

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

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SCHOOL BOARD COMMUNICATION

Title:	Board Policy Approval		
Date:	February 25, 2013	Item Number:	11b.
Administrator:	Dave Jones, Assistant Superintendent <i>Dave Jones</i> Sean Dusek, Assistant Superintendent <i>Sean Dusek</i>		
Attachments:	<i>AR 0200 Goals for the School District. 3</i> <i>AR 0420 School Based Management/Site Councils 4</i> <i>BP 3513 Tobacco-Free Schools/Tobacco Use10</i> <i>BP 5131.62 Tobacco 12</i> <i>BP 5141.21 Administering Medication 14</i>		

Action Needed
 For Discussion
 Information
 Other: _____

BACKGROUND INFORMATION

The attached policies were reviewed at the Policy Committee on December 3, 2012 and reviewed by the Policy Worksession on January 4, 2013; presented for a first read at the February 11, 2013 Board Meeting. They are now presented for approval at the March 5, 2013 meeting.

The administrative regulations were reviewed at the January 16, 2013 Policy Committee and the February 11, 2013 Board Worksession. Additionally, AR 200 was previously reviewed by the committee at the August 6, 2012 meeting. AR 420 has been discussed by the Policy Committee several times with reviews requested from the Site Councils.

AR 0200 Goals for the School District (NEW)

- Quality assurance goals
- Method established so that schools may have initiatives and/or programs approved by the District to meet a District goal.

AR 0420 School Based Management/Site Councils

- This document has incorporated the input from several of the site councils (Seward, K-Beach, and Sterling). All site councils were given several opportunities for input on these proposed changes which include
 - Annual review of bylaws
 - Meeting minutes to be disseminated to public and school community.
 - Meetings in accordance with Alaska Open Meetings Act
 - Minutes retention
 - Self-evaluation to include recommendation to include assessment of community input
 - Additional items affecting school improvement plans in which input from school councils may be considered.
 - Additional areas in which District office will assist in training.

BP 3513.3 Tobacco-Free Schools/Tobacco Use

- This policy is being revised to align with AASB Policy.

BP 5131.62 Tobacco

- This policy is being revised to align with AASB Policy.

BP 5141.21 Administering Medication

- Added line re delegation and training of school staff to follow AK Board of Nursing standards and procedures.

ADMINISTRATIVE RECOMMENDATION

The administration recommends approval of the attached policies and administrative regulations.

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 be informed of 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

(cf. 6190 Evaluation of Instructional Programs)

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Approved: _____

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)

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.

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.

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, and minutes 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.

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 for five years 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

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(See attached Exhibit for sample form)

- Self-evaluation to be completed annually with recommendation to assess 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~~may 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~~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

SCHOOL-BASED MANAGEMENT/SITE COUNCILS

preferred qualifications/characteristics that they would like candidates to possess. If an 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.

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 Process

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Adoption Date: 4/4/2011

TOBACCO-FREE SCHOOLS/~~SMOKING~~TOBACCO USE

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. This prohibition includes 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 tobacco use~~ in accordance with law.

The Superintendent may shall 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.

Students

BP 3513.3(b)

TOBACCO-FREE SCHOOLS/~~SMOKING TOBACCO USE~~ (Continued)

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

This prohibition ~~does~~ ~~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

~~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~~Tobacco Use)
(cf. 5144.1 - Suspension and Expulsion)
(cf. 5142 – Safety)

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

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 10/18/2004 _____

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 Administering Medication*. 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 _____