



KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Policy Review Committee Meeting
July 7, 2014
1:00 PM to 2:25 PM
Conference Room C, Borough Building

AGENDA

- I. Call to Order
- II. Approval of notes from Policy Meeting of June 2, 2014 Page 4
- III. Information items
- IV. Previous discussions
 - a. *BP and AR 3311 Bids Page 7*
 - i. Discussion on right to withhold payment for failure to file sales tax.
 - ii. Response from attorney: “Colette and I concur that given that the KPBSD has a policy that allows for withholding payment from a vendor who has failed to remit sales tax it is appropriate to do so. I believe we specifically updated the policy about 15 years ago to allow this offset to occur. The RFP, ITB, PO or contract with the bidder should advise the vendor that payment will be withheld to offset sales taxes that have not been remitted, so the vendor has specific notice of the policy. You may wish to directly quote the policy in your bid/proposal docs and contracts if it is not already part of your boilerplate contract documents. Thank you kindly.
Holly Montague”
- V. New
 - a. *BP 0510 – School District Report Card.....Page 14*
 - b. *AR 0510 School District Report Card*
 - i. Version 1 Page 15

- 1. Refers to statute AS 14.03.120 based on legislative changes with school board requested changes (in yellow)
- ii. Version 2Page 18
 - 1. Changes to align with the newly revised AS 14.03.120 with appropriately modified bulleted items– (in grey)
- c. *BP 3515 School Safety and Security..... Page 21*
 - i. Allow access to surveillance recordings by law enforcement
- d. *BP 6146.1 High School Graduation Requirements (info item). . Page 24*
 - i. inserted language requested by Lynn
 - ii. This is additionally on the Board Agenda for a first read

VI. Review of Sections as requested by Lynn Hohl

BP 3452 Student Activity Funds.....Page 26

BP 3470 Fund Balance.....Page 27

BP 3471 and AR 3471 Equipment Reserve Fund.....Page 30

BP 3510 Operation and Maintenance of PlantPage 33

AASB 3511 Energy Conservation.....Page 34

BP 3512 EquipmentPage 35

AASB 3514 Environmental Safety..... Page 36

BP 3541.1. AR 3541.1. – School-Related Trips.....Page 37

E 3541.1(a) Driver Registration Form.....Page 41

E 3541.1 (b) Private Vehicle Transport Safety Check...Page 42

VII. Exhibits

For your information, the following exhibit changes are in your information packet.

- *E 3350(b) Salary Reduction Agreement & Investment Selection Form – 403(b) Retirement Page 43*
 - Form has been updated to the Omni Group, our new third party administrator
- *E 3530(a) Student Visitor Injury Incident Report*

- Form has been updated to reflect submission to Lassie Nelson (previously Mari Auxier) Page 45
- The school selection box has been updated to represent the new schools in KPBSD

- *E 5141.3 Opt-Out Form for Growth Screening Page 49*
 - Naomi Walsworth’s email address has been removed from the form since she has retired.

- *E 6145.22(2) ASAA Parent Student Verification of Receipt of Information Concerning Concussions*
 - Updated to form currently used by ASAA replacing our form previously called *ASAA Parent and Student Acknowledgement and Consent*

- *E 6145.22(4) ASAA Healthcare Provider Release and Return to Play Protocol (RTP)*
 - Updated to form currently used by ASAA replacing our form previously called *ASAA School/Medical Concussion Care Plan*. The ASAA form was modified to mention “KPBSD Policy AR 6145.22 does not allow trainers to sign.”

Please bring your laptop

For most current agenda refer to http://www.kpbsd.k12.ak.us/students_parents.aspx?id=8922

Board Policy Review Committee Meeting Notes
Borough Conference Room C, 12:30 PM
Meeting Notes

Date/Time: June 2, 2014 12:30 PM

Lynn Hohl – Present
Marty Anderson – Late
Dan Castimore - Present
Dave Jones – Present
Sarge Truesdell - Present
Steve Atwater - Present

Guests:
Sean Dusek –
Laurie Olson
John O’Brien
Tim Vlasak
Pegge Erkeneff
Bette Gililand
Mari Auxier
Natalie Bates

Approval of Notes: The notes from May 5, 2014 meeting were approved.

- *Recruiting re: remote living expenses. Handout of memorandum of reimbursable charges. Joann, Tim written memo of what is covered. 3 flights in September 2 paid in January.*
 - *Question on whether \$2,500 enough for moving expenses. Tim V said yes typically covers moving expenses.*
 - *Internet provided by third party, we charge to offset the cost.*
 - *Request to make this into an AR – so clear and transparent. Also look at possible reimbursement to other teachers too.*
 - *Smoking is not allowed, pet deposits are non-refundable. Certified staff only.*
 - *Support staff is typically local village people, have been able to recruit staff for non-certified.*
 - *Duties of school board state Statute –*
 - *Dave will add certified staff and bring back for July’s meeting.*

- *BP 3311 Bids- failure to file Sales Taxes – waiting to hear back from Collette*
- *AR 3311 Bids-appeal process- Laurie Olson. Heard from Juneau, Fairbanks, Juneau took from State policy. Handout on Bid appeal from other districts. Request a written recommendation for next time.*
 - *No valid complaints in last few years.*
 - *Dan does not want to change. Can move to full board and discuss it with the full board.*

NEW – At both policy committee and at the board worksession as there is an urgency to have these in place by start of School.

Historically there have been no Policy Committees in July. Board members determined we would have Policy Committee in July.

- *AR 0510 – School District Report Card – question on July 1 date. We need to review the statute. Report to State by statute date, and to public 60 days after.*
 - *Presentation should be at a public meeting – should be notice of the meeting.*

