

Kenai Peninsula Borough School District
Policy Review Committee

March 4, 2013, 1:00 PM
Conference Room C, Borough Building

AGENDA

Due to the Charter School Committee running overtime, the February 11, 2013 Policy Review Committee was postponed.

Approval of notes from Policy Meeting of January 16, 2013

Review of Policies for Updating

- AR 6146.1 High School Graduation Requirements
 - This was initially discussed at the 12/3/12 meeting; however, further information has come forward from the Dept. of Education and Early Development stating that effective February 16, 2013 and applicable for 2013 and subsequent years.
 - High-school level courses taken earlier than 9th grade (for example in middle school) will now be considered for APS eligibility determination, if the course otherwise:
 - meets the content standards for a grade 9 - 12 course;
 - meets the appropriate curriculum requirements; and,
 - appears on the student's high school transcript
 - These regulations are available for review at <http://ltgov.alaska.gov/treadwell/services/regulations/adopted-regulations.html>
 - Therefore, the District now recommends the following changes;
 - We recommend that middle school students who pass Algebra I, even if taken at the middle school with a C or better, receive high school credit, that the grade be placed on their transcript, and that it count towards their grade point average.
 - Earlier we had recommended that it go on the transcript as a "PASS" and that no points accrue to the grade point average.
 - We are reversing this recommendation after learning that courses counted toward the Alaska Performance Scholarship and the NCAA Clearinghouse must have a grade assigned to them to qualify.

- *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 reviewed by the Committee at the November 12 and December 3, 2012 meetings. It was scheduled to be discussed at the 1/16/13 meeting but we ran short of time.
 - Additional comments were added from Ms. Hohl.

- *AR 3515.5 Emergency Action Plan*
 - In the interest of school security, the administration recommends the Emergency Action Plan documents be confidential documents. This AR has been changed to reflect that.

- [E 5141.21\(c\) Long-Term Medication](#)
 - This has been returned to the agenda to address a concern regarding linkage to anaphylactic/diabetic/self-administered medications on this form.
 - Because these forms are nationally recognized, the administration does not recommend any further changes or additions.
 - Because accessing information to help a child receive long-term medication at school is important for parents, forms for the most common long term medications have been added to the school district FORMS section of the website, and linked to both Health Services web page at http://www.kpbsd.k12.ak.us/students_parents.aspx?id=456 as well a plan to place them in the Student/Parent Handbook.
 - Administration does not recommend the allergy/diabetes, or anaphylaxis forms become part of board policy.
 - Memos and further information linked to this is found below:
 - At the December 3, 2012 meeting in regard to the modifications of *E 5141.21(a) – E 5141.21(c) Medication Authorizations*, a question came up regarding whether this form should be revised to include anaphylactic/diabetic/self-administered meds.
 - Linked are
 - [memo from Naomi Walsworth \(Health Services Coordinator\) entitled Understanding KPBSD Health Services Paperwork for Asthma, Allergies and Anaphylaxis;](#)
 - [KPBSD Asthma Action Card;](#)
 - the [KPBSD Allergy Anaphylaxis form](#) which is used by the nurses (not a part of policy); and
 - A draft of the [Diabetes Management Guide for Training](#) which will be edited for our use once the Board approves *BP 5141.21 Administering Medication*. The revisions to this policy are to be reviewed at today's worksession.
 - [Alaska Individualized Healthcare Plan – Diabetes with Injection or With Pump](#)
 - [Individualized Healthcare Plan – Diabetes with Injection](#)

- Exhibits Presented as part of Information Packet
 - *E 0200(a) School Initiative Quality Approval Process (NEW)*
 - *E 0200(b) School Initiative Quality Approval (NEW)*
 - *E 0200(c-1) Technology/Digital Resource Request Form Instructions (NEW)*
 - *E 0200(c-2) Technology/Digital Resource Request Form (NEW)*
 - As a part of the new *AR 0200 Goals for the School District*, the above forms are for the approval of school initiatives.

