



KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Policy Review Committee Meeting
January 12, 2015
12:15 PM
Conference Room C, Borough Building

AGENDA

- I. Call to Order
- II. Approval of notes from Policy Meeting of December 1, 2014 Page 3
- III. Information items
 - i. *E 0411 Service Animals*Page 4
 - 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 Trips*Page 10
 - i. *Language inserted regarding cell phone usage and approval by Superintendent regarding passenger vans*
- IV. Exhibits
 - i. *E 3344 Remote Site Living Expenses*Page 14
 - ii. *E 5141.3 Opt-Out Form for Growth Screening*Page 16
 - i. Clarification of duration of authorization
- V. Previous discussions
 - i. *BB 9320 Meetings*Page 17
 - i. Language revised regarding remote participation
 - ii. *BP 3515 School Safety and Security*Page 20
 - i. Redlined version of suggested changes from attorney
 - iii. *BP 3514 Environmental Safety*Page 23
 - i. Draft policy based on AASB language
- VI. New
 - i. *AR 3290 Gifts to the District – Gifts, Grants and Bequests* ...Page 24
 - i. New AR addressing Tax Credit
 - ii. *AR 4119.43 All Personnel Universal Precautions*Page 25

- i. Addresses allergies associated with latex
- iii. *BP and AR 5141.21 Administering Medication*Page 27
 - i. Updated due to State of Alaska Board of Nursing requirements 08.2013; Cum card referred to in #4; emergency care and Medications will be eliminated
- iv. *BP 5141.31 Immunizations*Page 31
 - i. Providing a more general statement in the event of changes by the State of Alaska Section of Epidemiology. Updated State of Alaska Immunization Manual forms 06.2013.

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
December 1, 2014
1:45 PM
Conference Room C, Borough Building**

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

Guests:
Sean Dusek
Tim Navarre
Laurie Olson
Joann Riener
Julie Cisco

CALL TO ORDER: The meeting convened at 1:50 p.m.

APPROVAL OF NOTES: The notes from the November 3, 2014 meeting were approved.

TOPICS DISCUSSED: *E 0411 Service Animals*
BP 3541.1 and AR 3541.1 School-Related Trips
BB 9320 Meetings
BP 3514 Environmental Safety

ACTION TAKEN: *E 0411 Service Animals* – waiting for suggested language from Holly Montigue
BP 3541.1 and AR 3541.1 School-Related Trips – add suggested language for further discussion
BB 9320 Meetings – add suggested language for further discussion
BP 3514 Environmental Safety – no action taken return for discussion

ADJOURN: The meeting was adjourned at 2:21 p.m.

Submitted by: Natalie Bates



KENAI PENINSULA BOROUGH

Legal Department

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MIKE NAVARRE
BOROUGH MAYOR

MEMORANDUM

TO: Kenai Peninsula School District Board
Sean Dusek, Superintendent
Joann Riener, Director of HR

FROM: ~~Holly Montague, Deputy Borough Attorney~~

DATE: January 5, 2015

SUBJECT: Service Animal exhibit to policy

An issue has been raised as to whether the board policy regarding service animals complies with the Americans with Disabilities Act (ADA). A modified exhibit to the service animal policy is being presented to the school board for consideration. Upon additional research into the requirements and restrictions on how a school district must address service animals in order to be ADA compliant revisions were made to E0411 which is the exhibit to BP0411. This policy closely tracks applicable regulations and Department of Justice interpretation and commentary on the service animal regulations. These regulations were adopted in 2011 and required public schools to modify policies, practices, or procedures to permit the use of a service animal by an individual with a disability. 28 CFR 35.

Individuals using comfort animals are not afforded the same protections as service animal users under the ADA. A district may disallow a comfort animal without violating the ADA. A comfort animal is one which may provide comfort to an individual by its presence. Service animals, on the other hand, have been specifically trained to provide a service to a disabled person and they not only are aware of the person's condition they are trained to respond to assist the person with their condition. An obvious example is a guide dog for the blind. Another example seen in schools are service dogs trained to assist students by taking actions that mitigate the symptoms of the students' autism.

The regulations do not require formal training or certification process for service animals. There is no size or weight limitation for service animals. There is no limitation on the breeds of dogs that can qualify as service animals. Districts may determine on a case-by-case basis whether a particular service animal can be excluded from campus based on the animal's actual behavior or history, not on fears based on how an animal or breed may behave. Only dogs may be service animals, with the exception that miniature horses may also be service animals, which is addressed by the revised E0411.

