



KENAI PENINSULA BOROUGH SCHOOL DISTRICT  
Policy Review Committee Meeting

March 2, 2015

1:00 PM

Conference Room C, Borough Building

**AGENDA**

- I. Call to Order
- II. Approval of notes from Policy Meeting of February 2, 2015 ..... Page 2
- III. Information items
  - i. *BP 5125.1 Release of Directory Information* .....Page 3
    - i. *FERPA Model Notice for Directory Information*
- IV. Exhibits
  - i. *E 5144.1(c) Expulsion Recommendation Process* .....Page 7
    - i. Updated Flow Chart
  - ii. *E 3350(b) Salary Reduction Agreement Form 403(b)* .....Page 8
    - i. The IRS maximum allowable contribution changed
  - iii. *E 3350(c) Salary Reduction Agreement Form 457* .....Page 10
    - i. The IRS maximum allowable contribution changed
  - iv. *E 6161.4(b) KPBSD Wireless Information* .....Page 12
    - i. Form revised to reflect current updates
- V. Previous discussions
- VI. New
  - i. *AR 6161.4 Acceptable Use Policy/Internet Safety* .....Page 14
    - i. Revised Monitoring language regarding SSL
  - ii. *BP 5141.31 Immunizations* .....Page 22
    - i. Updated per State Statue
  - iii. *BP and AR 5141.21 Administering Medication* .....Page 24
    - i. Revised per Board of Nursing Policy
- 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](http://www.kpbsd.k12.ak.us/students_parents.aspx?id=8922)



**Kenai Peninsula Borough School District  
Policy Committee Meeting Notes  
February 2, 2015  
2:15 PM  
Conference Room C, Borough Building**

---

**ATTENDANCE:**

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

Guests:

John O'Brien  
Laurie Olson  
Julie Cisco  
Joann Riener

**CALL TO ORDER:**

The meeting convened at 2:15 PM

**APPROVAL OF  
NOTES:**

The notes from the January 12, 2015 meeting were approved as written.

**TOPICS  
DISCUSSED:**

*BP 3541.1 School Related Trips  
E 5141.3 Out-Out Form for Growth Screening  
E 1330(c) Room/Building Use Application  
BP 3515 School Safety and Security  
BP 5125.1 Release of Directory Information  
BP 4131 Staff Development  
BP 4117.6 Non-Retention*

**ACTION TAKEN:**

*BP 3541.1 School Related Trips – move forward to worksession  
E 5141.3 Out-Out Form for Growth Screening – to Board  
E 1330(a) Room/Building Use Application – return to Policy Review Committee  
- Update current form to include overnight stays  
BP 3515 School Safety and Security – move forward to worksession  
BP 5125.1 Release of Directory Information – return to Policy Review Committee  
- Question on gender, clarify mailing address  
BP 4131 Staff Development – move forward to worksession  
BP 4117.6 Non-Retention – move forward to worksession*

**ADJOURN:**

The meeting was adjourned at 2:59 PM

Submitted by: Natalie Bates

**RELEASE OF DIRECTORY INFORMATION**

Directory information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed.

The Superintendent may use student directory information in school publications and may authorize the release of directory information to representatives of the news media, prospective employers, post-secondary institutions, military recruiters, legislators, or nonprofit or other organizations. Directory information consists of the following: student's name, mailing address, telephone number, electronic mail address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, grade level, enrollment status, degrees, honors and awards received, scholarship eligibility, and most recent previous school attended.

*(cf. 5128 – Alaska Performance Scholarship)*

Directory information may not include a student's social security number or student identification number, unless the student identification number qualifies as an electronic identifier. An electronic personal identifier is an ID used by a student to gain access to student electronic services such as on-line registration, on-line grade reporting, or on-line courses. These electronic personal identifiers may be disclosed as directory information so long as the identifier cannot be used by itself to gain access to educational records but must be combined with a PIN or other access device.

The District, before making directory information available, shall give public notice at the beginning of each school year of the information which it has designated as directory information. This notice shall also identify all disclosures required by state and federal law, unless parents opt out of such disclosure. The District shall allow a reasonable period of time after such notice has been given for parents/guardians to inform the District that any or all of the information designated should not be released. The District may provide parents with the ability to limit disclosure to specific parties or for specific purposes, as determined by the District.

Directory information shall not be released regarding any student whose parent/guardian notifies the District in writing that such information may not be disclosed. Directory information shall not be released for personal or commercial purposes. The *E 5125.1(b) Directory Information Parent Opt-Out Form* is provided for this purpose. Parents may not, by opting out of directory information, prevent a school from requiring a student to identify him or herself, or to wear or carry a student ID or badge.

**RELEASE OF DIRECTORY INFORMATION**

The District may disclose directory information about former students without meeting the requirements of this section.

