



KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Policy Review Committee Meeting
October 20, 2014
1:00 PM
Conference Room C, Borough Building

AGENDA

- I. Call to Order
- II. Approval of notes from Policy Meeting of September 8, 2014 Page 4
- III. Information items
 - a. *BP and E 3344 – Remote Site Living Expenses*.Page 5
 - i. Question of Legality of paying for moving expenses Holly’s response: “There is a state statute that requires an employer who pays for the transportation expenses from the point of hire to the place of employment to also pay transportation costs back to the point of hire or another place agreed upon by the employee & employer upon termination of the job. The cause of termination must be beyond the control of the employee. For example, lack of work would be a valid reason to require the employer to provide the return transportation costs. This statute is narrower than “moving expenses” which could include more than transportation costs (e.g. moving family and furniture is beyond the protection of the statute). The employer is only required to provide transportation or transportation costs back to the point of hire, not additional moving related expenses. The employee (or former employee) must make the request for transportation to be furnished or financed within 45 days after termination of employment and may not continue to work the job longer than 10 days after the termination or until transportation is available, whichever occurs first. The statute was meant to protect the state from having jobless folks on the state dole because they couldn’t afford transportation (especially from remote locations) back to their place of hire after termination. AS 23.10.380”
 - ii. Discussion of insertion of language charging security deposit.

- b. *E 0411 Service Animals*Page 8
 - i. Question on whether exhibit complies with ADA
- c. *BP 3515 School Safety and Security*Page 11
- d. *AR 6146.1 High School Graduation Requirements*Page 14
 - i. Brief overview of how the District will implement the awarding of weighted grades during fall semester.
- e. *BP 5142.3 Restraint and Seclusion*Page 16
 - i. Align BP to be in compliance with AS 14.33.125

IV. Exhibits

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

- a. *E 5131.43 Harassment, Intimidation and Bullying*Page 26
- b. *E 3515 School Safety and Security*Page 28

V. Previous discussions

- a. *BB 9320 – Meetings*.....Page 29
 - i. Discussion on telephonic participation by board and public.
 - ii. AASB Policy attachedPage 31
 - iii. Anchorage School Board procedures regarding telephonic participation Page 33
- b. *BP 3471 and AR 3471 Equipment Reserve Fund*.....Page 38
 - i. Language inserted at the request of Lynn Hohl
- c. *AASB 3511 Energy Conservation*.....Page 41
 - i. Dave was researching what cost saving methods the Borough uses.
- d. *BP 3512 – Equipment*.....Page 42
 - i. Additional discussion needed

VI. New

- AASB 3514 – Environmental Safety*.....Page 43
- BP 3541.1 and AR 3541.1 – School-Related Trips*.....Page 44
- E 3541.1(a) - Driver Registration Form*.....Page 48

E 3541.1 (b) – Private Vehicle Transport Safety Check.....Page 49

VII. Review of Section 3000

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

Please bring your laptop

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



**Kenai Peninsula Borough School District
Policy Committee Meeting Notes
September 8, 2014
12:15 PM
Homer High School Library**

ATTENDANCE:

Lynn Hohl – Present
Marty Anderson - Present
Dan Castimore - Present
Dave Jones – Present
Sarge Truesdell – Absent

Guests:

Sean Dusek
Laurie Olson
Julie Cisco
John O'Brien

CALL TO ORDER:

The meeting convened at 12:20 p.m.

**APPROVAL OF
NOTES:**

The notes from the July 7, 2014 meeting were approved.

**TOPICS
DISCUSSED:**

BP 3510 – Operation and Maintenance of Plants
E 0411 - Service Animals
BB 9320 – Meetings
BP and E 3344 – Remote Site Living Expenses
BP and AR 3471 – Equipment Reserve Fund

ACTION TAKEN:

BP 3510 – Operation and Maintenance of Plants: Julie Cisco reported on maintenance expenditures
E 0411 - Service Animals: move forward to Worksession
BB 9320 – Meetings: move to worksession re: change of board time; further discussion on telephonic participation
BP and E 3344 – Remote Site Living Expenses: continued for further discussion
BP and AR 3471 – Equipment Reserve Fund: continued for further discussion

ADJOURN:

The meeting was adjourned at 1:15 p.m.

Submitted by: Natalie Bates

REMOTE SITE LIVING EXPENSES

When determined necessary and appropriate, the ~~Board-Superintendent~~ may compensate certified employees living and working at remote school sites for unusual transportation, housing or utility expenses.

Legal Reference:

ALASKA STATUTES

14.08.111(10) Duties

Business and Instructional Support Operations

REMOTE SITE LIVING EXPENSES

E 3344(a)

When determined necessary and appropriate, the Superintendent may compensate certified employees living and working at remote school sites for unusual transportation, housing or utility expenses.

Reimbursable Expenses for Across the Water Schools (Nanwalek, Port Graham, Susan B. English and Tyonek)

- Five round trip flights for certified staff
 - Three flights paid in September and two flights paid in January
 - If the employee is from one of these schools, he/she is eligible for the flight payments as listed above
2. Housing for certified staff
- If an employee does not have housing available and needs the District to intercede to provide housing,
 - District charges them \$200/month rent;
 - Applies to Nanwalek, Port Graham and Tyonek
 - Does NOT apply to Susan B. English
 - \$250 pet fees are non-refundable
 - Housing is non-smoking
3. Moving Expenses
- All employees (new and current) who are moving to an Across the Water School
 - Must provide receipts
 - Eligible for up to \$2,500 moving expense
4. Internet
- District charges employees in Port Graham and Nanwalek \$50/month for internet services
 - Program to be renewed at the end of the 2014/2015 school year

Business and Instructional Support Operations

REMOTE SITE LIVING EXPENSES

E 3344(b)

5. Kachemak Selo Stipend

- Staff members receive \$200/month stipend because of the hazardous road conditions to and from Kachemak Selo
- Principal receives \$250/month stipend because of the hazardous road conditions to and from Kachemak Selo.

