

Policy Review Committee

September 9, 2013, 12:15 – 12:45 PM

Homer High Library

AGENDA

Approval of notes from Policy Meeting of August 5, 2013

Review of Policies for Updating

- *BP 1312.4 Public Complaints Concerning No Child Left Behind Requirements*
 - The State monitoring of Federal Programs had a concern that our complaint process did not specifically address the ESEA Program.

- *AR 1330 Use of School Facilities and Properties*
 - Discussion regarding building usage for community recreation activities in unorganized communities.
 - Note: Existing edits in this document are slated for approval at the September 9, 2013 Board Meeting.

Information Packet:

- *E 5125(c) Release of Health Information*
 - Due to confidentiality concerns, the distribution has been limited to the school nurse.

- *E 5141.3 Growth Opt Out Form*
 - This will allow parents to opt out from having their student participate in growth screening.

Board Policy Review Committee Meeting Notes
Borough Building, Conference Room C, 1:30 PM
Meeting Notes

Date/Time: August 5, 2013

Members:	Sunni Hilts - P	Guests:
	Dave Jones – Present	Sean Dusek - Present
	Sarge Truesdell -P	John O’Brien – Present
	Lynn Hohl – Absent	Joe Arness –
	Sammy Crawford – P	Clayton Holland –P
	Steve Atwater - P	Naomi Walsworth -
	Mari Auxier (Secretary) -Present	

Approval of Notes: The notes from June 3, 2013 meeting were approved as presented.

Review of Policies

- *BP 5141.3 Health Examinations and E 5141.3 Growth Screening Opt Out Form*
 - Vision and hearing is mandated; however, there is an opt out for growth screening. Growth screening will be confidential. Notice to be sent home to discuss BMI with physician.
 - Study will be districtwide and individuals will not be identified.

- *BP 5128 and AR 5128 Alaska Performance Scholarship Program*
 - If a student does not meet curricular requirements, we have the option of sponsoring a student up to 24 months in order to meet curriculum requirements. We could apply for funding. How much admin time involved? We don't anticipate too many students (maybe 6 total districtwide.) We want our kids to be educated, recommendation that we accept this option.
 - We provide notice via PowerSchool and students know throughout high school where they stand. Do we need to provide written notice of their eligibility determination? We could have hyperlink to the challenging process. Does "written" actually mean a physical letter in these days? Should we have a clearly defined policy on how notice is given in Parent Student handbook?

- *BP 6145 Cocurricular Activities*
 - Privilege of being able to offer non students to participate in activities. Red flags came up re: immunizations – should meet same immunization policies as other students.
 - When a KPBSD student is hurt, they can be covered by Myers Stevens (secondary) to any insurance the parents have (primary). Since these are not our students, Meyers Stevens does not cover them. Change to Registration form with Colette to indicate that parent acknowledges that they are not covered by insurance. Also " This forms affects your legal rights..."

- Who is Program Director? Official from their homeschool or mom or dad if private school.
- Non KPBSD Student Athlete Eligibility Check form to safeguard us to assure that kid is eligible to join the team. We need to confirm eligibility.
- BP 6145.2 Interscholastic Competition
 - Reference KPSAA Handbook.
- BP and AR 6145.22 Concussion in Student Athletics and Student Activities
 - AASB and legislature now allow athletic trainers to come back to competition after a concussion. We do not have certified trainers. We have been requiring a physician's release to return to play.
 - This applied if a student is even suspected of a concussion. Student is not supposed to be playing until released by a physician.
- BP 5142.3 Restraint and Seclusion (NEW)
 - National legislation: hot topic to pass restraint/seclusion policies.
 - In the past, Clayton has put out a memo. He is pleased with the proposed policy.
 - We require forms filled out and Clayton monitors.
 - Students with extreme emotional issues may require restraint. We provide Mandt training for at least one person in the school.
 - This policy allows anyone to restrain in an emergency situation.
 - Report to parents—as soon as reasonably possible. What does this mean? We require that the parents are notified same day.
 - In an escalated situation the principal is already there.
 - Seclusion is putting a' child in a room where they can't get out. We are not doing this. We do have time out room (calming room).
- Adjourned 3:00 PM.

NEW POLICY

Community Relations

BP 1312.4

PUBLIC COMPLAINTS CONCERNING NO CHILD LEFT BEHIND REQUIREMENTS

The School Board encourages complainants to resolve concerns regarding any alleged violations of the law in administering any programs under No Child Left Behind early and informally whenever possible. If a complaint regarding violations of the law related to NCLB program administration remains unresolved, the individual should submit a formal complaint as early as possible in accordance with appropriate District procedures to the Superintendent. This shall include a statement describing the provision of law that the School District has allegedly violated; a statement of the facts that the complainant alleges to establish the violation; and contact information, including the name and address of the complainant. The Superintendent will review and respond to the complaint.

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adopted: _____

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

1. ~~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.

USE OF SCHOOL FACILITIES AND PROPERTIES (continued)

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.

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.

USE OF SCHOOL FACILITIES AND PROPERTIES (continued)

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.

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*.

USE OF SCHOOL FACILITIES AND PROPERTIES (continued)

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;
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)*