- *Add science to paragraph 4 – Discussion ensued. Change to what the Department of Ed requires. Add key indicators to #15. School Report card is verbatim from state statute – we should just refer to the statute, that way we don't have to change when statute changes.*
- *BP 5127 – Graduation Ceremonies and Activities.*
 - *Waivers – The state has given no guidance on what a waiver would be given for. Late arrival waiver - Not applicable for walking at graduation.*
 - *Misconduct – BP 5144 should be added. Usually within 3-4 days before graduation.*
- *BP 6146.1 – High School Graduation Requirements*
 - *Paragraph 1, last sentence – delete “student’s choice”*
 - *What is the process to approve alternative process for students? Time requirement refers to statute as seat time.*
 - *Bring forward to the board – review Time Requirement in the Fall*
 - *6146.1(b)*
 - *Add Physical Education Requirements. We have done waivers for dance students, not District sponsored. Additional discussion needed about # 4 and 5.*
- *BP 6146.3 and AR 6146.3 – HSGQE – DELETE*
 - *BP 6146.3 number is available for future use*
 - *Refer to statute as to what is required.*
 - *Delete BP and AR*
- *AR 6146.5 – Special Services Grading and Graduation*
 - *change “completion” to “complete”.*
- *BP 6146.51- Differential Requirements for Individuals with Exceptional Needs*
 - *guidelines just being revised.*
- *BP 6146.8 – Diplomas*
- *BP 1114 - Communication Using Electronic Media – NEW*
 - *Why now? Our new App, can connect to FB, concern with being in alignment with FERPA. With all of social media and various ways we communicate with students – we need to give guidance to our staff. The next step will be to offer approved forms.*
 - *First paragraph – add staff, students, families and community.*
 - *Generalize second paragraph.*
 - *Concern that these issues are addressed in other policies. Just the means of bullying, etc.*
- *AR 5112.6 – Education for Homeless Children and Youths.*
 - *Attendance and retention – What about sports eligibility?*
 - *Does ASAA have anything that addresses this issue? Lynn request that Kelly King, Homeless Liaison look at KPSAA - Maybe list example in KPSAA handbook. Our homeless numbers were down to 250, usually 300s.*
 - *Transportation – following regulation – another unfunded mandate. This will require us to create an MOA with OCS. We have not paid for emergency placement transportation previously.*
- *BP 6164.5 - Intervention/Assistance Teams*

- *Bus Travel phone conference with the three principals. Spreadsheet handout. Cost difference from using charter to using Activity Bus. High school with split the cost with Middle/Elementary school if cost if higher.*
 - *Should we have a list of priorities for trips? Academics should come first, before sports. Dave this is still due to shortage of activity drivers. Schedule for available busses? – Dave hasn't found anything to schedule buses that far in advance.*
 - *There is a field trip account set up to help with bus costs.*

- *Use of Craig's List to advertise positions - - We use Alaska Teacher placement, our positions Website and JobService. Gotten away from advertising unless we have a hard time getting recruits.*

- *Continue review of Section 3000.*

Next Meeting: July 7, 2014

Meeting adjourned at 2:00 PM

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

In accordance with law, each school and the District shall annually assess school and student performance and prepare reports to the public on these assessments. In addition to the components required by law, the Superintendent may include in the report additional indicators, both qualitative descriptions and quantitative measurements, of school and student performance. In determining the indicators which assess school and student performance, the Superintendent shall solicit suggestions from the school staff and community. This assessment report shall be viewed as an opportunity to communicate with the public, review achievements, identify areas for improvement, enlist local support, enhance internal operations, build consensus, and establish a vision for the future.

The Board expects that evaluation processes and resources will be used to develop performance report cards and that the usefulness of these reports will improve with each future assessment.

(cf. 0200 - Goals for the School District)
(cf. 0210 - Goals for Student Learning)
(cf. 0420 - School-Based Management/Site Councils)

Legal References:

ALASKA STATUTES
14.03.120 Education planning

NO CHILD LEFT BEHIND ACT, 20 USC §§ 6311, 6312 and 6316

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

SCHOOL DISTRICT REPORT CARD

~~In accordance with AS 14.03.120,~~ 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,~~ Disseminate by September 15th, report to the Board by the October meeting 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;~~ as required by AS 14.03.123 ~~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

SCHOOL DISTRICT REPORT CARD

- description of the results of parental, community, and business involvement;
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

SCHOOL DISTRICT REPORT CARD

15. other indicators of school performance selected by the District or required by state regulation.

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

SCHOOL DISTRICT REPORT CARD

In accordance with AS 14.03.120, 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, Disseminated by September 15th, and reported to the Board by the October meeting 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 information on 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 results of norm-referenced achievement tests;~~
3. ~~results of state standards-based assessments in language arts and mathematics; 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. ~~a description, including quantitative and qualitative measures, of student, parent, community, and business involvement in student learning; 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. ~~a description of the school's attendance, retention, dropout, and graduation rates as specified by the state board; for high schools, the number and percent of students in the "pass" and "not pass" categories for the high school graduation qualifying exam;~~

SCHOOL DISTRICT REPORT CARD

6. ~~the annual percent of enrollment change, regardless of reason, and the annual percent of enrollment change due to student transfers into and out of the school district; 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;~~
7. ~~if Native language education is provided, a summary and evaluation of the curriculum described in AS 14.30.420 attendance, retention, dropout, and graduation rates, including the number and percent of students receiving a diploma under a waiver from the HSGQE;~~
8. ~~The performance designation assigned the school under AS 14.03.123 and the methodology used to assign the performance designation, including the measures used and their relative weights; the annual percent change in enrollment and the percent of enrollment change due to student transfers into and out of the District;~~
9. ~~Other information concerning school performance and the performance of the school's students as required by the state board in regulation; the performance designation assigned the school under AS 14.03.123; and~~
10. ~~Information on the number, attendance, and performance of students enrolled in the school whose parents or guardians are on active duty in the armed forces of the United States, the United States Coast Guard, the Alaska National Guard, the Alaska Naval Militia, or the Alaska State Defense Force. 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;~~

SCHOOL DISTRICT REPORT CARD

- 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.~~

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

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 it is reasonable to use 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, staff 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 [law enforcement criminal investigation \(law enforcement request\)](#), 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: 7/01/2013

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 goals. 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 in State Statute AS 14.03.078). The Board shall provide for opportunities that allow every student to take a college assessment as defined in State Statute AS 14.03.078. The assessments shall be administered in accordance with state law and regulations. A student who successfully completes District graduation requirements shall be issued a diploma upon completion of one of these assessments.

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

HIGH SCHOOL GRADUATION REQUIREMENTS (continued)

- 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

Optional Methods Of Satisfying Physical Education 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.
- 5. 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.
- 56. 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

STUDENT ACTIVITY FUNDS

Student organizations may raise and spend money in order to promote the general welfare, morale and educational experiences of the students. Student funds shall finance worthwhile activities which go beyond those provided by the District.

(cf. 1321 – Solicitation of Funds from and by Students)
(cf. 3554 – Other Food Sales)

Student funds shall be managed in accordance with the established District procedures.

The Superintendent shall be responsible for the proper conduct of all student organization financial activities and shall periodically review the organizations' general financial structures and accounting procedures.

The Board shall provide an annual audit of student accounts by a certified public accountant.