 - *E 0420(a) Site Council End of Year Report (NEW)*

- Revised to update and replace existing *E 0420(a) Site Council Evaluation Form (to be deleted)*
- *E 1330(a) Room/Building Use Application*
 - The application process has been better defined with applications now needing to also go to Risk Management and requiring a signature by the Assistant Superintendent of Instructional Support.
- *E 6153(c) KPBSD Field Trip Information Form*
 - Added section on Travel Information and Expenses which were listed in the earlier form.
 - Added approval line for the administrator.
- *E 5125(c) Request for Release of Health Information (formerly 6153.1(c))*
 - This form has been appropriately moved to the Student Records area of the web. Previously it was located in School Sponsored Trips/Special Medical Needs.
 - The form has also been revised to request approval for exchange of health services information.

Board Policy Review Committee Meeting Notes

Risk Management Conference Room

Meeting Notes

Date/Time: January 16, 2013, 1:15 PM

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

Guests:
Sean Dusek - Present
John O’Brien – Present
Tim Vlasak – Present
Clayton Holland - Present

Approval of Notes: The notes from December 3, 2012 meeting were approved.

Review of Policies

➤ *AR 200 Goals for the School District (NEW)*

- Mr. Dusek suggested that the third paragraph be changed from “The Board shall **approve** all District level initiatives...” to “The Board shall **be informed** of all District level initiatives.” Discussion indicated that Board approval could be an untimely and unnecessary process and it is certainly sufficient for the Board to just be notified. Mr. Anderson agreed with this suggestion.
- Take to February Worksession with edits incorporated.

➤ Exhibits for *AR 200*

- Mr. Dusek requested input as to where the exhibits should appear in policy—after AR 200 or after *6190 Evaluation of Instructional Program*. After discussions, it was decided that after *AR 200* would be more appropriate; however, there will be a reference to AR 200 in 6190 and vice versa.

E 200a School Initiative Quality Approval Process (NEW)

E 200b School Initiative Quality Assurance (NEW)

- The first form (E200a) is a flow chart to advise the user the process steps. The steps differ depending on whether it is a technology related project.
- E 200b is set up to have the administrator complete Part I and II initially to request permission to proceed; then Part III-V to evaluate the program and communicate this to District office.
- Mr. Anderson questioned whether there was preapproval of the money prior to the school completing the form. Discussion indicated that principals have already shared this

information with their director; however, Mr. Dusek will add "Initial verbal overview with director." to both E 200a and E200b.

E 200c Technology/Digital Resource Approval Request Form Instructions

E 200d Technology/Digital Resource Approval Request Form

- Technology approval forms will go through technology committee
- Technology initiatives under \$2500 will be followed for a year and then be up for review.
- All exhibits to be taken to February Worksession with edits incorporated.

➤ *AR 420 School Based Management/Site Council*

- Discussion determined a principal should be a voting member of the Site Council.
- Discussion on nonparent members of the site council. Mr. Truesdell indicated that his school has to recruit and promote nonparent participation, but that this participation adds another dimension to the site council views. It was decided to leave the nonparent member in the representation.
- Discussion on paragraph one of AR 420(b): concerns that national parent group would not be aware of local issues or local schools. Could have the impact of the AR endorsing an outside group to have input, even political input. (The PTA should be the political arm for the school.) An individual school could still use the national parent group, but it does not need to be expressed in the AR. Decision to strike this paragraph.
- Bylaws section: Mr. Dusek to check on the length of time that copies of Site Council Minutes need to be held.
 - The *Model Records Retention Schedule for Alaska School District* does not address retention for Site Council meetings. The Federal Programs recommend a seven year retention for minutes.
- AR 0420(d) first bullet point: change from "Self-evaluation to be completed **annually including** assessment..." to "Self-evaluation to be completed **annually with recommendation to include** assessment..."
- AR 0420(d) second bullet point:
 - Do we need another exhibit to indicate who may speak for or represent the council?
- General Operations section: After discussions on the possible repercussions of adding the additional bullet points, it was agreed to amend the last sentence of the first paragraph from "...school councils **will** be considered on decisions affecting school improvements plans..." to "...school councils **may** be considered on decisions affecting school improvements plans..."

