



KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Assistant Superintendent

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June 17, 2009

TO: Board of Education
FROM: Dave Jones, Assistant Superintendent
SUBJECT: Proposed Policy Revisions

The following policies were reviewed by the Board Policy Committee on May 4, 2009, and reviewed by the Board at both a Worksession and Board meeting on June 1, 2009.

These policies are now presented for a final read at the regular Board meeting. The administration recommends making the following changes to policy:

BP 3515 School Safety and Security - Combines *BP 3522 School Security* into the existing policy on School Safety and Security. Upon renumbering section 3000 it was discovered that BP 3522 was inappropriately placed and duplicated another policy number for AASB.

BP 3522 School Security – To be deleted as it has been combined with *BP 3515 School Safety and Security*. See above.

BP 3530 Risk Management – added Visitor Injuries since these are also reported on the Student Injury/Illness Report. Also, clarified contact necessity for auto accidents.

BP 5030 School Discipline and Safety – added a line to specifically allow interviewing students without prior permission in cases of a serious nature.

BP 5125 Student Records – FERPA has been revised with significant impacts to the Student Records policy. The policy is proposed to mirror the AASB policy which has been reviewed by legal counsel. (Note: as requested, this policy has been put in your packet to enable an easier read, first as a final amended copy and second as a redlined edited version.)

BP 5125.1 Release of Directory Information - Changes to this policy are also a direct result of the changes to FERPA.

SCHOOL SAFETY AND SECURITY

Safety

The School Board believes that the schools of this District are safe, secure, and caring places for children to learn. It is further recognized that students and employees have the right to learn and work in a safe environment.

The Superintendent shall implement a districtwide comprehensive plan designed with the following goals:

1. Mitigation or reduction of the potential for suffering exposure to incidents such as accident, trauma, violence, fire, explosion, and other natural or man-made hazards.
2. Preparation of staff by providing training and resource materials before the event.
3. Response in an appropriate, timely, and safe manner during the event.
4. Recovery and a return to a state of normalcy as quickly as possible.

All members of the school community should be alert to conditions which have the potential for jeopardizing the health and/or safety of students, employees, or the public.

(cf. 3513.3 – Tobacco-Free Schools/Smoking)
(cf. 3515.1 – Hazardous Substances)
(cf. 3543 – Transportation: Emergency and Safety Procedures)
(cf. 5142 – Student Safety)
(cf. 3515.5 – Emergency Action Plan)
(cf. 6153 – School-Sponsored Trips)

Legal Reference:

ALASKA STATUTES
18.31.010-18.31.050 *Asbestos health hazard abatement program*
18.70.080-18.70-300 *Fire protection*

Security

The School Board is fully committed to preventing violence and crime on school grounds. The Superintendent and staff shall strictly enforce District policies and regulations related to crime, campus disturbances, campus intruders, student safety, student conduct and student discipline.

SCHOOL SAFETY AND SECURITY

(cf. 3515.2 – Intruders on Campus)
(cf. 4158/4258/4358 – Employee Security)
(cf. 5131 – Student Conduct)
(cf. 5131.4 – Campus Disturbances)
(cf. 5131.5 – Vandalism, Theft, and Graffiti)
(cf. 5131.6 – Alcohol and Other Drugs)
(cf. 5131.7 – Weapons and Dangerous Instruments)
(cf. 5141.4 – Child Abuse and Neglect)
(cf. 5142 – Student Safety)
(cf. 5144 – Discipline)
(cf. 5144.1 – Suspension and Expulsion/ Due Process)
(cf. 3515.5 – Emergency Action Plan)

The Superintendent shall establish procedures for securing records and funds and for protecting buildings against vandalism and burglary during non-business hours. The Superintendent also shall investigate ways that school grounds can be made more secure.

The Board encourages staff, parents/guardians and students at each school to work with local law enforcement agencies and other interested parties in developing a comprehensive school safety plan which includes strategies for preventing crime and violence on school premises.

