

Kenai Peninsula Borough School District

Policy Review Committee

April 1, 2013, 1:30 – 2:15 PM
Conference Room C, Borough Building

AGENDA

Approval of notes from Policy Meeting of March 4, 2013

Review of Policies for Updating

- *AR 420 School Based Management/Site Councils Page 4*
 - Referred back to committee to discuss whether or not the principal should have a vote on the site council.
 - A survey of principals who shared this issue with their site councils indicates 50% of the responding schools strongly favor the principal voting and 50% of the schools strongly oppose the principal voting. (42% of the schools/site councils responded.)
 - Many of the site councils have the issue of whether a principal votes as part of their by-laws.
 - Administration recommends that this may need to be a decision by the individual site councils.

- *BP and AR 5040 Student Nutrition and Wellness (change in policy number from 5141.6) . . . Page 10*
 - Brought back to the committee again to discuss the food and beverage issue.
 - See attached Current USDA Regs and Proposed USDA Regs

- *BP 3515 School Safety and Security Page 21*
 - The administration added the Surveillance Systems section to this policy

- *BP 6146.5 Special Services Grading and Graduation Guidelines . . . Page 24*
 - To clarify the misleading statement in the last paragraph regarding Special Ed students participating in graduation ceremonies and not being able to continue to complete their diploma.

- *AR 1330 Use of School Facilities and Properties Page 26*
 - This was revised to be in sync with *E 1330*.

- *E 1330 Room/Building Use Application Page 35*
 - This was revised to be in sync with *AR 1330*

- Exhibits Presented as part of Information Packet
 - E 6146.1 Approval to Take High School Level Algebra at the Middle School
 - E 5141.21(a) Medication Authorization: Prescription Short Term
 - E 5141.21(b) Medication Authorization: Non-prescription Medication
 - E 5141.21 (c-1) Medication Authorization: Long Term Medication

Board Policy Review Committee Meeting Notes

Risk Management Conference Room

Meeting Notes

Date/Time: March 4, 2013

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

Guests:
Sean Dusek - Present
Naomi Walsworth - Present

Approval of Notes: The notes from January 16, 2013 meeting were approved.

Review of Policies

- *AR 6146.1 High School Graduation Requirements*
 - Mr. Dusek advised that a grade must now be attached, not just a “pass” in order for high-school level courses to be considered for APS eligibility determination.
 - For this year, due to the lateness in the year, parents will be advised before this is put on a student’s transcript. There will be a choice.
 - A form will be developed for both parents and students advising that if you are in this class, a high school grade will be assigned which will appear on the high school transcript. An opportunity will exist for an appeal to the superintendent if they have a low grade at the semester. We need to raise the level of awareness that the grade will appear on the transcript.
 - Add under Weighted Grades: In order to receive a weighted grade, students must complete the National AP course examination.
- *BP and AR 5040 Student Nutrition and Wellness (change in policy number from 5141.6)*
 - Mrs. Hilts is comfortable with this and ready to move forward
 - Mrs. Hohl: 2nd paragraph under Nutrition: Do federal nutrition standards apply to all foods outside of lunch?
 - Mr. Dusek and Mr. Jones will clarify pages 11 and 14 bring back one more time.
 - Ms. Walsworth commented that federal standards are under Nutrition Guidelines
- *AR 3515.5 Emergency Action Plan*

- Policy currently says that Emergency Action Plan is available to staff, students and public. The problem with this is that EAP contains confidential information which should not be seen by someone with ill intent.
- To read “is a confidential document and not intended for public review in the interest of security”
- *E 5141.21(c) Medication Authorization Form – Long Term Medication*
 - Form revised for clarity for parents and what happens to medications that are brought in by parents.
 - Mrs. Hohl questioned why diabetes, allergies and asthma not addressed.
 - Mrs. Walsworth commented that this form was not designed to be the end all and students with diabetes or asthma would need to consult a nurse
 - An approval signature by school nurse and administrator needs to be added
- Exhibits (as part of Information Packet) with comments
 - *E1330(a) Room/Building Use Application*
 - This was revised again to assure that there is liability insurance for non-school related uses of our building and that there is a \$1,000,000 liability insurance.
 - Periodic review of insurance for organizations such as PTA to assure that insurance is still valid.

