

Kenai Peninsula Borough School District

Policy Review Committee
10:30 AM, June 7, 2010

Conference Room A

AGENDA

Approval of notes from Policy Meeting of March 1, 2010

Review of Policies for Updating

- *AR 5123 Promotion/Acceleration/Retention* - Delete section defining number of credits for class standing.

This recommendation is through the culmination of the counselor input, review of the SBA/HSGQE testing issues that have arisen, and the proposed change to the way the graduation rate will be calculated.

Counselors have mixed feelings about the current practice of re-centering students based on their credits earned vs the number of years in school. Ultimately this creates extra work for them twice a year and serves no purpose. Also, this AR is not consistently followed.

There have been many testing discrepancies created through the following of this AR. The state's mantra is "enrolled in grade, tested in grade." Based on this AR, counselors "re-center" the students based on the number of credits at the beginning of each year. The problem created is then the student would be assigned to take the grade level SBA/HSGQE for that grade level again which causes discrepancies with the state testing department.

Additionally, with the proposed revision to the attached graduation rate calculation these discrepancies would now be more than just an inconvenience and now be effecting AYP determinations in multiple areas: participation rate would be off because they are testing with the wrong grade level, sub groups would be off because their scores would be attributed to the wrong grade level, and sub group grad rates would be attributed to the wrong grade level.

- *AR 6164.5 Intervention Teams* – Deleted Strategies and interventions list since it is outdated, inaccurate, limiting, and may direct the I-Team and/or parents in a direction that is not academically constructive. These recommendations are based on feedback provided from campuses (administrators, intervention teachers, Title I teachers) the RTI coach and the District Instructional Team.
- *E 6164.5 Student Accommodation Plan* – Delete
- *BP 1250 Volunteer Assistance* – notification that a background check is a part of the application process for volunteers.
- *BP 3530 Risk Management* - add "nurse" to the person in charge for purposes of completing the Student Injury/Illness Report.
- *BP 5111 Admission* - clarification
- *AR 6153 School Sponsored Trips* – clarifying that non-employee volunteers are required to undergo a criminal background check.

- *BP 6162.71 Acceptable Use Policy/Internet Safety Check* – change in title and references to correspond to title change in AR.
- *BP 3471 Equipment Reserve Fund* – Discussion
 - I. GASB Statement no. 54 - Impact on Equipment Fund
 - A. Special revenue funds require a specific restricted or committed revenue source
 - 1. E-Rate
 - 2. Interest
 - II. Equipment Types
 - A. Equipment - Technology
 - B. Equipment - Other
 - III. Replacement Policy
 - A. Equipment - Technology
 - 1. Current Technology Plan Replacement Schedule
 - a. 6 Year cycle
 - b. 1,000 Computers per year
 - c. Stimulus Purchase Concerns
 - 2. Equipment – Other
 - a. Process Development
 - b. Priorities (i.e... Life/Safety)
 - c. Useful Life Status
 - d. Replacement Equipment – Standard Model
 - IV. Other

Attachments: New Graduation Rate Calculation
May 18, 2010 Memo from Steve Atwater to Board re Equipment Reserve Fund
Policies to be discussed

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Board Policy Review Committee Meeting Notes

148 N. Binkley, Conference Room A
Soldotna, AK 99669

Meeting Notes

Date/Time: March 1, 2010, 2:15 PM

Members:

Liz Downing– Present	Sammy Crawford - Present
John O'Brien – Present	Sean Dusek - Present
Penny Vadla – Present	Clayton Holland - Present
Dave Jones - Present	Mari Auxier – Secretary – Present

Approval of Minutes: The minutes from 3/1/10 were approved.

Review of Policies

- **BP 3470 Fund Balance** – Policy dealing with the General Fund Unreserved Undesignated Fund Balance was presented. In addition, Dave presented a version #2 which replaced and further clarified the last two paragraphs under the subheader **Policy**.

This policy is to go to the Board Worksession for review and to the Board Meeting for a first read on March 1, 2010.