(cf. 3400 – Management of District Assets/Accounts)

FUND BALANCE**Purpose of Fund Balance**

An appropriate fund balance is a critical factor in the long range financial planning of a school district to assure sound financial practices and management. There is a need to maintain a cash flow to provide financial reserves for unanticipated expenditures and/or revenue shortfalls of an emergency nature. Examples of these situations follow:

- Unexpected costs incurred by mandated, but not funded, State or Federal programs,
- Increased utility costs due to abnormal price increase or unusually cold weather,
- Greater than expected inflation,
- Unexpected decrease in Federal, State or Local revenue,
- Unexpected deficits in other operating funds (Student Nutrition Services, Transportation),
- Unexpected decrease in student enrollment.

Definitions

Fund Balance - the cumulative difference between revenues and expenditures; it approximates available resources absent significant liabilities.

Fund Balance Classifications - GASB 54 established five classifications for fund balance as follows:

- *Nonspendable fund balance*—amounts that are not in a spendable form (such as inventory) or are required to be maintained intact (such as the corpus of an endowment fund)
- *Restricted fund balance*—amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation

FUND BALANCE (continued)

- *Committed fund balance*—amounts constrained to specific purposes by a government itself, using its highest level of decision-making authority (Kenai Peninsula Borough School Board); to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest-level action to remove or change the constraint. School Board action to constrain resources must occur prior to fiscal year-end; however, the specific amount can be determined in the subsequent period.
- *Assigned fund balance*—amounts a government *intends* to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority
- *Unassigned fund balance*—amounts that are available for any purpose; these amounts are reported only in the general fund.

The five categories of fund balance place varying strengths of spending constraints on available resources in a descending order as listed. Nonspendable fund balance is the most restrictive classification and unassigned fund balance is the least restrictive.

State of Alaska Reserve Allowances Alaska Administrative Code 4 AAC 09.160 (not GAAP compliant) establishes that reserves in the year-end fund balance in a school's operating fund may be only in the following categories:

- (1) Encumbrances,
- (2) Inventory,
- (3) Prepaid expenses including fuel,
- (4) Retirement incentive program,
- (5) Self-insurance and
- (6) Federal impact aid received in response to the application submitted during fiscal year of the audit under 4 AAC 09.130.

FUND BALANCE (continued)

Policy

Alaska Statute AS 14.17.505 establishes that a District may not accumulate in a fiscal year an unreserved portion (as defined by 4 AAC 09.130) of its year-end fund balance in its school operating fund that is greater than 10 percent of its expenditure for that fiscal year.

It is the policy of the District to maintain a General Fund Unassigned Fund Balance which does not exceed 5 percent of the prior year's General Fund expenditures. Any amount in excess of this 5 percent will be utilized to reduce the School District request for local effort funding for the subsequent year.

When an expenditure has been duly authorized and funding to pay for the expenditure is available within multiple fund balance classifications, the funding available in the most restrictive classification will be used first.

Legal References:

ALASKA ADMINISTRATIVE CODE
4 AAC 09.130 School District Audit
4 AAC 09.160 Fund Balance

ALASKA STATUTES
AS 14.17.505 Fund Balance in School Operating Fund

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Revision Date: May 2, 2011

EQUIPMENT RESERVE FUND

The School Board recognizes the need to plan for the cyclical replacement of capital assets and the impact such replacement has on the operating budget. The School Board, has therefore, authorized the creation and maintenance of a special revenue fund that is dedicated to the acquisition and/or replacement of such capital equipment.

(cf. 3000 – Concepts and Roles)
(cf. 3300 – Expenditures/Expending Authority)

In order to comply with GASB 54 regulations on special revenue funds, the School Board will annually commit a percentage of the District’s interest income to the Equipment Reserve Fund to be spent solely on the purchase or replacement of capital equipment.

Access to funds in the Equipment Reserve Fund will be limited to capital purchases in excess of five hundred dollars (\$500). All expenditures drawn from the Equipment Reserve Fund will be assigned to the appropriate expenditure account as necessary to record the purchase within the Equipment Reserve Fund.

(cf. 3120 – Transfer of Funds)
(cf. 3310 – Purchasing Procedures)
(cf. 3311 – Bids)

In order to protect the integrity of the fund, the Superintendent will supervise or determine an annual application process that will determine need within the District and award funds for the purchase or replacement of capital equipment as warranted.

(cf. 3400 – Management of District Assets/Accounts)
(cf. 3460 – Periodic Financial Reports)

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 11/01/10

EQUIPMENT RESERVE FUND

Failure to plan and budget for the cyclical replacement of capital assets can have drastic impacts on the general operating budget. The Equipment Reserve Fund was established by the School Board in recognition of the need to plan and budget for this cyclical replacement. This fund is dedicated to the orderly and planned acquisition and/or replacement of such capital equipment.

Revenue Source

The foundation of revenue for this special revenue fund shall stem from an annual commitment by the School Board of 20% of the District’s interest income in the prior fiscal year to the Equipment Reserve Fund. This revenue shall be used solely for the purchase or replacement of capital equipment from the Equipment Reserve Fund.

Equipment Types

The District’s account code structure addresses two types of equipment as follows:

Object Code 5101	Equipment – General
Object Code 5102	Equipment – Technology

Equipment – Technology refers to the computer technology related equipment, some of which is addressed in the District Technology Plan.

Equipment – General refers to all of the remaining equipment purchased throughout the District.

Equipment Replacement Plans

Technology Plan purchases made on a three-year cycle as part of the District Technology Plan are paid for through the use of E-Rate revenue out of the general fund. Equipment not covered by the Technology Plan is eligible to be purchased from the Equipment Reserve Fund.

EQUIPMENT RESERVE FUND - continued

Equipment – General Replacement Process

There will be an annual application process for buildings and departments to apply for funding for needed equipment purchases not funded by the Technology Plan. Buildings and departments will be able to apply for three specific need areas as follows:

1. Health and safety needs
2. Established program needs
3. New or additional program needs

All needs shall be reviewed and scored according to the following prioritized criteria:

1. An established life or safety concern for students, employees or members of the public
2. Directness of the link to classroom instruction
3. Useful life status of existing equipment
4. Vandalism with consideration that proper precautions have been taken to protect school equipment
5. The extent to which a building or department has contributed to equipment failure through improper use
6. Other relevant material

If the application process for the year is complete and a building experiences unexpected loss, the administrator can apply for special permission for equipment needed to provide for emergency health and safety needs.

