



KENAI PENINSULA BOROUGH SCHOOL DISTRICT  
Policy Review Committee Meeting  
June 2, 2014  
12:30 PM  
Conference Room C, Borough Building

**AGENDA**

- I. Call to Order
- II. Approval of notes from Policy Meeting of May 5, 2014 . . . . Page 3
- III. Information items
  - a. Information on recruiting re: remote site living expense
- IV. Previous discussions
  - a. *BP 3311 Bids* . . . . Page 5
    - i. Discussion on right to withhold payment for failure to file sales tax.
  - b. *AR 3311 Bids* . . . . Page 5
    - i. Dave will check on what other districts are doing with regard to appeal process.
- V. New
  - AR 0510 – School District Report Card.....Page 12*
  - BP 5127 – Graduation Ceremonies and Activities.....Page 15*
  - BP 6146.1 – High School Graduation Requirements.....Page 16*
  - BP 6146.3 and AR 6146.3 – HSGQE – DELETE.....Page 18*
  - AR 6146.5 – Special Services Grading and Graduation....Page 22*
  - BP 6146.51- Differential Requirements for Individuals with Exceptional Needs.....Page 24*
  - BP 6146.8 – Diplomas .....Page 26*
    - i. Due to recent legislature the High School Graduation Qualifying Exam has been rescinded and will no longer be a graduation requirement. Students now are only required to take a “College & Career Readiness Assessment” (As defined

as SAT/ACT or WorkKeys). These policies need to be revised and/or deleted due to these changes.

b. *BP 1114 - Communication Using Electronic Media – NEW.....Page 27*

i. Policy added to clarify District expectations on social media use/electronic communications from staff. The proliferation of social media/texting usage within the District needs guidelines to ensure staff and student safety.

c. *AR 5112.6 – Education for Homeless Children and Youths. . Page 28*

*BP 6164.5 - Intervention/Assistance Teams - Intervention*

*Assistance Teams. . . . . Page 33*

i. KPBSD Liaison Kelly King attended a conference which prompted a review of our current policy. She was able to review current policy with Patricia Julianelle, Legal Director for NAEHCY (National Assoc. for the Education of Homeless Children and Youth). While Patricia did not provide official/formal legal advice, she did support the changes being recommended.

VI. Review of Section 3000

a. Continue reviewing SECTION 3000 Review - begin with BP 3360

**Please bring your laptop**

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For most current agenda refer to [http://www.kpbsd.k12.ak.us/students\\_parents.aspx?id=8922](http://www.kpbsd.k12.ak.us/students_parents.aspx?id=8922)

**Board Policy Review Committee Meeting Notes**  
**Borough Conference Room C, 1:15 PM**  
**Meeting Notes**

**Date/Time:** May, 5 2014, 10:05 AM

<b>Members:</b>	Lynn Hohl – Present	<b>Guests:</b>
	Marty Anderson – Absent	Sean Dusek – Present
	Dan Castimore - Present	Laurie Olson - Present
	Dave Jones – Present	
	Sarge Truesdell - Absent	
	Steve Atwater - Present	

**Approval of Notes:** The notes from April 14, 2014 meeting were approved.

- Inquiry on remote living site expenses.
  - Dave Jones has been working with Tim Vlasak, director and Joann Riener, HR director, to clarify what we do when recruiting. Currently we are taking what has been common practice and reducing it to paper. A written report should be completed by June. This will ensure the same information is given to all recruits
- *BP 3311 Bids*
  - Question the right to withhold payment for failure to file Borough or property sales tax. There has not been sufficient time to get a response from the Borough Attorney. Dave anticipates having a response by June.
- *AR 3311 Bids*
  - Dave is checking what other districts are doing with regard to the appeal process and will report in June.
- *BB 9320 Meetings*
  - Don't need to change policy to change the meeting time. Discussion on just removing the time all together.
  - Public notice of the meeting is required. There was much discussion on the pros and cons of changing the meeting times.
  - It was agreed to change the meeting time to 6:00 PM and it will go to for a first reading so all board members can weigh in.
- *Review of Section 3000*
  - Section 3315 – Administration has brought forward all the policies where changes were suggested for the 3000 series.
  - Discussion on what policy review means. The policies were sent out to administrators for review and/or suggested changes. All suggested administrative changes have previously been shared with the Committee. Dave asked if the board had any suggested changes to the 3000 series.
  - It was agreed to continue the discussion at the June meeting.

➤ *Facility Use Requirement*

- Concern and discussion on the facility use form and insurance requirement. Also why is our insurance requirement different than the Borough's? The Borough is currently reviewing their requirement.
- Dave said it is our believe that our facilities should be:
  - Used by the public for educational purposes, in a responsible manner that isn't going to expose us to any unnecessary liability or loss and will keep everyone safe.
- Discussion on whether the insurance requirement is becoming a deterrent to use the facilities
  - Dave explained if you use our pools and pay for the lifeguard, you are not required to purchase additional insurance.
- Large groups involving youth that are in an activity where there is potential for concussion also need to provide a concussion certificate prior to use of the facilities.
- Discussion of changing our use policy. There is an understanding that we have become a more litigious society, we need to protect ourselves.
- Request to make the rental process of our facilities more streamlined.
  - Dave said we are already doing this with large groups that show proof of insurance and set up a schedule with the building principal in advance.
- The big question is what do we not expose ourselves to. We had a lot of bad practices in the past regarding use of our facilities.
- Dave said most of the groups that use our facilities currently have insurance.
- Schools are responsible for scheduling their own building.
- Priority of facility use is education, education related, non-profit, and commercial. What discretion should be left to building facilities of managing building use?
- Do we need to add language that the Superintendent can negotiate fees with commercial entities?
- Question on whether there is any flexibility on the 10 day advance notice requirement? Discussion that yes usage is allowed with shorter notice.
- There was discussion on scheduling conflicts of activity busses in Seward.
  - There is a lack of activity drivers. Dave suggested the community be told that they can get their CDL license and help with the shortage.
  - Possible lack of advertising the need for activity drivers.
  - First Student will train drivers
- Laurie Olson stated John O'Brien KPSAA is working with Seward school principals to come up with a solution on how to cost share.
  - Laurie will report back on what is decided.
- It was suggested that the district use a calendar to help schedule all the field trips and activities.
- Discussion whether we should charge the same for Activity busses as First Student.