*Legal Reference*

ALASKA STATUTES

- 14.03.113 District determination of scholarship eligibility*
- 14.30.745 Provision of student information to academy*
- 14.43.930 Scholarship program information*
- 14.43.810-849 Alaska Merit Scholarship Program*

UNITED STATES CODE

- 20 U.S.C. § 1232g*
- No Child Left Behind Act, 20 U.S.C. § 7908 (2001)*
- USA Patriot Act, § 507, P.L. 107-56 (2001)*

ALASKA MUNICIPAL CODE

- *4 AAC 43/-1—900 Alaska Performance Scholarship Program*

CODE OF FEDERAL REGULATIONS

- *34 C.F.R Pt 99 as amended, December 2011*

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**  
**~~Adoption Date: 8/6/2012~~ Revised:**



 Print

 Close  
Window

## Family Educational Rights and Privacy Act (FERPA) Model Notice for Directory Information

**[Note: Per 34 C.F.R. § 99.37(d), a school or school district may adopt a limited directory information policy. If a school or school district does so, the directory information notice to parents and eligible students must specify the parties who may receive directory information and/or the purposes for which directory information may be disclosed.]**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that **[School or School District]**, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, **[School or School District]** may disclose appropriately designated "directory information" without written consent, unless you have advised the **[School or School District]** to the contrary in accordance with **[School or School District]** procedures. The primary purpose of directory information is to allow the **[School or School District]** to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. **[Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]**

If you do not want **[School or School District]** to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the **[School or School District]** in writing by **[insert date]**. **[School District]** has designated the following information as directory information: **[Note: an LEA may, but does not have to, include all the information listed below.]**

- **Student's name**

- **Address**
- **Telephone listing**
- **Electronic mail address**
- **Photograph**
- **Date and place of birth**
- **Major field of study**
- **Dates of attendance**
- **Grade level**
- **Participation in officially recognized activities and sports**
- **Weight and height of members of athletic teams**
- **Degrees, honors, and awards received**
- **The most recent educational agency or institution attended**
- **Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user**
- **A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.**

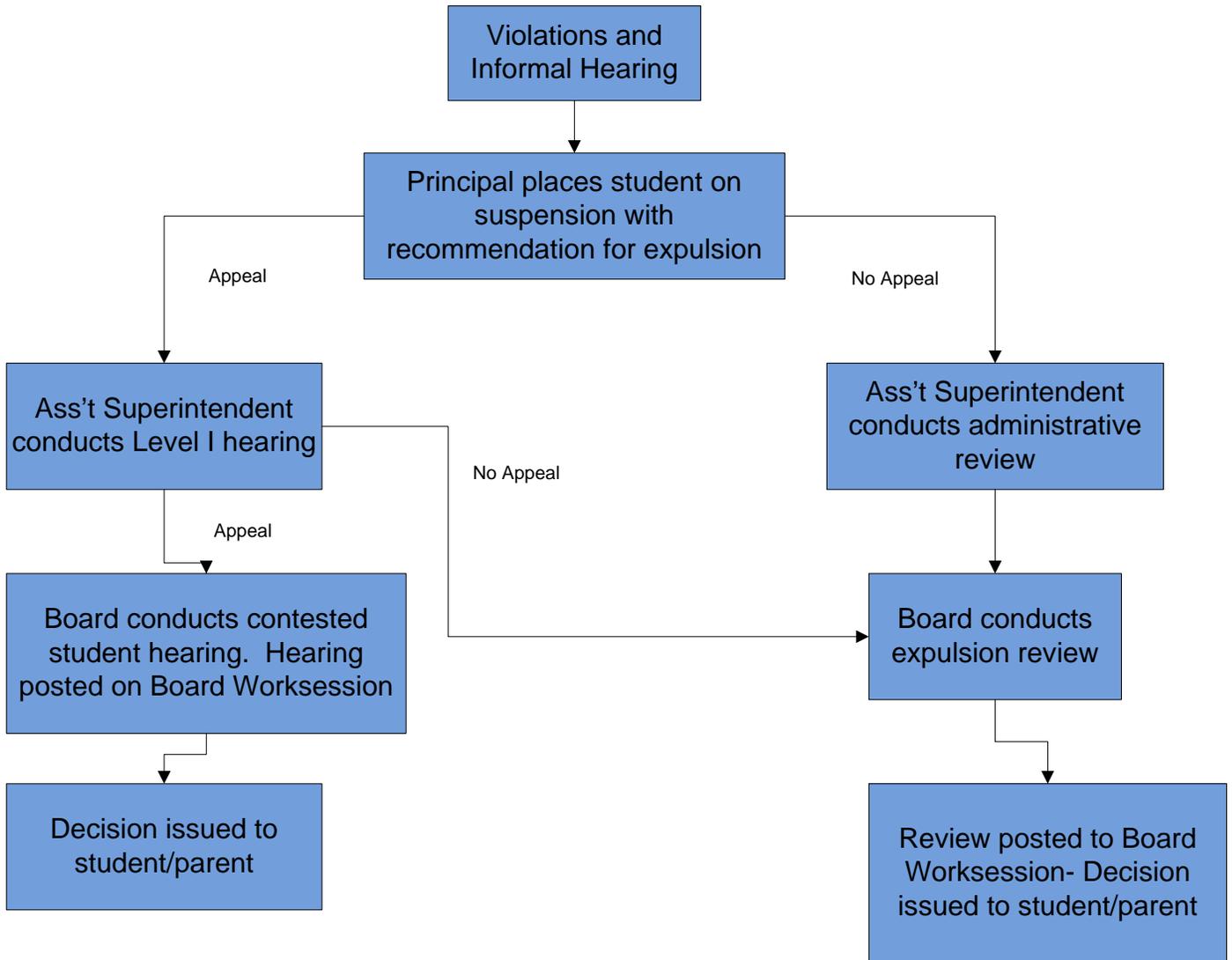
---

 Print Close  
Window

---

Last Modified: 12/19/2014

### Expulsion Recommendation Process





U.S. Employee Benefits Services Group

E 3350(b)