Of the current \$6.7 million in the equipment fund, \$1.5 million is reserved for Information Services expenditures, \$1.7 million is reserved for Charter School expenditures and \$3.4 million is reserved for the Equipment-General Replacement Process.

Up to a limit of \$1.5 million of the \$3.47 million will be allowed to be spent for the Equipment-General Replacement Process in FY 11.

OPERATION AND MAINTENANCE OF PLANT

The Board recognizes the importance of timely maintenance and repair of District facilities, property and equipment in ensuring the safety of students and employees, in protecting State and local investment, in providing necessary loss control, and in helping to ensure the availability of capital funding. A preventative maintenance plan shall be in effect which includes custodial care, scheduled preventative maintenance, and energy management for District buildings. The Superintendent shall ensure a systematic means of tracking the timing and costs associated with maintenance activities; shall direct the preparation of renewal and replacement schedules for electrical, mechanical, structural, and other components of District facilities; and shall provide for preventive maintenance training for facility managers and maintenance employees.

(cf. 3515 – School Safety and Security)
(cf. 5142 – Safety)

All school buildings and equipment shall be regularly inspected to assure that all are maintained at the highest level of safety. Employees are responsible for promptly reporting to their supervisor any damage to District property or equipment.

Legal Reference:

ALASKA STATUTES

14.11.011 Grant applications

14.11.100 State aid for costs of school construction debt

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 5/3/2004

ENERGY CONSERVATION

Note: This optional policy may be revised or deleted as desired.

The School Board desires to reduce energy use in the district in order to help conserve natural resources and save money to support other district needs.

The Superintendent or designee shall establish energy use reduction goals, monitor energy consumption and encourage employees and students to conserve resources. The Superintendent or designee shall regularly inspect district facilities and operations and make recommendations for maintenance and capital expenditures which may help the district reach its energy consumption goals.

EQUIPMENT

School equipment may be used by staff members and/or students only for school-related tasks. Personal use of District property is prohibited and may be cause for disciplinary action.

When school equipment is not being used by students or staff, school-connected organizations may be granted reasonable use of the equipment for school-related matters. Actual costs of services such as copying shall be paid by the group rather than by the District.

(cf. 1240 –Organizations Supporting Student Activities)
(cf. 1330 – Use of School Facilities & Properties)

District-owned equipment can only be removed from the school site for school-related activities or approved rentals. The consent of the principal is required prior to the removal. District-owned equipment may be rented through *BP & AR 1330 Use of Facilities and Properties* and *E 1330(a & b) Building Use Application* form.

The consent of the principal is required if District-owned equipment is removed from the school site. When any equipment is taken off-site, the borrower is responsible for its safe return and shall be fully liable for any loss or damage.

No personal telephone calls will be charged to District telephones. All personal telephone calls shall be charged to the employee's home phone or credit card number.

(cf. 3440 – Inventories)

AASB Policy - not yet accepted by KPBSD

Business and Noninstructional Operations

BP 3514

ENVIRONMENTAL SAFETY

The School Board believes that students and employees have the right to learn and work in a safe environment.

The Superintendent or designee shall establish and vigorously enforce precautionary measures against accidents, fire, explosion, and other physical hazards.

All members of the school community should be alert to any physical conditions, including explosive, toxic or incendiary hazards, which may jeopardize the safety of students, employees, or the public.

- (cf. 3513.3 - Tobacco-Free Schools/Smoking)*
- (cf. 3514.1 - Hazardous Substances and Pesticides)*
- (cf. 3543 - Transportation: Emergency and Safety Procedures)*
- (cf. 4157/4257/4357 - Employee Safety)*
- (cf. 5141.1 - Accidents)*
- (cf. 5142 - Student Safety)*
- (cf. 6114 - Emergencies and Disaster Preparedness Plan)*
- (cf. 6153 - Field Trips)*
- (cf. 7111 - Evaluating Existing Buildings)*

Legal Reference:

ALASKA STATUTES

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

ALASKA ADMINISTRATIVE CODE

- 18 AAC 90.625 School use and notification*

Revised 1/03

SCHOOL-RELATED TRIPS

Trips by School Vehicles

Besides taking students to and from school, the Superintendent may approve transportation for field trips and school-sponsored activities. The Superintendent shall regulate the use of the District transportation for approved school-related activities. Student councils, parent-teacher associations, and any other organizations requesting transportation shall be fully responsible for the costs of the trip. To the extent that funding has been approved by the Superintendent, such costs may be charged to the District.

Transportation by Private Automobile or Vans

The Superintendent may authorize the transportation of students by private automobile for approved field trips and activities. Due to safety concerns, students may not be transported in a 9 to 15-passenger van for any reason. This includes vans that are privately-owned or rented. Eight-passenger (or less) mini vans are allowed. Whenever students are being transported in any motorized vehicle *E3541.1(a) School Driver Registration Form* should be completed. Additionally, *E3541.1(b) Private Vehicle Transport Safety Check* needs to be completed for student transport by any privately owned vehicle.

Trips Involving Students as Passengers

Drivers shall be an adult age twenty-one (21) or older, registered with the District, possess a valid driver's license and liability insurance of at least \$100,000 per occurrence.

Drivers shall be issued safety instructions and emergency information.

All student passengers shall provide permission slips signed by their parents/guardians.

Owners, drivers and passengers shall be informed that the registered owner and his/her insurance company are responsible for any accidents which may occur.

Transportation of students in vehicles operated by another student is prohibited.

In the event of an accident, regardless of damage or injury, the principal shall notify the Superintendent at the earliest possible time.

SCHOOL-RELATED TRIPS (continued)

Trips Involving a Student as Driver

Driver shall be required to possess a valid driver's license and liability insurance as required by state law.

Driver shall provide permission slip signed by parents/guardians.

Driver shall be issued safety instructions and emergency information.

Driver shall be informed that the registered owner and his/her insurance company are responsible for any accidents which may occur.

Transportation of students in vehicles operated by another student is prohibited.

In the event of an accident, regardless of damage or injury, the principal shall notify the Superintendent at the earliest possible time.

(cf. 6153 – School-sponsored Trips)

SCHOOL-RELATED TRIPS

Trips by School Vehicles

Activity vehicles/vans will be in compliance with state laws and District regulation. Per BP 3541.1, no 9 to 15-passenger vans are allowed. 8 passenger (or less) mini vans are allowed.