**Next Meeting:**

Continue review of Section 3000 starting at 3344

**Meeting adjourned at 11:35 AM**

**BIDS**

The District shall purchase equipment, supplies and services on a competitive bidding basis when required by law and whenever it appears to be in the best interest of the District to do so. Purchases with an estimated cost of \$15,000 or more shall be formally bid. Award or rejection of bids shall be managed by the Superintendent. The following items may not be subject to formal bid procedures.

1. books
2. proprietary (sole-source) items or services
3. supplies or equipment needed in emergencies
4. weekly or monthly food service purchases
5. goods or services provided under contract or from federal, state or local government contracts.

Purchases of \$5,000 or more but less than \$15,000 require formal quote procedures that include written price quotes ~~from requests to~~ a minimum of three (3) vendors. Awards will be made by the purchasing office subject to final approval by the Superintendent.

Purchases less than \$5,000 require, when practical, informal quote procedures that include verbal or written price quotes ~~s from request to a minimum of~~ three (3) vendors. Awards will be made by the purchasing office subject to final approval by the Superintendent.

To ensure that good value is received for funds expended, specifications shall be carefully designed and shall describe in detail the quality, delivery, and service required.

**E-Rate Purchases**

~~Purchases made pursuant to the E-Rate program, which is governed by the Federal Communications Commission, shall be made on a competitive basis subject to the provisions of this paragraph. Such purchases are not subject to any provisions in the school district purchasing policies or regulations that may be inconsistent with the E-Rate purchasing provisions.~~

~~The Superintendent is designated to oversee the E-Rate application process in order to ensure that it is accurate and that the equipment and services to be purchased are eligible for E-Rate funding. Said individual shall devise an open, fair, competitive bidding process, separate and apart from other District procurement policies, that meets all rules of the E-Rate program. This process~~

**BIDS** (continued)

~~shall be overseen by, and subject to the approval of, the Superintendent for the District. The Superintendent oversees the District's FCC E-Rate application process. E-Rate purchases follow local procurement policies except when in conflict with E-Rate rules, and in such cases, E-Rate rules, procedures, and practices shall prevail.~~

**Contractor's Violations of Tax Ordinances**

No contract or purchase order shall be awarded to any individual or business who is found to be in violation of the Kenai Peninsula Borough Code of Ordinances in the several areas of taxation which is not remedied within ten (10) days of notice.

Any contract can be terminated for cause if it is determined that the contractor is in violation of any taxation ordinance and if such violation is not remedied within ten (10) days of notification by regular mail. If the delinquency arises due to non-filing of sales tax, no payment will be made to the contractor until all filings have been made and all amounts due are remitted.

The District will remit any amounts owed by its contractor(s) to the Kenai Peninsula Borough for delinquent Borough taxes against any amount owing to the contractor(s) under a contract between the District and the contractor(s).

(cf. 9270 – Conflict of Interest)

*Legal Reference:*ALASKA STATUTES

14.14.060 Relationship between borough school district and borough

14.14.060 (h) Procurement of supplies and equipment

14.14.065 Relationship between city school district and city

14.03.085 Procurement preference for recycled Alaska products

29.71.050 Procurement preferences for recycled Alaska products

35.15 Construction Procedures

36.15.020 Use of local agricultural and fisheries products required in purchases with state money

ALASKA ADMINISTRATIVE CODE

4 AAC 27.085 Competitive pupil transportation proposals

4 AAC 31.080 Construction and acquisition of public school facilities

FAIRBANKS NORTH STAR BOROUGH SCHOOL DISTRICT v. BOWERS, 851 P.2d 56 (AK 1992)

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date: 2/2/2009**

**BIDS**

Except as otherwise defined in this regulation, every purchase with an estimated cost of \$15,000 or more shall be awarded by formal written contract or purchase order to the lowest responsible bidder, upon terms and conditions prescribed in this policy and described in the bid document whenever the District has power to:

1. Reject defective or non-responsive bids,
2. Reject all bids,
3. Rebid the purchase after making substantial changes in the bid list to bring estimated cost within the limit of funds available.

**Bidder's List**

The Superintendent shall develop and maintain a bidder list of responsible prospective contractors who ordinarily perform work or materials, or render service similar in character to that contemplated by the District. ~~Invitations~~ Invitation notifications to submit sealed bids in the form of a proposed contract shall be ~~sent~~ emailed to a minimum of three (3) to listed contractors or whenever work, materials or services provided by them responds to District needs. Failure of any listed contractor to receive a bid invitation does not invalidate the bidding procedure.

**Changes and Addenda**

No District employee or agent, as stated in the bid document, shall make any oral change in the bid documents or make any oral interpretation that may affect the substance of the bid document. Addenda shall be issued when questions arise that might affect bids.