Legal Reference:

ALASKA STATUTES
14.08.111(10) Duties

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date:

The Kenai Peninsula Borough School District acknowledges its responsibility under the Americans with Disabilities Act (ADA) to allow students and/or adults with disabilities to be accompanied by a “service animal” in District buildings, including classrooms, and at District functions, subject to the following:

1. All requests that an individual with a disability be accompanied by a service animal must be addressed in writing to the District’s Human Resources Department Supervisor whose address is 148 N. Binkley, Soldotna, AK 99669. The request must contain documentation of required vaccinations. The request should be delivered to the Human Resources Department no later than 10 days prior to the date on which the service animal is to be brought to the District building or District function.
2. Service animals must have an annual statement for a licensed veterinarian confirming the health and updated vaccinations of the animal. A copy of this annual statement must be filed with the building principal and the director of operations and planning.
3. All service dogs must be spayed or neutered.
4. All service animals must be treated for, and kept free of, fleas and ticks.
5. All service animals must be kept clean and groomed to avoid shedding and dander.
6. Owners of service animals are liable for any harm or injury caused by the animal to other students, staff, visitors and/or property. Prior to school access, the owner must provide proof of insurance to cover any damages that may arise from the animal in the school and must agree to hold the District harmless from any such damages.
7. The animal must be a dog or, in specific circumstances, a miniature horse. No other species of animal, whether wild or domestic, will be permitted in District buildings as a “service animal.”
8. The animal must be “required” for the individual with a disability.

9. The animal must be “individually trained” to do work or a task for the individual with a disability.
10. Special Provisions/Miniature Horses: requests to permit a miniature horse to accompany a student or adult with a disability in District buildings, including classrooms, or at District functions, will be handled on a case-by-case basis, considering:
 - a. The type, size and weight of the miniature horse and whether the facility can accommodate these features.
 - b. Whether the handler has sufficient control of the miniature horse.
 - c. Whether the miniature horse is housebroken.
 - d. Whether the miniature horse’s presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.
11. Removal of a Service Animal: A District Office Administrator or School Administrator may ask an individual with a disability or his/her parents to remove a service animal from a District building, including a classroom, or from a District function if anyone of the following circumstances occurs:
 - a. The animal is out of control and the animal’s handler does not take effective action to control the animal.
 - b. The animal is not housebroken.
 - c. The animal’s presence would “fundamentally alter” the nature of the service, program, or activity.
 - d. The animal poses a direct threat to the health and safety of others.
12. A service animal must have a harness, leash or other tether, unless either handler is unable because of disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal’s safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler’s control.
13. The District is not responsible for the care or supervision of a service animal, including walking the animal or responding to the animal’s need to relieve itself.

- a. The District is not responsible for providing a staff member to walk the animal or to provide any other case or assistance to the animal.
- b. Students with service animals are expected to care for and supervise their animal. In the case of a young child or a student with disabilities who is unable to care for or supervise his/her service animal, the child's parent or guardian is responsible for providing care and supervision of the animal. Issues related to the care and supervision of service animals will be addressed on a case-by-case basis in the discretion of the appropriate District Office Administrator or School Administrator.

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Adoption Date: 9/8/2014

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
RevisionAdoption Date: 7/01/2013

HIGH SCHOOL GRADUATION REQUIREMENTS**Eligibility to Graduate**

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

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

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

Credit for Home School, Private School or Correspondence Courses

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

HIGH SCHOOL GRADUATION REQUIREMENTS (continued)

AR 6146.1(b)

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

High School Credits at the Middle School Level

In certain cases, courses taken by middle school students may be recognized for high school credit towards graduation requirements. Students may receive high school credit for high school work if they take high school courses at the high school with high school students. Additionally, middle school students may receive high school credit for Algebra I upon successful completion (with a grade of C or better), even if taken at the middle school.

Weighted Grades

Additional quality points will be assigned for College Board Advanced Placement (AP) courses for the purpose of calculating grade point average (GPA). For each passing semester grade in an Advanced Placement course, 0.021 will be added to the student's cumulative GPA. Effective for SY 2014, in order to receive a weighted grade, students must also complete the National Advanced Placement course examination.

Credit Limitations

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

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 4/01/2013

Students

RESTRAINT AND SECLUSION

BP 5142.3

The Board believes that a safe educational environment is necessary for learning and understands there are times when student behavior may impact on the safety of that student or others. To the maximum extent appropriate, the safety and welfare of students and staff should be secured through positive behavioral interventions. The use of physical restraint and seclusion is prohibited except in emergency situations as set forth below.

Chemical or mechanical restraint of students is never allowed. Chemical restraint means a psychopharmacological drug that is administered to a student for discipline or convenience and that is not required to treat a medical symptom. Mechanical restraint means the use of a device to restrict a student's freedom of movement but does not include the use of medical or therapeutic devices or protective gear, including gear designed to protect a student from injury due to falling, to achieve proper body position or balance, or to protect a student from self-injuring behavior.

