



KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Policy Review Committee Meeting

April 4, 2016

1:05 PM

Assembly Chambers, Borough Building

AGENDA

- I. Call to Order
- II. Approval of notes from Policy Meeting of March 7, 2016 Page 3
- III. Information items
- IV. Exhibits
- V. Previous discussions
 - i. E 9130a Board Committees Page 4
- VI. New
 - i. AR 5141.21 Administering Medication Page 5
 - 1. Addition of Exhibit 5141.21 (a)
 - ii. E 1340 Public Records Request Page 8
 - Legal opinion regarding litigation language:
“AS 40.25.122 specifically allows for the procedural rules applicable to litigation to apply rather than the standard public request rules where litigation against a public entity is ongoing or anticipated by the person making the public records request. The “non-litigation affiliation” certificate is similar to the one used by the borough clerk. The public entity providing that the requestor commit in writing that the requestor will not use public records access to gather documents for litigation against the public entity has been upheld by the state supreme court in Brady v. State, 965 P2d 1 (Alaska 1998). Any requestor who wishes to use public documents of the public entity against the public entity in litigation will still be able to do so through normal discovery mechanisms allowed by the court rules.

AS 40.25.122 “Litigation Disclosure: states:

A public record that is subject to disclosure and copying under [AS 40.25.110-40.25.120](#) remains a public record subject to disclosure and copying even if the record is used for, included in, or relevant to litigation, including law enforcement proceedings, involving a public agency, except that with respect to a person involved in litigation, the records sought shall be disclosed in accordance with the rules of procedure applicable in a court or an administrative adjudication. In this section, “involved in litigation” means a party to litigation or representing a party to litigation, including obtaining public records for the party.”
 - iii. Copy of KPB Public Record Request Page 9

iv. E 3515.8 Variance Request Application and Instructions .. Page 10

1. New exhibit to add procedure for request for a variance
to 500 foot boundary

v. BP 6146.1 – High School Graduation Requirements Page 13

VII. Review of Section 0000 and 6000

Please bring your laptop

For most current agenda refer to:

http://www.kpbsd.k12.ak.us/students_parents.aspx?id=34112



Kenai Peninsula Borough School District Policy Committee Meeting Notes

March 7, 2016

1:45 PM

Assembly Chambers, Borough Building

ATTENDANCE:

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

Guests: Joe Arness, Tim Navarre, Sean Dusek, John O'Brien

CALL TO ORDER:

The meeting convened at 1:57 PM

**APPROVAL OF
NOTES:**

The notes of February 1, 2016 were approved.

TOPICS

DISCUSSED:

E 5144.1 Long-Term Suspension Process
AR 6183 Alternative High School Programs
AR 5141.21 Administering Medication
E 9130a Board Committee
BP 6115 Ceremonies and Observations
E 1340 Public Records Request
E 3515.8 Variance Request Application

ACTION TAKEN:

E 5144.1 Long-Term Suspension Process – return to Policy Committee
AR 6183 Alternative High School Programs – move forward to worksession
AR 5141.21 Administering Medication – move forward to worksession
E 9130a Board Committee – return to Policy Committee
BP 6115 Ceremonies and Observations – will be added to Parent/ Student handbook
E 1340 Public Records Request – return to Policy Committee
E 3515.8 Variance Request Application – return to Policy Committee with Instructions

ADJOURN:

The meeting was adjourned at 2:35 PM

Submitted by: Natalie Bates

BOARD COMMITTEES

Committees of the Board

Policy Committee

- Name:** Board Policy Review
- Department:** Board of Education
- Focus Area:** Policy Manual
- Membership:** School Board Members with District Facilitator and School Administrators
- Type:** Standing
- Meeting Dates:** As needed
- Duration:** Ongoing annually

The Board of Education Policy Committee is charged with regular review and rewrite as necessary of school district policies. The three member committee includes a district level administrative liaison and a principal representative. The committee accomplishes their work specifically through a regular process of reviewing two sections of policy manual each year, reviewing updates proposed by the Alaska Association of School Boards, and reviewing policies which have been called into question or concerns expressed about. Members of the community and staff are included in discussions on specific issues. Once the policy committee completes their review, formatted policy updates are brought forward to the entire Board, usually first in worksession format and then through two official readings/action by the entire Board of Education.