- AR 420(c) last bullet point: to clarify site council input, change from “Curriculum Development” (a District function) to “Curriculum Development **Process**”.
- Take to February Worksession with edits incorporated.
- *E 420(a) Site Council End of Year Report*
 - This exhibit will be the one given to the Board at the end of the year replacing the current *E 420(a) Site Council Evaluation Form* and *E 420(b) Site Based Improvement Councils*
 - A line adding community involvement needs to be added.
 - Take to February Worksession with edits incorporated.
- *BP and AR 5040 Student Nutrition and Wellness (change in policy number from 5141.6)*
 - Due to the shortness in time, discussions on this policy and AR were postponed til February.
- *AR 6146.1 High School Graduation Requirements*
 - Being edited to allow students taking algebra in middle school to get high school credit for algebra. Discussions: Due to concerns on quality control, credit will only be given with a grade of C or higher with the transcript to reflect “Pass – Credit Earned” similar to what is used in a challenged course.
 - A requirement for taking the AP course exam in order to get the 0.021 added as part of the weighted grade. This is to not encourage students to take the AP course strictly for a bump in their GPA. Students will need to pay for the AP course exam unless they qualify for free and reduced lunch or if a waiver is granted.
 - Take to February Worksession
- *E 3360(a) Travel Reimbursement*
E 3360(b) Mileage Reimbursement
 - Committee advised that the GSA mileage reimbursement rate has been increased to 56.5 cents per mile. These change to exhibits appear in the Information Packet.
- *Additional Information*
 - Due to the shortness in time, discussions on this information piece did not take place; however, a memo and detailed explanations re: E 5141.2(c) Long Term Medication and anaphylactic/diabetic/self-administered meds were linked to the Agenda.

HIGH SCHOOL GRADUATION REQUIREMENTS

Eligibility to Graduate

- A. In order for a new student entering the Kenai Peninsula Borough School District to receive a Kenai Peninsula Borough School District diploma, he/she must be enrolled as a full-time student by the beginning of the second semester of the senior year and fulfill all requirements of the District. To be considered full time, a student is required to enroll for a minimum of 2.0 credits per semester (e.g., four courses at .5 credit each, or two courses at 1.0 each).
- B. Students enrolling in a District school during the second semester of their senior year must enroll in the District for a minimum of 2.0 credits (e.g., 4 courses at .5 credit each or 2 courses at 1.0 credit each for the semester).

For new students transferring to the District as seniors in their second semester who do not plan to receive a Kenai Peninsula Borough School District diploma, the following process is allowed. Upon request of the parent, student and former school district, the Kenai Peninsula Borough School District school will send the previous school progress reports so a diploma may be granted by the previous school or previous school district. The student may participate in the Kenai Peninsula Borough School District graduation ceremony provided they are receiving a diploma from their previous school or district.

- C. In order to receive a Kenai Peninsula Borough School District diploma, students who leave the District must either fulfill graduation requirements before they leave or have completed an approved plan for meeting the requirements prior to the graduation date. This plan must be approved by the principal of the school granting the diploma, and by the District Superintendent.
- D. Deviation from these requirements may be approved by the Superintendent of schools as recommended by the building principal.

Credit for Home School, Private School or Correspondence Courses

- A. Credits received from schools accredited through state departments of education or national regional accreditation associations will be accepted by the Kenai Peninsula Borough School District.

HIGH SCHOOL GRADUATION REQUIREMENTS (continued)

AR 6146.1(b)

- B. Credits claimed from nonaccredited schools will be subject to approval by the District instructional team:
1. Students must provide evidence of work completed for the course for which credit is requested.
 2. Students must demonstrate competency in the language arts, mathematics, science and social studies course for which credit is requested; such competency should be equivalent to that of other Kenai Peninsula Borough School District students who have received credits for a similar or like KPBSD course.
 3. In order to receive credit outside the core areas, the student must provide evidence of work completed and an assessment of work completed which will be evaluated by the District instructional team.