This policy shall be annually reviewed with school personnel.

(cf. 5030 – School Discipline and Safety)

(cf. 5137 Positive School Climate)

Physical Restraint

Physical restraint means a personal restriction that immobilizes or reduces the ability of a student to move the student's arms, legs, or head freely. Physical restraint does not include briefly holding a student in order to calm or comfort, or the use of contact that is reasonably necessary to safely escort a person from one area to another.

Physical restraint is prohibited unless the student's behavior poses an imminent danger of physical injury to the student or others and less restrictive interventions would be ineffective at stopping the imminent danger. To the extent possible without compromising safety, other interventions should be attempted prior to the use of restraint. Restraint must be limited to that necessary to address the emergency and must be immediately discontinued when the student no longer poses an imminent danger or when a less restrictive intervention is effective to stop the danger.

(cf. 4158 – Employee Security)

(cf. 5131.41 – Violent and Aggressive Conduct)

(cf. 5131.7 – Weapons and Dangerous Instruments)

Students

RESTRAINT AND SECLUSION

BP 5142.3

Restraint may not be used as a form of discipline, to force compliance, as a convenience for staff, or as a substitute for appropriate educational support. The use of emergency restraint under this policy does not constitute corporal punishment.

Physical restraint must be implemented in a manner that protects the health and safety of the student and others. Restraint may be administered only by staff trained in crisis intervention, de-escalation, and safe restraint, unless a trained person is not immediately available and the circumstances are rare and present an unavoidable and unforeseen emergency. Restraint may not prevent or restrict the student from breathing or speaking nor may it restrict circulation. Prone or supine restraint, which occurs when the student is placed on his or her stomach or back, is expressly prohibited. A student's well-being must be monitored during restraint through the use of continuous face-to face contact or, if face-to-face contact is unsafe, by continuous direct visual supervision.

Seclusion

Seclusion means the involuntary confinement of a student alone in a room or area that the student is physically prevented from leaving. Seclusion does not include time-outs, a student's voluntary choice to enter a secluded environment, supervised detention or in-school suspension rooms that are utilized for instructional purposes, or suspension from school. "Time-outs" are behavior interventions to provide a student with an opportunity to regain self-control or engage in problem solving where the student is separated from other students for a limited period in a setting from which the student is not physically prevented from leaving. Time-out includes placing a student in an area of the classroom where the student observes classroom instruction but does not participate.

Seclusion of a student is prohibited unless the student's behavior poses an imminent danger of physical injury to the student or others and less restrictive interventions would be ineffective at stopping the imminent danger.

(cf. 4158 – Employee Security)

(cf. 5131.41 – Violent and Aggressive Conduct)

(cf. 5131.7 – Weapons and Dangerous Instruments)

Seclusion should last only as long as necessary to resolve the actual risk of imminent danger or when a less restrictive intervention is effective to stop the danger. Seclusion should never be used as a form of discipline, to force compliance, as a convenience for staff, or as a substitute for appropriate educational support.

Students

RESTRAINT AND SECLUSION

BP 5142.3

While in a seclusion setting, a student must be continuously monitored by an adult in face-to-face contact or, if face-to-face contact is unsafe, by continuous direct visual contact with the student. Students must be provided necessities such as restroom breaks and food and water as needed. Any signs of medical distress should be immediately addressed. Seclusion must be sensitive to any particular vulnerabilities of the student and to the student's developmental level.

Follow-up and Review

As soon as practicable after restraint or seclusion have been used, staff shall review the incident. The review shall include review of and recommendations for adjusting or amending, as applicable, procedures, strategies, accommodations, the IEP, a student behavior plan, or additional staff training. Follow-up communication shall occur with the student and parent/legal guardian regarding the review process and outcomes.

Students with Disabilities

This policy does not prohibit the inclusion of safe restraint or seclusion in a student's Individualized Education Plan or behavioral intervention plan if determined appropriate by the IEP team after considering all less restrictive alternatives. However, in all instances, the use of physical restraint or seclusion must be in compliance with this policy.

(cf. 6159 – Individualized Education Program)

Reporting/Notification Requirements

The parent/legal guardian of a student who has been physically restrained or secluded shall be notified on the same day and provided information about the incident.

Instances of physical restraint or seclusion shall be documented. A written report must be prepared by school personnel who restrain or seclude a student and provided to the school administrator. The report must include: the date and time of the incident; names and job titles of the school personnel who participated or supervised; a description of the conduct that preceded the incident, including efforts and strategies utilized prior to restraint or seclusion; a description of the restraint or seclusion, including duration; and a description of how the incident ended, including any further action taken. A copy of the written report shall be provided to the parent/legal guardian.

Students

RESTRAINT AND SECLUSION

BP 5142.3

Annually, the District shall report to the Department of Education and Early Development the following information: the total number of restraints and seclusion; the number of injuries or deaths of students or personnel; the number of restraints or seclusion by untrained personnel; and the number of students with a disability who were restrained or secluded, including the category of disability.

Crisis Intervention Training

The Superintendent or designee shall provide for periodic crisis intervention training for a sufficient number of school staff members to meet the needs of the school population. Training should include evidence based techniques effective at preventing restraint and seclusion; evidence-based skills related to positive behavior supports, conflict prevention and management techniques, skills to de-escalate student behavior, and understanding antecedents; the safe use of restraint or seclusion in emergency situations; first aid and cardiopulmonary resuscitations; and applicable policies and procedures. The form of training may vary depending upon the staff member's role and the instructional setting.