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

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 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 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.
 - 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~~ ~~any~~ injectable medication, as well as p.r.n. controlled substances 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 (located in the Health Services 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

ADMINISTERING MEDICATION

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 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

Revision Date: ~~June 1, 2015~~

PUBLIC RECORDS REQUEST KENAI PENINSULA BOROUGH SCHOOL DISTRICT

148 N. Binkley Street
Soldotna, AK 99669

Telephone: 907-714-8888
Fax: 907-262-9645

Name: _____

Address: _____

City/State/Zip: _____ Email: _____

Telephone No.: _____ FAX: _____

DOCUMENTS REQUESTED

I hereby request to inspect the following documents:

Title of Record: _____

Date of Record: _____

Description of Record - Please provide any additional information that will assist us in locating the record for you as quickly as possible:

I understand that I will be charged a fee of .25 plus sales tax for each page that I request to be copied. I further understand that if it is determined that my request(s) will require more than five hours of staff time per calendar month that I will pay, upon notification, the total actual personnel costs required to complete the search and/or copying tasks, per AS 40.25.110(c).

CERTIFICATE OF NONLITIGATION AFFILIATION

~~I hereby certify that:~~

- ~~(1) I am not involved in litigation, in a judicial or administrative forum, nor am I acting on behalf of or otherwise representing any party who is involved in litigation with the Kenai Peninsula Borough or Kenai Peninsula Borough School District to which the requested record is relevant; and~~
- ~~(2) The requested public record is strictly for:~~
 - my own personal use
 - use on behalf of _____

~~(Name of business, organization)~~

~~I certify under penalty of perjury, that the foregoing statements are true.~~

Print Name

Signature

Date

FOR OFFICE USE ONLY

	Staff Member	Research Time (minutes)	Date
Request Received	_____	_____	_____
Request Reviewed	_____	_____	_____
Record(s) Located	_____	_____	_____
Fee Calculated	_____	_____	_____
Requestor Notified	_____	_____	_____
Documents Sent	_____	_____	_____

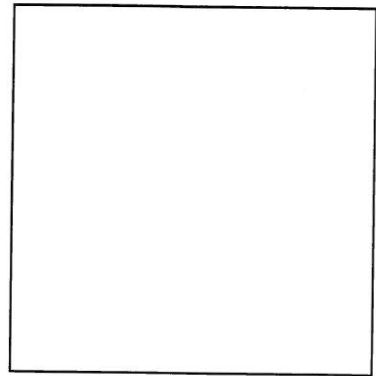
PUBLIC RECORD REQUEST

KENAI PENINSULA BOROUGH

Office of the Borough Clerk

144 N. Binkley Street
 Soldotna, Alaska 99669-7599
 assemblyclerk@borough.kenai.ak.us

Phone: (907) 714-2160
 Toll Free: 1-800-478-4441
 Fax: (907) 714-2388



FOR OFFICIAL USE ONLY

Name:		
Address:		
City:	State:	Zip:
Email Address:		Telephone:

DOCUMENTS REQUESTED

I hereby request to inspect the following documents:

Title of Record:

Date of Record:

Description of Record:

I would like the requested documents to be delivered to me by:

- Mail (address listed above)
 Fax No.
 Email (address listed above)

I understand that I will be charged a fee of .25 cents plus sales tax for each page that I request to be copied. I further understand that if it is determined that my request(s) will require more than five hours of staff time per calendar month that I will pay, upon notification, the total actual personnel costs required to complete the search and/or copying tasks, per AS 40.25.110 (c).

