



KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Policy Review Committee Meeting
December 1, 2014
1:45 PM
Conference Room C, Borough Building

AGENDA

- I. Call to Order
- II. Approval of notes from Policy Meeting of November 3, 2014 Page 2
- III. Information items
 - i. *E 0411 Service Animals*
 - i. Holly Montague to make recommendations to be compliant with ADA – language to be provided.
 - ii. *BP 3541.1 and AR 3541.1 School Related TripsPage 3*
 - i. *Language inserted regarding cell phone usage; information provided regarding Vans used for School Transportation; copy of sample packet provided to chaperone/ volunteers*
- IV. Exhibits
- V. Previous discussions
 - i. *BB 9320 MeetingsPage 12*
 - i. Language revised regarding remote participation
 - ii. *BP 3514 Environmental SafetyPage 15*
 - i. Draft policy based on AASB language
- VI. New
- VII. Review of Section 4000-5000

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
November 3, 2014
1:00 PM
Conference Room C, Borough Building**

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

Guests:
Sean Dusek
Tim Vlasak
JoAnn Riener

CALL TO ORDER: The meeting convened at 2:36 p.m.

APPROVAL OF NOTES: The notes from the October 20, 2014 meeting were approved.

TOPICS DISCUSSED: *BP and E 3344 – Remote Site Living Expenses*
E 0411 Service Animals
AR 6146.1 High School Graduation Requirements
BP 3541.1 School-Related Trips

ACTION TAKEN: *E 0411 Service Animals – waiting for suggested language from Holly Montigue*
AR 6146.1 High School Graduation Requirements – move forward to worksession
BP 3541.1 School-Related Trips – add suggested language for further discussion

ADJOURN: The meeting was adjourned at 2:50 p.m.

Submitted by: Natalie Bates

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 per [49 U.S.C. §30112](#). 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

Drivers cannot use cell phones or hands free devices while operating the motor vehicle.

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)

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 8/3/2013 Revision Date:

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.

**STUDENT INDEMNIFICATION STATEMENT (Waiver of Liability)
STUDENT CONSENT FOR MEDICAL TREATMENT
STUDENT CONSENT TO PARTICIPATE ***

Student Name: _____	School: _____
Activity (if for sport season name sport): _____	Field Trip: _____
Date(s) of trip: _____	Sport Season (if applicable): _____

To the maximum extent allowed by law, I agree to hold harmless the Kenai Peninsula Borough and School District and its employees, directors, and designees (hereafter "District") for expenses relating to injuries (up to and including death), accidents, diseases, property damage, and/or property loss which may occur as a result of the student's participation in the above named activity on the above named field trip except to the extent such injuries are directly caused by the reckless or intentional actions of the District.

I understand that the District provides limited secondary student accident insurance coverage for travel within the US and Canada (overseas insurance may be purchased separately) and no liability insurance that would cover a student's actions. I understand that the District's insurance is effective only when my student is immediately and directly supervised. It will be my responsibility to provide for payment of such expenses beyond the secondary limited accident insurance, should they occur. Due to the fact that the secondary coverage provided by the District is not effective outside of the US and Canada, parents of students going on these trips outside the US will be required to provide proof of insurance. I am aware of the hazards associated with the transportation to and from, as well as participation in, this activity.

I give my permission for the above listed student to be transported by school personnel or their designees and to participate in the above listed activity, OR

I will be transporting my own child (only) via my own auto, airplane, _____ and understand that I alone will be liable for my own personal insurance and any subsequent expenses for the transport of my child. I understand that transporting my own child does not qualify me to attend or chaperone the field trip. Chaperones are required to complete *E 6153(h) Chaperone/Volunteer Indemnification Statement* and a background check is also required.

I understand that all District and school rules and regulations will apply while the above named student is on a school-sponsored field trip. Violations of a serious nature will result in the student being sent home immediately at my expenses. School discipline will result for infractions of school rules while the student is on a school-sponsored trip.

STUDENT INDEMNIFICATION STATEMENT (Waiver of Liability)
STUDENT CONSENT FOR MEDICAL TREATMENT
STUDENT CONSENT TO PARTICIPATE *

Continued

I understand this waiver is voluntary, and I fully understand the potential risks.

I also authorize any necessary emergency medical treatment to be administered to the above named student. Allergies and/or special medical instructions for the student are attached.

Additional information is available through _____ (trip organizer's name) at phone: _____ and school: _____.

Parent/Guardian Printed Name	Parent/Guardian Signature	Parent Phone Number	Date
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Emergency Contact Name	Emergency Phone Number	Home Phone Number
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* Form to be completed for each field trip or single event; form to be completed once for each specific sports season
Original – Principal, Copy – Parent, Copy – Coach/Sponsor

Revised 5/2013

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

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.

**CHAPERONE/VOLUNTEER
INDEMNIFICATION STATEMENT (Waiver of Liability)
VOLUNTEER ALCOHOL / DRUG-FREE STATEMENT**

To the maximum extent allowed by law, I, _____, being a _____ (parent/volunteer, etc.) at _____ School, agree to defend, indemnify and hold harmless the Kenai Peninsula Borough and School District and its employees, directors and designees for expenses relating to injuries, accidents, diseases, property damage and/or property loss which may occur as a result of my participation in _____ (trip) for the _____ school year.

I understand that the Kenai Peninsula Borough and the School District neither provide medical insurance coverage nor liability insurance which would cover my actions. It will be my responsibility to provide for payment of such expenses, should they occur. I am aware of the hazards associated with the transportation to and from, as well as participation in, this activity.

I agree to abide by the School District's drug and alcohol policy ([BP 5131.6 Alcohol and Other Drugs](#)) and will be alcohol- and drug-free during the trip.

I understand that chaperones must stay with the group for the duration of the trip from departure to return. Any deviation must be approved by the principal.

I understand that chaperones must have an approved background check prior to the field trip. (The application for this Volunteer Screening Process is at <http://www.kpbsd.k12.ak.us/departments.aspx?id=19556>.)

Additional information is available through _____ (trip organizer's name) at _____ (phone number/location).

Parent/Guardian/Volunteer's Printed Name

Signature

Witness's Printed Name

Witness's Signature

Date

Original – Principal, Copy – Parent

Do not use this form for students or for employees who are acting in the course and scope of employment while participating in this trip.

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 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.

Remote Participation

Recognizing the inherent responsibility and statutory duties of the School Board members, the School Board expects 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 remotely is authorized whenever physical presence is not practicable. All votes at a meeting with a member attending remotely shall be taken by roll call.

1. Board members shall be allowed to participate remotely, using interactive display technology or telephone, at board meetings and vote on any business decision.

MEETINGS

- 2.If a board member participates in a board meeting remotely, the official minutes will reflect that the board member participated remotely.
- 3.If a board member participates in an executive session remotely, the board member is responsible to make sure that there is no one else in the room or **who** can otherwise overhear the discussion, and will confirm **this** at the start of the meeting.
- 4.The physical location of a board member who participates via electronic means, **is not required to be accessible to the public unless so designated.**
- 5.The board member shall notify the administrative assistant to the **board** at least one work day prior to the meeting.
- 6.Remote participation is limited to two times per school year starting in **October.**
- 7.Any exceptions to the above require board approval

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: _____

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 41571425714357 - 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*

Adopted: _____