Policy Not Applicable to Law Enforcement

This policy is applicable to District employees. It is not intended to limit the use or type of restraint or seclusion by law enforcement personnel who may need to utilize these methods while on District property.

(cf. 1410 – Interagency Cooperation for Student and Staff Safety)

Legal Reference:

UNITED STATES CODE

20 U.S.C. §§ 1400, et seq. *Individuals with Disabilities Education Act*

No Child Left Behind Act of 2001, 20 U.S.C. §§ 2361-2368 (P.L. 107-110)

ALASKA STATUTES

11.81.430 *Justification, use of force, special relationships*

11.81.900 *Definitions*

14.03.078 *Report*

14.30.180-.350 *Education for Exceptional Children*

14.33.120 *School disciplinary and safety program*

14.33.125 *Student restraint or seclusion; limitations*

14.33.127 *Crisis Intervention Training*

ALASKA ADMINISTRATIVE CODE

4 AAC 06.172 *Reporting of school disciplinary and safety programs*

4 AAC 06.200-.270 *Safe schools*

Students

RESTRAINT AND SECLUSION

BP 5142.3

4 AAC 06.250 Reporting
4 AAC 07.010-4 AAC 07.900 Student rights and responsibilities
4 AAC 52.010-.990 Education for exceptional children

Legal Reference:

UNITED STATES CODE

20 U.S.C. §§ 1400, et seq. Individuals with Disabilities Education Act
No Child Left Behind Act of 2001, 20 U.S.C. §§ 2361-2368 (P.L. 107-110)

ALASKA STATUTES

11.81.430 Justification, use of force, special relationships
11.81.900 Definitions
14.03.078 Report
14.30.180-.350 Education for Exceptional Children
14.33.120-.140 School disciplinary and safety program

ALASKA ADMINISTRATIVE CODE

4 AAC 06.172 Reporting of school disciplinary and safety programs
4 AAC 06.200-.270 Safe schools
4 AAC 06.250 Reporting
4 AAC 07.010-4 AAC 07.900 Student rights and responsibilities
4 AAC 52.010-.990 Education for exceptional children

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Revised: _____

Students

RESTRAINT AND SECLUSION

BP 5142.3(a)

Note: By October 14, 2014, school districts must prohibit the restraint or seclusion of students except in situations where student behavior poses an imminent danger of physical injury. AS 14.33.125. Districts must also provide periodic training in an approved crisis intervention program. AS 14.33.127. The following policy implements the requirements of HB 210 (2014) and further ~~is based upon~~ utilizes 2012 guidelines issued by the United States Department of Education in its *Restraint and Seclusion: Resource Document*. ~~Those guidelines discourage the use of restraint and seclusion in the schools except as necessary for the immediate protection of student or staff safety.~~

The Board believes that a safe educational environment is necessary for learning and understands there are times when student behavior may impact on the safety of that student or others. To the maximum extent appropriate, the safety and welfare of students and staff should be secured through positive behavioral interventions. The use of physical restraint and seclusion is prohibited except in emergency situations as set forth below.

Chemical or mechanical restraint of students is never allowed. Chemical restraint means a psychopharmacological drug that is administered to a student for discipline or convenience and that is not required to treat a medical symptom. Mechanical restraint means the use of a device to restrict a student's freedom of movement but does not include the use of medical or therapeutic devices or protective gear, including gear designed to protect a student from injury due to falling, to achieve proper body position or balance, or to protect a student from self-injuring behavior.

This policy shall be annually reviewed with school personnel.

(cf. 5030 – School Discipline and Safety)
(cf. 5137 Positive School Climate)

Physical Restraint

Physical restraint means a personal ~~the use of any mechanical or physical~~ restriction that immobilizes or reduces the ability of a student to move the student's arms, legs, or head freely. ~~free movement of all or a portion of a student's body.~~ Physical restraint does not include briefly holding a student in order to calm or comfort, or the use of contact that is reasonably necessary to safely escort a person from one area to another. ~~Physical restraint also does not include the use of medical or therapeutic devices, including but not limited to, devices or protective gear designed to protect a student from injury due to falling, to achieve proper body position or balance, or to protect a student from self-injuring behavior if the use of that device or gear is documented in a student's Individualized Education Program (IEP) or 504 plan.~~

Students

RESTRAINT AND SECLUSION

BP 5142.3(b)

Physical restraint is prohibited unless ~~needed as an emergency intervention~~ the student's behavior poses an imminent danger of physical injury to the student or others and less restrictive interventions would be ineffective at stopping the imminent danger. ~~A district employee may use reasonable and necessary physical restraint only if necessary to ensure the immediate safety of the employee, the student, or others. This includes protecting the student or others from physical injury; to obtain possession of weapons or other dangerous objects, including a controlled substance upon or within the control of the student; or to protect property from serious damage or destruction.~~ To the extent possible without compromising safety, other interventions should be attempted prior to the use of restraint. Restraint must be limited to that necessary to address the emergency and must be immediately discontinued when the student no longer poses an imminent danger or when a less restrictive intervention is effective to stop the danger. ~~situation is controlled.~~

(cf. 4158 – Employee Security)
(cf. 5131.41 – Violent and Aggressive Conduct)
(cf. 5131.7 – Weapons and Dangerous Instruments)

Restraint may not be used as a form of discipline, to force compliance, as a convenience for staff, or as a substitute for appropriate educational support. The use of emergency restraint under this policy does not constitute corporal punishment.

