of tobacco products, including any smoking device, anywhere and anytime on District property and in District vehicles (owned, rented or leased), including at athletic events school sponsored activities and meetings.

Staff and/or all others authorized to use District vehicles to transport District students to school-sponsored activities are prohibited from using tobacco in those vehicles while students are under their care.

For the purposes of this policy, “tobacco” is defined to include tobacco in any form and/or any nicotine delivering devices. This does not include FDA approved nicotine replacement therapy products used for the purpose of cessation.

This policy shall be in effect and enforceable at all times regardless of whether or not school is in session. The Superintendent shall post appropriate signs prohibiting smoking in accordance with law.

The Superintendent may develop administrative regulations as necessary to implement this policy, including provisions for notification of the district’s policy, through such means as student/parent and staff handbooks, newsletters, inclusion on school event programs; disciplinary consequences; and procedures for filing and handling complaints about violations of the District’s policy.

TOBACCO-FREE SCHOOLS/SMOKING (Continued)

The Superintendent may consult with local officials to promote enforcement of law that prohibits the possession of tobacco by minors on or off district grounds.

Note: Federal law does permit the use of tobacco products in a private residence. The following language clarifies whether or not your district will permit smoking in district-provided housing.

This prohibition **does or does not** apply to any private residence owned or leased by the District for housing purposes.

(cf. 5131.62 – Tobacco)

Legal Reference:

ALASKA STATUTES

18.35.300-18.35.330 *Health nuisances*

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 5/3/2004

TOBACCO

Note: AS 18.35.20 prohibits the designation of smoking sections for students. It is unlawful for minors to give, sell, use, or possess cigarettes or other tobacco products. AS 11.76.100-.105. Minors include all persons under 19 years of age.

The Board of Education recognizes that smoking Tobacco use presents a health hazard that can have with serious implications consequences for both the smoker and the nonsmoker, and that habits of tobacco product use developed by the young may have lifelong deleterious consequences, both for tobacco users and non-users alike. Students shall not be allowed to smoke, chew or possess tobacco or nicotine products on school property or during school hours, at school-sponsored events, or under the supervision of District employees.

For the purposes of this policy, “tobacco” is defined to include tobacco in any form and/or any nicotine delivering devices. This does not include FDA approved nicotine replacement therapy products used for the purpose of cessation.

Tobacco advertising is prohibited in all school-sponsored publications, in all school buildings, and at all school-sponsored events. District acceptance of gifts or funds from the tobacco industry is similarly prohibited.

Student violations of this policy will lead to disciplinary action up to and including suspension. The District may provide positive alternatives to suspension, such as in-school suspension, educational programs, school and community service, and promotion of cessation resources. Students may also be subject to removal from any or all cocurricular activities and/or denial or forfeiture of school honors or privileges (e.g., valedictorian, salutatorian, student body, class or club office positions, field trips, senior trip, prom, etc.). A referral to law enforcement shall be made. Parents shall be notified of all violations involving their student and action taken by the school.

The District may provide instruction regarding the effects of tobacco use on the human body and may take steps to discourage students from tobacco use.

TOBACCO (continued)

Staff responsible for teaching tobacco use prevention will be encouraged when funds/resources allow to collaborate with agencies and groups that conduct tobacco use prevention education and to participate in ongoing professional development activities that provide basic knowledge about the effects of tobacco use, effective instructional techniques and program-specific activities. As part of the District’s tobacco use prevention activities, the Superintendent shall recommend to the curriculum committee the use of evidence-based instructional programs as recommended by the Centers for Disease Control and Prevention, or approved by the Substance Abuse and Mental Health Services Administration (SAMHSA). Programs will be integrated within the health education program and be age- and developmentally-appropriate.

~~Students are prohibited from smoking or using tobacco products at any time inside the school building or on school grounds. In addition, students are not to smoke or use tobacco products while attending sports activities, dances, other cocurricular activities, or while on school trips.~~

~~Students under the age of 19 are prohibited by District policy and state law to possess tobacco products.~~

~~Students are subject to disciplinary actions including suspension for failure to comply with the provisions of this policy. Possession of tobacco products by students under 19 years of age will be reported to the police.~~

(cf. 3515 – School Safety and Security)
(cf. 3513.3 - Tobacco-free Schools/Smoking)
(cf. 5144.1 - Suspension and Expulsion)
(cf. 5142 – Safety)

Note: AS 14.30.360 encourages the establishment of a comprehensive health education.