When required, addenda shall be issued in the following manner:

1. Any addenda issued will be posted to the webpage, ~~and the District will make a reasonable effort to notify prospective bidders. However,~~ Prospective bidders will be responsible for checking the webpage for additional information and addenda.
2. An addendum issued less than four (4) working days before the deadline for receipt of bids shall include a new bid date at least four (4) working days after the original time of receipt of the addendum by the prospective bidder.
3. When addenda have been issued, receipt shall be acknowledged as part of the bid transmitted.

**BIDS** (continued)

**Pre-Bid Conference**

The purchasing officer, at his/her discretion may conduct a pre-bid conference at least seven (7) days prior to the deadline for bid submissions. All clarifications and questions answered at the conference that may affect the bid must be issued in the form of an addendum.

**Nondiscrimination**

All bidders are required to certify, as condition of potential bid award, that they will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, age or sex. They shall take affirmative action to insure that employees, applicants for employment or apprentices are employed, upgraded, demoted, transferred, recruited, laid off or terminated, paid or otherwise compensated, selected for training or trained in compliance with this requirement. A notice to this effect shall be posted in conspicuous places available to employees or applicants for employment.

**Bid Opening Procedures**

1. SUBMITTING – Sealed bids shall be submitted personally or by mail to the Superintendent or designee in accordance with the bid invitations and identified as bids on the envelope.
2. OPENING – Bids shall be opened in public at the time and place stated immediately after the closing time. Submission time should be in the afternoon of a normal business day that does not immediately follow Sunday or any postal holiday.
3. LATE BIDS OR POST DATE – All bids become qualified by receipt of envelopes at or before the specified bid opening time. Bids not received by the District prior to or at the specified time of submission will be marked with the date and hour of receipt on the envelope and returned unopened to the sender.
4. TABULATION – ~~Upon request a tabulation of bids shall be furnished to each bidder.~~ Tabulations are posted to the District website.

**Bid Rejection**

The District shall have the authority to reject any and all bids.



**BIDS** (continued)**Waiver of Irregularities**

The District shall have the authority to waive any and all irregularities on any and all bids except that timeliness and manual signature requirement shall not be waived.

**Bid Award**

A bid shall be awarded to the lowest responsible bidder. In addition to price, determination of the lowest responsible bidder shall consider:

1. Bidder ability, capacity, and skill to perform as required in bid specifications,
2. Bidder ability to perform within the time specified without delay or interference,
3. Bidder character, integrity, reputation, judgment, experience and efficiency of the bidder,
4. Quality of bidder performance of previous awards,
5. Previous and existing bidder compliance with laws and regulations relating to the bid,
6. Bidder financial resources that affect performance ability,
7. Number and scope of conditions attached to the bid,
8. Available replacements, replacement parts, maintenance service or anticipated costs of these items for any machinery, equipment or other material proposed to be installed or supplied by the bidder.

**Bid Appeal****Appeal to Superintendent.**

Any party bidding or submitting a proposal for a contract or purchase order with the School District for \$25,000 or greater may appeal to the Superintendent in writing, personally received at the School District office, within three (3) business days of the date of notice of intent to award a contract. The appeal may be hand delivered, delivered by mail, or by facsimile and must comply with the requirements of this section.

**BIDS** (continued)

**Contents of appeal.**

A written appeal shall, at a minimum, contain the following:

1. The name, address, and telephone number of the interested party filing the appeal;
2. The signature of the interested party or the interested party's authorized representative;
3. Identification of the proposed award at issue;
4. A statement of the legal or factual grounds for the appeal;
5. Copies of all relevant documents; and
6. A fee of \$300.00 shall be paid to the School District and must be received by the deadline for filing the written appeal. This fee shall be refundable if the appellant prevails in the appeal to the Superintendent.

**Rejection of appeal.**

The purchasing officer shall reject an untimely or incomplete appeal or an appeal filed without timely payment of the required fee.

**Stay of award.**

If a timely and complete appeal is filed with the fee, the award of a contract or purchase order shall be stayed until all administrative remedies have been exhausted, unless the Superintendent determines in writing that award of the contract or purchase order pending resolution of the appeal is in the best interests of the School District.

**Notice and response.**

Notice of the stay and appeal shall be delivered to any party who may be adversely affected by the Superintendent's decision by facsimile, first class mail or in person within three (3) business days of receipt of a properly filed appeal.

**Superintendent's decision.**

The Superintendent shall issue a written decision to the appellant within ten (10) business days of the date that the appeal is filed. If multiple appeals have been

**BIDS** (continued)

filed, they may be consolidated for purposes of the decision. Copies of the appeal and decision shall be provided as requested.

**Local Preference Conditions**

KPBSD intends to give preference to local residents, businesses, contractors, producers and dealers to the extent consistent with the law and best interest of the public.

The District purchasing office shall purchase from the lowest qualified, responsive, and responsible bidder or business. When bids or quotes are within 5% of being equal, preference may be given to local businesses who operate within the Kenai Peninsula Borough if it is determined by the Superintendent to be in the best interest of the District. For the purpose of this policy, a local business is defined as: any business or company having a physical presence in the Borough, registered in the Borough to collect sales tax, and locally provides the products and services sought. The 5% policy may be applied to all purchases up to \$25,000.00.

This policy will not apply where the provisions of an applicable statute, regulation, or grant prohibit local bidder preference.

**Subdivision Prohibited**

No project or bid specifications shall be subdivided to avoid the requirements of this policy, but this provision does not preclude use of alternate deductible items.

