



KENAI PENINSULA BOROUGH SCHOOL DISTRICT  
Policy Review Committee Meeting  
May 2, 2016  
TBA  
Seward High School Library

**AGENDA**

- I. Call to Order
- II. Approval of notes from Policy Meeting of April 4, 2016 .... Page 2
- III. Information items
- IV. Exhibits
  - 1. E 6146.1 Approval to Take High School Level Math  
At the Middle School Level ..... Page 3
- V. New
  - i. BP 5145.3 Nondiscrimination ..... Page 4
  - ii. BP 4030 Nondiscrimination in Employment ..... Page 5
  - iii. AR 5145.3 Nondiscrimination – Transgender Students ..... Page 7
  - iv. E 5145.3 Student Grievance Process and Form ..... Page 11
- VI. Previous discussions
  - i. AR 1330 Use of School Facilities and Properties ..... Page 14
  - ii. AR 5141.21 Administering Medication ..... Page 22
    - 1. Addition of Exhibit 5141.21 (a), explanation of p.r.n.
    - 2. Memo from Carmen Magee, MS, RN, Health Services  
Coordinator addressing concerns
  - ii. E 9130a Board Committee ..... Page 26
    - 1. Question regarding composition of committee and  
quorum
  - iii. BP 6115 Ceremonies and Observances ..... Page 27
    - 1. Policy regarding Pledge of Allegiance
  - iv. BP 3515.8 Alcohol Variance ..... Page 28
- 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](http://www.kpbsd.k12.ak.us/students_parents.aspx?id=34112)



# Kenai Peninsula Borough School District Policy Committee Meeting Notes

April 4, 2016

1:05 PM

Assembly Chambers, Borough Building

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**ATTENDANCE:**

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

Guests: Sean Dusek, John O'Brien, Liz Downing, Bill Holt

**CALL TO ORDER:**

The meeting convened at 1:11 PM

**APPROVAL OF  
NOTES:**

The notes of March 7, 2016 were approved.

**TOPICS DISCUSSED**

**And ACTION**

**TAKEN:**

*E 9130a Board Committees* – return to Policy Committee with recommendation from administration  
*AR 5141.21 Administering Medication* – return to Policy Committee there were questions for the Health Services Coordinator  
*E 1340 Public Records Request* – return to Policy Committee, no action taken  
*E 3515.8 Variance Request Application and Instructions* – return to Policy Committee with revisions to wording  
*BP 6146.1 High School Graduation Requirements* – return to Policy Committee, no action taken

**ADJOURN:**

The meeting was adjourned at 1:32 PM

Submitted by: Natalie Bates

Kenai Peninsula Borough School District

**Approval to Take High School Level Algebra/Geometry at the Middle School**

**In accordance with AR 6146.1 High School Graduation, “middle school students may receive high school credit for Algebra I/Geometry upon successful completion (with a grade of C or better), even if taken at the middle school.”**

*Your student has been selected/recommended to take high school level Algebra/Geometry as a middle school student. Even though the course will be taught at the middle school, it is a high school class. If your student passes with a grade of C or higher both Semesters 1 and 2, the grade will go on their high school transcript and count towards their high school grade point average (GPA). (Both semesters must be passed with a grade of C or higher or no credit will be awarded).*

- *At the end of Semester 1, Students who do not earn at least a C will automatically be dropped from Algebra/Geometry. (They will be placed back into 8<sup>th</sup> grade Math.)*
- *A student may also be dropped by either recommendation of the school or request of the parent.*
- *Only students who earn a grade of C or higher for both Semester 1 and Semester 2 will earn high school credit and have the course count towards their high school grade point average (GPA) on the high school transcript. For middle school students taking Algebra I/Geometry at the middle school, grades of lower than C will not be recorded on the high school transcript. (Both semesters must be passed with a grade of C or higher or no credit will be awarded).*

I understand that Algebra/Geometry taken at the middle school is a high school level class that will go on my student’s high school transcript and count towards their high school grade point average (GPA). I have read all of the information above and wish for my student be enrolled in the high school level Algebra/Geometry class that the middle school is offering.