Physical restraint must be implemented in a manner that protects the health and safety of the student and others. Restraint may be administered only by staff trained in crisis intervention, de-escalation, and safe restraint, unless a trained person is not immediately available and the circumstances are rare and present an unavoidable and unforeseen emergency. Restraint may not prevent or restrict the student from breathing or speaking nor may it restrict circulation. Prone or supine restraint, which occurs when the student is placed on his or her stomach or back, is expressly prohibited. A student's well-being must be monitored during restraint through the use of continuous face-to face contact or, if face-to-face contact is unsafe, by continuous direct visual supervision.

Seclusion

Seclusion means the involuntary confinement of a student alone in a room or area ~~in a manner that prevents~~ the student is physically prevented from leaving. Seclusion does not include time-outs, a student's voluntary choice to enter a secluded environment, supervised detention or in-school suspension rooms that are utilized for instructional purposes, or suspension from school and other environments where a student is not alone in the room or where the student is not prevented from leaving. "Time-outs" are behavior interventions to provide a student with an opportunity to regain self-control or engage in problem solving where the student is separated from other students for a limited period in a setting ~~that is not locked and~~ from which the student is not physically prevented from leaving. Time-out includes placing a student in an area of the classroom where the student observes classroom instruction but does not participate.

Students

RESTRAINT AND SECLUSION

BP 5142.3(c)

Seclusion of a student is prohibited unless ~~needed as an emergency response the student's behavior poses an imminent danger of physical injury to the student or others and less restrictive interventions would be ineffective at stopping the imminent danger. to protect the employee, the student, or others from physical injury; to prevent the use of a weapon, other dangerous object, or controlled substance; or to protect property from serious damage or destruction.~~

(cf. 4158 – Employee Security)
(cf. 5131.41 – Violent and Aggressive Conduct)
(cf. 5131.7 – Weapons and Dangerous Instruments)

~~Seclusion should be employed only when less restrictive interventions have been determined to be ineffective or inappropriate for maintaining safety.~~ Seclusion should last only as long as necessary to resolve the actual risk of imminent danger ~~or when a less restrictive intervention if effective to stop the danger, or harm, to allow the student at risk to compose him or herself and return to the educational environment, or while awaiting the arrival of law enforcement or crisis intervention personnel.~~ Seclusion should never be used as a form of discipline, to force compliance, as a convenience for staff, or as a substitute for appropriate educational support.

While in a seclusion setting, a student must be continuously monitored ~~observed~~ by an adult in face-to-face contact or, if face-to-face contact is unsafe, by continuous direct visual contact with the student, both visually and aurally for the entire period. Students must be provided necessities such as restroom breaks and food and water as needed. Any signs of medical distress should be immediately addressed. Seclusion must be sensitive to any particular vulnerabilities of the student and to the student's developmental level.

Follow-up and Review

As soon as practicable after restraint or seclusion have been used, staff shall review the incident. The review shall include review of and recommendations for adjusting or amending, as applicable, procedures, strategies, accommodations, the IEP, a student behavior plan, or additional staff training. Follow-up communication shall occur with the student and parent/legal guardian regarding the review process and outcomes.

Students with Disabilities

This policy does not prohibit the inclusion of safe restraint or seclusion in a student's Individualized Education Plan or behavioral intervention plan if determined appropriate by the IEP team after considering all less restrictive alternatives. However, in all instances, the use of physical restraint or seclusion must be in compliance with this policy.

(cf. 6159 – Individualized Education Program)

Students

RESTRAINT AND SECLUSION

BP 5142.3(d)

Reporting/Notification Requirements

The parent/legal guardian of a student who has been physically restrained or secluded shall be notified on the same day and provided information about the incident. as soon as reasonably possible.

Instances of physical restraint or seclusion shall be documented. A written report must be prepared by school personnel who restrain or seclude a student and provided to the school administrator. The report must include: including the date and time of the incident; names and job titles of the school personnel who participated or supervised; a description of the conduct that preceded the incident, including efforts and strategies utilized prior to restraint or seclusion; a description of the restraint or seclusion, including duration; and a description of how the incident ended, including any further action taken. nature of the emergency necessitating such use and the length of time of the restraint or seclusion. A copy of the written report shall be provided be the parent/legal guardian.

Annually, the District shall report to the Department of Education and Early Development the following information: the total number of restraints and seclusion; the number of injuries or deaths of students or personnel; the number of restraints or seclusion by untrained personnel; and the number of students with a disability who were restrained or secluded, including the category of disability.

Crisis Intervention Training

The Superintendent or designee shall provide for periodic appropriate crisis intervention training for of a sufficient number of school staff members to meet the needs of the school population. Training should include evidence based techniques effective at preventing restraint and seclusion; regarding this policy; the use of evidence-based skills related to positive behavior supports, interventions, classroom conflict prevention and management techniques, and skills to de-escalate student behavior, and understanding antecedents; the safe use of restraint or seclusion in emergency situations; first aid and cardiopulmonary resuscitations; and applicable policies and procedures. for documentation and parent contact. The form of training may vary depending upon the staff member's role and the instructional setting.

Policy Not Applicable to Law Enforcement

This policy is applicable to District employees. It is not intended to limit the use or type of restraint or seclusion by law enforcement personnel who may need to utilize these methods while on District property.