SRA MANAGEMENT TEAM

1099 Jay Street, Bldg F, 2nd Fl • Rochester, NY 14611

PH: 1.877.544.6664 • WEB: www.omni403b.com • FAX: 1.585.672.6194

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

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

403(b)

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

A Tax Sheltered Annuity ("TSA") is an investment account that is set aside for your retirement (only), and is paid for with "pre-tax" dollars. A Custodial Account ("CA") is the group or individual custodial account or accounts, established for each Employee, by the Employer, or by each Employee individually, to hold assets of the Plan.

Part 1: Employee Information

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

Form fields for Social Security Number, First Name, MI, Last Name, Address, City, State, Zip, Date of Birth, Phone, and Email address.

Part 2: Employer Information

Form fields for Full Organization Name, City and State, and Date of Hire.

Part 3: Contribution Information

OPTION 1: Recurring Contributions

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

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

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

Table with columns: Plan Type, Service Provider, Account #, Effective Date, Amount Per Pay, OR, Percent Per Pay Period. Includes rows for 403(b) and ROTH 403(b) contributions.

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

Your Annual Salary: Number of Pay Periods Per Year:

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

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

Table with columns: Plan Type, Service Provider, Account #, Effective Date, Amount, and DISCONTINUED/RESUMED options. Includes a note about recurring contributions.

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

OPTION 3: Participation Opt Out

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

#### Part 4: Agreements and Acknowledgements

The above named Employee where applicable, agrees as follows:

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

#### Part 5: Employee Signature (Mandatory)

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

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

I agree to comply with all pertinent written directives regarding the solicitation of Employee. A calculation of maximum allowance will be provided annually for Employee contributing more than \$18,000 (\$24,000 if over 50) or utilizing the "catch-up provisions". Furthermore, my employer (name) \_\_\_\_\_ agrees to indemnify and hold harmless the Employer, any individual member of the governing board and the Employee participating in the 403(b) Program against any claims based on an error in the MAC I provided, except where the error is based upon erroneous information provided by Employer or Employee. Additionally, I will notify OMNI regarding any distributions or loans to participants.

Sales Agent/Representative Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I wish the above named agent to be copied on all e-mail communications sent to the plan participant, including certificate(s) of approval, which may be associated with this transaction.

#### Part 7: Employer Acknowledgement (If Applicable)

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

Employer Name & Title: \_\_\_\_\_

Employer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

© 2015 All rights reserved. No part of this SRA may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopy, recording, or any information storage and retrieval system, without permission in writing from The OMNI Group. Requests for permission to reproduce content should be directed to [serviceinfo@omni403b.com](mailto:serviceinfo@omni403b.com).

OMNI ® is a registered service mark of OMNI Financial Group, Inc. d/b/a The OMNI Group

**457 SALARY REDUCTION AGREEMENT FORM (SRA) For Tax Sheltered Annuities and Custodial Accounts**

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

# 457

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

A Tax Sheltered Annuity ("TSA") is an investment account that is set aside for your retirement (only), and is paid for with "pre-tax" dollars. A Custodial Account ("CA") is the group or individual custodial account or accounts, established for each Employee, by the Employer, or by each Employee individually, to hold assets of the Plan. Unless utilizing the catch-up provisions, your Maximum Allowable Contribution ("MAC") cannot exceed \$18,000 (\$24,000 if age 50 or over). Both TSA & CA receive tax deferred treatment.

**Part 1: Employee Information**

Please check here if you have contributed to a 457 plan with another employer this calendar year. If so, please provide the amount of the year-to-date contributions you have made to the other employer's plan: \$ \_\_\_\_\_ and the name of the other employer: \_\_\_\_\_

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

\* Address: \_\_\_\_\_

\* City: \_\_\_\_\_ \* State: \_\_\_\_\_ \* Zip: \_\_\_\_\_

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

**Part 2: Employer Information**

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

**Part 3: Contribution Information**

**OPTION 1: Recurring Contributions**

**WARNING!!! Any new recurring contributions will supersede all current recurring contributions to your employer's 457 plan administered by OMNI. If you are currently contributing to multiple service providers under your employer's 457 plan, please be sure to list all contributions you wish to continue. Any active 457 contributions found in our records, but not listed below WILL BE DISCONTINUED.**

If you simply wish to discontinue a contribution, fill in an amount of zero.