Drivers

1. Drivers shall be at least twenty-one (21) years old and possess a valid appropriate driver's license.
2. Drivers shall follow all state traffic laws including a required ten (10) minute rest stop every two hours.
3. Drivers will conduct a pre and post trip safety and maintenance check of vehicles, including an operating check of tire pressure, turn signals, brakes, mirrors, windshield wipers, lights, oil level, oil pressure, fan belts, and gas tank.
4. Drivers must be free from the effects of alcohol, drugs and medications that may impair driving ability when operating activity vehicles.

Activity Vehicles

1. Activity vehicles shall have the following equipment on board:
 - a. Free standing reflectors
 - b. Five pound fire extinguisher
 - c. First aid kit
 - d. Tire chains
 - e. Tow straps
 - f. Emergency procedures guide
2. Activity vehicles shall not be loaded beyond their capacity.
3. Each school shall be responsible for regular vehicle maintenance and upkeep. A trip log and a maintenance log shall be kept for each activity vehicle.

Trips

Trip plans, including designated overnight stops, must have prior approval from the principal. The principal shall be notified of any deviation from the trip plan.

Business and Instructional Support Operations

AR 3541.1(b)

SCHOOL-RELATED TRIPS (Continued)

These requirements are considered minimum and principals may add requirements depending on the time of year and road conditions.

SCHOOL DRIVER REGISTRATION FORM

DRIVER (check one) Employee Parent Volunteer Student

Name _____ Date of Birth _____

Address _____ Driver's License No. _____

Expiration Date _____

Telephone No. _____ Driver is over 21

VEHICLE*

Name of Owner _____ Year _____

Address _____ Make _____

License Plate No. _____ Registration _____

Expires _____

Seating Capacity must equal number of seat belts No. of Operational Seat Belts _____

Operational Brakes Yes No Operational lights: Headlights Yes No
Working Windshield Wipers Yes No Brake Lights Yes No
Turn Signals Yes No

INSURANCE INFORMATION (Attach copy of insurance card)

Insurance Company _____

Policy No. _____ Expiration Date _____

Liability Limits of Policy _____

(The minimum acceptable liability limit for privately-owned vehicles is \$100,000 per occurrence. If you transport students often, it is recommended that your coverage be \$300,000 per occurrence.)

Name of Agent _____

Telephone No. _____

I certify that the information given above is true and correct. I understand that if an accident occurs, my insurance coverage shall bear primary responsibility for any losses or claims for damages.

The district is authorized to obtain my driving record from the Department of Motor Vehicles.

Signature _____ Date _____
(Parent signature if driver is a student)

This form is valid for school year _____.

*Due to safety concerns, students may not be transported in a ; /15-passenger van for any reason. 8-passenger *qt 'hguu+ o lpk'xcpu'are allowed.

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

3541.1(b)

Private Vehicle Transport Safety Check*

The following is to be completed by school personnel for any person driving a private vehicle transporting KPBSD students to a District sanctioned event. The Principal or designee is responsible for reviewing this form with the driver prior to each trip. Once this checklist has been completed, a copy is to be kept on file at the school.

Y N Driver has a current completed form E 3541.1(a) on file in the office for the current school year.

Driver has a written and completed form E 6153(h) on file in the office for the current school year.

Number of persons in the vehicle does not exceed the number of working seat belts.

All lights, brakes, windshield wipers appear to be in working order.

Vehicle has a spare tire, jack.

Driver has a cell phone. Number: _____

Driver has a list of emergency contact numbers (to include school principal and State Troopers)

Driver is at least 21 years of age and has a valid state approved driver's license.

School Personnel Completing

This Form:

_____ Name

_____ Date

* Due to safety concerns, students may not be transported in a 9-15 passenger van for any reason. 8-passenger (or less) mini vans are allowed.

Original – Principal, 1st Copy – Driver, 2nd Copy – Coach/Sponsor

403(b) SALARY REDUCTION AGREEMENT FORM (SRA) For Tax Sheltered Annuities and Custodial Accounts

- Please supply the information requested below.
- Read all agreements on this form before submitting.
- Fields having an asterisk notation are required.

403(b)

IMPORTANT NOTICE: Before You Sign, Read All Information on this form:

A Tax Sheltered Annuity ("TSA") is an investment account that is set aside for your retirement (only), and is paid for with "pre-tax" dollars. A Custodial Account ("CA") is the group or individual custodial account or accounts, established for each Employee, by the Employer, or by each Employee individually, to hold assets of the Plan. Unless utilizing the catch-up provisions, your Maximum Allowable Contribution ("MAC") cannot exceed \$17,500 (\$23,000 if age 50 or over). Both TSA & CA receive tax deferred treatment.

Part 1: Employee Information

Please check here if you have contributed to another 403(b) or 401(k) plan with another employer this calendar year. If so, please provide the amount of the year-to-date contributions you have made to the other employer's plan: \$ and the name of the other employer:

* Social Security Number: * First Name: MI: * Last Name:

* Address:

* City: * State: * Zip:

* Date of Birth: * Phone: * Email address:

Part 2: Employer Information

* Full Organization Name, City and State: * Date of Hire: (mm/dd/yyyy)

Part 3: Contribution Information

OPTION 1: Recurring Contributions

WARNING!!! Any new recurring contributions will supercede all current recurring contributions to your employer's 403(b) plan administered by OMNI. If you are currently contributing to multiple service providers under your employer's 403(b) plan, please be sure to list all contributions you wish to continue. Any active 403(b) contributions found in our records, but not listed below WILL BE DISCONTINUED.

Also, a contribution may be discontinued by listing it below with an amount of zero.

Please withhold funds from my pay for the following 403(b) contributions until further notice:

Plan Type	Service Provider	Account #	Effective Date	Amount Per Pay	OR	Percent Per Pay Period
<input type="checkbox"/> 403(b) <input type="checkbox"/> ROTH 403(b)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
<input type="checkbox"/> 403(b) <input type="checkbox"/> ROTH 403(b)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
<input type="checkbox"/> 403(b) <input type="checkbox"/> ROTH 403(b)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
<input type="checkbox"/> 403(b) <input type="checkbox"/> ROTH 403(b)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>

If you have requested a percentage amount for any of the contributions above, please supply:

Your Annual Salary: Number of Pay Periods Per Year:

Please check here if you are NOT a full-time employee

OPTION 2: One-Time Contributions (Elective Contributions Only)

After this contribution, any 403(b) recurring contributions to this service provider should be:

Plan Type	Service Provider	Account #	Effective Date	Amount	
<input type="checkbox"/> 403(b) <input type="checkbox"/> ROTH 403(b)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> DISCONTINUED <input type="checkbox"/> RESUMED
<input type="checkbox"/> 403(b) <input type="checkbox"/> ROTH 403(b)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> DISCONTINUED <input type="checkbox"/> RESUMED
<input type="checkbox"/> 403(b) <input type="checkbox"/> ROTH 403(b)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> DISCONTINUED <input type="checkbox"/> RESUMED
<input type="checkbox"/> 403(b) <input type="checkbox"/> ROTH 403(b)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> DISCONTINUED <input type="checkbox"/> RESUMED

Please check here if you are NOT a full-time employee

OPTION 3: Participation Opt Out

I do not wish to participate at this time. I understand that I may participate in the future simply by filling out a new Salary Reduction Agreement form.