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Name

\_\_\_\_\_  
Administrator Approval

\_\_\_\_\_  
Date

**NONDISCRIMINATION**

District programs and activities shall be free from discrimination with respect to ~~gender~~sex, race, color, religion, national origin, ethnic group, marital or parental status, and physical or mental disability. The School Board shall ensure equal opportunities for all students in admission and access to academic courses, guidance and counseling programs, athletic programs, testing procedures, ~~vocational-career and technical~~ education and other activities.

*(cf. 0410 – Nondiscrimination in District Programs and Activities)  
(cf. 1312.3 – Public Complaints Concerning Discrimination)  
(cf. 5145.7 - Sexual Harassment)*

Separate arrangements may be made for students according to ~~gender~~sex during sex education programs and physical education activities involving bodily contact. (AS 14.18.050)

School staff and volunteers must be especially careful to guard against ~~gender~~sex discrimination and stereotyping in instruction, guidance and supervision.

*(cf. 6164.2- Guidance and Counseling Services)*

*Legal Reference:*

ALASKA STATUTES

- ~~14.18.010 Discrimination based on sex and race prohibited~~
- ~~14.18.050 Discrimination in course offerings prohibited~~
- ~~14.18.090 Enforcement by board of education~~
- 14.18.010 – 14.18.100 Prohibition Against Discrimination Based on Sex or Race in Public Education

ALASKA ADMINISTRATIVE CODE

- ~~4 AAC 06.520 Recreational and athletic activities~~
- ~~4 AAC 06.530 Guidance and counseling services~~
- ~~4 AAC 06.540 Course offerings~~
- ~~4 AAC 06.600 Definitions~~
- ~~4 AAC 51.270 Equal opportunities~~
- 4 AAC 06.500 – 4 AAC 06.600 Prohibition of Sex Discrimination

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**  
**~~Adoption Date: 7/1/96~~ Revised:**

**NONDISCRIMINATION IN EMPLOYMENT**

The District and its employees shall not unlawfully discriminate against or harass employees or job applicants on the basis of sex, sexual orientation, gender identity, race, color, religious creed, national origin, ancestry, age over 40, marital status, physical or mental disability, Vietnam era veteran status, genetic information, or good faith reporting to the board on a matter of public concern.

*(cf. 4119.11 - Sexual harassment)*

Equal opportunity shall be provided to all employees and applicants in every aspect of personnel policy and practice. The District shall not discriminate against physically or mentally disabled persons who, with reasonable accommodation, can perform the essential functions of the job in question.

*(cf. 0411 – Service Animals)*

The Superintendent shall publicize this policy annually throughout the District and the community.

*(cf. 1312.3 – Public Complaints Concerning Discrimination)*

*Legal Reference:*

ALASKA STATUTES

~~14.18.010 Discrimination based on sex and race prohibited~~

~~14.18.020 Discrimination in employment prohibited~~

~~14.18.090 Enforcement by state board of education and early development~~

14.18.010 – 14.18.100 Prohibition Against Discrimination Based on Sex or Race in Public Education

ALASKA ADMINISTRATIVE CODE

~~4 AAC 06.510 Discrimination in hiring practices~~

R AAC 06.500 – 4 AAC 06.600 Prohibition of Sex Discrimination

UNITED STATES CODE

29 U.S.C. 621-634 Age Discrimination In Employment Act

29 U.S.C. 791 et seq. Vocational Rehabilitation Act of 1973, Sections 503 and 504

38 U.S.C. 2011 et seq. Vietnam Era Veterans' Act

42 U.S.C. Ch. 21F Prohibiting Employment Discrimination on the Basis of Genetic Information

42 U.S.C. 2000d-2000d-7 Title VI of the Civil Rights Act

42 U.S.C. 2000e-2000e-17 The Equal Employment Opportunities Act

42 U.S.C. 12101-12213 Americans With Disabilities Act

20 U.S.C. 1401-1491 Individuals with Disabilities Education Act

20 U.S.C. 1681-1688 Title IX, Education Amendments of 1972

**NONDISCRIMINATION IN EMPLOYMENT**

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**~~Adoption Date: 7/11/2011~~ Revised:**

**NONDISCRIMINATION - TRANSGENDER STUDENTS**

The purpose of these guidelines is 1) to foster inclusive and welcoming learning environments that are free from discrimination, harassment, and bullying regardless of sex, sexual orientation, gender identity, or gender expression; 2) to facilitate compliance with local, state and federal laws that prohibit discrimination, harassment and bullying; 3) to provide professional information to school staff on transgender issues; and 4) to create safe and supportive learning environments.