**SCHOOL DISTRICT REPORT CARD**

Annually, the principal or designee shall prepare a report on his/her school's performance and the performance of the school's students. The report shall be presented to parents, students, and community members at a public meeting and forwarded to the Superintendent. By July 1 of each year, the Superintendent shall provide the local school board, the Department of Education and Early Development, and make available to the public, a report on the performance of District schools and students.

The school and District reports shall be made on forms prescribed by the State Department of Education and Early Development and shall include:

1. the accreditation status of the school;
2. the number and percent of District students in the top and bottom quarter of standardized norm-referenced achievement examinations and the national percentile of the mean normal curve equivalent;
3. student academic achievement at the basic, proficient and advanced levels on state assessments, disaggregated by subgroups:
  - economically disadvantaged students,
  - students from each major racial and ethnic group,
  - children with disabilities,
  - LEP students,
  - student gender,
  - student's migrant status;
4. the number and percent of students tested who are in each of the proficiency categories for the state standards-based assessments in reading, writing, and math; and disaggregated by subgroup;
5. for high schools, the number and percent of students in the "pass" and "not pass" categories for the high school graduation qualifying exam;
6. a description of student, parent, community, and business involvement in student learning, including the number and percent of students and parents, respectively, who responded to the teacher evaluation survey; the number of school/business or interagency partnerships; the average number of volunteer hours a week spent in the school; and a narrative description of the results of parental, community, and business involvement;

**SCHOOL DISTRICT REPORT CARD**

7. attendance, retention, dropout, and graduation rates, including the number and percent of students receiving a diploma under a waiver ~~from the HSGQE~~;
8. the annual percent change in enrollment and the percent of enrollment change due to student transfers into and out of the District;
9. the performance designation assigned the school under AS 14.03.123;
10. a summary of student, parent, and community member comments on the school's performance, including the number of persons commenting;
11. the number and percentage of schools identified for school improvement; how long the schools have been so identified;
12. for districts receiving Title I funds, the number and percentage of schools identified for school improvement; how long the schools have been so identified; and how students achieved on a statewide academic assessment compared to students in the state as a whole. 20 U.S.C. § 6311 (h)(2). For each school served under Title I, the District must determine and publicize annually whether the school is making adequate yearly progress. 20 U.S.C. § 6316(a)(1)(C);
13. if Native language education is provided, a summary and evaluation of the curriculum described in AS 14.30.420;
14. without disclosing personally identifiable information, the number and percentage of students in each school who take and successfully complete an alternative assessment program in reading, English, or mathematics; and the number and percentage of pupils in each school who successfully complete the alternative assessment program but who do not reach the state performance standards at the competency exam level in reading, English, or mathematics; and
15. other indicators of school performance selected by the District or required by state regulation.

**Philosophy-Goals-Objectives and Comprehensive Plans**

AR 0510 (c)

**SCHOOL DISTRICT REPORT CARD**

*Legal Reference:*

*20 U.S.C. § 6316(a)(1)(C) Academic assessment and local educational agency and school improvement.*

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**  
**Adoption Date: 2/18/08**

**GRADUATION CEREMONIES AND ACTIVITIES**

High school graduation ceremonies shall be held to recognize those students who have successfully completed the District graduation requirements and earned the right to receive a diploma. Students who have met the District graduation requirements but have not ~~passed the state required competency examination~~ completed a college assessment (as defined as SAT, ACT, and/or Workeys assessment) may participate in graduation exercises and receive a certificate of achievement.

*(cf. 6146.1 - High School Graduation Requirements)*

In accordance with school-site rules, the Principal may deny a student the privilege of participating in graduation or promotion activities because of misconduct.

*(cf. 5144 - Discipline)*

*Legal Reference:*

ALASKA STATUTES

*14.03.075 Secondary pupil competency testing*

*14.03.090 Sectarian or denominational doctrines prohibited*

*Elementary and Secondary Education Act, 20 U.S.C. & 9524, as amended by the No Child Left Behind Act of 2001, P.L. 107-110*

*Santa Fe Indep. Sch. Dist. V. Doe, 530 U.S. 290 (2000)*

*Lee v. Weisman, Op. No. 90-1014, U.S. Supreme Court (1992)*

**HIGH SCHOOL GRADUATION REQUIREMENTS**

The purpose of graduation requirements is to set guidelines that will insure that each high school graduate is exposed to the depth and variety of learning experiences necessary for present and future social and economic survival. Graduation requirements should be specific enough to direct students into major curricular areas and yet flexible enough to provide for individual student's abilities and needs. Completion of these requirements should be viewed as a minimal educational experience to be enriched through the selection of additional courses of student's choice.

**Time Requirements**

Students must attend high school (Grades 9-12) for a period of four years, eight semesters, or sixteen quarters unless they receive Board approval for an alternative program.