Winter Conference 2010

New Graduation Rate Calculations

Formula for the "four-year adjusted cohort graduation rate"

The formula is the number of students who graduate in four years with a regular high school diploma divided by number of students who form the adjusted cohort for the graduating class. Beginning in 9th grade, students entering that grade for the first time form a cohort that subsequently is "adjusted" by adding students who transfer into the cohort or subtracting students who transfer out, emigrate to another country or die.

EXAMPLE

Number of cohort members who earned a regular high school diploma by the end of the 2011- 2012 school year

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Number of first-time 9th graders in fall 2008 (starting cohort) plus students who transfer in, minus students who transfer out, emigrate, or die during school years 2008-2009, 2009-2010, 2010-2011, and 2011-2012

Why are we changing graduation rate calculations?

- Federal Title 1 regulations mandate
- Establishing a uniform and accurate measure of the high school graduation rate that is comparable across states makes sense

Timeline

- Report cards in 2010-2011 school year
- AYP in 2011-2012 school year

Certain changes

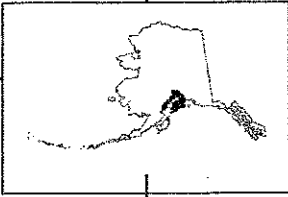
- Disaggregation by subgroup graduation rates within AYP
- State must set continuous and substantial improvement targets
- Identification of first-year ninth grade students
 - Comparison between EED and district
- Maintain cohort at EED/development of procedures
- Written confirmation for cohort student removal (in some situations)

Changes in question

- Current goal of 55.58% may not be accepted by USED
- Proposing student minimum *N* of 5
- Setting subgroup status year
- How to count summer graduates

Resources

High School Graduation Rate Non-Regulatory Guidance <http://www.ed.gov/policy/elsec/guid/hsgrguidance.pdf>



KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Superintendent

Dr. Steve Atwater

148 North Binkley Street Soldotna, Alaska 99669

Phone (907) 714-8888 Fax (907) 262-5867

Email satwater@kpbsd.k12.ak.us

Date: May 18, 2010
TO: Board of Education
RE: Policy Committee – Board Policy 3471, Equipment Reserve Fund

Board Policy 3471 information pertaining to the Equipment Reserve Fund (Equipment Fund) will be presented at the June 7, 2010 Board of Education Policy Committee meeting for consideration. Through several legislative actions, funding at the cap support from the Kenai Peninsula Borough Assembly, and conservative spending practices, the District has accumulated an Equipment Fund fund balance of \$7,937,171. This balance includes:

Designated for Technology Plan	\$1,614,788
Designated for Charter Schools	\$2,322,383
Designated for General School Operations	\$4,000,000

After many years of insufficient resources available to budget for equipment (with the exception of technology plan purchases), the Equipment Reserve Fund was established in FY99 as a Special Revenue Fund from which purchases could be made to replace capital equipment. The intent was to provide a means to accumulate funds and prepare for large equipment purchases (for example, replacing the copier fleet, upgrading the telephone system, replacing pool and/or theater equipment, major software upgrades, and warehouse delivery trucks) over a period of years.

Transfers from the General Fund to the Equipment Reserve Fund have been made periodically.

Designated Technology Plan Equipment Funds

During FY09, all designations of the District's General Fund fund balance were reviewed in depth by independent auditors. It was also determined, that accounting for the designation of funds for the technology plan (and the charter school equipment funds) would more appropriately be recorded in the Equipment Reserve Fund, as those funds are designated for equipment purchases.

Designated Charter School Equipment Funds

As you may recall from a prior Board Work Session on fund balance, the funding mechanism for Charter Schools includes allowing the schools to carry over unexpended funds from year to year. Conservative management allowed the carryover to increase each year that was recorded in the District's General Fund Reserved Fund Balance.