1. Policy.

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. As used in this policy disability means a physical or mental impairment that substantially limits one or more major life activities.

2. Definition of Service Animal.

a. A “service animal” is defined as any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purpose of this definition, with the exception of miniature horses as further detailed in paragraph 8 of these guidelines. The work or tasks performed by a service animal must be directly related to the individual’s disability.

b. Examples of work or tasks performed by a service animal include but are not limited to assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

c. The following items do not constitute work or tasks under the ADA: The crime deterrent effects of an animal’s presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

3. Acceptable Inquiries.

a. School officials may ask an individual with a disability only two questions to determine whether an animal qualifies as a service animal:

- i. Whether the animal is required because of a disability; and
 - ii. What task or work the animal has been trained to do.
- b. Note: These inquiries should not be made if it is readily apparent that the individual has a disability or that the animal is trained to do work or perform tasks for the individual with a disability.
- c. The following inquiries are not permitted:
- i. Questions regarding the nature or extent of a person's disability.
 - ii. A request that the individual with a disability produce a certificate or documentation establishing the dog's qualifications as a service animal.
 - iii. Requests that the dog perform the work or task.

4. Access.

a. Individuals with disabilities are permitted to be accompanied by a service animal in all areas of Kenai Peninsula Borough School District's facilities where members of the public, participants in services, program, or activities, as relevant, are allowed to go.

b. This access to Kenai Peninsula Borough School District facilities applies to students attending the school with a service animal and to employees and visitors with service animals as well.

c. The Board may prohibit the use of service dogs in certain locations due to health or safety restriction or where service dogs may be in danger. Such restricted locations include, but are not limited to, food preparation areas, certain research laboratories, mechanical rooms/custodial closets, classrooms with demonstration/research animals, areas where protective clothing is necessary and other areas where the dog's presence may constitute a danger or a fundamental alteration of the program or activity conducted in the area. Access to restricted areas may be granted on a case-by-case basis by contacting the Human Resources Director.

5. Service animals must comply with all state and local laws regarding licensing, health and vaccinations.

6. All service animals must be kept free of fleas and ticks.

7. All service animals must be kept clean and groomed to avoid shedding and dander.

8. 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.”

9. The animal must be “required” for the individual with a disability.

10. The animal must be “individually trained” to do work or a task for the individual with a disability.

11. Fees.

a. The Kenai Peninsula Borough School District will not charge fees to individuals using service animals that are not charged to individuals without service animals.

b. The Kenai Peninsula Borough School District can charge an individual with a disability for any damage to school property caused by his or her service animal provided the school district normally charges individuals for the damage they cause.

12. 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.

13. Control.

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.

14. Care and Handling.

The District is not responsible for the care or supervision of a service animal, including feeding, exercise and clean up.

a. The District is not responsible for providing a staff member to walk the animal or to provide any other care 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.

15. 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.

e. All the rules set forth in the guidelines applicable to service animals and their owners and handlers are applicable to miniature horses.

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Adoption Date:

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.

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

(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.

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 reviewed 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: _____

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

Student: _____

Date of Birth: _____

School: _____

Grade: _____

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

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

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

Please do not screen my child for height and weight.

**This Opt-Out shall remain in effect until the parent/guardian requests in writing to have the Opt-Out removed.*

Parent/Guardian Signature

Date

If you have any questions, please contact your school nurse. If you have more questions or concerns, please feel free to contact KPBSD Health Services at (907) 260-2390.

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 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, and vote using interactive display technology or telephone, at board meetings. and vote on any business decision.

MEETINGS

- 2-1. If a board member participates in a board meeting remotely, the official minutes will reflect that the board member participated remotely.
- 3-2. 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.
- 4-3. The physical location of a board member who participates via electronic means, is not required to be accessible to the public unless so designated.
- 5-4. The board member shall notify the administrative assistant to the board at least one work day prior to the meeting.
- 6-5. Remote participation is limited to two times per school year starting in October.
- 7-6. 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: _____

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 in buildings.

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.

Busses

All contracted school busses are required to have cameras on board.

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 building surveillance recordings made, reviewed, or stored by the District, but it may be part of the bus videos.

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)

Business and Instructional Support Operations

BP 3515(c)

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

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: _____

Gifts, Grants and Bequests

Gifts to the District – Alaska Education Tax Credit

Companies that pay any of the following taxes to the State of Alaska may be eligible to claim an Education Tax Credit against taxes owed by making a donation to the School District for the purposes of vocational education course, programs and facilities, childhood early learning and development (CELD) programs and educational support of CELD programs.