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

SCHOOL-BASED MANAGEMENT/SITE COUNCILS

(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

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

Students

AR ~~5141.6~~(5040a)

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

SCHOOL SAFETY AND SECURITY

Safety

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

The Superintendent shall implement a District-wide comprehensive plan designed with the following goals:

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

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

- (cf. 3513.3 – Tobacco-Free Schools/Smoking)*
- (cf. 3515.1 – Hazardous Substances)*
- (cf. 3543 – Transportation: Emergency and Safety Procedures)*
- (cf. 5142 – Student Safety)*
- (cf. 3515.5 – Emergency Action Plan)*
- (cf. 6153 – School-Sponsored Trips)*

Legal Reference:

- ALASKA STATUTES
- 18.31.010-18.31.050 Asbestos health hazard abatement program*
- 18.70.080-18.70-300 Fire protection*

Surveillance Systems

The Board believes that reasonable use of surveillance cameras in the District to achieve its goal for school safety and security. The Superintendent shall identify appropriate locations for the placement of surveillance cameras. Cameras shall not be placed in areas where students, staff, or community members have a reasonable expectation of privacy (i.e., bathrooms, locker rooms).

SCHOOL SAFETY AND SECURITY

The Superintendent shall ensure signs advising the use of surveillance cameras are posted at conspicuous locations at affected school buildings and grounds. The Superintendent shall also provide prior written notice to students and parents/guardians about the District’s surveillance system, including locations where surveillance may occur, explaining that the recordings may be used in disciplinary proceedings, and that matters captured may be referred to local law enforcement, as appropriate.

Review of any surveillance recordings is restricted to those who have a security, safety, or a legitimate educational interest. Audio shall not be part of the surveillance recordings made, reviewed, or stored by the District.

Any surveillance recording shall be the sole property of the District, and the Superintendent shall be the custodian of such recordings. Requests for viewing a video recording must be made in writing to the Superintendent, and if the request is granted, such viewing must be made in the presence of the District’s designated custodian of the recording. Under no circumstances will the District’s surveillance recording be duplicated and/or removed from District premises unless in accordance with a court order and/or subpoena.

To the extent that any images from the District’s surveillance system create a student or personnel record, the Superintendent shall ensure that the images accessed, retained, and disclosed are in accordance with law, Board policy, administrative regulation, and any applicable collective bargaining agreements.

Security

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

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

SCHOOL SAFETY AND SECURITY

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

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

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Adoption Date: 7/13/09

SPECIAL SERVICES GRADING AND GRADUATION GUIDELINES

The following guidelines apply to those students who meet the eligibility criteria for a child with a disability as delineated by *The Alaska Special Education Handbook*.

Grading (For report cards and transcripts)

Students receiving special education assistance shall receive grades in the same manner and format as their non-disabled peers. The IEP will articulate modifications to the standard grading procedures.

Students who are in materials so substantially modified that the materials do not meet adopted State and KPBSD standards, will receive a U or S and will earn credit towards a certificate of achievement.

High School Transcript

Students shall have a complete transcript on file with the required number of credits before being issued a certificate of achievement or diploma. The transcript shall indicate the required courses for graduation. In cases where a substitution has been made, a narrative statement must be reflected on the student's IEP goals/objectives for the year in question.

Diploma or Certificate of Achievement

To receive a regular high school diploma, a student must meet the minimum number of graduation credits as per District requirements and pass the High School Graduation Qualifying Exam (HSGQE). When a disability precludes the teaching of the regular curricular offering, a modified course in the same subject area may be designed by the IEP team and offered. A high school diploma will be awarded to students who take the required number of modified courses and upon successful completion of the HSGQE.

When a disability is so severe that modified course offerings cannot be designed which meet state and District standards, the student will be awarded a Certificate of Achievement. The student's IEP team shall meet and determine the date that the student is to exit high school. All students must complete a minimum of four years in high school.

Instruction

SPECIAL SERVICES GRADING AND GRADUATION GUIDELINES (continued)

Graduation Ceremony

Students may participate in a formal graduation program once. Following the participation in the actual graduation ceremony and if the student received a Certificate of Achievement, the student may continue to attend school through age 21.

