



KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Policy Review Committee Meeting

June 1, 2015

3:00-3:15 PM

Conference Room C, Borough Building

AGENDA

- I. Call to Order
- II. Approval of notes from Policy Meeting of May 6, 2015 Page 2
- III. Information items
- IV. Exhibits
 - i. *E 5125 b Notification of Rights Under FERPA* Page 3
 - ii. *E 5125.1(a) Notice of Student Directory Information*Page 6
- V. Previous discussions
 - i. *BP 5112.2 Exclusions from Attendance*Page 9
- VI. New
- VII. Review of Section 4000-5000

Please bring your laptop

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



Kenai Peninsula Borough School District Policy Committee Meeting Notes

May 4, 2015

12:35 PM

Seward High School Library

ATTENDANCE:

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

Guests:

Sean Dusek
John O'Brien
Joann Riener
Laurie Olson
Julie Cisco

CALL TO ORDER:

The meeting convened at 12:30 PM

APPROVAL OF NOTES:

The notes from the April 6, 2015 meeting were approved with the requested revisions.

TOPICS DISCUSSED:

The agenda was modified to move AR 2121 before AR 1330.
E 6145.22 ASAA Parent's Guide to Concussions in Sports
BP 5125.1 Release of Directory Information
E 5125.1 Directory Information Parent Opt-Out Form
AR 5141.22 Infectious Diseases
AR 2121 Superintendent's Contract
AR 1330 Use of School Facilities and Properties
BP 6187 Establishment of Charter Schools

ACTION TAKEN:

E 6145.22 ASAA Parent's Guide to Concussions in Sports
- *Move forward to the worksession*
BP 5125.1 Release of Directory Information
- *Move forward to the worksession*
E 5125.1 Directory Information Parent Opt-Out Form
- *No action taken*
AR 5141.22 Infectious Diseases
- *Move forward to worksession; Administration to develop a plan for Pandemic/Epidemic Emergencies*
AR 2121 Superintendent's Contract
- *Move forward to worksession*
AR 1330 Use of School Facilities and Properties
- *Return to Policy Review Committee, Administration to develop separate policy for pools*
BP 6187 Establishment of Charter Schools
- *Present to Charter School Committee and then bring back to Policy Review Committee*

ADJOURN:

The meeting was adjourned at 1:27 PM

Submitted by: Natalie Bates
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NOTIFICATION OF RIGHTS UNDER FERPA
FOR ELEMENTARY AND SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal or designee a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. A copying fee may be charged.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the school principal or designee, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees or who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, medical

consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Other exceptions for disclosure without consent are detailed in FERPA and Board Policy and Administrative Regulation 5125.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school or District to comply with the requirements of FERPA. A complaint may be filed with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

In addition, you are entitled to notice of the following disclosures of student records:

1. Upon request, the District discloses education records without consent to officials of another school district or an institution of post-secondary education where the student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
2. By September 15 of each year, the District will provide to the University of Alaska a list of names and addresses of students in the graduating class who meet scholarship eligibility requirements for each scholarship program. Release of a student's name to the University of Alaska will not be made if the parent or eligible student objects. An objection should be made in writing to the assistant superintendent of instruction on form E 5125.1(b).
3. By July 15 of each year, the District will transmit to the Alaska Department of Education and Early Development information on each graduating student's eligibility for the Alaska Performance Scholarship Program. This is a required disclosure that occurs without consent and without the opportunity to object.
4. By January 15 and July 15 of each year, the District will provide to the **Alaska Military Youth Academy**, operated by the Department of Military and Veterans' Affairs, a report containing the name, address, and dates of attendance of prior students ages 15 through 18 who appear no longer

enrolled in any educational institution and who have not received a diploma or GED. Release of a student's information to the Alaska Challenge Youth Academy will not be made if the parent or eligible student objects. An objection should be made in writing to the assistant superintendent of instruction on form E 5125.1(b).

Revised: 5/2015

EXCLUSIONS FROM ATTENDANCE

The School Board recognizes that there may be cases where denying admission is necessary because a student's presence in school presents a danger to the life, safety or health of students or school personnel.

The ~~Board~~ Superintendent may exclude students from school because of a physical or mental condition which will render the student unable to reasonably benefit from the programs available or which will cause the attendance of the student to be harmful to the welfare of other students.

(cf. 5141.22 - Infectious Diseases)

(cf. 6164.3 – Student Mental Health – Medication and Services)

Students and their parents/guardians will be afforded due process rights to which they are entitled by law, board policy or administrative regulations.

(cf. 5144.1 - Suspension and Expulsion)

Legal Reference:

ALASKA STATUTES

14.30.045 *Grounds for suspension or denial of admission*

14.30.047 *Admission or readmission, when cause no longer exists*

14.30.171 *Prohibited Actions*

ALASKA ADMINISTRATIVE CODE

4 AAC 06.060 *Suspension or denial of admission*

NOTICE OF STUDENT DIRECTORY INFORMATION

The Kenai Peninsula Borough School District has adopted a policy designed to provide parents and students the full protection of their rights under the Family Educational Rights and Privacy Act of 1974, also known as FERPA. A copy of the school district's policy is available online at http://www.kpbsd.k12.ak.us/school_board.aspx?id=368.

FERPA, with certain exceptions, requires your written consent prior to disclosure of personally identifiable information from your child's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include this type of 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 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 school districts receiving federal education funding to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the school district that they do not want their student's information disclosed without their written consent.¹

The District may also disclose to the State of Alaska or the University of Alaska your student's eligibility for scholarship programs.

The KPBSD has designated the following information as directory information: student's name, **mailing** address, telephone listing, email 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 educational agency or institution attended, student ID number, user ID, or other unique personal

identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's social security number, in whole or in part, cannot be used for this purpose.)

You have the right to refuse the release of student directory information. If you object to disclosure of some or all of this information, please complete and return the *E 5125.1(b) Directory Information Parent Opt-Out Form*.

If you have no objection to the use of student information, you do not need to take any action.

Revised: 5/2015

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