- Alaska Corporate Income Tax
- Fisheries Business Tax
- Fishery Resource Landing Tax
- Insurance Premium Tax / Title Insurance Premium Tax
- Mining License Tax
- Oil and Gas Production Tax
- Oil and Gas Property Tax

In addition to the state tax credit, businesses may qualify for federal tax savings by making charitable cash contributions.

The donors may specify their preference of program and use and the Board will try to follow the donor's wishes insofar as they do not impair the commitment to providing equal educational opportunities for all District students or the District philosophy or operations.

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Adoption Date: _____

UNIVERSAL PRECAUTIONS

"Universal Precautions" is an approach to infection control. According to the concept of universal precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV and other blood-borne pathogens. (29 CFR 1910.1030 (b))

Human immunodeficiency virus (HIV) and hepatitis B virus (HBV) can be found in blood, semen, vaginal secretions and breast milk. Other body fluids such as feces, urine, vomit, nasal secretions, sputum, and saliva may contain infectious germs that cause other diseases. It is not always possible to know when blood or body fluids are infectious; therefore, all body fluids shall be handled as if infectious.

All students and staff shall routinely observe the following Universal Precautions in order to decrease the risk of occupational exposure to infectious disease:

1. Wear disposable ~~latex~~ gloves, ~~or their equivalent~~, whenever you might come in contact with blood, other body fluids, or contaminated items or surfaces. This includes but is not limited to caring for nosebleeds or cuts, cleaning up spills, or handling clothes soiled by blood or body fluids. Do not reuse gloves. Correct glove removal is essential to decreasing occupational risk. Remove used gloves by grasping the outside of one glove with the other gloved hand. Carefully remove this glove and hold it with the fingers of the remaining gloved hand. Place the fingers of the ungloved hand inside the remaining glove at the wrist. Remove this glove by turning it inside out as it is pulled from the second hand. At no time should an ungloved hand touch the outside of either glove. This is best reviewed as a visual demonstration. Please contact your school nurse if you are unfamiliar or unsure of your technique. Dispose of used gloves in a lined waste container. Gowns or smocks should also be worn if you anticipate soiling of clothes by body fluids or secretions.
2. Wash your hands and any other contacted skin surfaces thoroughly for 15 to 30 seconds with dispensable soap and warm running water, rinse under running water, and thoroughly dry with disposable paper towels:
 - a. Immediately after any accidental contact with blood, body fluids, drainage from wounds, and/or contact with soiled garments, objects or surfaces.
 - b. Immediately after removing gloves, gowns or smocks.
 - c. Before eating, drinking or feeding.

All Personnel

AR 4119.43(a)

4219.43

UNIVERSAL PRECAUTIONS

4319.43

d. Before handling food, cleaning utensils or kitchen equipment.

e. Before and after using the toilet or diapering.

When running water is not available, use an approved antiseptic hand cleanser and clean towels or antiseptic towelettes. This should be followed by soap and running water, as soon as feasible.

3. Clean blood contaminated surfaces and equipment with an approved germicidal disinfectant. Use disposable gloves and disposable towels, whenever possible. Disinfect mops or other nondisposable items immediately after use.

4. Properly dispose of contaminated materials and label them as a biohazard.

a. Place blood, body fluids, gloves, bloody dressings and other absorbent materials into appropriately labeled plastic bags or lined waste containers.

b. Place needles, syringes and other sharp disposable objects in leak-proof, puncture-proof containers.

c. Bag soiled towels and other laundry. Presoak with disinfectant and launder with soap and water.

d. Dispose of urine, vomitus or feces in the sanitary sewer system.

5. Do not care for others' injuries if you have any uncovered bleeding or oozing wounds or nonintact skin conditions.

6. Use a mouthpiece, resuscitation bag, or other ventilation device, when readily available in place of mouth-to-mouth resuscitation.

Staff shall immediately report any exposure incident or first-aid incident in accordance with the District's Exposure Control Plan or other procedures.

(cf. 4119.42 - Exposure Control Plan for Blood borne Pathogens)

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Adoption-Revision Date: 2/07/2005

The School Board recognizes that some students need to take medication during school. For the purpose of this document, medication will be defined as any substance, whether prescription or over-the-counter, taken by any means consistent with general medication practice and with the intent of altering an existing condition. All students taking medication during school hours are to follow the procedures set out in [AR 5141.21 Administering Medication](#). Failure to do so releases the District of any liability resulting from incorrect or improper use of this medication.