(cf. 1410 – Interagency Cooperation for Student and Staff Safety)

[Legal Reference \(see next page\)](#)

Students

RESTRAINT AND SECLUSION

BP 5142.3(e)

Legal Reference:

UNITED STATES CODE

20 U.S.C. §§ 1400, et seq. *Individuals with Disabilities Education Act*
No Child Left Behind Act of 2001, 20 U.S.C. §§ 2361-2368 (P.L. 107-110)

ALASKA STATUTES

11.81.430 *Justification, use of force, special relationships*

11.81.900 *Definitions*

14.03.078 *Report*

14.30.180-.350 *Education for Exceptional Children*

14.33.120-~~140~~ *School disciplinary and safety program*

14.33.125 *Student restraint or seclusion; limitations*

14.33.127 *Crisis Intervention Training*

ALASKA ADMINISTRATIVE CODE

4 AAC 06.172 *Reporting of school disciplinary and safety programs*

4 AAC 06.200-.270 *Safe schools*

4 AAC 06.250 *Reporting*

4 AAC 07.010-4 AAC 07.900 *Student rights and responsibilities*

4 AAC 52.010-.990 *Education for exceptional children*

Added 3/2013 Revised 9/2014

HARASSMENT, INTIMIDATION, AND BULLYING**Reporting procedure**

1. Any student or staff member who believes he or she has been the victim of harassment, intimidation or bullying may report the alleged act to the school principal or designee. If a student is more comfortable reporting to a person other than the principal, the student may contact any school employee. The principal or designee will accept anonymous reports but formal disciplinary action may not be taken without corroborating evidence.
2. Any school employee, or an employee of an entity under contract with the school district, who receives a report, witnesses harassment, intimidation or bullying, or has reliable information that a student has been subject to harassment, intimidation or bullying shall act immediately to protect the alleged victim, if necessary, and shall immediately report the incident to the student's principal or designee for prompt investigation.
3. The principal or designee shall by telephone and in writing notify the parents or guardians of the students involved in the alleged harassment, intimidation or bullying incident.
4. The district shall compile and maintain data of all incidents of harassment, intimidation or bullying that result in suspension or expulsion. Such data shall be reported to the Department of Education and Early Development on an annual basis.

Investigation and Corrective Action

1. The principal or designee shall promptly and thoroughly investigate all alleged acts of harassment, intimidation or bullying.
2. All involved in an alleged act of harassment, intimidation or bullying shall be advised by the principal of his or her due process rights.
3. At the conclusion of the investigation, the principal shall take such disciplinary action deemed necessary and appropriate to end the misconduct and prevent its recurrence. The principal will act in accordance with the student conduct code, the teacher code of ethics, and paraprofessional code of ethics to discipline the offending party(ies).
4. Incidents of harassment, intimidation or bullying that involve criminal activity shall be reported to law enforcement.

Students
HARASSMENT, INTIMIDATION, AND BULLYING

E 5131.43

False Report

Students and staff who knowingly or willfully make a false report of harassment, intimidation or bullying, or provide false information in connection with an investigation, will be subject to disciplinary action up to and including suspension/expulsion for students and termination for staff.

Retaliation Prohibited

Retaliation or reprisal against any person who reports an incident of harassment, intimidation or bullying, or cooperates in an investigation, is strictly prohibited. Any such retaliation or reprisals will result in suspension or expulsion of offending students, and disciplinary action up to termination for school employees.

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Adoption Date: _____



KPBSD Law Enforcement Video Surveillance Release Form

SCHOOL SAFETY AND SECURITY

E 3515

Date

Name of School

Date of Incident:

Brief description:

The requested records are needed to further an active criminal investigation. Pursuant to 34 CFR Sec. 99.38 (b), Enforcement Agency certifies that any educational records or information released to Enforcement Agency will not be disclosed to any other party, except as provided under state law, without the prior written consent of the parent of the student.

I certify that the requested video is for an active ongoing criminal investigation.

Signature

Name of Individual Taking Custody of Video Surveillance Recording:

Position

Telephone #

Organization

ID #

MEETINGS

Meetings of the Board are conducted for the purpose of accomplishing District business. A meeting of the Board shall consist of any gathering of the members of the Board when more than four members of the Board, or a majority of the members, whichever is less, are present and collectively consider a matter upon which the Board is empowered to act. As a matter of District policy and state law, meetings ordinarily shall be open to the public. The Board may meet in closed sessions only to discuss certain matters as permitted or required by Alaska's Open Meetings Act.

(cf. 9321 Executive Sessions)

Reasonable public notice shall be given for all meetings of the Board in accordance with law and District practice, and shall be posted at all regular District and school sites before the meeting. Such notice shall include the date, time and place of the meeting and, if the meeting is by teleconference, the location of any teleconferencing facilities that will be used.

Worksessions prior to regular meetings as well as work on other committees are included as part of the expectations for Board service.

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9323 - Meeting Conduct)

Regular Meetings

The Board shall adopt a yearly calendar specifying the date, time and place of each regular meeting. The local media shall be provided with the annual calendar of regular Board meetings and shall be notified of any changes to the calendar.

The Board may hold 2 regular meetings each month. Unless changed by the Board, regular meetings shall be held at ~~7:00~~6:00 p.m. at Borough Assembly Chambers. Notice of regular meetings shall be advertised as required by state law.

Worksessions

Worksessions shall be conducted as necessary on items for School Board member knowledge. Worksessions are public meetings. Public members may participate at the invitation of the Board President. A summary is given during the regular Board meeting.