For purposes of these guidelines, a transgender individual is an individual that consistently asserts a gender identify or gender expression at school or work that is different from the gender assigned at birth. This involves a consistent declaration of gender identity or expression over time, but does not require proof of a formal evaluation and diagnosis. Since individual circumstances needs, programs, facilities and resources may differ, administrators and school staff are expected to consider the needs of the individual on a case-by-case basis.

**The Process**

The following process should be used to address the needs of transgender and gender nonconforming students. In addition, this process is available for any student personally *impacted* by the accommodation of a transgender student. For example, a student who is uncomfortable about sharing a restroom with a transgender student can require access to an alternative restroom.

- a. A transgender or gender nonconforming student is encouraged to contact the principal to address any concerns or requests. Students may also contact their counselor, who will immediately notify and work with the principal. Parents/guardians of transgender students may also initiate contact with the principal.
- b. The principal will schedule a meeting to discuss the individual's needs and to develop a plan to address these needs. The plan should address, as appropriate, the name and pronoun desired by the student, restroom and locker room use, participation in athletics, dress code, student transition plans, if any, and other needs or requests of the student.
- c. The plan should be developed by the principal in consultation with the student and with others as deemed appropriate by the administrator and approved by the student.
- d. While medical documentation is not required, the school may request such documentation, if helpful to develop an appropriate plan for the student.

**NONDISCRIMINATION - TRANSGENDER STUDENTS**

- e. If the parties are uncertain or disagree regarding elements to be included in the plan, the site administrator should consult with the appropriate district administration.
- f. Students may also use the Student Grievance Process, set forth in E 5145.3, to address any transgender issue at school.
- g. A copy of the final plan should be maintained in the student's health file.
- h. District staff shall protect the privacy of transgender and gender nonconforming students. All student information shall be kept strictly confidential as required by district policy and local, state or federal privacy laws.

**Official Records**

Mandatory permanent student records will include the legal/birth name and legal/birth gender. On other school records or documents, the school will use the name and gender preferred by the student. For example, student ID cards could use the student's preferred name.

Only upon receipt of a court order or other legal documentation should a student's official record be changed to reflect a change in legal/birth name or gender.

**Names and Pronouns**

Administrators and staff should respect the right of an individual to be addressed by a name and pronoun that corresponds to their gender identity. A court-ordered name or gender change is not required.

Transgender and gender nonconforming students are encouraged to discuss how they want to be addressed in class, in correspondence to the home, or at conferences with the student's parent/guardian.

When contacting the parent or guardian of a transgender student, school staff should use the student's legal name and the pronoun corresponding to the student's gender assigned at birth, unless the student, parent, or guardian has specified otherwise.

**Access to Gender-Segregated Activities and Areas**

Schools may maintain separate restrooms and locker rooms for males and female students. Where available, schools are encouraged to designate facilities designed for use by one person at a time as accessible to all students regardless



**NONDISCRIMINATION - TRANSGENDER STUDENTS**

of gender. However, no student should be required to use such facilities because the student is transgender or gender nonconforming.

Upon request, the District will work with transgender students and parents to determine appropriate accommodations in regard to bathrooms and locker rooms. If a student is uncomfortable using a shared restroom or locker room, regardless of the reason, considerations can include safe and non-stigmatizing alternatives such as the addition of a privacy partition or curtain, use of a nearby private restroom or office, or a separate changing schedule.

**Student Intramural and Interscholastic Athletics**

All students will be permitted to participate in intramural sports in a manner consistent with their gender identity consistently expressed at school. Furthermore, all students will be permitted to participate in District-sponsored interscholastic athletics in a manner consistent with their gender identity. ASAA determines its own rules for interscholastic competitions.