Medication given at school must comply with all Federal and State laws and regulations and follow current medical and District standards. Medication requests must be processed through the school nurse, school administrator or designee, or follow a written school policy. Requests for administration of medication that is not imperative for student health maintenance or school program participation may be denied. Delegation and training of school staff will follow standards and procedures defined by the Alaska Board of Nursing. Non-licensed personnel designated to administer student medications must document appropriate training.

Asthma Medications and Anaphylactic Injection

The Board recognizes that some students have allergies of such severity that they may require an emergency anaphylactic injection during the course of the school day. The Board also recognizes that some schools must have at least one non-licensed staff member prepared to administer this medication in the event of an anaphylactic reaction.

~~School staff who may be required to administer medication for anaphylactic reactions shall receive annual training from the nurse or other qualified medical personnel. The Alaska Board of Nursing states that a parent/guardian may delegate the administration of injectable medication for anaphylactic reaction during times when a nurse is not available. Training for administration of this medication shall be done by the nurse to the unlicensed school staff and shall be reassessed at least every 90 days. This training of unlicensed school staff by the nurse will authorize them~~ designated person(s) to administer the injections within the legal provisions of law and afford appropriate liability protection.

The Board recognizes that some health care providers for some students have identified the need for these students to self-administer their asthma inhaler or anaphylaxis medication. Students will be permitted to carry and self-administer their own asthma inhaler and/or anaphylaxis medication provided

they have written authorization for self-administration from their health care provider [with written authorization by the parent/guardian and student written agreement](#). This authorization will include a signed written treatment plan which will be kept on file at the school. Written authorization must be submitted any time there is a change and annually.

Parents/guardians of students who have an identified allergy resulting in anaphylaxis are required to provide the school with ~~this~~ [medical orders, information and](#) medication for their child.

(cf. [5141](#) - Health Care and Emergencies)

Penalty for Violation

Any student use, possession, or distribution of medication is prohibited unless permitted by this policy and District procedures related to administering medication. Students who have obtained permission to carry and/or use medication are prohibited from sharing the medication or exceeding the recommended dosage. Students using, possessing, distributing, or selling medication in violation of this policy will be disciplined under District policies and rules related to alcohol and drug violations.

(cf. [5131.6](#) - Alcohol and Other Drugs)

AR 5141.21 Administering Medication

KPBSD Policy Manual

AR 5141.21

Students ADMINISTERING MEDICATION

Procedures for the safe and timely administration of medication to students while at school shall incorporate the following:

1. For students in Grades K–8
 - a. A signed medication request form must be on file in the nurse's office. (Refer to the [District Nursing Procedure-Health Services Manual](#) for appropriate use and information on medication forms.)
 - b. Medication dispensed by the nurse or other school employees must be secured in a locked cabinet. Students will be allowed to carry asthma inhalers and anaphylaxis medication with health provider, parent, administrator and school nurse approval [as well as student written agreement](#).
2. For students in Grades 9–12
 - a. For prescription medication, a signed medication form must be on file. Medication dispensed by the nurse or other school employees must be secured in a locked cabinet. Students will be allowed to carry asthma inhalers, antibiotics, diabetic medications and other approved medications with parent, administrator and school nurse approval.
 - b. For over-the-counter (OTC) medications, students may be allowed to carry common, recognizable OTC medications under the following conditions:
 1. The medication must be in its original container.
 2. The medication container is of small size or holds only a reasonable supply.
 3. The medication container contains only the medication identified on its label.
 4. The OTC medication is used for self-medication only. Under no condition is sharing with another student acceptable.
 5. The contents of the OTC container are available immediately upon request for viewing by school administration to determine compliance with this and other school policies.

Any questions regarding protocol or acceptability of medications should be directed to the school administrator or school nurse.

3. Training of ~~unlicensed~~ ~~nonlicensed~~ school personnel shall include the following:
 - a. The school nurse will provide the training using ~~the~~ ~~the~~ [Training Manual for Medication Administration, State of Alaska Medication Administration: A Guide for Training Unlicensed School Staff or the State of Alaska Emergency Medications: A Guide for Training Unlicensed School Staff](#).
 - b. Training will be provided annually before October 1 [and re-evaluation will occur at least every 90 days](#).
 - c. Documentation of the training will be kept by the school nurse.
 - d. ~~The building administrator and the school nurse will designate who will administer medications including~~ [The Alaska Board of Nursing states that the parent/guardian must designate the person\(s\) who may administer the EpiPen® for anaphylaxis as well as other injectable medications or Diastat](#) -in the nurse's absence.