The district was informed by the State of Alaska Department of Education and Early Development that charter school fund balance could not be recorded in Reserved Fund

Balance, but should be included in Unreserved Fund Balance as a Designation for Charter Schools. This change affected the District's ability to comply with AS 14.17.505 Fund Balance in the School Operating Fund that states in part, "A district may not accumulate in a fiscal year an unreserved portion of its year-end fund balance in its school operating fund...that is greater than 10 percent of its expenditures for that fiscal year."

In 2009, charter schools were notified that they must comply with Alaska Statute 14.17.505 and amounts over 10% were transferred to the Equipment Fund. Charter schools were also notified they must expend funds in excess of this statute; they are in the process of complying within their individual charter school contracts and school management plans.

Designated General School Operations

In FY09 and FY10, the district received unexpected funding from the Federal government, through the State of Alaska, in the form of State Fiscal Stabilization Funds (SFSF) as a part of the American Reinvestment and Recovery Act (ARRA). These are one-time funds that are designated in various programs to stimulate local economies by allowing school districts to make purchases in certain areas, one of which is Career and Technical Education technology and associated equipment. Receipt and use of these funds has allowed the District to retain the funds designated for General Fund School Operations in the Equipment Reserve Fund for the time being, as purchases have been made with stimulus funds.

Other Considerations

The Government Accounting Standards Board (GASB) has issued Statement 54, which goes into effect in FY11 that revises all current categories and use of Operating Fund Balance.

Revising Board Policy 3471, Equipment Reserve Fund in light of GASB Statement 54 and district equipment needs, both short-term and long-term, the administration will recommend revisions to the policy.

Suggested recommendations for consideration include:

- Revision of amount limitations; replacing student desks would be a legitimate expenditure that would cost significantly less than \$10,000
- Inclusion of schedule to review school and departmental needs on a rotational basis to provide systematic review and prioritization of needs to account for replacement of equipment being used beyond its useful life
- Update Equipment Fund recompensation plan pertinent to GASB 54 changes

PROMOTION/ACCELERATION/RETENTION

~~High School Promotion – Progress towards High School Graduation~~

~~By the start of each school year, a high school student must have completed the following numbers of credits and semesters to attain the class standing shown for that year:~~

~~Sophomore 4 credits, 2 semesters~~

~~Junior 10 credits, 4 semesters~~

~~Senior 16 credits, 6 semesters~~

PROMOTION/ACCELERATION/RETENTION PROCESS

When a teacher believes that retention or acceleration is necessary to meet a student's needs, he/she shall ask the Principal to establish an intervention/assistance team meeting to consider options and opportunities for improving the child's academic, social and emotional performance.

The student's parent/guardian shall be invited to participate on the intervention team. Information on concerns, considerations and placement options shall be recorded on the Kenai Peninsula Borough School District Retention/Acceleration form (E 5123) and shall include:

1. The rationale for considering retention, or acceleration, or other instructional, program or placement options deemed appropriate to meet the needs of the student;
2. Parent opportunity to express observations, opinions and concerns;
3. Presentation of the plan of services for the student for the balance of the student's time in the current grade assignment, planned program modifications to be put into effect if the student is retained or accelerated, and alternative plans if these options are not selected;
4. A time line for monthly meetings monitoring the intervention strategies selected for the current year and documentation of discussions related to next year's placement alternatives.

Acceleration shall be considered only with the approval of parents.

PROMOTION/ACCELERATION/RETENTION PROCESS (continued)

Retention and disputed promotion normally requires parental concurrence. The District, however, retains the right to either retain or promote if such concurrence cannot be reached. A parent may appeal any decision under the provisions of the District's due process policy.

(cf. BP 5144.11)

Regardless of the decision reached, a statement describing the decision shall be placed in the student's cumulative folder. The parent may sign this statement or submit one of his/her own.

Each Principal shall send a list of students considered for retention or acceleration to the Superintendent at the end of the first semester.

Each Principal shall send a list of students approved for retention or acceleration to the Superintendent not later than three (3) weeks prior to the end of the school year.