Students ~~participating in a District graduation ceremony and/or who~~ have received a regular high school diploma are deemed to have completed their program and are no longer entitled to enroll in a School District program.

(cf. - 5127 Graduation Ceremonies and Activities)

USE OF SCHOOL FACILITIES AND PROPERTIES

Conditions of Use

1. Sponsoring organizations shall provide competent adult supervision agreed upon at the time the request for facility use is submitted. Principals are program supervisors and shall not be called upon to supervise activities of other groups.
2. Applicants shall supply any special supervision, determined necessary by the principal.
3. Smoking is prohibited.
4. Alcoholic beverages/illegal or illicit drugs are not permitted in school facilities or on school property at any time.
- 4.5. Obscenity is prohibited.
- 5.6. Firearms or other deadly or defensive weapons, as defined in AS 11.81.900(b) (16) and (19), are not permitted in school facilities or on school property without the advance approval of written permission of the Superintendent on E 1330c Application for Community Possession of Firearms
- 6.7. Installation of equipment, alteration of existing building facilities, use of materials that affect the condition of floors, walls or other building parts may not be undertaken without specific approval of the principal.
- 7.8. Groups or organizations using the facilities shall assume all responsibility for the collection of admission fees, taxes, or other fees in connection with their programs unless prior arrangements have been made with the principal.
- 8.9. Advertising or sales of merchandise and printed matter, except that incidental to the program, is forbidden on school grounds.
- 9.10. Evening activities and programs shall be concluded thirty (30) minutes prior to the close of the second shift custodian work day and buildings shall be vacated by the close of the second shift custodian's work day unless prior approval has been granted by the principal.
- 10.11. Rental agreements are not transferable.

USE OF SCHOOL FACILITIES AND PROPERTIES (continued)

- ~~11.12.~~ Rental fees shall be determined in advance. Custodian, or other service charges, may be assessed at the conclusion of the activity according to the level of service provided.
- ~~12.13.~~ Seating, other special equipment, or facilities arrangements shall be made at the time the rental agreement is issued. Extra compensation shall be paid to cover costs for supervision, transferring equipment, setting up equipment in the building, or other services.
- ~~13.14.~~ Fire and safety regulations shall be observed.
- ~~14.15.~~ Lunchroom facilities may be used by students, parents, and teachers organizations for the purpose of preparing and/or serving meals prepared by the cafeteria staff. Groups not desiring to use the kitchen facilities for food preparation may opt to rent commons, cafeteria, or gymnasium facilities, and have meals catered with permission of the building principal. Cafeteria staff must be present to supervise use of food preparation equipment in kitchen facilities.
- ~~15.16.~~ The District reserves the right to cancel an *E 1330a Room/Building Use Application* if such action is deemed necessary and in the best interest of the District. In the event of such revocation or cancellation, the District will refund any advance payment made and there shall be no claim or right to damages or expenses on the part of the permittee.
- ~~16.17.~~ The District is not responsible for loss or damage to personal property by individuals or groups.
- ~~17.18.~~ The District may require a hold harmless agreement (when appropriate) and a certificate of insurance.
- ~~18.19.~~ Violation of these rules or regulations shall restrict subsequent facility use agreement.

Application Procedure

- ~~School facilities use applications~~ *E 1330(a) Room/Building Use Application* shall be filed with the principal at least ten (10) days prior to the date when facilities are to be used.

USE OF SCHOOL FACILITIES AND PROPERTIES (continued)

2. School completes application, including all applicable fees and administrator signs.
3. School sends application to Risk Management Office along with Certificates of Insurance.
4. Risk Management reviews and forwards to the Assistant Superintendent of Instructional Services.
5. Assistant Superintendent approves, signs and sends back to school.
6. School notifies applicant, collects fees and schedules event.
- ~~2. One (1) copy of the approved *E 1330a Room/Building Use Application* will be retained at the school, one (1) copy will be returned to the requesting party, if appropriate.~~
- ~~3. Rental, labor, or other charges assessed shall be itemized on the report of building use form and one (1) copy submitted to the school, one (1) copy to the party making the request. The principal will be responsible for collecting all charges for rental, labor, supplies, damages, or other fees.~~