Legal Reference:
ALASKA STATUTES
14.30.360 Curriculum (Health and Safety Education)
18.35.300 - 18.35.330 Health nuisances (smoking)

ADMINISTERING MEDICATION

The School Board recognizes that some students need to take medication during school. For the purpose of this document, medication will be defined as any substance, whether prescription or over-the-counter, taken by any means consistent with general medication practice and with the intent of altering an existing condition. All students taking medication during school hours are to follow the procedures set out in AR 5141.21. Failure to do so releases the District of any liability resulting from incorrect or improper use of this medication.

Medication given at school must comply with all Federal and State laws and regulations and follow current medical and District standards. Medication requests must be processed through the school nurse, school administrator or designee, or follow a written school policy. Requests for administration of medication that is not imperative for student health maintenance or school program participation may be denied. Delegation and training of school staff will follow standards and procedures defined by the Alaska Board of Nursing. Non-licensed personnel designated to administer student medications must document appropriate training.

Asthma Medications and Anaphylactic Injection

The Board recognizes that some students have allergies of such severity that they may require an emergency anaphylactic injection during the course of the school day. The Board also recognizes that some schools must have at least one non-licensed staff member prepared to administer this medication in the event of an anaphylactic reaction.

School staff who may be required to administer medication for anaphylactic reactions shall receive annual training from the nurse or other qualified medical personnel. This training will authorize them to administer the injections within the legal provisions of law and afford appropriate liability protection.

The Board recognizes that some health care providers for some students have identified the need for these students to self-administer their asthma inhaler or anaphylaxis medication. Students will be permitted to carry and self-administer their own asthma inhaler and/or anaphylaxis medication provided they have written authorization for self-administration from their health care provider. This authorization will include a signed written treatment plan which will be kept on file at the school. Written authorization must be submitted any time there is a change and annually.

Parents/guardians of students who have an identified allergy resulting in anaphylaxis are required to provide the school with this medication for their child.

(cf. 5141 - Health Care and Emergencies)

ADMINISTERING MEDICATION (continued)

Penalty for Violation

Any student use, possession, or distribution of medication is prohibited unless permitted by this policy and District procedures related to administering medication. Students who have obtained permission to carry and/or use medication are prohibited from sharing the medication or exceeding the recommended dosage. Students using, possessing, distributing, or selling medication in violation of this policy will be disciplined under District policies and rules related to alcohol and drug violations.

(cf. 5131.6 Alcohol and Other Drugs)

Legal Reference:

ALASKA STATUTES

09.65.090 - *Civil liability for emergency aid*

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 01/15/2007 _____

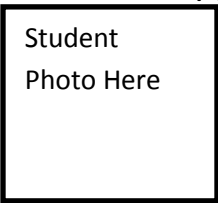
MEDICATION AUTHORIZATION: Prescription Short Term

STUDENT _____

GRADE _____

SCHOOL _____

BIRTHDATE _____



Note: Prescription Medication must be in the original container indicating the following information: student name, dosage, healthcare provider, pharmacy, date issued, and prescription number.

PARENT STATEMENT:

- I request that the following prescription medication be given to my child named above for not more than 15 school days for this condition...
I understand that only current medications will be given at school.
I understand that in the absence of the school nurse, other trained school staff will administer the medication.
I agree to defend and hold the school district employees harmless from any liability for the results of the medication or the manner, in which it is administered, and to defend and indemnify the school district and its employees for any liability arising out of these arrangements.
I give permission for the school nurse to contact the health care provider regarding this treatment.
I will notify the school immediately if the medication is changed and understand that the nurse may contact the health care provider or pharmacist regarding this medication.
I understand that this medication will be destroyed unless picked up by the end of the last student school day of the year.

Medication _____ Dose _____ Route _____ Time to be given _____
Prescription # _____ Pharmacy _____ Begin Date _____ End Date _____
Healthcare Provider _____ Phone/Contact Info _____
Storage instructions _____
Special instructions for administration _____
Possible Side Effects _____

As parent/guardian of the above named student, I request the Kenai Peninsula Borough School District to give medication to my child.