- a. Notice to the School: The student and/or parents shall contact the school administrator or athletic director indicating that the student has a consistent gender identify different than the gender listed on the student's school registration records or state birth record, and that the student desires to participate in activities in a manner consistent with his/her gender identity.
- b. Eligibility to participate in a manner consistent with the student's gender identity will remain applicable for the duration of the student's participation and does not need to be renewed every sports season or school year. Throughout high school, a student may only assert a single gender or gender identity for athletic or intramural participation and may not switch between male and female activities. An exception to this rule may be granted by the Superintendent in cases where the student's gender identity only becomes known or consistently asserted at some point during high school.
- c. All communication among involved parties and any documentation shall be kept confidential, unless the student and family choose to reveal discussion or documentation.
- d. Should eligibility be denied because of concerns about whether a student's request to participate in a sports activity consistent with his or her gender identity is bona fide, a student may seek review of his or her eligibility for participation through the Student Grievance Process, set forth in E 5145.3.

**Other Gender-Based Activities, Rules, Policies and Practices**

**NONDISCRIMINATION - TRANSGENDER STUDENTS**

Schools should regularly evaluate all gender-based activities, rules, policies, and practices and maintain only those that have a clear and sound pedagogical purpose.

Students shall be permitted to participate in any such activities or conform to any such rule, policy, or practice consistent with their gender identity.

**Dress Code**

Students shall have the right to dress in accordance with their gender identity, within the constraints of the dress codes adopted by the district. School staff shall not enforce a school's dress code more strictly against transgender and gender nonconforming students than other students.

**Student Transitions**

Transition is the process in which a person goes from living and identifying as one gender to living and identifying as another. When a student transitions during the school year, the principal or designee will hold a meeting with the student and parent(s) to discuss their desires and concerns. The principal or designee should discuss the student's timeline for the transition process in order to support a safe and accepting environment at the school.

The principal will train other administrators and any staff that interact directly with the student on the transition plan, timelines for transition, and any relevant legal requirements.

**Training and Professional Development**

District administration should provide training to appropriate staff on their responsibilities under applicable laws and this regulation. Training should include the responsibility to prevent, identify and respond to bullying, harassment and discrimination. This includes treating transgender students and employees respectfully to foster a spirit of inclusion and to refrain from making disparaging comments or comments seeking gender conformity.

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT  
Adopted:**

## Student Grievance Process

### **Definition of Terms**

#### **Grievance**

Alleged violation of School Board policies, district rules and regulations, or school administrative policies as well as past practices and informal procedures.

#### **Grievant**

One who files a grievance against another person.

#### **Respondent**

One against whom a grievance is filed.

#### **Contact person**

One with whom the grievance can discuss the issue before filing a grievance. Be sure to find the contact person for your type of grievance.

### **Process procedures**

\*Students should work with their school's principal or designee, who will guide them through the process.

1. Discuss the issue with the principal. It may be easily resolved at this level.
2. If circumstances prevent using #1 or if your complaint is not resolved within five school days, you may file a grievance. The grievance must be in writing and on the Student Grievance Form. Student Grievance forms can be obtained from the district website.
3. Complete the Student Grievance Form and then forward it to the principal/designee. Be sure to state the exact problem and what you want to happen.
4. Grievances must be initiated within five school days of the alleged act and will be concluded within 20 school days except for gender equity grievances, unless an extension is mutually agreed upon.
5. Gender equity (Title IX) grievances can be filed within 30 days of the alleged act and will be concluded within five school days of the complaint date. Follow the timelines in the parent/student handbook for all other grievances.
6. Based on the nature of the grievance, the involved staff member and student must confer for the purpose of attempting to solve the problem. All parties must agree to the meeting. The principal/designee shall schedule a conference with the staff member, the student and the

student's parent/guardian. This conference will be facilitated by the principal/designee.

7. If resolution is not acceptable to the grievant, the grievant may appeal in writing to the Assistant Superintendent of Instruction or designee within three days.
8. The decision of the Assistant Superintendent or designee will be rendered in writing to both parties and the administrator within five school days of the date of receipt of the request for appeal.
9. Either party may appeal the Assistant Superintendent/designee's decision to the school board.
10. For Title IX complaints that are not resolved at the school level, you may contact the Compliance Office which is the Assistant Superintendent of Instruction.