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 5/3/2004

~~**Business and Instructional Support Operations**~~ ~~BP 3522~~

~~**SCHOOL SECURITY**~~

~~The School Board is fully committed to preventing violence and crime on school grounds. The Superintendent and staff shall strictly enforce District policies and regulations related to crime, campus disturbances, campus intruders, student safety, student conduct and student discipline.~~

~~(cf. 3515—School Safety and Security)
(cf. 3515.2—Intruders on Campus)
(cf. 4158/4258/4358—Employee Security)
(cf. 5131—Student Conduct)
(cf. 5131.4—Campus Disturbances)
(cf. 5131.5—Vandalism, Theft, and Graffiti)
(cf. 5131.6—Alcohol and Other Drugs)
(cf. 5131.7—Weapons and Dangerous Instruments)
(cf. 5141.4—Child Abuse and Neglect)
(cf. 5142—Student Safety)
(cf. 5144—Discipline)
(cf. 5144.1—Suspension and Expulsion/Due Process)
(cf. 3515.5—Emergency Action Plan)~~

~~The Superintendent shall establish procedures for securing records and funds and for protecting buildings against vandalism and burglary during non-business hours. The Superintendent also shall investigate ways that school grounds can be made more secure.~~

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RISK MANAGEMENT

The School Board desires to protect District resources by maintaining a program of risk management including, but not be limited to:

1. Property Loss Insurance (buildings and equipment).
2. Workers Compensation Insurance.
3. Liability Insurance.

(cf. 4154 – Personnel Insurance/Health & Welfare Benefits)

Student Injuries/[Visitor Injuries](#)

The teacher or person in charge immediately following an incident must complete a KPBSD Student Injury/Illness Report (E 3530(a)). The report must be filled out completely and accurately, describing the incident and follow up care in detail. The original form is to be sent to District Office within 48 hours. Copies should be retained for the school and nurse. Contact District Office immediately, by telephone, if student [or visitor](#) is transported to a medical facility.

Employee Injuries

All work-related employee injuries and illnesses must be reported on the KPBSD Employee Injury/Illness Report form (E 3530(b)). The injured employee must fill out the front of the report and the immediate supervisor fills out the back. If the injury/illness requires medical attention other than first aid or causes employee to miss the next scheduled work shift, the State of Alaska “Report of Occupational Injury or Illness” form #07-6101 (E-3530(c)) must be filled out and sent in to District Office along with the KPBSD form. The State form must be filed in Juneau within ten (10) days after employee has knowledge of the injury. Send the original report(s) to Human Resources within 24 hours of the injury and keep a copy for the school files. Do not send forms directly to the Alaska Department of Labor. Contact District Office immediately, by telephone, if the employee is transported to a medical facility.

Liability Insurance

The District carries liability insurance to cover most situations. When a situation arises for which the District may be liable, the Superintendent should be notified immediately. Any injury to a student, [visitor](#) or an employee requires that a report be filed.

RISK MANAGEMENT (continued)

Under no circumstances is an employee to admit any liability or promise that medical bills will be paid by the District.

(cf. 3541.1 School-Related Trips)

Auto InsuranceAccident

~~Anyone transporting students for an activity, at school request, must report any accident to the Superintendent at the earliest possible time.~~ In the event of an accident, regardless of damage or injury, the principal shall notify the Superintendent at the earliest possible time.

Legal Reference:

ALASKA STATUTES

- 14.03.150 Property Insurance required
- 14.08.091 Administration (Regional Education Attendance Areas)
- 14.11.011 Grant applications
- 14.12.115 Indemnification
- 14.14.020 Bond required
- 21.76.010-21.76-900 Joint insurance arrangements

ALASKA ADMINISTRATIVE CODE

- 4 AAC 31.200 Loss protection required
- 4 AAC 31.205 Self-insurance programs
- 4 AAC 31.210 Deductible amounts
- 4 AAC 31.215 Proceeds
- 4 AAC 31.220 Proof of insurance
- 4 AAC 31.225 Failure to procure insurance

SCHOOL DISCIPLINE AND SAFETY

The Board believes that all students have the right to a public education in a safe and positive environment that fosters the maximum opportunity for learning. An effective school discipline and safety program is necessary to ensure a learning environment free of disruptions. The Board shall adopt, and the Superintendent shall implement and maintain, an effective school discipline and safety program. The discipline and safety program should reflect community standards of school behavior and safety that are developed with the collaboration of students, parents, guardians, community members, teachers, school administrators, and the site council in each school.