**Credit Requirements**

A total of 22 units composed of those requirements listed below and successful completion of ~~all parts of the State of Alaska, High School Graduation Qualifying Examination~~ a college readiness assessment (as defined as SAT, ACT, and/or Workeys assessment).∴

1. Language Arts - 4.0 credits
2. Mathematics - 3.0 credits
3. Social Studies - 3.0 credits (World History – 1.0, U.S. History – 1.0, Government – 0.5, Alaska Studies – 0.5)
4. Science - 3.0 credits which must include 1.0 credit life science and 1.0 credit physical science.
5. Physical Education - 1.0 credit with the option of waiving 1/2 credit for cocurricular participation
6. Health - .5 credit
7. Practical and/or Creative Arts - 3.0 credits of practical or creative arts with a minimum of .5 practical arts and .5 creative arts credit
8. Electives - 4.5 credits or more may be taken as electives



**HIGH SCHOOL GRADUATION REQUIREMENTS** (continued)

**Optional Methods Of Satisfying Requirements**

1. Students will be allowed to waive the elective 1/2 credit physical education graduation requirement through participation in athletic activities sponsored by the Kenai Peninsula Borough School District.
2. The student must substantiate that they have participated in a minimum of 4,050 minutes (67.5 hours) in order to receive a waiver.
3. The student will not receive credit for the physical education waiver but rather, will have their elective physical education requirement decreased by 1/2 credit, thus enabling them to take additional courses in another area.
4. The 1/2 physical education elective credit may be waived by participating in, and completing in good standing, District sponsored athletic activities. Such activities must be completed during a time period not to exceed a single school year and the preceding or following summer. Other activities outside of the School District, verified by a certified teacher employed by the District, may meet the waiver requirement provided the activity meets the same time requirements as listed above.
5. Vigorous athletic activities not sponsored by the District may be considered for a waiver if students meet the minimum time requirements and are supervised by a certified teacher or individuals approved by ASAA.

*(cf. - 6146.8 Diplomas)*

*Legal Reference:*

ALASKA ADMINISTRATIVE CODE

4 AAC 06.075 *High school graduation requirements*

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date: 12/7/2008**

~~**HIGH SCHOOL GRADUATION QUALIFYING EXAM**~~

~~The Board shall provide for a high school graduation qualifying exam of all secondary students in the areas of reading, English, and mathematics. The exam shall be administered in accordance with state law and regulations. A student who successfully completes the District's graduation requirements shall be issued a diploma upon successful completion of the competency examination or reexamination. A diploma may also be issued to students with an approved waiver of the qualifying exam, to students successfully completing an alternative assessment program in accordance with state law, or to students who have successfully passed another state's competency exit exam.~~

- ~~(cf. 5127 Graduation Ceremonies and Activities)~~
- ~~(cf. 6146.1 High School Graduation Requirements)~~
- ~~(cf. 6146.3 High School Graduation Qualifying Exam)~~
- ~~(cf. 6146.4 Reciprocity on Graduation Requirements)~~
- ~~(cf. 6146.5 Differential Requirements for Individuals with Exceptional Needs)~~

~~The Board is committed to providing support and remediation to assist students in successful completion of the high school graduation qualifying exam. Additional instruction and study that targets the skills tested on the exam shall be provided to all students who, following the fall administration of the exam in the student's 11<sup>th</sup> grade year, have not passed one or more portions of the exam.~~

~~Legal Reference:~~

- ~~ALASKA STATUTES~~
  - ~~14.03.075 Secondary Pupil Competency Testing~~
  
- ~~ALASKA ADMINISTRATIVE CODE~~
  - ~~4 AAC 06.755 High School Graduation Qualifying Exam~~
  - ~~4 AAC 06.758 High School Graduation Qualifying Examination Results~~
  - ~~4 AAC 06.759 High School Graduation Qualifying Examination Remediation~~
  - ~~4 AAC 06.765 Test Security; Consequences of Breach~~
- ~~4 AAC 06.771-.790 High School Graduation Qualifying Waivers and Appeals~~

**Instruction**

**~~HIGH SCHOOL GRADUATION QUALIFYING EXAMINATION~~**

**~~Retake procedures for persons holding a Certificate of Achievement:~~**

~~1. **Request:** Person(s) who hold a certificate of achievement and would like to take the HSGQE retest must submit a written request to the Director of Secondary Education of the Kenai Peninsula Borough School District no later than fourteen days prior to the first day of testing. The written request can be personally delivered or mailed to:~~

~~Director of Secondary Education  
Kenai Peninsula Borough School District,  
148 N. Binkley St,  
Soldotna, AK 99669,~~

~~2. **Verification of Certificate of Achievement:** Once the District receives the written request, the person must present evidence that they hold a Certificate of Achievement. The Certificate of Achievement must also be presented at the testing site with valid photo identification.~~

~~4. **Arrangements for Testing:** The District will inform the person of the date, time and location of the testing and make arrangements for test materials to be available at the testing site for the person. Accommodations/modifications are the responsibility of the person requesting to test. Verification of those accommodations/modifications is required with the initial written request.~~

~~5. **Mailing of HSGQE Reexamination results:** The District will mail the results of the HSGQE Reexamination to the address provided by the person.~~

~~6. **Requesting a diploma:** If the student passed all remaining sub-tests and is eligible for a diploma, the steps for receiving their diploma depend upon whether the person received their Certificate of Achievement from a school within the district or out of district.~~

~~a. **In-district:** The District will notify the principal of the school that awarded the Certificate of Achievement that the student is eligible for a diploma. The principal will work with their registrar to order a diploma and issue the high school diploma to the person within 90 days after receiving notification and post results on the transcript. Diplomas issued will reflect the year in which all requirements for graduation, including passage of the HSGQE, are made.~~

**Instruction**

**HIGH SCHOOL GRADUATION QUALIFYING EXAMINATION** (continued)

~~b. **Out-of-district:** To request a high school diploma, the person must submit to the district in which a person earned a Certificate of Achievement, written notification that the person has passed the HSGQE. This notification must include verification in writing from the district that administered the HSGQE that the person passed the HSGQE and must include the person's HSGQE scores. This verification must also be requested of the KPBSD Director of Secondary Education.~~