CERTIFICATE OF NON-LITIGATION AFFILIATION

I hereby certify that:

1. I am not involved in litigation, in a judicial or administrative forum, nor am I acting on behalf of or otherwise representing any party who is involved in litigation with the Kenai Peninsula Borough to which the requested record is relevant; and

2. The requested public record is strictly for:

my own personal use.

use on behalf of:

_____ (Name of business, organization)

I certify under penalty of perjury, that the foregoing statements are true.

Print Name:

Signature:

Date:

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

VARIANCE APPLICATION

**Return to: Kenai Peninsula School District
Attn: Assistant Superintendent
148 N. Binkley Street
Soldotna, AK 99669
Phone (907) 714-8888
Fax (907) 714-5867**

Please answer all questions. An incomplete application will be returned.

I. APPLICANT INFORMATION

Applicant: Click here to enter text. Phone: Click here to enter text.
Address: Click here to enter text. City, State, Zip: Click here to enter text.
Owner Name, if other than Applicant: Click here to enter text.

II. PARCEL INFORMATION

Parcel No.: Click here to enter text. Legal Description: Click here to enter text.

III. VARIANCE INFORMATION (attached a site map and other documentation pertinent to the variance)

Exact portion of State Statute and Regulation requesting a variance from: Click here to enter text.

Describe variance requested: Click here to enter text.

Describe special conditions or circumstances necessitating this variance: Click here to enter text.

IV. PUBLIC HEARING BEFORE KPBSD SCHOOL BOARD

A public hearing will be held on all variances. You will receive further notice of the date, place and time of the hearing.

V. CERTIFICATION

The information contained on this form and the attachments are true and complete to the best of my knowledge.

Signature of Applicant: _____ Dated: _____

HOW TO FILE A VARIANCE REQUEST

Q. I'VE BEEN TOLD THAT I NEED TO REQUEST A VARIANCE. WHAT IS A VARIANCE AND HOW DO I REQUEST ONE?

A. A variance is a specific approval to deviate from state statutes and Borough Ordinance 2015-27; 500 foot boundary between licensed alcohol facilities and schools and a 300 foot boundary between licensed alcohol facilities and active churches.

Q. WHEN AND WHERE DOES THE BOARD MEET?

A. January through December the Board meets at least monthly. The meeting date, time and place are posted on the district website: <http://www.kpbsd.k12.ak.us/board.aspx?id=33343>

Q. HOW DO I MAKE MY REQUEST?

A. Your request for a variance from State Statute and Borough Ordinance 2015-27 must be filed with the Kenai Peninsula Borough School District, attention Assistant Superintendent prior to requesting a variance from the Kenai Peninsula Borough.

Q. IS THERE A FILING DEADLINE?

A. Yes. Your complete submission must be filed no less than _____.

Q. WHAT MAKES A COMPLETE SUBMISSION?

A. You must submit a completed form *E 3515.8 Variance Application*.

If your submission is complete at the filing deadline, we will notify you by mail that your request has been placed on the Agenda of the Board's next meeting. (If not, we'll tell you what's missing, but you will have missed that month's deadline.)

Q. WHAT HAPPENS AT THE MEETING?

A. Once you have been notified that your request is on the agenda, the Board will hold a Public Hearing on your request. Either you or your representative must be present, or we'll dismiss your case. When your turn comes, the Board will review your request. You'll then be given an opportunity to speak, as well as all others who either support or oppose your request. The Board can then ask questions. You'll be given the opportunity to have the last word. The board will then vote on your request. The board is comprised of 9 members, but no matter how many of are present, you'll need at least _____ "yes" votes to be granted your variance, or _____ "no" votes to have it denied. If there are fewer than _____ votes either way, your request will be automatically continued to the next meeting.

Q. WHAT IF I'M NOT READY FOR THE MEETING?

HOW TO FILE A VARIANCE REQUEST

A. At any time before your hearing comes up, you may ask the Board for a continuance, usually until the next meeting. At your scheduled meeting we may grant the continuance at our own discretion. Please remember we will grant you no more than 2 continuances that you've either asked for or that are necessary because you have not come prepared.