Please withhold funds from my pay for the following 457 contributions until further notice:

Plan Type	Service Provider	Account #	Effective Date	Amount Per Pay	OR	Percent Per Pay Period
<input type="checkbox"/> 457 <input type="checkbox"/> ROTH 457	_____	_____	_____	_____		_____
<input type="checkbox"/> 457 <input type="checkbox"/> ROTH 457	_____	_____	_____	_____		_____
<input type="checkbox"/> 457 <input type="checkbox"/> ROTH 457	_____	_____	_____	_____		_____
<input type="checkbox"/> 457 <input type="checkbox"/> ROTH 457	_____	_____	_____	_____		_____

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

Your Annual Salary: \_\_\_\_\_ Number of Pay Periods Per Year: \_\_\_\_\_

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

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

Plan Type	Service Provider	Account #	Effective Date	Amount	After this contribution, any 457 recurring contributions to this service provider should be:
<input type="checkbox"/> 457 <input type="checkbox"/> ROTH 457	_____	_____	_____	_____	<input type="checkbox"/> DISCONTINUED <input type="checkbox"/> RESUMED
<input type="checkbox"/> 457 <input type="checkbox"/> ROTH 457	_____	_____	_____	_____	<input type="checkbox"/> DISCONTINUED <input type="checkbox"/> RESUMED
<input type="checkbox"/> 457 <input type="checkbox"/> ROTH 457	_____	_____	_____	_____	<input type="checkbox"/> DISCONTINUED <input type="checkbox"/> RESUMED
<input type="checkbox"/> 457 <input type="checkbox"/> ROTH 457	_____	_____	_____	_____	<input type="checkbox"/> DISCONTINUED <input type="checkbox"/> RESUMED

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

**OPTION 3: Participation Opt Out**

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

**Part 4: Agreements and Acknowledgements**

The above named Employee where applicable, agrees as follows:

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

**Part 5: Employee Signature (Mandatory)**

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

Employee Signature: [ ] Date: [ ]

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

I agree to comply with all pertinent written directives regarding the solicitation of Employee. A calculation of maximum allowance will be provided annually for Employee contributing more than \$18,000 (\$24,000 if over 50) or utilizing the "catch-up provisions". Furthermore, my employer (name) [ ] agrees to indemnify and hold harmless the Employer, any individual member of the governing board and the Employee participating in the 403(b) Program against any claims based on an error in the MAC I provided, except where the error is based upon erroneous information provided by Employer or Employee. Additionally, I will notify OMNI regarding any distributions or loans to participants.

Sales Agent/Representative Name: [ ] Phone: [ ]

Email: [ ]

Signature: [ ] Date: [ ]

I wish the above named agent to be copied on all e-mail communications sent to the plan participant, including certificate(s) of approval, which may be associated with this transaction.

**Part 7: Employer Acknowledgement (If Applicable)**

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

Employer Name & Title: [ ]

Employer Signature: [ ] Date: [ ]

**Please return this agreement to The Omni Group, unless otherwise advised by your Employer:**

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

© 2015 All rights reserved. No part of this SRA may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopy, recording, or any information storage and retrieval system, without permission in writing from the Omni Group. Requests for permission to reproduce content should be directed to serviceinfo@omni403b.com.

OMNI ® is a registered service mark of Omni Financial Group, Inc. d/b/aThe Omni Group

## E 6161.4(b) KPBSD Wireless Information

E 6161.4(b)



	District Computer	Personally owned devices			
		<u>Windows 10, 8.1, 8, 7, Vista, XP SP3 Windows 7</u>	Other Windows (pre XP SP3)	MacOS	Handheld (phones etc.)
Low-Speed Internet (currently 512k u/d)		X	X	X	X
Hi-Speed Internet	X	X*			
Network Printers	X	X*			
Network Storage (My Documents)	X	X*			
District daily backup (My Documents)	X	X*			
Access to Profile (Desktop items etc.)	X				
Tech Support from Data Processing	X				
Installation of District owned software	X				
Installation of Personally owned software		X	X	X	X

\* Must have NAP client installed and have passed a valid health check (*Current windows updates, Virus scan etc.*) and be connected to the Staff/Student network.

The KPBSD Wi-Fi network is intended to be used by staff and students of the Kenai Peninsula Borough School District. It is important to remember that the KPBSD wireless network is not free public Wi-Fi. Guests will need a temporary account in order to access the network.

### KPBSD Wi-Fi is split among three separate Wireless Networks:

#### KPBSD Private Networks = Private / KPBSD Internal / KPBSDHMD

~~These~~ is ~~is~~ are ~~is~~ used by District owned computers. The imaging process pre-configures the machine to connect to KPBSD Private Networks without any interaction by the user. KPBSD Private is designed to allow access to District file and print servers. Eventually this network will be hidden and will no longer display in the wireless network list.

#### KPBSD Staff/Students

This network is intended to be used by Staff and Students on personally owned equipment such as laptops and handheld devices. Access to District file and print servers is possible if the computer is configured correctly. (windows xp sp3+ with a valid healthy NAP check completed) A valid KPBSD username / password is required to access this network.

#### KPBSD Guest

Each school will have the ability to create temporary guest accounts that school guests can use to access this network. Guest accounts will expire after a maximum of 7 days. Schools should only hand out guest accounts for educational/business reasons. Example valid guests would include (but are not limited to) Parent volunteers, guest speakers, campground hosts etc.

Need a Wireless Guest account created? Office staff have access to KPBSD Guest Provisioning tool. Currently you need to contact your school tech and (s)he will create one for you. We are working on a website that will allow school secretaries to generate the accounts and will be posting the URL as soon as it's ready.