MEETINGS

Special Meetings

Special meetings of the Board may be called by the presiding officer or a majority of the Board members.

Except in the case of an emergency, notice of special meetings shall be provided at least 24 hours before the meeting. This notice shall specify the date, time, place and, if the meeting is by teleconference, the location of any teleconferencing facilities that will be used. Such notice shall be given to all Board members, the Superintendent and to the local news media. This notice also shall be posted at all regular District and school sites at least 24 hours before the meeting.

Notice of a special meeting shall include a statement of the purpose of the meeting. No business may be transacted at this special meeting, other than that which is specifically stated in the notice of the meeting.

Emergency Special Meetings

The Board president shall give notice of an emergency special meeting to the local media by telephone before the meeting. If telephone services are not functioning, the notice requirement is waived. In that event, as soon after the meeting as is practicable, the Board shall notify the local media that the meeting was held and shall describe the purpose of the meeting and any action taken by the Board.

Legal Reference:

- ALASKA STATUTES*
- 14.08.091 Administration*
- 14.14.070 Organization of school board*
- 14.14.080 Declaring a school board vacancy*
- 29.20.020 Meetings public*
- 44.62.310 Agency meetings public*
- 44.62.312 State policy regarding meetings*

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
~~Adoption Date: 6/2/2008~~ Revised: _____

AASB Policy

MEETINGS

BB 9320(a)

Note: Alaska's Open Meetings Act A.S. 44.62.310-.312 requires meetings of the School Board to be open to the public except as allowed by law and requires reasonable public notice of such meetings. 1994 revisions to the Act are reflected in this sample policy.

Meetings of the School Board are conducted for the purpose of accomplishing district business. A meeting of the School Board shall consist of any gathering of the members of the School Board when more than three members of the School Board, or a majority of the members, whichever is less, are present and collectively consider a matter upon which the School Board is empowered to act. As a matter of district policy and state law, meetings ordinarily shall be open to the public. The School Board may meet in closed sessions only to discuss certain matters as permitted or required by Alaska's Open Meetings Act.

(cf. 9321 Executive Sessions)

Reasonable public notice shall be given for all meetings of the School Board in accordance with law and district practice, and shall be posted at all regular district and school sites before the meeting. Such notice shall include the date, time and place of the meeting and, if the meeting is by teleconference, the location of any teleconferencing facilities that will be used. Public meetings may not be held in a private home or private business.

(cf. 9012 - Communications To and From the School Board)

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9323 - Conduct of Meetings)

Regular Meetings

The School Board shall adopt a yearly calendar specifying the date, time and place of each regular meeting. The local media shall be provided with the annual calendar of regular School Board meetings and shall be notified of any changes to the calendar.

The School Board shall hold ___ regular meetings each month. Unless changed by the School Board, regular meetings shall be held at ____ p.m. at _____. Notice of regular meetings shall be posted at least five (5) days prior to the meeting.

Special Meetings

Special meetings of the School Board may be called by the presiding officer or a majority of the School Board members.

Except in the case of an emergency, notice of special meetings shall be provided at least 24 hours before the meeting. This notice shall specify the date, time, place and, if the meeting is by teleconference, the location of any teleconferencing facilities that will be

used. Such notice shall be given to all School Board members, the superintendent and to the local news media. This notice also shall be posted at all regular district and school sites at least 24 hours before the meeting.

Notice of a special meeting shall include a statement of the purpose of the meeting. No business may be transacted at this special meeting, other than that which is specifically stated in the notice of the meeting.

Emergency Special Meetings

The School Board president or designee shall give notice of an emergency special meeting to the local media by telephone before the meeting. If telephone services are not functioning, the notice requirement is waived. In that event, as soon after the meeting as is practicable, the School Board shall notify the local media that the meeting was held and shall describe the purpose of the meeting and any action taken by the School Board.

Teleconferences

Recognizing the inherent responsibility and statutory duties of School Board members, the School Board strongly encourages School Board members to attend and participate at meetings of the School Board. Though great importance is given to the physical presence of School Board members at meetings, the attendance and participation of members by teleconference is authorized whenever physical presence is not practicable. All votes at a meeting of members attending by teleconference shall be taken by roll call.

The School Board also authorizes the use of teleconferences for School Board meetings when receiving public comment or testimony, and during School Board deliberations.

Whenever possible, meeting agendas and supporting materials shall be available at all teleconference facilities used for the School Board meeting.

Legal Reference:
ALASKA STATUTES
14.08.091 Administration
14.14.070 Organization of school board
14.14.080 Declaring a school board vacancy
29.20.020 Meetings public
44.62.310 Agency meetings public
44.62.312 State policy regarding meetings

Revised 2/06



Anchorage School District

Educating All Students for Success in Life

Anchorage School Board

Maximizing public participation

The school board encourages public participation and testimony in conducting its business. Individuals or groups may attend and testify at school board meetings. Testimony in-person and telephonically on agenda items will be accepted at the beginning of both the early and late sessions. Testimony on non-agenda items will be accepted at the end of the late session. No telephonic testimony is accepted on non-agenda items.

Sign-up procedures are posted on the ASD website each time the agenda is posted, and in any advertisement relating to a school board meeting.

Please advise the school board secretary if any accommodations are needed.