(cf. 1230 – Advisory Committees)

(cf. 4158 –Employee Security)

(cf. 5131 – Conduct)

(cf. 5131.1 – Bus Conduct)

(cf. 5131.5 – Vandalism, Threats, and Graffiti)

(cf. 5131.6 – Alcohol and Other Drugs)

(cf. 5131.62 – Tobacco)

(cf. 5131.7 – Weapons & Dangerous Instruments)

(cf. 5131.9 – Academic Honesty)

(cf. 5137 – Positive School Climate)

(cf. 5144 – Discipline)

(cf. 5144.2 – Suspension and Expulsion)

(cf. 5144.2 – Suspension and Expulsion/ Due Process (Individuals with Exceptional Needs))

(cf. 5145.11 – Questioning and Apprehension)

(cf. 5145.12 – Search and Seizure)

(cf. 5145.3 – Nondiscrimination)

(cf. 5145.7 – Sexual Harassment)

(cf. 6164.2 – Guidance and Counseling Services)

(cf. 6164.4 – Child Find)

(cf. 6164.5 – Intervention/ Assistance Teams)

(cf. 6172 – Special Education)

Not less than once every three years, the District's discipline and safety program shall be reviewed and revised if appropriate. The review process shall make available the opportunity for collaborative input by students, parents, guardians, community members, staff, and the site council in each school. Policies reflecting standards of student behavior, including those identifying prohibited student conduct and penalties, should be reviewed to determine consistency with community standards, including the basic requirements for respect and honesty.

(cf. 9310 – Policy Manual)

(cf. 9311 – Board Policies)

(cf. 9313 – Administrative Regulations)

SCHOOL DISCIPLINE AND SAFETY (continued)

The Board desires to give all administrators, teachers, and other employees the authority they need to implement and enforce the discipline and safety program. Personnel should adhere to lines of primary responsibility so that appropriate decision-making may take place at various levels in accordance with Board policy and administrative regulations. In fulfilling duties and responsibilities in student discipline and safety, all employees shall comply with Board policies, administrative regulations, and local, state, and federal laws. Employees will not be formally disciplined for enforcement of student discipline and safety rules so long as the enforcement is reasonable, lawful, and in compliance with Board policies and administrative regulations. [The seriousness of some issues may require the interviewing of students without prior parental permission.](#)

(cf. 2110 – Organization Chart/Lines of Responsibility)

(cf. 4158 – Employee Security)

(cf. 5144 – Discipline)

(cf. 4119.21 -- Code of Ethics)

(cf. 4119.3 – Duties of Personnel)

The Board further desires to give all students the opportunity to learn in an environment in which they feel safe. Should any school be identified as persistently dangerous under state law, students attending that school will be provided the opportunity to transfer to the parent's choice of one of two or more safe schools within the District. Informed parental choice will be facilitated by timely notice of the meaning of the persistently dangerous designation and the intervention steps the District plans to utilize to make the school safe. Additionally, any student who is the victim of the violent criminal offense that occurred on the grounds of the student's school will be provided the opportunity to transfer, consistent with state law.