Priority Use of Facilities

The following groups have priority for use of school facilities in the following order:

1. BOARD APPROVED PROGRAMS such as Parent Advisory Committees (PACs), site councils, PTAs band and orchestra parents, Community School classes/activities, drama and other school clubs shall be allowed rent-free use of school facilities for meetings or activities. Fees may be charged for technical or special services. Requests shall be submitted to the principal.
2. YOUTH PROGRAMS such as Campfire, Boy/Girl Scouts, to include private educational organizations shall be allowed rent-free use of school facilities for meetings or activities. Fees shall include a scheduling charge per request and may include custodial, technical, and special service charges whenever use occurs outside of regular custodial hours. Requests shall be submitted to the principal on *E 1330a Room/Building Use Application*.
3. NONPROFIT GROUPS, civic/charitable organizations whose purpose is to improve community welfare and whose receipts are expended for community welfare shall be allowed use of school facilities at no cost to the District.

Scheduling and custodial fees must be paid by the group. Requests shall be submitted to the principal.

4. GOVERNMENTAL GROUPS (i.e. city, borough, state agencies) conducting civic business shall be allowed use of school facilities at no cost to the District. Custodial fees must be paid by the group whenever use occurs outside of regular custodial hours. Requests shall be submitted to the principal.
5. BASIC GROUPS – All groups that do not meet the criteria of 1, 2, 3, 4 or 6.
6. PRIVATE, FOR PROFIT COMMERCIAL GROUPS.

USE OF SCHOOL FACILITIES AND PROPERTIES (continued)**Fees**

Scheduling fee (used when other fees not applied) \$15 for priority Use Categories 2 and 3.

<u>Facility Use</u> ¹	<u>Standard Rental</u> ²	<u>Commercial Rental</u> ³
Classrooms–regular	\$15.00/hour	\$25.00/hour
Classrooms–specialized ⁴	20.00/hour	35.00/hour
Gymnasium	30.00/hour	55.00/hour
Kitchens ⁵	20.00/hour	35.00/hour
Dining Areas	20.00/hour	35.00/hour
Swimming Pools (includes life guard)	*20.00/hour	45.00/hour

*Private party rental of the swimming pool is \$35.00/hour and includes a life guard.

1. Additional fees may be charged for technical services and special equipment such as projectors, projector operators, special custodial services, building supervision, set up and removal of chairs or bleachers.
2. Standard Rental rate shall apply to churches, clubs, restricted membership organizations, political, and business groups. Scheduling and custodial fees must be paid by the group. Requests shall be submitted to the principal.
3. Commercial Rental rates shall apply to (1) any activity that profits an individual or organization (2) any activity where the gate receipts or donations are to be used for partisan political activities including political education (3) any activity whenever admission is charged. Scheduling and custodial fees must be paid by the group. Requests shall be submitted to the principal.
4. Specialized Rooms include: home ec., music, art, rehearsal, Little Theater, multipurpose rooms, and small gyms.
5. Kitchen use must include additional payment for food service personnel.

USE OF SCHOOL FACILITIES AND PROPERTIES (continued)**Theater/Auditorium**

The District welcomes use of the school theater/auditorium facilities for presentation of performances for community enjoyment with the understanding that school functions have first call upon facilities. Theater/auditorium use inquiries must be made to the theater manager.

An *E 1330(a) Room/Building Use Application* must be approved by the principal and the theater manager prior to use.

An annual schedule of theater events will be made in September for the following school year. A minimum of thirty (30) days is necessary to schedule an event and permits are issued on a first come, first served basis.

No person may use theater equipment without authorization, and only trained personnel may operate theater equipment. Special lighting or sound equipment requests should be identified on the application when submitted. Unforeseen needs may be accommodated with theater manager approval.

It is forbidden to change, cut, knock out, remove, or in any way alter or modify the basic building structure including the stage floor, proscenium, apron, ramp, doors and walls without theater manager permission. This includes curtains and valance, teasers, stage microphone pickup, doorbell, piping for mounting stage lights, fire extinguishers, work lights, curtain rods, pulley and rope, intercom system, or breezeway stair railing. No special wiring may be added or existing wiring removed, relocated, or modified for any special effects. This applies to any and all wiring on stage, in the light booth, or other location within the building complex.