Name of grievant:	
Date of filing:	
Name of respondent:	
State the nature of the problem and its suggested solution:	
Respondent's reaction to the problem:	
Supervisor's recommendation:	

**USE OF SCHOOL FACILITIES AND PROPERTIES****Conditions of Use**

1. Sponsoring organizations shall provide competent adult supervision agreed upon at the time the request for facility use is submitted. Principals are program supervisors and shall not be called upon to supervise activities of other groups.
2. Applicants shall supply any special supervision, determined necessary by the principal.
3. ~~Smoking is prohibited.~~ Tobacco is prohibited. Tobacco is defined to include tobacco in any form and/or any nicotine delivering devices. This does not include FDA approved nicotine replacement therapy products used for the purpose of cessation.
4. Alcoholic beverages/illegal or illicit drugs are not permitted in school facilities or on school property at any time.
5. Firearms or other deadly or defensive weapons, as defined in AS 11.81.900(b) (16) and (19), are not permitted in school facilities or on school property without advance approval of E 1330c Application for Community Possession of Firearms.
6. Installation of equipment, alteration of existing building facilities, use of materials that affect the condition of floors, walls or other building parts may not be undertaken without specific approval of the principal.
7. Groups or organizations using the facilities shall assume all responsibility for the collection of admission fees, taxes, or other fees in connection with their programs unless prior arrangements have been made with the principal.
8. Advertising or sales of merchandise and printed matter, except that incidental to the program, is forbidden on school grounds.
9. Evening activities and programs shall be concluded thirty (30) minutes prior to the close of the second shift custodian work day and buildings shall be vacated by the close of the second shift custodian's work day unless prior approval has been granted by the principal, or if use is of the swimming pool.
10. Rental agreements are not transferable.
11. Rental fees shall be determined in advance. Custodian or other service charges, may be assessed at the conclusion of the activity according to the level of service provided.

**USE OF SCHOOL FACILITIES AND PROPERTIES**

12. Seating, other special equipment, or facilities arrangements shall be made at the time the rental agreement is issued. Extra compensation shall be paid to cover costs for supervision, transferring equipment, setting up equipment in the building, or other services.
13. Fire and safety regulations shall be observed.
14. Lunchroom facilities may be used by students, parents, and teachers organizations for the purpose of preparing and/or serving meals prepared by the cafeteria staff. Groups not desiring to use the kitchen facilities for food preparation may opt to rent commons, cafeteria, or gymnasium facilities, and have meals catered with permission of the building principal. Cafeteria staff must be present to supervise use of food preparation equipment in kitchen facilities.
15. The District reserves the right to cancel an E 1330a Room/Building Use Application if such action is deemed necessary and in the best interest of the District. In the event of such revocation or cancellation, the District will refund any advance payment made and there shall be no claim or right to damages or expenses on the part of the permittee. All KPBSD cancellations will be approved by the superintendent and reported to the Board annually.
16. The District is not responsible for loss or damage to personal property by individuals or groups.
17. The District may require a hold harmless agreement (when appropriate) and a certificates of insurance.
18. Violation of these rules or regulations shall restrict subsequent facility use agreement.

**Application Procedure**

1. E 1330a Room/Building Use Application shall be filed with the principal at least ten (10) days prior to the date when facilities are to be used.
2. School completes application, including all applicable fees and administrator signs.
3. School sends application to Risk Management Office along with Certificates of Insurance.
4. Risk Management reviews and forwards to the Assistant Superintendent of Instructional Services
5. Assistant Superintendent approves, signs and sends back to school.
6. School notifies applicant, collects fees and schedules event.

**USE OF SCHOOL FACILITIES AND PROPERTIES**

7. Once fees have been collected, reservations can only be cancelled with the permission of the superintendent.

6.8. If applicant cancels, a cancelation fee of \$50 will be assessed.

**Priority Use of Facilities**

It is the goal of the Board to have facilities used as much as possible. The following groups have priority for use of school facilities in the following order:

1. BOARD APPROVED PROGRAMS such as Parent Advisory Committees (PACs), site councils, PTAs, band and orchestra parents, drama and other school clubs shall be allowed rent-free use of school facilities for meetings or activities. Fees may be charged for technical or special services. Requests shall be submitted to the principal.

2. YOUTH PROGRAMS such as Campfire, Boy/Girl Scouts, to include private educational organizations shall be allowed rent-free use of school facilities for meetings or activities. Fees shall include a scheduling charge per request and may include custodial, technical, and special service charges whenever use occurs outside of regular custodial hours. Requests shall be submitted to the principal on E 1330a Room/Building Use Application.