4. A medication record (E 5141.21 [\(a\)](#) [\(b\)](#) and/or [\(c\)](#)) shall be maintained and must include the student's name, name of medication, dosage, time and initials of the person administering medication. A photo of the student may be placed on the long-term administration form.

All students taking medication during school hours are to follow the above procedures through the school nurse. Failure to do so releases the District of any liability resulting from incorrect or improper use of this medication.

Emergency Care and Medications

On-site provisions for first aid and emergency care shall be developed and made known to the staff at each school. These provisions should incorporate the following:

1. First Aid: The nurse or another identified, trained person(s) shall be responsible for administering first aid. The First Aid [and Emergency Protocol Chain of Command](#) (located in the [Health Services Nursing Procedure](#) Manual) shall be visibly posted and verbally identified in order to facilitate quick action.
2. Emergency Care: In emergencies, the nurse or Principal should make whatever arrangements are necessary for the immediate emergency care of injured or ill students. Every effort will be made to contact parents.
3. Incident Reports: The teacher or other staff member responsible for the child at the time of the incident shall complete a District Student [Visitor Injury/Incident Report](#) (E 3530a).
4. Student Medical Records: Cumulative medical records shall include known information regarding allergies, current medications, medication reactions, medical conditions, immunizations and other pertinent information. If emergency medical treatment is necessary, a copy of this [cum card](#) will be made available to the emergency personnel.
5. Sending a Student Home: A student who is ill or injured shall be released to a parent/guardian or, if not available, to a person the parent/guardian has identified as an emergency contact. Older students with a minor illness or injury may be sent home after receiving verbal parental permission. The name of the person granting permission should be documented.

Legal Reference

ALASKA STATUTES

14.30.141 Self-administration and documentation of medication

KENAI PENINSULA BOROUGH SCHOOL DISTRICT Adoption Date: 10/08/2008

[BP 5141.21 Administering Medication](#)

[E 5141.21\(a\) Medication Authorization Prescription Short-Term](#)

[E 5141.21\(b\) Medication Authorization Non-Prescription Medication Request](#)

[E 5141.21\(c\) Medication Authorization Form Long-Term Medication](#)

Prior to first entry into school, a child must be fully immunized ~~against diphtheria, pertussis, tetanus, polio, measles, rubella, mumps, hepatitis A & B and any other immunizations~~ according to state regulations appropriate to the age of the child as required by law. ~~Specific booster doses for some~~ Parents will be notified if immunizations for their child are required ~~for some students~~ during the school year. ~~Children over the age of six shall not be required to be immunized against pertussis and children 12 years and older shall not be required to be immunized against rubella.~~ KPBSD will comply with state law in all matters involving immunization compliance.

(cf. [5119](#) - Correspondence and Other Programs)

Any student who does not (a) show evidence of required immunization; (b) present an Alaska Immunization Requirements Medical Exemption & Disease History Form ~~a letter or affidavit~~ from the physician or other medical practitioner authorized by statute stating that immunizations would be injurious to the health of the child or members of the child's family or household; or (c) present a notarized State of Alaska Religious Exemption Form ~~an affidavit~~ signed by the parent/guardian affirming that immunization conflicts with the tenets and practices of the church or religious denomination of which the applicant/parent/guardian is a member ~~a religion of which the child is a member~~ shall be excluded from school until such time as the immunization is obtained or affidavit of exemption has been filed with the school.

The Superintendent shall exclude those students who fail to meet immunization requirements as required by law.

Provisional Admission

Where regular weekly medical services are not available, the Superintendent may grant provisional admission to students in exceptional circumstances for up to ninety (90) days.

(cf. [5112.2](#) - Exclusions from Attendance)

Provisional admissions shall be reported to the Department of Health and Social Services. The Superintendent shall inform parents/guardians of available immunization services and state or federal assistance.

Legal Reference:

ALASKA STATUTES

14.30.065 Supervision

14.30.125 Immunization

ALASKA ADMINISTRATIVE CODE

4 AAC 06.055 Immunizations required

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Revision Date: ~~Adoption Date: 10/18/04~~