*Legal Reference:*UNITED STATES CODE

20 U.S.C. §§ 1400, et seq. Individuals with Disabilities Education Act

No Child Left Behind Act of 2001, 20 U.S.C. §§ 2361-2368 (P.L. 107-110)

ALASKA STATUTES

11.81.430 Justification, use of force, special relationships

11.81.900 Definitions

14.03.160 Suspension or expulsion of students for possessing weapons

14.30.045 Grounds for suspension or denial of admission

14.30.180-.350 Education for Exceptional Children

14.33.120-.140 School disciplinary and safety program

SCHOOL DISCIPLINE AND SAFETY (continued)

ALASKA ADMINISTRATIVE CODE

4 AAC 06.060 Suspension or denial of admission

4 AAC 06.200-.270 Safe schools

4 AAC 07.010-4 AAC 07.900 Student rights and responsibilities

4 AAC 52.010-.990 Education for exceptional children

20 AAC 10.020 Code of ethics and teaching standards

STUDENT RECORDS

~~The School District shall develop and maintain only those student records necessary for the educational welfare of students, for the orderly and efficient operation of the schools, and for attendance and other information required by law, regulation, or state Board of Education policy.~~ The School Board recognizes the importance of keeping accurate, comprehensive student records. The confidentiality of student records shall be maintained in accordance with legal requirements. Information may be disclosed from student records when necessary to protect the health or safety of a student or others, as permitted by law.

The Superintendent shall establish regulations for Board approval governing the maintenance of student records. These regulations shall ensure parental rights to ~~review, inspect and photocopy student records,;~~ to seek amendment of student records which are believed to be inaccurate, misleading, or in violation of the student's privacy rights; to consent to disclosure of personally identifiable information except when disclosure is authorized without consent by law; and to file a complaint to challenge the District's compliance with applicable laws governing student records. ~~and the protection of the student and the student's family from invasion of privacy.~~

- (cf. 3580 – District Records)
- (cf. 5125.1 - Release of Directory Information)
- (cf. 5125.2 - Challenging Student Records)
- (cf. 5125.3 - Withholding Grades, Diploma or Transcripts)
- (cf. 6162.8 - Research)

Legal Reference:

ALASKA STATUTES

- ~~0940.25.120-0940.25.220~~ Public Records Act
- 14.03.110 *Questionnaires and Surveys administered in public schools*
- 14.03.115 *Access to school records by parent, foster parent, or guardian*
- 14.03.350 *Definitions, exceptional children*
- 14.30.700 *Records of missing children*
- 14.30.710 *Required records upon transfer*
- 14.30.720 *Definitions*
- 14.43.930 *Scholarship program information*

ALASKA ADMINISTRATIVE CODE

- 4 AAC 07.060 *Student records*
- ~~4 AAC 52.220~~ ~~Protection of records~~
- 4 AAC 52.510 *Parental access to records*
- 4 AAC 52.~~530~~-847 *Parental consent for release of records*

UNITED STATES CODE, TITLE 20

~~FEDERAL~~ FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, 20 U.S.C. 1232 g, as amended by USA PATRIOT ACT OF 2001, Public Law 107-56; 115 Stat. 272

34 CODE OF FEDERAL REGULATIONS

- Part 99 as amended Jan. 2009
- ~~300.500~~ Definition of "personally identifiable"

| ~~300.501 General responsibilities of public agencies~~
| 300.502 Opportunity to examine records
| 300.~~573~~624 Destruction of information

| **KENAI PENINSULA BOROUGH SCHOOL DISTRICT**
Adoption Date: 10/18/2004

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 ~~student~~-directory information to representatives of the news media, prospective employers, post-secondary ~~educational~~ institutions, ~~prospective employers,~~ military recruiters, legislators, ~~news media, or and~~ non-profit or other organizations. Directory information ~~which school officials may disclose~~ consists of the following: student's name, 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, and most recent previous school attended.

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.

~~At~~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. 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 Superintendent shall inform all parents/guardians that directory information may be released without prior consent. Parent/guardians shall be given an opportunity to prohibit the release of directory information.~~

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

RELEASE OF DIRECTORY INFORMATION (continued)

Legal Reference

No Child Left Behind Act, 20 U.S.C. § 7908 (2001)

USA Patriot Act, § 507, P.L. 107-56 (2001)

UNITED STATES CODE

20 U.S.C. § 1232g, 1415 (1994)

34 C.F.R. Pt. 99, 300.560 - .574 (1996)

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Adoption Date: 11/03/2008 _____