3. NONPROFIT GROUPS, civic/charitable organizations whose purpose is to improve community welfare and whose receipts are expended for community welfare shall be allowed use of school facilities at no cost to the District. Scheduling and custodial fees must be paid by the group. Requests shall be submitted to the principal. If your non-profit is charging it's members fees and making a profit from use of our facilities; all facility fees will be charged.

4. GOVERNMENTAL GROUPS (i.e. city, borough, state agencies) conducting civic business shall be allowed use of school facilities at no cost to the District. Custodial fees must be paid by the group whenever use occurs outside of regular custodial hours. Requests shall be submitted to the principal.

5. BASIC GROUPS - All groups that do not meet the criteria of 1, 2, 3, 4, or 6.

6. PRIVATE, FOR PROFIT, COMMERCIAL GROUPS.



**USE OF SCHOOL FACILITIES AND PROPERTIES**

These priorities apply to the initial scheduling of events. Cancelling a reservation to provide a higher priority group access requires the explicit permission of the superintendent.

**Fees**

Scheduling fee (used when other fees not applied) \$15 for priority Use Categories 2 and 3.

<b>Facility Use</b>	<b>Standard Rental</b>	<b>Commercial Rental</b>
Classrooms–regular	\$15.00/hour	\$25.00/hour
Classrooms–specialized	\$20.00/hour	\$35.00/hour
Gymnasium	\$30.00/hour	\$55.00/hour
Kitchens	\$20.00/hour	\$35.00/hour
Dining Areas	\$20.00/hour	\$35.00/hour

**Swimming Pool Rates**

Non-Commercial \$25/hour per lifeguard, minimum of one required. Coaches can serve as backup.

**Birthday Party Rentals**

1-15 swimmers - \$65/hour

16-45 Swimmers - \$100/hour

46-75 Swimmers - \$125/hour

76-100 Swimmers - \$150/hour

\*\$25 for each additional lifeguard as needed for the pool activity

**Commercial Pool Rentals**

\$150/hour with \$25/hour for each additional lifeguard as needed.

Swimming Pools ————— \$20.00/hour\* ————— \$45.00/hour

**USE OF SCHOOL FACILITIES AND PROPERTIES**

1. Additional fees may be charged for technical services and special equipment such as projectors, projector operators, special custodial services, building supervision, set up and removal of chairs or bleachers.
2. Standard Rental rate shall apply to churches, clubs, restricted membership organizations, political, and business groups. Scheduling and custodial fees must be paid by the group. Requests shall be submitted to the principal.
3. Commercial Rental rates shall apply to (1) any activity that profits an individual or organization (2) any activity where the gate receipts or donations are to be used for partisan political activities including political education (3) any activity whenever admission is charged. Scheduling and custodial fees must be paid by the group. Requests shall be submitted to the principal.
4. Specialized Rooms include: home ec., music, art, rehearsal, Little Theater, multipurpose rooms, and small gyms.
5. Kitchen use must include additional payment for food service personnel.

**Theater/Auditorium**

The District welcomes use of the school theater/auditorium facilities for presentation of performances for community enjoyment with the understanding that school functions have first call upon facilities. Theater/auditorium use inquiries must be made to the theater manager.

*An E 1330a Room/Building Use Application* must be approved by the principal and the theater manager prior to use.

An annual schedule of theater events will be made in September for the following school year. A minimum of thirty (30) days is necessary to schedule an event and permits are issued on a first come, first served basis.

No person may use theater equipment without authorization and only trained personnel may operate theater equipment. Special lighting or sound equipment requests should be identified on the application when submitted. Unforeseen needs may be accommodated with theater manager approval.

It is forbidden to change, cut, knock out, remove, or in any way alter or modify the basic building structure including the stage floor, proscenium, apron, ramp, doors and walls without theater manager permission. This includes curtains and valance, teasers, stage microphone pickup, doorbell, piping for mounting stage lights, fire extinguishers, work lights, curtain rods, pulley and rope, intercom system, or breezeway stair railing. No special wiring may be

**USE OF SCHOOL FACILITIES AND PROPERTIES**

added or existing wiring removed, relocated, or modified for any special effects. This applies to any and all wiring on stage, in the light booth, or other location within the building complex.