Use of school facilities permits will be limited to the theater/auditorium dressing room on the dates and times requested. All user groups are subject to the rules as outlined by the *E 1330 Room/Building Use Application*.

Theater rules prohibit:

1. food, drinks, gum, smoking, obscenity, feet on the furniture;
2. tampering with switches, equipment, or property;
3. issue of keys to non-school personnel;

USE OF SCHOOL FACILITIES AND PROPERTIES (continued)

4. loan of school property critical to the operation of the theater/auditorium;
5. animals in the theater, unless they are essential to a performance and approved by the theater manager.
6. activity in violation of School Board policy, local, state, or federal law where applicable.

cf. 3515 Access and Keys

cf. 5131.62 Tobacco

Three theater use categories determine fee charges.

Category I – School Use. Priority is given to School District programs including Kenai Peninsula College courses. In order to qualify for this use category, Kenai Peninsula College must charge tuition and give credits to all participants in the course.

FEES: No rental charges. Custodial, technical and utility charges as required or necessary.

Category II – Non-profit organizations. Includes groups or organizations operated to benefit school-age youth (e.g. Teen Center, Boy Scouts, Campfire) or non-profit organizations whose net proceeds are used for cultural, charitable, educational, non-partisan political activities and have received a letter of exemption from the IRS; any city, borough, state, federal activities; adult organizations not conducting Category III commercial ventures. All commercial concerts, whether they are sponsored by a non-profit organization or not, do not qualify under this category. Non-profit groups are subject to the rules and regulations as outlined in the Basic Provisions Agreement.

FEES: \$300 per performance, \$75 per rehearsal, plus custodial and technical charges as required or necessary. A rehearsal period is four hours in length, an additional charge will be assessed to all groups that exceed the allotted rehearsal period.

USE OF SCHOOL FACILITIES AND PROPERTIES (continued)

Category III – Commercial Use. (1) any activity that profits an individual or organization, agent or promoter eligible for fees or reimbursement, or (2) any activity where the gate receipts or donations are to be used for partisan political activities including political education. All commercial concerts fall into this category. The District reserves the right to deny a permit to a sponsor if the sponsor has previously failed to comply with District policies, rules or regulations or cannot demonstrate adequate experience or ability to successfully promote and produce a public performance in District facilities.

FEES: Theater managers determine the rate within the following range. \$1000-\$1500 per performance in theater/auditoriums with 600 or more seats; \$500-\$750 per performance in theater/auditoriums with less than 600 seats; and custodial and additional technical personnel charges as may be required or necessary. Rehearsal fee will be \$100. A rehearsal period is four hours in length. An additional charge of \$30/hour will be assessed to groups that exceed the allotted rehearsal period. A custodial charge of \$30/hour will be charged to all groups.

Deposits in Advance

Category II users shall pay a damage deposit of \$300 not later than two (2) weeks prior to opening night. This deposit will be refunded when it is determined that no damage occurred in all areas used by the applicant. In the event of damage, applicant liability is not limited. If the user cancels after contracts are signed the user shall forfeit the deposit fee.

Category III use of school facilities requests must be submitted four (4) weeks in advance and accompanied by a non-refundable \$300 deposit per performance that shall be considered a portion of the total use fee. Category III users shall pay a damage deposit of \$300 not later than two (2) weeks prior to opening night. This deposit will be refunded when it is determined that no damage occurred in all areas used by the applicant. In the event of damage, applicant liability is not limited. If the user cancels after contracts are signed the user shall forfeit the deposit fee.

USE OF SCHOOL FACILITIES AND PROPERTIES (continued)

The applicant/lessee agrees to assume the risk of liability for damages because of bodily injury or property damage to any person or entity arising out of the use of the premises, and it agrees to indemnify, defend, and hold the School District harmless from any claims, demands, or suits by any person or entity arising out of that use, unless the liability is on account of the District's sole negligence. The applicant further agrees to provide the District with a certificate of insurance naming the District as an additional insured, unless the Superintendent waives this requirement in writing. All parties to this agreement shall be subject to all provisions of the administrative rules and regulations governing community use of school facilities.