**Waivers**

~~Parents of high school students seeking a diploma may apply for a waiver to the High School Graduation Qualifying Examination (HSGQE) requirement under certain specific conditions. Alaska statutes and regulations specify three conditions under which a waiver may be granted.~~

- ~~• Late arrival into a public school in Alaska,~~
- ~~• Rare and unusual circumstances, and~~
- ~~• Passing a comparable examination in another state.~~

~~Applications for waivers may be obtained from the student's high school or KPBSD District Office. Parents or students may request forms from District Office be sent to them during their senior year, if they have not yet passed the HSGQE. Requests for Waivers for late arrival or rare and unusual circumstances will not be granted by the School Board until the second semester of a student's senior year (AS 14.03.075). State of Alaska guidelines and applications for the HSGQE waivers are available on line at <http://www.eed.state.ak.us/forms/Assessment/05-05-012.pdf>.~~

~~All HSGQE waiver applications will be reviewed by the Superintendent in a timely manner upon their receipt. After the review, an administrative recommendation shall be made to the School Board to grant or deny the request for a waiver. The parents and student shall be notified of the administration's recommendation by certified mail and notified when the Request for Waiver will be presented in front of the School Board.~~

~~The School Board shall take action at a public Board meeting to grant or deny the waiver requests received. Written notification of the School Board's action shall be sent to the parents and student, the Alaska Department of Education and Early Development, and the student's high school principal and counselor.~~

**Instruction**

**~~HIGH SCHOOL GRADUATION QUALIFYING EXAMINATION~~**

~~Waiver requests that are denied by the School Board may be appealed to the Alaska Department of Education and Early Development in accordance with education regulation 4 AAC 06.780.~~

~~(cf. 6146.1 High School Graduation Requirements)~~

~~(cf. 6146.8 Diplomas)~~

*Legal Reference:*

~~ALASKA STATUTES~~

~~AS 14.03.075 Secondary student competency testing~~

~~ALASKA ADMINISTRATIVE CODE~~

~~4 AAC 06.075 High school graduation requirements~~

~~4 AAC 06.078 Alternative completion requirements; students with disabilities~~

~~**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**~~

~~**Adoption Date: 10/20/2008**~~

**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)~~completion of a college and career readiness assessment (as defined as SAT, ACT, and/or Workeys assessment). 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~~who complete a college career readiness assessment (as defined as SAT, ACT, and/or Workeys assessment).

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 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)*

**DIFFERENTIAL REQUIREMENTS FOR INDIVIDUALS WITH EXCEPTIONAL NEEDS**

**Course Requirements**

The School Board recognizes that regular course requirement may not be appropriate for all students enrolled in the District special education programs. Students with exceptional needs should meet the regular District requirements to the extent that their disabilities permit. The Individualized Education Program (IEP) team will determine if a student's disability preclude the student from attaining the District's regular standards. Students with disabilities that prevent them from regular course requirements may complete substitute courses. The determination and development of appropriate differential standards will be included in the student's IEP.

**Standardized Assessment**

Every student with a disability will participate in statewide assessments as required by law. Student participation will be facilitated by the provision of accommodations as identified in a student's Section 504 plan or IEP.

Student with disabilities must take all statewide standards-based tests, with or without accommodations, unless an alternate assessment is necessary. An alternate assessment may be conducted for students whose cognitive abilities and adaptive skills prevent completion of the standard academic curricula, even with modifications and accommodations as determined by the IEP team. Alternate assessments may also be conducted for students enrolled in a curriculum focused on functional life skills where the student requires direct instruction in multiple settings to apply and transfer skills. In such instances, an alternate assessment shall be provided as specified in the IEP or Section 504 plan.

**~~High School Graduation Qualifying Exam (HSGQE)~~**

~~An optional assessment may be administered to students enrolled in the District if required by the Student's IEP or Section 504 plan and upon approval by the Department prior to administration of the optional assessment.~~



**DIFFERENTIAL REQUIREMENTS FOR INDIVIDUALS WITH EXCEPTIONAL NEEDS** (continued)

~~A student with disabilities who has failed one or more subtests of the HSGQE may take an optional assessment or may take the test with modifications if required by the student's IEP team. A modification may not alter the passing score on a test and modifications must be approved by the Department of Education and Early Development (DEED). A student who passes any combination of subtests on the HSGQE and DEED-approved optional assessments in reading, writing, and mathematics satisfies the competency exam requirement for graduation from high school.~~

*Legal Reference:*

Alaska Statutes

*14.03.075 Secondary Pupil Competency Testing*

Alaska Administrative Code

*4 AAC 04.106 Alternative performance standards for students with significant cognitive disabilities*

*4 AAC 06.775 Statewide assessment program for students with disabilities*

*4 AAC 06.078 Alternative completion requirements; students with disabilities*

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date: 10/18/10**

**DIPLOMAS**

A diploma will be issued to those students who have completed graduation requirements as stipulated by the Board and ~~who have successfully passed all sections of the High School Graduation Exam~~ have completed a college and career readiness assessment (as defined as SAT, ACT, and /or Workeys assessment). The diploma will include the following statement:

"(School name and address) This certifies that (student name) has completed a course of study prescribed by the Kenai Peninsula Borough School District Board of Education and is therefore awarded this DIPLOMA given this (Date)" (signed by the Superintendent, Board President, and principal.

Special Services students meeting attendance requirements only will receive a certificate of achievement that reads:

"(School name and address) This certifies that (student name) has completed attendance requirements prescribed by the Kenai Peninsula Borough School District Board of Education and is therefore awarded this CERTIFICATE given this (Date)" (signed by the Superintendent, Board President, and principal.