~~configured correctly. (windows xp sp3+ with a valid healthy NAP check completed) A valid KPBSD username / password is required to access this network.~~

Learn more about the various technologies used to bring this wireless service to your school:

NAP - [http://en.wikipedia.org/wiki/Network\\_Access\\_Protection](http://en.wikipedia.org/wiki/Network_Access_Protection)

Aruba Networks - [http://en.wikipedia.org/wiki/Aruba\\_Networks](http://en.wikipedia.org/wiki/Aruba_Networks)

Wi-Fi - <http://en.wikipedia.org/wiki/Wi-Fi>

---

## **Instruction**

# **ACCEPTABLE USE POLICY/INTERNET SAFETY POLICY**

### **Terms and Conditions for Use**

#### **General Information**

##### **Purpose**

The Kenai Peninsula Borough School District provides all students access to computers, networks, and the Internet as a means to enhance their education. It is the intent to promote the use of computers in a manner that is responsible, legal, ethical, and appropriate. The purpose of this policy is to assure that all users recognize the limitations that are imposed on their use of these resources. Our many varied stakeholders work within a shared environment where all must follow the rules of use so as not to let their actions infringe on the opportunity of others to accomplish their work.

##### **Electronic Related Technologies**

Kenai Peninsula Borough School District Electronic Network Related Technologies is an interconnected system of computers, terminals, servers, databases, routers, hubs, switches, video-conferencing equipment, and wireless devices. The District's network is an inherent part of how we do business.

##### **Authorized Users**

The District's computer network is intended for the use of authorized users only. This also applies to the District's Wi-Fi network. Authorized users include students, staff, and others with a legitimate educational purpose for access or as determined by a Memorandum of Agreement with the District. Individual schools may grant guest access on a temporary basis, but only for bona-fide school-related business. Any person using the network, or using any devices attached to the network, agrees to abide by the terms and conditions set forth herein. This policy is referenced in the KPBSD Parent/Student Handbook.

##### **Assumption of Risk**

The District will make a good faith effort to keep the District network system in working order and its available information accurate. However, users acknowledge that there is no warranty or guarantee of any kind, either express or implied, regarding the accuracy, quality, or validity of any of the data or information residing on the District network or available from the Internet. The District has no ability to maintain such information and has no authority over these materials. For example, and without limitation, the District does not warrant that the District network will be error-free or free of computer viruses.

##### **Indemnification**

In making use of these resources, users agree to release the District from all claims of any kind, including claims for direct or indirect, incidental, or consequential damages of any nature, arising from any use or inability to use the network, and from any claim for negligence in connection with the operation of the District network. Use of District computers and/or the District network is at the risk of the user.

##### **Ownership**

Files, data, emails and any other information stored on District-owned equipment or produced while working for the District or while attending as a student, are the property of the District.

### **Personally-owned Electronic Devices**

Schools not allowing students to bring personally-owned equipment to school are

- Marathon School

Unless otherwise listed above, students may bring laptops, netbooks, smart phones, tablet computers, MP3 players, e-readers, etc. to school for their personal educational use. The user is responsible for assuring that personally-owned computers are ready for use with the District network. The District will not troubleshoot or provide technical support on personally-owned equipment. Bringing personally-owned equipment to school is absolutely done at the users own risk. The District is not responsible for theft or damage of personal property including loss of data.

Wireless access by a personally-owned laptop is allowed, but connecting to the physical network by plugging into a wall jack is never allowed.

Any electronic device falls under the authority of the Acceptable Use Policy if used on school grounds, regardless of whether they may or may not be wirelessly connected to the District network infrastructure. For example, texting or emailing inappropriate pictures to other students while on school property would be a violation of the Acceptable Use Policy even if only done using the user's personal cellular plan and using no District provided network services.

### **Software on Personally-Owned Devices**

The District will not provide software for personally-owned computers. Schools may distribute software apps to iPads, iPods, iPhones, or potentially other personally-owned (non-computer) devices, for both students and staff, if done in accordance with District policies in place at that time.

### **iPods or MP3 players**

Only legally purchased music may be installed on a District-owned MP3 player or any district computer. It is the responsibility of the assigned iPod user to provide proof of ownership of all copyrighted music. The user must also backup their music as Information Services does not backup MP3 files nor check for MP3 files when imaging computers.

### **Access to Wi-Fi**

Access to the wireless network by personally-owned computers, smart phones, or other devices is allowed by authorized users. The District must balance the needs to keep our network operational and protected from viruses or loss of service attacks with the educational advantages of a more open, inclusive network. With the wireless capability KPBSD has the ability to have an acceptable level of protection for our network and still allow computers into the wireless network. [\*Exhibit 6161.4\(b\) KPBSD Wireless Information\*](#) shows what service level can be expected from various computer operating systems. Most personally-owned computers or devices will connect to the wireless network; however, most will probably only connect at the Low-Speed Internet level. Network resources commonly taken for granted, like printer access, network file storage, and file backup are not available for the personally-owned devices.

### **Electronic Mail (Email)**

The District provides one email address (@g.kpbsd.org) for grade 4-12 students (or lower grade at the request of the principal). The District does not filter email beyond the SPAM filtering done by Google for the District-provided Gmail email accounts. Google may also have rules for use beyond what is covered in this agreement. The District provides two email addresses for staff (Microsoft Exchange/Outlook @ kpbsd.k12.ak.us and Google-GMail @ g.kpbsd.org). Staff should use the Microsoft Exchange/Outlook @ kpbsd.k12.ak.us for all District communications.