Legal Reference:

*ALASKA STATUTES
18.35.300 - 18.35.330 Health nuisances (smoking)*

Room/Building Use Application

School _____	Room Name, No., Etc. _____	Date(s) of Activity _____
Age(s) of group _____	Admission <input type="checkbox"/> will, <input type="checkbox"/> will not, be charged.	
(Day of Week) _____		
From: _____ to _____	Approximate number of people using the facility _____	
<small>(Include time to setup & take-down)</small>		

Purpose for Which Facility Will be Used _____	Organization _____
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I have read and agree to the Instructions, and Conditions of Use. If using auditorium, I have also read and agree to AR 1330 Use of Facilities and Properties.

Certificate of Insurance is attached.

Person-In-Charge _____	Signature of Applicant _____
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Mailing Address _____	Phone _____
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AS 14.30.143 Concussion Requirements:
 Is this building/facility usage related to a nonprofit youth organization providing an opportunity to participate in sports or other recreational activities that could result in a concussion? Yes, No
 If so, has the organization provided the District written verification of
 (A) A valid insurance policy covering the injury or death in an amount not less than \$50,000 for each person and \$100,000 for each incident;
 (B) Compliance with the protocol for prevention and reporting of concussions required in AS 14.30.142
(BP, AR and E 6145.22)-

See AR1330 Use of Facilities and Properties for fee information.

A room/building use fee <input type="checkbox"/> will, <input type="checkbox"/> will not, be charged.	Amount \$ _____
A custodial fee <input type="checkbox"/> will, <input type="checkbox"/> will not, be charged.	Amount \$ _____ per hour plus overtime
A technical fee <input type="checkbox"/> will, <input type="checkbox"/> will not, be charged.	Amount \$ _____
	TOTAL \$ _____

Additional conditions/comments: _____

Approval of Local School Administrator _____	Date _____
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Approval of Assistant Superintendent, Instructional Support _____	Date _____
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COPY: School, Applicant, District Office, Risk Management

Instructions

This application must be presented to the local building administrator at least ten (10) days prior to the date facilities are to be used. If approved, one copy will be retained at the school, and one copy will be returned to the party making the request.

Where charges for room/building use apply, scheduling or rental fees will be charged according to rates established by the Board of Education. Cost of custodial or other services will be assessed at the conclusion of the activity according to the level of service provided. Such charges will be itemized on this form with one copy retained at the school and one copy sent to the party making the request. All scheduling, rental and/or custodial fees will be paid to the local school. No fees are charged for school-sponsored programs and activities, parent advisory committees (PAC's), site councils or PTA groups.

All applicants are responsible for adult supervision, cleanup and building security. Therefore, a mutually satisfactory agreement must be reached with the local building administrator or the custodian for this type of service prior to the start of such activities. If the applicant/permittee seeks to use school premises outside of normal school attendance hours for a community function, the applicant/permittee acknowledges that no school staff will be on duty unless the applicant arranges for a specific staff service in advance. The applicant/permittee agrees that it is responsible for adult

supervision, interior cleanup, building security, and exterior maintenance of the sidewalks or walkways, including snow/ice removal and application of traction control. The applicant/permittee further agrees that it is subject to all provisions of the administrative rules and regulations governing the community use of school facilities.

The applicant/permittee agrees to assume the risk of liability for damages because of bodily injury or property damage to any person or entity arising out of the use of the premises, and it agrees to indemnify, defend, and hold the School District harmless from any claims, demands, or suits by any person or entity arising out of that use, unless the liability is on account of the District's sole negligence. The applicant/permittee further agrees to provide the District with a certificate of insurance showing minimum General Liability limit of \$1,000,000 per occurrence and naming the District as an additional insured, unless the District waives this requirement in writing. Applicant/permittee shall be subject to all provisions of the administrative rules and regulations governing community use of school facilities.