Local high schools shall have the freedom to affix certain seals to the diploma to signify achievements defined and recognized by the individual school.

NOTE: Each student's official school transcript shall be clearly marked to indicate that the student has completed regular, correspondence, or special program course of study.

*(cf. - 6146.1 High School Graduation Requirements)*

## **NEW POLICY**

### **Community Relations**

BP 1114

#### **COMMUNICATION USING ELECTRONIC MEDIA**

Electronic media provides diverse communication opportunities and plays an increasing role in how the District, its staff, students, and parents communicate. The District should regularly adapt to changing technologies and circumstances to ensure that communication is effective and consistent with communications trends on a local, national, and international level. The District recognizes, however, that the improper or unprofessional use of electronic media can negatively impact the District, staff, and students.

Electronic media includes social media, and all forms or methods of communicating or posting content online, such as instant messaging, electronic mail (e-mail), Web logs (blogs), online forums, chat rooms, video sharing websites, photo sharing websites, electronic comments on online posts or stories, virtual reality sties and social networking such as land lines, cell phones, text messaging, and web-based applications. Communications by the District and staff via electronic media must be done in a manner that does not compromise the District's legal obligation to preserve and maintain public and educational records.

When educating students on the use of technology, the District will include age appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and in other electronic media. Such instruction shall include the dangers of posting personal information online, misrepresentation by online predators, behaviors that constitute cyberbullying, how to report inappropriate or offensive content or threats and how to respond when subjected to cyberbullying.

All official communication with students and parents through electronic means is to be done utilizing KPBSD provided or sponsored websites, servers, and systems. Unless approved by the Superintendent, social networking sites, unless KPBSD sponsored, are not appropriate tools for schools or staff to convey class or school information to students or parents. This policy does not preclude employees from using personal phones for verbal communication with students and parents.

When communicating using electronic media, employees must use good judgment and conduct themselves in a professional manner so as not to disrupt the educational process. The provisions of BP 4119.21 concerning professional ethics are fully applicable to electronic communications. At all times, whether on duty or off, employees are expected to be professional in their attitude and behavior towards students, parents and fellow workers and to abide by the

*E 4119.21/4219.21/ 4319.21 Professional Teaching Practices Code of Ethics.*

**COMMUNICATION USING ELECTRONIC MEDIA (Continued)**

The Superintendent shall develop guidelines for employee use of electronic and social media and the distribution of information online. The Superintendent will train new employees about these guidelines and annually remind staff members concerning this policy and the importance of maintaining proper decorum while using electronic media.

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**  
**APPROVED: \_\_\_\_\_**

**EDUCATION FOR HOMELESS CHILDREN AND YOUTHS**

~~No KPBSD student shall be deprived of any opportunity or benefit offered by the program of instruction because of his/her living situation. Therefore, in compliance with the McKinney-Vento Homeless Assistance Act, steps shall be taken to remove barriers to education for homeless children and youth. Provisions shall be made for homeless students to fully participate in all aspects of their education; this may include continued attendance in the school of origin; establishing a school of origin; transportation assistance; immediate enrollment; records retrieval; ensuring accrual of credits; immediate access to free meal program; obtaining materials for instruction; and full participation in school activities, including extracurricular activity fee waivers. The Superintendent shall designate at least one staff person to serve as a homeless student liaison to fulfill the duties set forth in law. The liaison shall work to identify homeless children and facilitate each homeless child's access to and success in school. The liaison will: assist parents, students, and unaccompanied youth in enrolling and attending school; mediate disputes concerning school enrollment; assist in making transportation arrangements; assist in requesting the student's records; provide information and give referrals on services and opportunities; and assist any homeless child who is not in the custody of a parent or guardian with enrollment decisions. The liaison will also be responsible for periodic review and evaluation of this policy and recommending changes to reduce barriers for homeless children enrolling in and attending school.~~

**District Staffing**

~~The Superintendent shall designate at least one staff person to serve as a Homeless student Liaison to fulfill the duties set forth in McKinney-Vento law. The liaison(s) shall work to identify homeless children and facilitate each homeless child's access to a free and success in school appropriate public education.~~

**Homeless Student Defined**

~~According to the McKinney-Vento Act, A homeless children or youth are is defined as a children or youth between the ages of 5 and 21 who lacks a fixed, regular and adequate nighttime residence. This definition may includes a child or youth who is sharing the housing of other persons due to loss of housing, economic hardship, or similar reason; is living in hotels, motels, trailer parks, or camp grounds due to lack of alternative adequate accommodations; is living in emergency or transitional shelters; is abandoned in hospitals; is awaiting foster care placement; is living in cars, parks, public spaces, abandoned buildings, substandard housing or similar settings; is a migratory child who meets qualifying homeless criteria; or is an unaccompanied youth (youth who meet qualifying homeless criteria and are not in the physical custody of their parent or legal guardian).living on the street, in a car, tent or abandoned building or some other form of shelter not designed as a permanent home; who is living in a community~~

~~shelter facility; or who is living with non-nuclear family members or with friends, who may or may not have legal guardianship over the child or youth of school age.~~

### **School Enrollment and Attendance**

The ~~District Homeless Liaison~~, in consultation with the child's parent ~~or~~ legal guardian or the unaccompanied youth, will consider the best interest of the ~~child student~~ in determining ~~whether the child should be enrolled in the school of origin or the current neighborhood school school placement.~~ To the extent feasible, Consistent with the student's best interest, homeless students will continue to be enrolled in their school of origin ~~while they remain for the duration of their homelessness or and~~ until the end of the academic year in which they obtain permanent ~~housing, except when contrary to the wishes of the parent or guardian.~~ Instead housing. Instead of remaining in the school of origin, a parents/ legal or guardians of a homeless students or an unaccompanied youth may request enrollment in the school ~~in which attendance area in which~~ the student is actually currently living, or other schools. For students new to the District, school of origin shall be determined by considering the availability of appropriate support services for the student and the location of the student's temporary address.