Part 4: Agreements and Acknowledgements

The above named Employee where applicable, agrees as follows:

1. To modify his/her salary reduction as indicated above.
2. That his/her Employer transfers the above stated funds on Employee's behalf to OMNI for remittance to the selected Service Provider(s).
3. This SRA is legally binding and irrevocable with respect to amounts paid.
4. This SRA may be changed with respect to amounts not yet paid.
5. This SRA may be terminated at any time for amounts not yet paid or available, and that a termination request is permanent and remains in effect until a new SRA is submitted.
6. (a) That OMNI does not choose the annuity contract or custodial account in which your contributions are invested.
(b) OMNI does not endorse any authorized Service Provider, nor is it responsible for any investments.
(c) OMNI makes no representation regarding the advisability, appropriateness, or tax consequences of the purchase of the TSA and/or CA described herein.
(d) (i) OMNI shall not have any liability whatsoever for any and all losses suffered by Employee with regard to his/her selection of the TSA and/or CA, its terms, the selection of any service provider, the financial condition, operation of or benefits provided by said service provider, or his/her selection and purchase of shares by any service provider. Nothing herein shall affect the terms of employment between Employer and Employee.
(ii) Employee acknowledges that Employer has made no representation to Employee regarding the advisability, appropriateness, or tax consequences of the purchase of the annuity and/or custodial account described herein.
(iii) The Employer shall not have any liability for any and all losses suffered by an Employee with regard to the selection(s) of any TSA and/or CA, any related terms and conditions, the selection of any service provider, the financial condition, operation of or benefits provided by any service provider or the selection and purchase of shares by any service provider.
7. To be responsible for setting up and signing the legal documents necessary to establish a TSA or CA.
8. To be responsible for naming a death beneficiary under their TSA or CA. This is normally done at the time the contract or account is established. Beneficiary designations should be reviewed periodically.
9. When provided all required information in a timely manner, OMNI is responsible for determining that salary reductions do not exceed the allowable contribution limits under applicable law, and will complete MAC calculations as required by law.
10. To contact OMNI and complete the appropriate OMNI forms for any requests for distributions, loans, hardship withdrawals, account exchanges plan-to-plan transfers or rollover contributions. Processing fees for the foregoing transactions may apply.
11. This SRA is subject to the terms of the Services Agreement between OMNI and Employer, and to the Information Sharing Agreement between OMNI and the Service Providers, copies of which may be obtained from Employer.
12. This agreement supercedes all prior salary reduction agreements and shall automatically terminate if Employee's employment is terminated.

Part 5: Employee Signature (Mandatory)

I certify that I have read this complete agreement and that my requested salary reduction(s), if in excess of my base limit, represent(s) my wish to utilize any catch-up provisions for which I may be eligible. I further certify that my salary reductions do not exceed contribution limits as determined by applicable law. I understand my responsibilities as an Employee under this Program, and I request that Employer take the action specified in this agreement. I understand that all rights under the TSA or CA established by me under the Plan are enforceable solely by my beneficiary, my authorized representative or me.

Employee Signature: Date:

Part 6: Acknowledgement and Representation of Sales Agent/Representative (If Applicable)

I agree to comply with all pertinent written directives regarding the solicitation of Employee. A calculation of maximum allowance will be provided annually for Employee contributing more than \$17,500 (\$23,000 if over 50) or utilizing the "catch-up provisions". Furthermore, my employer (name) agrees to indemnify and hold harmless the Employer, any individual member of the governing board and the Employee participating in the 403(b) Program against any claims based on an error in the MAC I provided, except where the error is based upon erroneous information provided by Employer or Employee. Additionally, I will notify OMNI regarding any distributions or loans to participants.

Sales Agent/Representative Name: Phone:

Address:

Signature: Date:

Part 7: Employer Acknowledgement (If Applicable)

Salary: # of TSA/CA Pay Periods: Effective Payroll Date:

Employer Name & Title:

Employer Signature: Date:

Please return this agreement to The OMNI Group, unless otherwise advised by your employer:

The OMNI Group
Water Tower Park • 1099 Jay Street, Building F • Rochester, NY 14611
Toll Free: (877) 544-OMNI ® • Fax: (585) 672-6194
Please visit our website at www.omni403b.com

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E 3530a Student Visitor Injury Incident Report

Student/Visitor Injury/Incident Report	E3530a
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INTERNAL USE ONLY

- Complete this report on-line within 48 hours of injury and mail signed print out to Lassie Nelson, District Office.
- If this injury/incident results in likely medical treatment of the student, complete the Accident Claim Form, give to the parent and retain a copy.
- Complete "Student Injury Incident Home Report" for parent.

Fields marked with a red asterisk (*) are required.

School Where Student Attends *	(Select) <input style="width: 95%;" type="text"/>			
Student/Visitor *	<input type="radio"/> Student Injury/Incident <input type="radio"/> Visitor Injury/Incident			
Last Name *	<input style="width: 100%;" type="text"/>	First Name *	<input style="width: 100%;" type="text"/>	MI <input style="width: 30px;" type="text"/>
Gender *	<input type="radio"/> Male <input type="radio"/> Female			
Student ID Number *	<input style="width: 100%;" type="text"/>	Birthdate *	<input style="width: 100%;" type="text"/>	
Phone Number *	<input style="width: 100%;" type="text"/>	Home Address *	<input style="width: 100%;" type="text"/>	
City *	<input style="width: 100%;" type="text"/>			

Injury/Illness Info

Location Where Injury/Incident Occurred * (i.e. another school, bus, classroom, gym, playground, shop, etc)	<input style="width: 100%;" type="text"/>
Date of Injury/Incident *	<input style="width: 100%;" type="text"/>
Time of Injury/Incident *	<input style="width: 100%;" type="text"/>