X _____
Parent/Guardian Signature

Date _____ Phone _____

School Nurse Signature

Phone _____ Fax _____

Table with 3 columns: DATE, TIME, INITIALS. Includes rows for Name/Initials.

Kenai Peninsula Borough School District Health Services

E 5141.21(c-1)

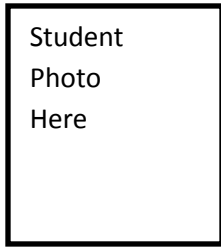
MEDICATION AUTHORIZATION FORM—Long Term Medication (page 1 of 2)

STUDENT _____

GRADE _____

SCHOOL _____

BIRTHDATE _____



Note: Prescription Medication must be in the original container indicating the following information: student name, dosage, healthcare provider, pharmacy, date issued, and prescription number.

PARENT STATEMENT

I request that the prescription medication listed below be given to my child named above.

- I understand that only current medications will be given at school.
- I understand that in the absence of the school nurse, other trained school staff may administer medication.
- I agree to defend and hold the school district employees harmless from any liability for the results of the medication or the manner in which it is administered, and to defend and indemnify the school district and its employees for any liability arising out of these arrangements.
- I give permission for the school nurse to contact the health care provider regarding this treatment.
- **I will notify the school immediately if the medication is changed and understand that the nurse may contact the health care provider or pharmacist regarding this medication.**
- **I understand that this medication will be destroyed unless picked up by the end of the last student school day of this year per federal DEA requirements.**

Parent/Guardian Signature _____

Date _____

Home phone _____ **Work/Emergency Phone** _____

Other medications your child is taking _____

HEALTHCARE PROVIDER STATEMENT

This medication is required during school hours to improve or maintain the health of this student. The nurse may contact me regarding this medication. The above named child should receive prescribed medication for the following condition: _____

- **Medication** _____
- **Prescribed daily dosage** _____
- **Time and dosage given at school** _____
- **Beginning date of medication** _____ **Ending Date** _____
- **Possible side effects** _____
- **Special instructions for administration** _____

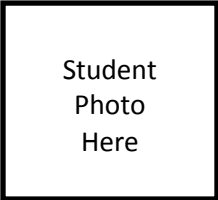
Healthcare Provider Signature _____

Date _____

Printed Name _____ **Phone** _____

Healthcare Provider Address _____

MEDICATION AUTHORIZATION: NON-PRESCRIPTION MEDICATION REQUEST



STUDENT _____ GRADE _____

SCHOOL _____ BIRTHDATE _____

Allergies (Medication): _____

As parent/guardian of the above named student, I request the School District to give medicine for the following condition(s). *(Check all that apply)*

CONDITION: Headache Cramps Dental Other _____

MEDICINE: Acetaminophen Ibuprofen Naproxen Midol/Premysyn/Pamprin Other _____

Dose _____ Frequency _____ Specify Time _____ or As Needed: _____

Side Effects _____ Special Instructions for Administration _____

I understand that the school is not legally obligated to administer medication to my child. Therefore, I agree to defend and hold harmless, the school district and its employees from any liability for the results of the medication or the manner in which it is administered, and to defend and indemnify the school district and its employees for any liability arising out of these arrangements. Medication request must be deemed necessary to maintain or improve health and participation in the school program. Each request will be assessed for the most appropriate intervention and will be given at the standard dosage recommended by manufacturer. I will notify the nurse if I give this medication to my child before arrival at school while this request is in effect to prevent overmedicating. I agree to supply medication for my student in its original packaging (small bottles only, please). I also affirm that my child has taken this medicine at least two times in the past without any adverse side effects. **I understand that the medicine will be destroyed unless picked up by the end of the last student school day of this year. Medicines will not be kept by the school over the summer break per DEA regulations.**

Parent/Legal Guardian Signature _____ Printed Parent Name _____
Date _____

OVER THE COUNTER MEDICATION ADMINISTRATION RECORD

DATE~TIME~INITIALS	DATE~TIME~INITIALS	DATE~TIME~INITIALS	DATE~TIME~INITIALS	DATE~TIME~INITIALS	DATE~TIME~INITIALS

Initials _____ Name _____

Initials _____ Name _____

Initials _____ Name _____

Initials _____ Name _____