~~(cf. 5116 – School attendance boundaries)~~  
(cf. 5116 School attendance boundaries)

The school selected shall ~~immediately~~ enroll the ~~homeless child~~ homeless student immediately and without delay, even ~~if the child is unable to produce without~~ records normally required for enrollment, such as previous academic records, immunization and health exam records, proof of residency, or other documentation. Unaccompanied youth shall be enrolled without a parent/legal guardian. ~~However,~~ The District may require a parent or legal guardian or unaccompanied youth of a homeless student to submit contact information.

~~(cf. 5141.3 – Health examinations)~~  
~~(cf. 5141.3 – Immunizations)~~  
(cf. 5141.3 Health examinations)  
(cf. 5141.3 Immunizations)

**EDUCATION FOR HOMELESS CHILDREN AND YOUTHS** (continued)**Students Enrollment Disputes**

~~The District must provide a written explanation, including a statement regarding the right to appeal, to the homeless student's parent or guardian, or the homeless student if unaccompanied, if the District sends the child or youth to a school other than the school of origin or other than a school requested by the parent or guardian.~~ If a dispute arises ~~over school selection~~, the ~~child-student~~ shall immediately be admitted to the school in which enrollment is sought by the child's parent ~~or~~ /legal guardian or ~~by the child, if unaccompanied youth~~, pending resolution of the dispute. The District must provide a written explanation, including a statement regarding the right to appeal, to the homeless student's child's parent or /legal guardian, or the homeless student if unaccompanied youth, if the District sends the child or youth to a school other than the school of origin or other than a school requested by the parent or guardian. The ~~child~~, parent ~~or~~ /legal guardian or unaccompanied youth shall be referred to the Homeless ~~Student~~ Liaison, who will carry out the dispute resolution process as expeditiously as possible.

**Transportation to School of Origin**

~~In the event that~~ If it is in the best interest of the homeless child or unaccompanied youth to attend-remain in the school of origin, transportation to and from that school ~~may~~ must be provided at the request of ~~the parent~~ parent or /legal guardian (~~or, in the case of an unaccompanied student, the~~ or the Homeless Student Liaison, for unaccompanied youth) for as long as the student is homeless and attending the school of origin. This transportation must also be feasible for the student and in the student's best interest. Policies or practices regarding transportation of students which might cause a barrier to the attendance of a homeless child or youth may be waived by the Superintendent.

**Attendance and Retention**

Regular District, school and classroom attendance policies shall be approached with special consideration when regarding a student identified as homeless. Schools are required to contact their Homeless Liaison when a homeless student is absent for 3 or more consecutive days without prearranged notice or when the total number of absences in a quarter goes beyond 7 days. School Administrators shall work with the Homeless Liaison to determine if waivers are appropriate for absences stemming from homelessness. No student with a waived absence shall be denied the opportunity to make up work/take a test given on the day of absence, have grades tied directly to in-school/class attendance policies, or be denied an award or eligibility to compete for an award. Attendance issues shall not act as a barrier to the child's education.

Students identified by the Homeless Liaison will be monitored by the Intervention Teams of the student's school of attendance; plans for academic support will be provided as needed at the site level.

## **Records**

Any records ordinarily kept by the school, including immunization records, academic records, birth certificates, guardianship records and evaluations for special services or programs of each homeless child shall be maintained so that appropriate services may be given to the student, so that necessary referrals can be made, and so that records may be transferred in a timely fashion when a homeless child or youth enters a new school district. Copies of records shall be made available upon request ~~to students or parents~~/legal guardian or unaccompanied youth.

## **Review of Policy**

All KPBSD Administration, staff, and employees will review this policy on an annual basis.

KPBSD BP 5116

KPBSD BP 5141.3

KPBSD BP 5141.31

KBPSD BP 3164.5

*Legal Reference:*

*UNITED STATES CODE*

*McKinney-Vento Homeless Educational Assistance Improvements Act of 2001, 42 U.S.C. §§ 11431, et seq.*

*Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g*

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adopted: 10/18/2004**



**COMMUNICATION USING ELECTRONIC MEDIA (Continued)**

The Superintendent shall develop guidelines for employee use of electronic and social media and the distribution of information online. The Superintendent will train new employees about these guidelines and annually remind staff members concerning this policy and the importance of maintaining proper decorum while using electronic media.

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT  
APPROVED: \_\_\_\_\_**

**INTERVENTION/ASSISTANCE TEAMS**

The School Board encourages the cooperation of the parent/guardian, classroom teacher, resource personnel and administrators in studying the needs of students having academic, attendance or behavioral difficulties and in identifying strategies and programs that may resolve or alleviate these difficulties.

The Superintendent will establish Intervention teams at each school site to address the unique needs of students. The Intervention team shall consider the unique educational needs of students including any student considered for, or requesting, retention, acceleration, early graduation, 504 accommodations or placement in an alternative school setting, or a homeless student identified by the Homeless Liaison. The Board expects that the Intervention team will improve communication within the school and support teachers in working with the student.

*(cf. 5144 - Discipline)*

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