Use of school facilities permits will be limited to the theater/auditorium dressing room on the dates and times requested. All user groups are subject to the rules as outlined by the E 1330a Room/Building Use Application.

**Theater rules prohibit:**

1. food, drinks, gum, smoking, obscenity, or feet on the furniture;
2. tampering with switches, equipment, or property;
3. issue of keys to non-school personnel;
4. loan of school property critical to the operation of the theater/auditorium;
5. animals in the theater, unless they are essential to a performance and approved by the theater manager;
6. activity in violation of School Board policy, local, state, or federal law where applicable.

cf. 3515 Access and Keys

cf. 5131.62 Tobacco

Three theater use categories determine fee charges.

**Category I** – School Use. Priority is given to School District programs including Kenai Peninsula College courses. In order to qualify for this use category, Kenai Peninsula College must charge tuition and give credits to all participants in the course.

**FEES:** No rental charges. Custodial, technical and utility charges as required or necessary.

**USE OF SCHOOL FACILITIES AND PROPERTIES**

**Category II** – ~~Non-profit organizations. Includes groups or organizations operated to benefit school age youth (e.g. TeenCenter, Boy Scouts, Campfire) or non profit organizations whose net proceeds are used for cultural, charitable, educational, non-partisan political activities and have received a letter of exemption from the IRS; any city, borough, state, federal activities; adult organizations not conducting Category III commercial ventures. All commercial concerts, whether they are sponsored by a non profit organization or not, do not qualify under this category. Non profit groups are subject to the rules and regulations as outlined in the Basic Provisions Agreement. Non-Commercial. Groups who do not charge the participants a fee and including swim teams, student clubs, fire department dive teams, etc.~~

FEES: ~~\$300-\$600~~ per performance, ~~\$12575~~ per rehearsal, plus custodial and technical charges as required or necessary. A rehearsal period is four hours in length, an additional charge will be assessed to all groups that exceed the allotted rehearsal period.

**Category III** – Commercial Use. (1) any activity that profits an individual or organization, agent or promoter eligible for fees or reimbursement, or (2) any activity where the gate receipts or donations are to be used for partisan political activities including political education. All commercial concerts fall into this category. The District reserves the right to deny a permit to a sponsor if the sponsor has previously failed to comply with District policies, rules or regulations or cannot demonstrate adequate experience or ability to successfully promote and produce a public performance in District facilities.

FEES: ~~Theater managers determine the rate within the following range. \$1000-\$1500 per performance in theater/ auditoriums with 600 or more seats; \$500-\$750 per performance in theater/ auditoriums with less than 600 seats; plus technician fee \$65/hour and custodial and additional technical personnel~~ charges as may be required or necessary. Rehearsal fee will be ~~\$100125~~. A rehearsal period is four hours in length. An additional charge of \$30/hour will be assessed to groups that exceed the allotted rehearsal period. A custodial charge of \$30/hour will be charged to all groups.

**Deposits in Advance**

Category II users shall pay a damage deposit of \$300 not later than two (2) weeks prior to opening night. This deposit will be refunded when it is

**USE OF SCHOOL FACILITIES AND PROPERTIES**

determined that no damage occurred in all areas used by the applicant. In the event of damage, applicant liability is not limited. If the user cancels after contracts are signed the user shall forfeit the deposit fee.

Category III use of school facilities requests must be submitted four (4) weeks in advance and accompanied by a non-refundable \$300 deposit per performance that shall be considered a portion of the total use fee. Category III users shall pay a damage deposit of \$300 not later than two (2) weeks prior to opening night. This deposit will be refunded when it is determined that no damage occurred in all areas used by the applicant. In the event of damage, applicant liability is not limited. If the user cancels after contracts are signed the user shall forfeit the deposit fee.

The applicant/lessee agrees to assume the risk of liability for damages because of bodily injury or property damage to any person or entity arising out of the use of the premises, and it agrees to indemnify, defend, and hold the School District harmless from any claims, demands, or suits by any person or entity arising out of that use, unless the liability is on account of the District's sole negligence. The applicant further agrees to provide the District with a certificate of insurance naming the District as an additional insured, unless the Superintendent waives this requirement in writing. All parties to this agreement shall be subject to all provisions of the administrative rules and regulations governing community use of school facilities.