SPAMMING, or the mass sending of email, from any District email accounts, for any purpose whatsoever, is strictly prohibited. Spammers often search out individuals and attempt to get people to divulge username or password information to allow the spammers to use an email account and our network to send out SPAM email. Spammers have been surprisingly successful enticing staff to divulge network login information. The District will never ask a user to disclose a username and password through an email. Any such request, regardless of how credible it may seem, is an attempt to hijack an account.

## **Blogs**

The District also creates a personal web log or blog for each student and staff for educational use. The user must initially activate the blog. KPBSD blogs are only indexed within the District, meaning they are not searchable from the Internet. However, if the URL address is shared, anyone on the Internet can view or contribute to the blog. When using blogs, users are expected to maintain the same level of civility as required on all communication covered by this policy. Post with respect, stick to the facts, and avoid unnecessary or unproductive arguments.

## **Websites**

The school's website is limited to school-related materials and events. Students may create web pages as a part of a class activity. The District has the right to exercise final editorial authority over the content and/or style of user web pages created as part of a class activity.

## **Parental Request for Non-Participation by Students (Internet or Email Opt-Out)**

Parents of minor students (under 18 years of age) may request that their student(s) not be allowed access to the Internet, or may opt out of District-provided Gmail email accounts by submitting [E 6161.4\(a\) Internet Access Non-Permission Form](#) to the office at the student's school. Such restriction, once signed, remains in force until rescinded by the parent or the legal aged student.

This action also denies access to the District wireless network. It should be noted that Gmail is part of the Google Apps online collaborative office productivity suite. Denying access to Gmail also denies access to Google Apps. Opting-out does not mean a student will not access email at school; it just means that the District will not provide the email address for the student to use. There are many free email sites on the Internet where anyone can get a free email account. Other free email sites are also not content filtered and may not filter SPAM.

## **Directory Information Parent Opt-Out Form**

Parents of minor students (under 18 years of age) may request that the District not post their children's work, photographs or names on the Internet by completing and returning [E 5125.1\(b\) Directory Information Parent Opt-Out Form](#) to the school office.

## **Security**

No illegal entry (hacking) or unethical attempt should ever be made to access any network, computer, or data belonging to someone else. Users should never log on with the network credentials of another person, but should only use the username and password supplied by the District for their exclusive use. Users should make every effort

to keep all passwords supplied by the District for their exclusive use secure and private. Any activity undertaken for the purpose of hiding one's identity, to bypass the Internet filter, or to spread computer viruses is forbidden. All users are to promptly report any security violations of the Acceptable Use Policy to the school principal. The principal should then report violations to the Information Services department.

## **Monitoring**

Network activity is logged including websites visited by users. [Secure Sockets Layer \(SSL\) technology or HTTPS web sites generally thought to be secure are commonly decrypted for certain websites and can be monitored.](#) Email processed, delivered, or stored on District-owned equipment is owned by the District. Information Services commonly uses software to remotely access and control any District computer on the network with or without the user's permission, but only for a legitimate purpose. Remote access, where the user grants permission for access, has been given to some District-level support staff. Remote-access capability is commonly used to diagnose and quickly correct problems, or to train the remote staff member on some computer or software function.

### **Monitoring Staff Computer Usage**

No member of KPBSD management has access to an employee's email accounts, web-browsing history, or data files. Information Services staff will provide such information to the Director, Human Resources, upon request.

### **Monitoring Student Computer Usage**

School principals have access to student [computer files](#), Gmail accounts, and to the Internet browsing history of the students at their school. Some principals may assign a designee for that access responsibility, such as assistant principals, counselors, or secretaries. [Teachers also have access to computer files of the students in their classes.](#) Information Services has access to the above items, ~~and also has access to a student's data files~~ and will provide any of this information to a school principal, ~~or~~ their designee, [or appropriate district office staff](#) upon request. Information Services staff will on occasion search logs for security violations and will report violators to the appropriate school principal or in some cases may take independent action.

## **Software**

The Kenai Peninsula Borough School District will not install computer software that we are not licensed to use. There are no exceptions. All computer software license agreements and proof of ownership are documented in the Information Services department. Software is installed by Information Services staff or through tools provided by them to key school personnel. No commercial computer software will be installed on District-owned computers by other staff or students. If teachers buy software and want the software loaded on District computers, they will have to donate the software and license to the District and provide proof of purchase.

## **Lawsuits**

The District will not defend users against lawsuit for Acceptable Use Policy violations including music, [video](#), software, or print copyright violations.

## **User Responsibilities**

Users should be polite, kind, courteous, and respectful at all times. Users are expected to respect the property of others, including District property, and be responsible for using equipment appropriately, including using personally-owned equipment appropriately. It is the responsibility of all members of the school staff to appropriately supervise

and monitor student usage to ensure compliance with this Acceptable Use Policy and the Children's Internet Protection Act.

### Acceptable Uses

It may be helpful to correlate acceptable behavior in the school building to what is acceptable behavior online. In the school setting, treat others as you would like to be treated. Show respect and kindness to others.