Conditions of Use

1. Sponsoring organizations shall provide competent adult supervision agreed upon at the time the request for facility use is submitted. Principals are program supervisors and shall not be called upon to supervise activities of other groups.
2. Applicants shall supply any special supervision, determined necessary by the principal.
3. Smoking is prohibited.
4. Alcoholic beverages/illegal or illicit drugs are not permitted in school facilities or on school property at any time.
5. Obscenity is prohibited.
6. Firearms or other deadly or defensive weapons, as defined in AS 11.81.900(b) (16) and (19), are not permitted in school facilities or on school property without the ~~express~~advance written permission of the Superintendent on E 1330c Application for Community Possession of Firearms.
7. Installation of equipment, alteration of existing building facilities, use of materials that affect the condition of floors, walls or other building parts may not be undertaken without specific approval of the principal.
8. Groups or organizations using the facilities shall assume all responsibility for the collection of admission fees, taxes, or other fees in connection with their programs unless prior arrangements have been made with the principal.
9. Advertising or sales of merchandise and printed matter, except that incidental to the program, is forbidden on school grounds.
10. Evening activities and programs shall be concluded thirty (30) minutes prior to the close of the second shift custodian work day and buildings shall be vacated by the close of the second shift custodian's work day unless prior approval has been granted by the principal.
11. Rental agreements are not transferable.
12. Rental fees shall be determined in advance. Custodian, or other service charges, may be assessed at the conclusion of the activity according to the level of service provided.
13. Seating, other special equipment, or facilities arrangements shall be made at the time the rental agreement is issued. Extra compensation shall be paid to cover costs for supervision, transferring equipment, setting up equipment in the building, or other services.
14. Fire and safety regulations shall be observed.
15. Lunchroom facilities may be used by students, parents, and teachers organizations for the purpose of preparing and/or serving meals prepared by the cafeteria staff. Groups not desiring to use the kitchen facilities for food preparation may opt to rent commons, cafeteria, or gymnasium facilities, and have meals catered with permission of the building principal. Cafeteria staff must be present to supervise use of food preparation equipment in kitchen facilities.

~~16. Violation of these rules and regulations shall restrict subsequent facility use agreement.~~

~~17.16.~~ The District reserves the right to cancel an E 1330a Room/Building Use Application, if such action is deemed necessary and in the best interest of the District. In the event of such revocation or cancellation, the District will refund any advance payment made and there shall be no claim or right to damages or expenses on the part of the permittee.

~~18.17.~~ The District is not responsible for loss or damage to personal property by individuals or groups.

~~19.18.~~ The District may require a hold harmless agreement (when appropriate) and ~~or a certificates~~ of insurance, ~~when appropriate.~~

~~20.19.~~ Violation of these rules or regulations shall restrict subsequent facility use agreement.

Application Procedure

1. E 1330(a) Room/Building Use Application ~~to shall~~ be filed with the principal at least ten days prior to the date when facilities are to be used.
2. School completes application, including all applicable fees and administrator signs.
3. School sends application to Risk Management Office along with Certificates of Insurance.
4. Risk Management reviews and forwards to the Assistant Superintendent of Instructional Services.
5. Assistant Superintendent approves, signs and sends back to school.
6. School notifies applicant, collects fees and schedules event.

Priority Use of Facilities

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2. YOUTH PROGRAMS such as Campfire, Boy/Girl Scouts, to include private educational organizations shall be allowed rent-free use of school facilities for meetings or activities. Requests shall be submitted to the principal. Fees shall include a scheduling charge per request and may include custodial, technical, and special service charges whenever use occurs outside of regular custodial hours.
3. NONPROFIT GROUPS, civic/charitable organizations whose purpose is to improve community welfare and whose receipts are expended for community welfare shall be allowed use of school facilities at no cost to the District. Scheduling and custodial fees must be paid by the group. Requests shall be submitted to the principal.
4. GOVERNMENTAL GROUPS (i.e. city, borough, state agencies) conducting civic business shall be allowed use of school facilities at no cost to the District. Custodial fees must be paid by the group whenever use occurs outside of regular custodial hours. Requests shall be submitted to the principal.
5. BASIC GROUPS – All groups that do not meet the criteria of 1, 2, 3, 4 or 6.
6. PRIVATE, FOR PROFIT, COMMERCIAL GROUPS.

Revised 3/2013