Meeting sign-up procedures for in-person testimony

Persons may notify the superintendent's office to sign-up to testify to the school board up to one hour prior to the start of either the early or late session of the regular meeting. Contact may be made in one of the following ways:

Phone: 907-742-4315

Fax: 907-742-4318

Email: SchoolBoard@asdk12.org

In person: 5530 E Northern Lights Blvd.,
Anchorage

Mail (letter must be received by the date of the meeting):

Anchorage School District
5530 E Northern Lights Blvd.
Anchorage, AK 99504-3135

If the person has not called in, or otherwise provided notification 30 minutes prior to the start of the meeting, they may sign-up with the school board secretary in the boardroom until the president has called the meeting to order. Persons wishing to testify should give the secretary their name, telephone number, and topic of their testimony. Persons may not sign-up other persons to testify.

A sign will be posted in a prominent place in the boardroom advising the public of their right to sign-up prior to the beginning of the meeting; this sign will also have a copy of the agenda and a list of those who have previously signed up (without telephone numbers) to testify.

Persons who wish to sign-up after the president has called the meeting to order will be advised by the president if they will be allowed to testify.

Meeting sign-up procedures for telephonic testimony

Early sign-up is required in order to accommodate telephonic testimony. Persons may sign-up to testify telephonically at regular school board meetings by notifying the superintendent's office by 5 p.m. on the Friday preceding the meeting. Contact may be made in the same manner identified above except that mail must be received by the Friday before the meeting.

The public may testify telephonically on agenda items only. Telephonic testimony is not taken during the portions of the board meeting identified for non-agenda items. Persons wishing to testify should give the secretary their name, telephone number, and the agenda item(s) on which they will testify. Persons may not sign-up other persons to testify.

How telephonic testimony occurs

1. The school board secretary will call the person on the number provided. Once the connection is made, testimony will occur through a speaker device that permits the school board and those in attendance to hear the testimony.
2. Persons testifying will be connected immediately preceding the testimony and the call will be terminated at the end of each person's allotted time. Individuals are encouraged to watch the regular board meeting live on ASD-TV or cable channel 14 prior to their testimony.
3. No more than two attempts will be made to reach the speaker at the number provided. One attempt will be made to contact a speaker if the call is dropped during the speaker's testimony.
4. It is the responsibility of the person testifying to ensure that the testimony can be heard and is free of background noise and distraction. If testimony is inaudible or contains distracting noise, music, or voices, the call will be terminated.

About testifying

1. The school board does not hear complaints against students or personnel in public session.
2. The board secretary maintains a list of persons wishing to speak to the board. The list is distributed to the board, the superintendent, administrative staff, and any media (without telephone numbers), just prior to the regular meeting, or at the meeting itself. Persons are added to the list in the order they call-in, or sign-up at the board meeting.
3. Individual speakers are limited to three minutes per person as time allows; if there are a large number of speakers, time may be reduced at the discretion of the board. If a person wishes to testify on multiple items, there will be a six minute maximum for each person.
4. The board secretary files a list with all names of persons speaking to the board as part of the official record of the meeting.

Sign language

For sign language interpreter services, contact the person below at least 48 hours prior to the meeting:

Tracy Pifer

pifer_tracy@asdk12.org

866-977-9042 (VP)

907-742-4243 (V/TTY)

Contact us

Location

ASD Education Center

5530 E Northern Lights Blvd.

Anchorage, AK 99504-3135

Phone

907-742-4315

Fax

907-742-4318

Board members

List of board members and contact information

Board members do not restrict their duties to meeting hours. Each member welcomes the opportunity to listen to your ideas, concerns and hopes for the district.

schoolboard@asdk12.org

Group email address



Book	ASD Policies
Section	Section 100 - Board of Education
Title	Participation via Electronic Means
Number	173
Status	Active
Legal	
Adopted	November 15, 2012

- a. Board members shall be allowed to participate telephonically, using interactive display technology or telephone, at board meetings and vote on any business decision.
- b. If a board member participates in a board meeting telephonically, the official minutes will reflect that the board member participated remotely.
- c. If a board member participates in an executive session telephonically, the board member is responsible is make sure that no one else in the room or can otherwise overhear the discussion, and will confirm this at the start of the meeting.
- d. The physical location of a board member who participates via electronic means is not a teleconferencing location that must be accessible to the public unless it has been designated as one in the meeting notice.



Book ASD Policies
Section Section 100 - Board of Education
Title Attendance
Number 174
Status Active
Legal
Adopted November 15, 2012

- a. Board members must physically attend 75% of the regular board meetings over a twenty four (24) month period
- b. A Board member is not considered physically present if the member participates in a regular board meeting telephonically.
- c. If a Board member misses more than 25% of the regular board meetings over a 24 month period, the board may begin proceedings to remove the board member from office in accordance to policy section 121.5b.
- d. The 24-month period runs from July 1 through June 30th biennially and is monitored by the School Board secretary.

This policy begins on July 1, 2014 for all board members including on elected on or after April 2014.



Book ASD Policies
Section Section 100 - Board of Education
Title Voting
Number 175
Status Active
Legal
Last Reviewed November 15, 2012

At least four (4) affirmative votes shall be required to carry any measure, unless a larger number is required by the most current version of Robert's Rules of Order or other Board policies. Except for votes permitted in executive session, all votes of the Board shall be by roll call, electronic device or other public method. The votes of all Board Members shall be recorded. On completion of the vote the President shall announce the number of affirmative and negative votes and whether the motion has carried or failed.

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.

The District will provide the board with a detailed report on prior year expenditures, as well as a report of any anticipated needs to support the annual appropriation of interest income.

(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.

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