*Legal Reference:*

ALASKA STATUTES  
18.35.300 - 18.35.330 Health nuisances (smoking)

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**  
**REVISED: 9/9/2013**

**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 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. (pro re nata “as needed”) 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~~**





# KENAI PENINSULA BOROUGH SCHOOL DISTRICT

## Health Services

Carmen Magee, MS, RN, Health Services Coordinator  
148 North Binkley Street Soldotna, Alaska 99669-7520  
Phone (907) 714-2391 Fax (907) 260-2392

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## M E M O R A N D U M

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**DATE: APRIL 7, 2016**

**TO: POLICY REVIEW COMMITTEE**

**FROM: CARMEN MAGEE, MS, RN**

**HEALTH SERVICES COORDINATOR**

**RE: AR 5141.21 ADMINISTERING MEDICATION**

Regarding the question related to AR 5141.21 pertaining to training of unlicensed school personnel as addressed in 3d, the “p.r.n. controlled substances in the nurse’s absence”:

- p.r.n. (pro re nata) as needed; as circumstances require. Medication is to be taken as needed by the patient.
- Controlled substances are those drugs and other substances that are considered under the Controlled Substances Act (CSA) and are divided into five schedules (Schedules I – V). The lower the number of the schedule, the greater the potential for abuse (i.e. greater potential for abuse with substances in Schedule I than in Schedule V). Diazepam rectal gel (also known as Diastat, a form of Valium) is a Schedule IV controlled substance. Nurses currently use Diazepam rectal gel for students with seizure disorder. Diastat is only used when the student is experiencing a seizure, hence the p.r.n. designation. Diazepam rectal gel is FDA approved for acute repetitive (more than one seizure) or prolonged seizure (a seizure lasting for a longer period of time). It requires written prescription by a DEA licensed provider.
- Other medications may be prescribed for p.r.n. dosing. An example of this is an Epi-Pen. Epi-Pens contain epinephrine which is not a controlled substance but is injectable.
- Both of these examples are addressed in AR 5141.21 3d because the parent or guardian must designate the school employee(s) who is to be trained to administer the medication in the absence of the nurse.
- Inhalers for asthma are not controlled substances nor are they injectable. Thus, the school nurse is allowed by law to delegate the administration of the medication to a trained unlicensed school staff member in his/her absence. If a student has paperwork on file that allows him/her to carry the inhaler and self-administer, there is no issue.

Thank you.

**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~~six 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~~**

**REVISED:**  
 BB 9130 Board Committees

**CEREMONIES AND OBSERVANCES**

**Patriotic Exercises**

The School Board encourages activities that instill pride in our country. The Pledge of Allegiance shall be recited or patriotic exercises conducted each day.

The District respects the legal right of individuals not to participate in the salute to the flag for personal reasons.

This policy shall be posted in the Parent/Student Handbook annually. Employees will also be notified annually.

*(cf. 5145.2 - Freedom of Speech/Expression)*  
*(cf. 6141.2 - Recognition of Religious Beliefs and Customs)*

**Special Days and Events**

District schools shall commemorate special days and events in accordance with law. Schools are encouraged to recognize days and events of local significance.

District schools shall be closed in observance of Labor Day, Thanksgiving Day and the day after, Christmas Day, New Year's Day, Memorial Day, and the Fourth of July.

Holidays which fall on a Sunday shall be observed the following Monday. Holidays which fall on a Saturday shall be observed the preceding Friday.

*(cf. 6111 - School Calendar)*

*Legal Reference:*

- ALASKA STATUTES
- 14.03.050 School holidays
- 14.03.130 Display of flag and pledge of allegiance
- 41.15.900 Observance of Arbor Day
- West Virginia State Board of Education, et al. v. Burnette, et al 319 U.S. 624 (1943)4
- Banks v. Board of Public Instruction, 314 F. Supp. 285
- Hanover v. Northrup, 325 F. Supp. 170

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**  
**Adoption Date: 1/16/2006 Revised:**

**ALCOHOL VARIANCE REQUESTS**

All requests for a change to the alcohol variances from the Kenai Peninsula Borough shall be directed to the Superintendent.

KPB Ordinance 7.10.020 D