Follow-up Action—Retention or Acceleration

The intervention teams will continue to monitor all retained or accelerated students in the following year.

INTERVENTION TEAMS

The principal at each school shall:

1. Select a coordinator who will set Intervention team meeting times and procedures while attempting to minimize interruptions of the instructional program.
2. Establish a process by which teachers, other staff members or parents/guardians may initiate a special education or related service referral.
3. Design provisions for:
 - a. Contacting parents/guardians.
 - b. Observing the student in the problem setting.
 - c. Collecting background information.
 - d. Helping the student and parent/guardian prepare for the meeting.
 - e. Bringing in other school or District resource personnel.

Members of individual Intervention teams may include:

1. The principal.
2. Resource teachers or specialists: psychologists, nurses, school counselors, ELL staff, categorically funded staff, department chairpersons, speech and language specialists.
3. One or more of the student's teachers or previous teachers.
4. The student's parents or guardians, and the student, if appropriate.
5. Representatives of community or law enforcement agencies, if appropriate.

Intervention Team Meetings

Because a positive solution to a student's difficulties often grows out of the student's strengths and potential, the initial Intervention team meeting shall always begin by discussing the student's strengths. His/her needs shall be described as precisely as possible, and a plan for resolving these needs shall be developed.

INTERVENTION TEAMS (continued)

~~Strategies and interventions may include, but are not limited to:~~

- ~~1. Program changes involving different classes, a different level and/or variety of instructional materials, and/or more time for completing assignments.~~
- ~~2. Contracts for task completion and/or behavior modification.~~
- ~~3. Daily progress reports.~~
- ~~4. Use of after school tutoring, peer tutoring, cross age or cross grade tutoring or buddy system.~~
- ~~5. Reinforcement and modifications at home.~~
- ~~6. Special instructional strategies for students of limited English proficiency.~~
- ~~7. Strategies for improving social skills and peer relationships.~~
- ~~8. Special school projects or programs.~~
- ~~9. Modified day.~~
- ~~10. Period by period attendance.~~
- ~~11. In school suspension.~~
- ~~12. Detention.~~
- ~~13. Saturday school or work program.~~
- ~~14. Leave of absence.~~
- ~~15. Work experience education.~~
- ~~16. Transfer to a different school.~~
- ~~17. Referral to District resource staff for academic assessment.~~
- ~~18. Referral for health examination.~~
- ~~19. Referral to school psychologist.~~

Instruction

AR 6164.5(c)

INTERVENTION TEAMS (continued)

~~20. Referral to community agency or other community resource.~~

~~21. Referral of family to community agency.~~

A follow-up meeting shall be scheduled to evaluate the effectiveness of the plan and the extent to which the recommended strategies have been implemented. The plan shall be modified as needed. Subsequent review meetings may be held to monitor the student's progress and reinforce the fact that real change for students takes sustained effort over time.

STUDENT ACCOMMODATION PLAN

Name	Student ID Number	Grade
School	Date of Birth	Date of Meeting

1. Describe the nature of the concern:
2. Describe the basis for the determination of handicap (if any):
3. Describe how the handicap affects a major life activity:
4. Describe the reasonable accommodations that are necessary:

Review or Reassessment Date: _____
(Must be completed)

Participants Name (Print or Type) Title Participants Signature

cc: Parents
Student 504 File
District Office: Jamie Harper

VOLUNTEER ASSISTANCE

The wealth of experience available in the community is a resource that should be used in appropriate ways to enrich the educational program and strengthen our schools' relationships with homes, businesses, public agencies and private institutions. By their presence, volunteers also can make school environments safer and more closely supervised. The School Board encourages parents/guardians and other members of the community to share their time, knowledge and abilities with our students.