#### The User Should:

1. Adhere to current Acceptable Use Policy guidelines each time the District network is used.
2. Immediately disclose an inadvertent access of inappropriate information to a teacher or the school principal.
3. Show proper consideration for topics that may be considered objectionable or inflammatory.
4. Keep everyone's personal information confidential, including addresses, telephone numbers, and pictures, etc.
5. Abide by all plagiarism, copyright and fair use laws, including print, music, video, and software copyright laws.
6. Make available for inspection by a principal, or upon request by a teacher, any messages or files sent or received by a student at any District **Internet** location. Staff should have a legitimate safety concern to invoke inspection.
7. Use technology for school-related purposes during the instructional day.
8. Report any cyberbullying against any student to the principal.
9. Use Internet related Chat (IRC) or other instant messaging appropriately. Always know the person you are messaging.

### Unacceptable Uses

Do not use derogatory or inflammatory language that is generally considered offensive or threatening. Do not insult, bully, threaten, or personally attack people. Be on your best school behavior while online.

#### The User Should:

1. Not view or attempt to locate material in any format (electronic, printed, audio, or video) that is unacceptable in a school setting. This includes, but is not limited to, sexist or racist material, sexually explicit, pornographic, obscene, or vulgar images or language; graphically-violent music, music videos, screen savers, backdrops, and pictures. The criteria for acceptability is demonstrated in the types of material made available to students by principals, teachers, and the school media center.
2. Not download, upload, import or view files or websites that purport the use of illegal drugs, alcohol or illegal and/or violent behavior except when school-approved and teacher-supervised.
3. Not use online social networks or any form of online publishing or online personal communication during the instructional day unless specifically allowed at school or under the direction of a teacher. ~~Not stream non-educational music or video during the instructional day.~~
4. Not invade the privacy of individuals, including the unauthorized disclosure, dissemination, or use of information, photographs, or videos.
5. Not use for soliciting or distributing information with the intent to incite violence; cause personal harm or bodily injury; or to harass, bully, or "stalk" another individual.
6. Not upload, post, email, transmit, create direct web links to, or otherwise make available any content that is inappropriate, unlawful, dangerous, or may cause a security risk.
7. Not use for wagering, gambling, junk mail, chain letters, jokes, raffles, or fundraisers.
- ~~8. Not use a USB storage device to launch software.~~
- ~~9-8.~~ Not use a District email account to express religious or political views. When expressing personal opinions a personal account is to be used.

- ~~40-9.~~ \_\_\_\_\_ Not play games, including Internet-based games, during the instructional day, unless school-approved and teacher-supervised.
- ~~41-10.~~ \_\_\_\_\_ Not use for financial gain or for the transaction of any personal business or commercial activities, including any personal purchase or sale activity that requires an exchange of money or use of a personal credit card number or for any product or service advertisement.
- ~~42-11.~~ \_\_\_\_\_ Not waste school resources through improper or personal use of the computer system.
- ~~43-12.~~ \_\_\_\_\_ Not deface or vandalize District-owned equipment in any way, or the equipment of another person in any way.
- ~~44-13.~~ \_\_\_\_\_ Not violate of any provision of the Family Educational Rights and Privacy Act which makes confidential a student's educational records, including, but not limited to, a student's grades and test scores. Staff members are solely responsible to safeguard the confidentiality of student-related data on a personally-owned computer.

## Sanctions

Internet access and email use is a privilege, not a right. A violation of the Acceptable Use Policy may result in termination of usage and/or appropriate discipline for both students and teachers. The Terms and Conditions shall be used in conjunction with the District's discipline policies (*AR 5144 Discipline*). Individual schools may choose to have additional rules and regulations pertaining to the use of networked resources in their respective buildings. Users may be denied access to the District network while an investigation is underway. If a user's access to the District network is suspended or revoked by network administrators as a result of violations of this policy, the user may appeal the suspension in writing, to the Superintendent within ten (10) days. If a violator is removed from the District network, there shall be no obligation to provide a subsequent opportunity to access the network.

## The Children's Internet Protection Act (CIPA)

The Children's Internet Protection Act was signed into law on December 21, 2000. To receive support for Internet access and internal connections services from the Universal Service Fund (USF), school and library authorities must certify that they are enforcing a policy of Internet safety that includes measures to block or filter Internet access for both minors and adults to certain visual depictions. The relevant authority with responsibility for administration of the eligible school or library must certify the status of its compliance for the purpose of CIPA in order to receive USF support.

In general, schools and library authorities must certify either that they have complied with the requirements of CIPA; that they are undertaking actions, including any necessary procurement procedures to comply with the requirements of CIPA; or that CIPA does not apply to them because they are receiving discounts for telecommunications services only. CIPA requirements include the following three items:

### 1. Internet Safety Policy

Schools and libraries receiving universal service discounts are required to adopt and enforce an Internet safety policy that includes a technology protection measure that protects against access by adults and minors to visual depictions that are obscene, child pornography, or—with respect to use of computers with Internet access by minors—harmful to minors.

**KPBSD Response:** The Acceptable Use Policy/Internet Safety Policy addresses all required Internet Safety Policy issues.