Cause of Injury/Incident (Check all that apply) *

<input type="checkbox"/> Allergy
<input type="checkbox"/> Bite

- Caught in/Under/Between
- Flame/Fire/Smoke
- Furniture/Fixtures/Equipment
- Ice/Snow
- Lifting/Physical Activity
- Motor Vehicle Accident
- Noise
- Slip/Trip/Fall
- Stepped on (describe below)
- Struck by (describe below)
- Other (describe below)

Detail below:

Physical Injury (Check all that apply) *

- Abrasion/Scratches
- Allergic Reaction
- Amputation
- Back Pain
- Bleeding
- Concuss-poss./Head bump
- Burn
- Chpd/Brkn Tooth
- Contusion/Bruise
- Cut/Laceration/Puncture
- Dislocation-possible
- Fracture-possible
- Loss of Consciousness
- Seizure-possible
- Sprain/Strain-possible

Other (describe below)

Detail below:



Affected Body Part(s) BE SPECIFIC (Also need left or right, part of head, part of back, which digit, as applicable)



Teacher/Supervisor Name

Describe the activity of the student at the time of the incident *



Describe how the incident occurred *



Amount of Supervision



Describe any unsafe acts or conditions



Describe any safeguards



Student's description of what happened *

A large text area with a scroll bar on the right and navigation buttons (back, forward, and zoom) at the bottom.

Who was notified?

Name and relationship to student

A text area with a scroll bar on the right and navigation buttons at the bottom.

How Notified

A text area with a scroll bar on the right and navigation buttons at the bottom.

Time

What happened to the student after the incident? * (Check ALL that apply)

- Nurse
- Home
- Physician/Doctor/Clinic
- Returned to class
- ER/Hospital
- Ambulance/EMS
- Other (describe below)

Detail below:

A text area with a scroll bar on the right and navigation buttons at the bottom.

Witness/First Aid

Was the incident witnessed?	<input checked="" type="radio"/> Yes
	<input type="radio"/> No

Witness Name

Witness description of what happened

First Responder

Description of Immediate Aid Given

Nurse / First Aid Provider's Report

Was Nurse Available? *	<input type="radio"/> Yes <input type="radio"/> No	Name	<input type="text"/>	Time Seen	<input type="text"/>
Who Provided First Aid?		Name?	<input type="text"/>		

Student subjective statement re physical condition

Objective

Assessment

Plan

Additional Followup by School RN (incude date and signature)

<input type="text"/>

An Accident Claim Form with Part A completed has been provided for the parent specifically for this injury/incident.*

- Yes
- No

Signatures

Nurse	<input type="text"/>		<input type="text"/>
	Printed	Signature	Date
Form Completed By	<input type="text"/>		<input type="text"/>
	Printed	Signature	Date
Admin Approved By	<input type="text"/>		<input type="text"/>
	Printed	Signature	Date

Please complete your email address below by adding your username before the @kpbsd.k12.ak.us below. (i.e.: firstInitialLastname@kpbsd.k12.ak.us)

A copy of this form will be emailed to the address you provide after the submit button has been pressed.

For security reasons, please assure that you only use your complete KPBSD email.

Email **Click the submit button now**

Submit

**Kenai Peninsula Borough School District
Health Services
OPT-OUT Form for Growth Screening**

Student: _____ **Date of Birth:** _____
School: _____ **Grade:** _____

Growth screening involves measuring height and weight and calculating Body Mass Index (BMI). The purpose of the Growth Screening Program is to give you information about your child’s growth status. This information also helps KPBSD address a comprehensive approach to the health and wellness.

Alaska Statute Article 02. Section 14.30.127 mandates that school districts provide student hearing and vision screenings for possible identification of unknown or unrecognized diseases or health impairments that may affect a student’s education. While vision and hearing screenings are required, growth screenings are recommended by the Alaska Division of Public Health as another tool to evaluate the health of each child. Results are confidential. The growth screenings will take place in a private setting, supervised by the school nurse. Once completed, parents will be notified in writing of screening results by the school.

If you would like your child to participate in the free growth screening offered by your school, you do not have to complete this form and NO ACTION IS NEEDED. If you do not want your child to receive growth screening services at school, please sign and complete the form and return to the school office.

Please do not screen my child for height and weight.

Parent/Guardian Signature

Date

If you have any questions, please contact your school nurse. If you have more questions or concerns, please feel free to contact KPBSD Health Services at 907.283.2190

7/2014

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ASAA PARENT AND STUDENT VERIFICATION OF RECEIPT OF INFORMATION CONCERNING CONCUSSIONS

In accordance with AS 14.20.142, the School District requires that each athlete, and each minor athlete's parent/guardian, receive written information on the nature and risks of concussions each year. Students may not participate in school athletic activities unless the student and parent/guardian of a student who is under 18 years of age have signed a current verification that they have received the information provided by the District. Parents will be provided with a pamphlet provided by the Alaska School Activities Association entitled "A Parent's Guide to Concussions in Sports." Students will be provided with a fact sheet produced by the U.S. Dept. of Health and Human Services Centers for Disease Control and Prevention entitled "Head's Up: Concussion in High School Sports – A Fact Sheet for Athletes." Students who are 18 years of age or older will also be provided with the Parent's Guide.

Parents and Students should review this information, discuss it at home, and direct any questions to the student's coach, school principal or athletic activities director.

Student Acknowledgement (required for all athletes)

I acknowledge that I have received a copy of "Head's Up: Concussion in High School Sports – A Fact Sheet for Athletes" and understand its contents.

Student Signature

Print Name

Date

Parent/Guardian/Eligible Student Acknowledgement (Parent signature required for all students under 18 years of age; student signature required for students age 18 or older)

I acknowledge that I have received a copy of "A Parent's Guide to Concussions in Sports" and understand its contents.

Parent/Guardian/Eligible Student Signature

Print Name

Date

ALASKA SCHOOL ACTIVITIES ASSOCIATION, INC.

4048 Laurel Street, Suite 203 • Anchorage, AK 99508 • (907) 563-3723 • Fax 561-0720 • www.asaa.org

PAGE 1 of 2

ASAA HEALTHCARE PROVIDER RELEASE AND RETURN TO PLAY PROTOCOL (RTP)

Student Name: _____

Sport: _____ School: _____ Birthdate: _____

Date of Injury: _____ Description: _____

IMPORTANT NOTE TO HEALTHCARE PROVIDER

Per AS 14.30.142, as amended, a student who has been removed from participation in a practice or game for suspicion of concussion may not return to play until the student has been evaluated and cleared for participation by an Athletic Trainer OR by a qualified person who verifies that he or she is currently trained in the evaluation and management of concussions.