Individuals wishing to volunteer in the schools shall complete a District designed application process which includes a background check, ~~unless they are a parent/guardian of a student enrolled in the school or have been invited by school personnel and approved by the principal.~~

The Superintendent shall establish regulations to protect the safety of both students and volunteers. Volunteers shall act in accordance with District policies and regulations.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

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 nurse and/or 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 KPB/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 Accident

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

ADMISSION

The School Board believes that all children should have the opportunity to receive a free appropriate public education. Staff shall encourage parents/guardians to enroll all school-aged children in school.

The Board reserves the right to verify the residency or anticipated residency of any student and the validity of any affidavit of guardianship. These admission policies are not intended to be a barrier to the enrollment and retention of homeless children and youth.

The Superintendent shall verify compliance with all entrance requirements established by law or Board policy.

- (cf. 5112.1 - Exemptions from Attendance)*
- (cf. 5112.2 - Exclusions from Attendance)*
- (cf. 5112.6 - Education for Homeless Children and Youths)*
- (cf. 5116 - School Attendance Boundaries)*
- (cf. 5141.3 - Health Examinations)*
- (cf. 5141.31 - Immunizations)*

A child five years of age on or before September 1 may be admitted to kindergarten. A child six years of age on or before September 1 may be admitted to first grade. A child may be considered for early entrance by meeting criteria established in AR 5111 Student Criteria for Early Entrance and with the approval of the Superintendent. ~~Proof of age shall be required of all enrolling students.~~ Students under school age who were previously enrolled in public school or who exhibit the ability to perform satisfactorily shall be admitted to school at the grade level determined by the Superintendent. Proof of age shall be required of all enrolling students. ~~(AS 14.03.080)~~

Legal Reference:

ALASKA STATUTES

- 14.30.010 When attendance compulsory*
- 14.03.020 School year*
- 14.03.070 School age*
- 14.03.080 ~~Free education~~ Right to Attend School*
- 14.30.045 Grounds for suspension or denial of admission*

ALASKA ADMINISTRATIVE CODE

- 4 AAC 06.055 Immunizations required*
- 4 AAC 06.076 Determination of School Age*

UNITED STATES CODE, TITLE 42

- 42 U.S.C. 11432 - 11433 McKinney-Vento Homeless Assistance Act*

SCHOOL-SPONSORED TRIPS**General Guidelines**

These guidelines are considered minimum requirements, and the principal and Superintendent may add additional requirements depending on the nature, location and extent of the proposed field trip and the age, nature and experience of the sponsors, staff, students and operators.

Guidelines

Carefully planned field trips that are directly related to adopted curriculum are permitted, subject to the following guidelines:

1. Students must be supervised by a certified District teacher or other person approved by District administration.
2. All participants in the field trip must be either current students in KPBSD, KPBSD employees, or adults subject to the chaperone/volunteer requirements. Children who are not part of the group participating in the trip may not accompany parents when the parents serve as chaperones.
3. This trip must have educational value related to approved curricula.
4. Student safety shall be protected.
5. No student shall be required to attend a school-sponsored trip that is not part of the curriculum. School programs for students not traveling must continue at the level expected if the trip did not occur.
6. Student time out of other instructional programs shall be kept to a minimum. Students traveling must maintain their overall educational program and are responsible for making up assigned work in classes missed.
7. Student costs shall be kept to a minimum. Students are responsible for their own costs. Schools may provide financial options to ensure maximum participation by all interested and qualified students, regardless of their economic circumstance.
8. No student may be denied participation, for financial reasons, in a school-sponsored field trip that is integral to the curriculum and the instructional program.

SCHOOL-SPONSORED TRIPS (continued)

9. Students shall be expected to follow conduct rules that apply in school or during school-related activities. Students who violate these rules during a field trip are subject to regular discipline, including, but not limited to being sent home with a chaperone, if required, at parent expense.
10. Whenever practical, chaperones accompanying students on trips that involve overnight travel shall be of the same sex as the students participating.
11. Permission slips related to the specific trip and signed by the parent(s) or guardian(s) shall be secured prior to any field trip travel.
12. Appropriate District-approved waivers of liability (*E 6153(f) Student Indemnification Statement Waiver of Liability*), signed by the parent(s) or guardian(s), shall be secured prior to any field trip travel.
13. All school sponsored trips must be approved in advance, as set forth in *E 6153(d) Verification of Field Trip Information* (all field trips) and *E 6153(a) Preliminary Field Trip Preparation for Extended Out-of-State or International Field Trips*. Principals shall verify the quality of field trip preparations, plans, educational relevance, fund raising and sponsors.
14. Parties denied approval for a trip may appeal that decision to the Superintendent. Denial by the Superintendent may be appealed to the Board.