Eighth-Grade Credits High School Credits at the Middle School Level

~~No credits are recognized for graduation for courses taken during the eighth grade at the middle school. In certain cases, courses taken by middle school students may be recognized for high school credit towards graduation requirements. Students may, however, receive high school credit for high school work if they take high school courses at the high school with high school students. Additionally, middle school students may receive high school credit for Algebra I upon successful completion (with a grade of C or better), even if taken at the middle school. Credit awarded for successfully completing algebra at the middle school will appear on the student's transcript with the grade of "Pass," but no points will accrue to the grade point average. The words "Credit Earned" will follow the course title.~~

Weighted Grades

~~Beginning in the 2004-2005 school year, a~~Additional quality points will be assigned for College Board Advanced Placement (AP) courses for the purpose of calculating grade point average (GPA). For each passing semester grade in an Advanced Placement course, 0.021 will be added to the student's cumulative GPA. Students must also complete the AP course examination.

Credit Limitations

No more than one (1.0) credit of classroom aide experience during the high school career can qualify toward graduation.

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: ~~1/16/2006~~ _____

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.

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 and Vitamin 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.

Comment [MA1]: Seward Site Council wanted to sell vitamin waters. LH

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) The use of physical activity as punishment during the school day is also prohibited. Examples include:
- ~~Schools shall not denying~~ student participation in recess or other physical activities as a form of discipline or for classroom make-up time.
 - requiring students to run laps, do a number of pushups, etc.

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

EMERGENCY ACTION PLAN

The District-wide model Emergency Action Plan (EAP) in the interest of school security is a confidential document and not intended for public review. The EAP shall be provided for each administrator who shall advise appropriate staff, as needed. available to staff, students, and the public, in the office of the Superintendent. Each individual (site specific) Emergency Action Plan shall be available for inspection by staff, students, and the public, in the office of the principal (or responsible administrator).

The principal (or responsible administrator) will assume responsibility for the implementation of the Emergency Action Plan from the time of the event until either relieved by competent authority (Fire Department, Police Department, etc.) or until normal conditions are restored.

The Emergency Action Plan Quick Reference Guide is also a confidential document and not intended for public review. One Guide is provided for each classroom for easy access by the teacher, in the event of an emergency. This document is issued on a one per classroom basis and is to remain in the classroom from year to year.

Both the Emergency Action Plan and the Emergency Action Plan Quick Reference Guide are the property of the District. Employees are not authorized to take either of them off of school grounds.

Kenai Peninsula Borough School District Health Services

E 5141.21(c-1)

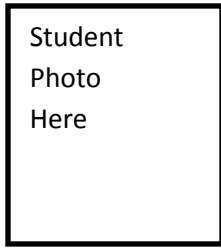
MEDICATION AUTHORIZATION FORM—Long Term Medication (page 1 of 2)

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 _____

KPBSD Long Term Medication Form (page 2 of 2)

E 5141.21(c-2)

STUDENT _____ GRADE _____ BIRTHDATE _____ SCHOOL _____

Initial	Signature

Date, Amount of Med, Count Verified (initials)				
Month	Week 1	Week 2	Week 3	Week 4
Aug				
Sept				
Oct				
Nov				
Dec				

Date, Amount of Med, Count Verified (initials)				
Month	Week 1	Week 2	Week 3	Week 4
Jan				
Feb				
Mar				
Apr				
May				

Date, amt of incoming med	Date, amt of incoming med

MEDICATION _____ DOSE _____ / TIME _____

Month _____ Month _____ Month _____ Month _____ Month _____ Month _____ Month _____ Month _____ Month _____ Month _____

Day Time/Init. Day Time/Init. Day Time/Init. Day Time/Init. Day Time/Init. Day Time/Init. Day Time/Init. Day Time/Init. Day Time/Init. Day Time/Init.

1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
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31	31	31	31	31	31	31	31	31	31

Revised 11/12