“Qualified person” means either:

- 1) A health care provider licensed in Alaska, or exempt from licensure under Alaska law(AS 08.64.370(1), (2), or (4),
OR
- 2) a person acting at the direction and under the supervision of a physician licensed in Alaska, or exempt from licensure.

As interpreted by ASAA, Athletic Trainer means a Certified Athletic Trainer. **KPBSD Policy AR 6145.22 does not allow trainers to sign.**

As interpreted by ASAA, "Trained" means that the provider:

- 1) Has completed the online CDC Concussion Course for Clinicians (www.preventingconcussions.org) in the last two years,
AND
- 2) Has **a)** completed 2 hours of CME in Sports Concussion Management in the last 2 years, or **b)** has completed a one-year Sports Medicine Fellowship, a Certificate of Added Qualifications in Sports Medicine, or a Residency in Neurology or Neurosurgery.

IF YOU DO NOT MEET THESE CRITERIA, PLEASE REFER THE STUDENT ATHLETE TO A HEALTHCARE PROVIDER WHO DOES

If an athlete is removed from participation in an activity because of a suspected concussion:

BUT is found **not to have a concussion**, the athlete's return to play should be determined by the athlete's medical provider in accordance with the provider's assessment of the athlete's condition and readiness to participate;

AND is **determined to have sustained a concussion**, the athlete's readiness to return to participation should be assessed in accordance with the Alaska School Activities Association's graduated Return to Play (RTP) protocol. All student athletes with a concussion must successfully complete an appropriate RTP Protocol that lasts a minimum of six days before resuming full athletic activity. The Return to Play protocol recommended by ASAA's Sports Medicine Advisory Committee is described below.

Students should begin with a period of complete rest in which they avoid cognitive and physical exertion. As symptoms diminish, and the athlete feels able, he/she can begin trials of cognitive work, e.g. reading, texting, computer, TV, school. The introduction of cognitive work should be in short increments which increase progressively in length and intensity so long as concussion symptoms do not recur or worsen. When several hours of cognitive work are well tolerated at home, then attendance at a half day of school is appropriate. When a full day of school is tolerated, then homework may be added. Academic accommodations may be necessary for student athletes as they return to school following a concussion. If cognitive work at any time provokes or exacerbates symptoms, then the work should be discontinued, additional cognitive work should be minimized until symptoms regress, and the student can attempt to advance cognitive work again on the following day.

Only when the concussion symptoms have been entirely absent for 24 hours, does Day 1 of the progressive return to physical activity begin. The **Return To Play Protocol** is to take place over a **minimum of six days, with at least 24 hours between each step**. The rate of progression through the steps in the program should be individualized. Factors which may slow the rate are young age, history of previous concussions, number/severity/duration of concussion symptoms, medical risk factors, and the concussion risk of the sports to which the athlete will return. Physical or cognitive activity that provokes recurrence of concussive symptoms will delay recovery and increase the risk of future concussion. Therefore, if symptoms recur at any step, then physical activity should stop until 24 hours after resolution of the symptoms, and then resume at the previous step.

PAGE 2 of 2 ASAA HEALTHCARE PROVIDER RELEASE AND RETURN TO PLAY PROTOCOL (RTP)

Student Name: _____

SYMPTOMATIC STAGE: Physical and Cognitive Rest; Then Incremental Cognitive Work, without Provoking Symptoms.	
Day 1	Begin when symptom free for 24 hours. 15 min of light aerobic activity: walk, swim, stationary bike. NO resistance training.
Day 2	30 min light-moderate aerobic activity: jog, more intense walk, swim, stationary bike. NO resistance training. START PE class at previous day's activity level. As RTP Protocol activity level increases, PE activity level remains 1 day behind
Day 3	30 min mod-heavy aerobic activity: run, swim, cycle, skate, Nordic ski. NO resistance training.
Day 4	30 min heavy aerobic activity: hard run, swim, cycle, skate, Nordic ski. 15 min Resistance Training: push-up, sit-up, weightlifting
Day 5	Return to Practice, Non-contact Limited Participation: Routine sport-specific drills
Day 6	Return to Full-Contact Practice
Day 7	Medically Eligible for Competition after completing RTP Protocol and is cleared by Healthcare Professional. ASAA Eligibility Criteria must be met before return to competition.

SECTION 1: THE CONCUSSED ATHLETE - to be completed by Healthcare Provider

- Student has sustained a concussion and is not yet ready to begin the Return to Play Protocol.
- Student is cleared to begin ASAA's **Return to Play Protocol** with any modifications noted below. *This clearance is no longer effective if student's symptoms return and persist.*
- Student is entirely free of concussion symptoms and has completed the ASAA Return to Play Protocol as described above. The athlete is medically eligible to return to competition.**

Please note any additional modifications to ASAA's Return to Play Protocol below [attach more pages if needed]:

SECTION 2: THE NON-CONCUSSED ATHLETE - to be completed by Healthcare Provider

- Student has **NOT** sustained a concussion. The **Medical Diagnosis** which explains his/her symptoms is: This is **REQUIRED** if checking the first box: _____
- Student is cleared to return to full sports participation. Medical Dx: _____
- Student is cleared for limited participation with the following restrictions [attach more pages if needed]:

SECTION 3: HEALTHCARE PROFESSIONAL ATTESTATION

By signing this form, I attest that I am a **Qualified Healthcare provider authorized under AS 14.30.142** and that I meet the ASAA definition of "Currently Trained" in the evaluation and management of concussion, as explained above. I do hereby take responsibility for the daily monitoring and decision making in managing this student athlete's concussion.

Healthcare Provider Signature _____

HCP Printed Name _____

AK License Number _____

Date _____

SECTION 3: ATHLETE AND PARENT CONSENT

The **Return to Play Protocol** incorporates an internationally recognized process by which concussed athletes are returned to athletic participation as safely as possible. Participation in athletics is accompanied by the risk of injury, permanent disability, and death. Having recently sustained a concussion, an athlete is at more risk for another head injury with risk of permanent disability or death. By signing this form, the athlete and the parent indicate their understanding that the completion of the **Return to Play Protocol** is not a guarantee of safe return to athletic participation. The parent accepts the risk of additional injury in requesting and consenting to the athlete's return to athletic participation.

Student Athlete Signature _____

Date _____

Parent Signature _____

Date _____

Student Athlete Printed Name _____

Parent Printed Name _____