For schools, the policy must also include monitoring the online activities of minors. Note: beginning July 1, 2012, when schools certify their compliance with CIPA, they will also be certifying that their Internet safety policies have

been updated to provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, cyberbullying awareness, and response.

**KPBSD Response:** Students will be provided age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, at a minimum, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

*(cf. 5131.43 Harassment, Intimidation and Bullying)*

## 2. Technology Protection Measure.

A technology protection measure is a specific technology that blocks or filters Internet access. The school or library must enforce the operation of the technology protection measure during the use of its computers with Internet access, although an administrator, supervisor, or other person authorized by the authority with responsibility for administration of the school or library may disable the technology protection measure during use by an adult to enable access for bona fide research or other lawful purpose.

**KPBSD Response:** The District uses filtering software to screen Internet sites for offensive material. The Internet is a collection of thousands of worldwide networks and organizations that contain millions of pages of information. Users are cautioned that many of these pages contain offensive, sexually explicit, and inappropriate material, including, but not limited to the following categories: adult content, nudity, sex, gambling, violence, weapons, hacking, personals/dating, lingerie/swimsuit, racism/hate, tasteless, and illegal/ questionable. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. Additionally, having an unfiltered email address on the Internet, as do both staff and students, may lead to receipt of unsolicited email containing offensive content. Users accessing the Internet do so at their own risk. No filtering software is one hundred percent effective, and it is possible that the software could fail. In the event that filtering is unsuccessful and users gain access to inappropriate and/or harmful material, the District will not be liable.

The District will never override the Internet filter for students and will only in the very rarest of circumstances override the filter, even for bona-fide research by adults.

## 3. Public Notice and Hearing or Meeting

The authority with responsibility for administration of the school or library must provide reasonable public notice and hold at least one public hearing or meeting to address a proposed technology protection measure and Internet safety policy. (For private schools, "public" notice means notice to their appropriate constituent group.) Unless required by local or state rules, an additional public notice and a hearing or meeting is not necessary for amendments to Internet safety policies.

**KPBSD Response:** Public notice and hearing are provided through the normal school board policy adoption process.

### *Legal Reference*

#### UNITED STATES CODE

*15 U.S.C. 6501-6505 Children's Online Privacy Protection Act*

20 U.S.C. 6751-6777, *Enhancing Education Through Technology Act, Title II, Part D*

47 U.S.C. § 254, *Children's Internet Protection Act, as amended by the Broadband Data Improvement Act (P.L. 110-385)*

CODE OF FEDERAL REGULATIONS

47 C.F.R. § 54.520, *as updated by the Federal Communications Commission Order and Report 11-125 (2011)*

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Revised: 06/04/2012**

BP 6161.4 Internet Use

E 6161.4a Internet Non-Permission Form

E 6161.4(b) KPBSD Wireless Information

**IMMUNIZATIONS**

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~~ 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 ~~a religion of the church or religious denomination of which the applicant/parent/guardian is a member 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.

A homeless child or youth, as defined by the McKinney-Vento Homeless Assistance Act, who does not have a record of required immunizations may be provisionally enrolled for a period not exceeding 30 days. The Homeless Liaison will provide assistance in obtaining immunization records and/or assisting the child to be immunized to comply with state law.

*(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:*

**IMMUNIZATIONS**

ALASKA STATUTES

14.30.065 Supervision

14.30.125 Immunization

ALASKA ADMINISTRATIVE CODE

4 AAC 06.055 Immunizations required

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date Revised: 10/18/2004**

**ADMINISTERING MEDICATION**

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 have documentation of 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 t~~Training of unlicensed school staff by the nurse will authorize the m 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

**ADMINISTERING MEDICATION**

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)*

*Legal Reference:*

ALASKA STATUTES

09.65.090 - *Civil liability for emergency aid*

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**  
**Adoption Date: ~~Revised~~ March 4, 2013**

**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 current 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 employee must be secured in a locked cabinet. Students will be allowed to carry asthma inhalers and Epipens® for anaphylaxis 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 current signed medication form must be on file. Medication dispensed by the nurse or designated school employee must be secured in a locked cabinet. Students will be allowed to carry asthma inhalers, antibiotics, diabetic medications and other approved non-narcotic prescription 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. Medication must be in its original container.
    2. Container must be of small size or hold only a reasonable supply of medication.
    3. Container must contain only the medication identified on its label.
    4. Medication must be used for self only. Under no condition is sharing medication with another student acceptable.
    5. The contents of the OTC container must be available immediately upon request for viewing by school

**ADMINISTERING MEDICATION**

administration to determine compliance with this and other school policies.

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

3. Training of unlicensed ~~nonlicensed~~ school personnel shall include the following:
  - a. The school nurse will use material approved by the State of Alaska Board of Nursing and the State of Alaska Division of Public Health to provide the training for unlicensed school staff, using the Training Manual for Medication Administration.
  - 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 State of Alaska Board of Nursing states that the parent/guardian must designate the person(s) who may administer the ~~The building administrator and the school nurse will designate who will administer medications including~~ EpiPen® for anaphylaxis as well as p.r.n. controlled substances in the nurse's absence.
4. A medication record (E 5141.21 (b) and/or (~~cd~~)) 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

**ADMINISTERING MEDICATION**

~~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-Revision~~ Date: 10/20/08**