Q. WHAT DO I DO AFTER THE BOARD MAKES ITS DECISION?

A. You are now free to proceed with the Kenai Peninsula Borough and their processes for a variance pursuant to Ordinance 2015-27.

Q. IS THERE ANYTHING ELSE I NEED TO KNOW?

A. There are a few specific rules you need to be aware of:

1. You cannot communicate either directly or indirectly with any member of our Board before your Public Hearing takes place. Any materials you want to submit before the hearing, must be given to the Staff one week prior to the Board meeting.

2. All forms, application, evidence, materials, etc. that you've submitted to the Staff and the Board, either before or at your Public Hearing, become the property of the Board. They are a matter of public record, and they can be seen by any person who asks to see them.

HIGH SCHOOL GRADUATION REQUIREMENTS

The purpose of graduation requirements is to set guidelines that will insure that each high school graduate is exposed to the depth and variety of learning experiences necessary for present and future social and economic goals. Graduation requirements should be specific enough to direct students into major curricular areas and yet flexible enough to provide for individual student's abilities and needs. Completion of these requirements should be viewed as a minimal educational experience to be enriched through the selection of additional courses.

Time Requirements

Students must attend high school (Grades 9-12) for a period of four years, eight semesters, or sixteen quarters unless they receive Board approval for an alternative program.

Credit Requirements

A total of 22 units composed of those requirements listed below and completion of a college readiness assessment (as defined in State Statute AS 14.03.075). The Board shall provide for opportunities that allow every student to take a college assessment as defined in State Statute AS 14.03.075. The assessments shall be administered in accordance with state law and regulations. A student who successfully completes District graduation requirements shall be issued a diploma upon completion of one of these assessments.

1. Language Arts - 4.0 credits
2. Mathematics - 3.0 credits
3. Social Studies - 3.0 credits (World History – 1.0, U.S. History – 1.0, Government – 0.5, Alaska Studies – 0.5)
4. Science - 3.0 credits which must include 1.0 credit life science and 1.0 credit physical science.
5. Physical Education - 1.0 credit with the option of waiving 1/2 credit for cocurricular participation
6. Health - .5 credit

HIGH SCHOOL GRADUATION REQUIREMENTS

7. ~~Practical and/or Creative Arts—3.0 credits of practical or creative arts with a minimum of .5 practical arts and .5 creative arts credit~~

Proposed change:

Practical and/or Creative Arts - 3.0 credits of practical or creative arts to include a minimum of .5 practical art credit and .5 creative art credit. 2.0 credits any combination of practical arts, creative arts or foreign language.

8. Electives - 4.5 credits or more may be taken as electives

Optional Methods Of Satisfying Physical Education Requirements

1. Students will be allowed to waive the elective 1/2 credit physical education graduation requirement through participation in athletic activities sponsored by the Kenai Peninsula Borough School District.
2. The student must substantiate that they have participated in a minimum of 4,050 minutes (67.5 hours) in order to receive a waiver.
3. The student will not receive credit for the physical education waiver but rather, will have their elective physical education requirement decreased by 1/2 credit, thus enabling them to take additional courses in another area.
4. The 1/2 physical education elective credit may be waived by participating in, and completing in good standing, District sponsored athletic activities. Such activities must be completed during a time period not to exceed a single school year and the preceding or following summer.
5. Other activities outside of the School District, verified by a certified teacher employed by the District, may meet the waiver requirement provided the activity meets the same time requirements as listed above.
6. Vigorous athletic activities not sponsored by the District may be considered for a waiver if students meet the minimum time requirements and are supervised by a certified teacher or individuals approved by ASAA.

(cf. - 6146.8 Diplomas)

Legal Reference:

ALASKA ADMINISTRATIVE CODE

4 AAC 06.075 High school graduation requirements

HIGH SCHOOL GRADUATION REQUIREMENTS

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Revised: 08/04/2014