(*cf. 3541.1—Transportation: School-Related Trips*)

(*cf. 1321—Solicitation of Funds from and by Students*)

In advance of study trips, teachers shall determine educational objectives which relate directly to the curriculum. Principals shall ensure that teachers develop plans which provide for the best use of students' learning time while on the trip. Teachers also shall provide appropriate instruction before and after the trips.

Waiver of District Liability

Students and their families are expected to have adequate health insurance to cover the costs of accidents or injuries that may occur during field trips. Each participating student must submit a waiver of liability signed by the parent(s) or guardian(s) (*E 6153(f) Student Indemnification Statement Waiver of Liability*). Each participating chaperone or parent volunteer must sign a waiver of liability (*E 6153(h) Volunteer Indemnification Statement Waiver of Liability*). These waivers

SCHOOL-SPONSORED TRIPS (continued)

must be reviewed and approved by the principal and secured and on file in the school office prior to the trip.

Scheduling Travel for Days When School Is Not in Session

Extended field trips over which the school has scheduling control are to be planned for days school is not in session. Extended trips should be scheduled after regular school hours, on weekends, or during vacations. Unique travel circumstances that extend the trip into school days will be reviewed and approved by the principal on an individual basis prior to submission to the Superintendent for approval.

Chaperones

1. During all extended field trips, chaperones of the same sex must accompany students. An exception to this provision must have the approval of the Superintendent.
2. A proposal for the number of chaperones and funding sources for classroom substitutes must be submitted with the field trip request. For extended field trips, a recommended ratio is one chaperone to every eight students.
3. School employees must have approval from their building administrator to chaperone field trips if they will be absent from their assignment.
4. Chaperones will be informed in writing of the drug-free workplace regulations which govern all District-sponsored activities. Chaperones are expected to refrain from using tobacco and consuming alcoholic beverages or illegal drugs while on the extended field trip.
5. Chaperones must stay with the group for the duration of the trip from departure through return. Exceptions may be made by the Superintendent.
6. At the discretion of the Superintendent, non-employee chaperones ~~may~~ be required to undergo a criminal background check.

Trips Not Sponsored by District

When a trip involves both a school-sponsored element and an adjoining community element, staff members are permitted to coordinate these joint ventures with the use of appropriate school time and equipment.

SCHOOL-SPONSORED TRIPS (continued)**Field Trips of One Day or Less**

Field trips lasting one day or less are the responsibility of the principal and staff who will establish and use procedures to plan, conduct and evaluate field trips consistent with adopted curriculum.

Extended Field Trips (In-State)

Field trips lasting two or more days and involving overnight accommodations are the responsibility of the principal and staff.

Cocurricular in-state activities trips that comply with established schedules shall conform to the guidelines in the applicable activities handbook, and a list of such trips shall be filed by the coach, athletic director, advisor or sponsor with the principal and the executive secretary of the Kenai Peninsula Schools Activities Association.

Extended field trips planned during the school year for days when school is not in session shall be subject to the conditions listed above.

Extended Field Trips (Out-of-State or International)

Field trips involving travel and accommodations for out-of-state sports, activities and educational activities are the responsibility of the local administrator and staff subject to approval by the Superintendent.

The purchasing department must be involved to assist in planning and vendor selection. As a result, requests for out-of-state or international trips involve substantial advance planning. Requests shall be forwarded to the Superintendent on the District field trip form (*E 6153a Preliminary Field Trip Preparation*) for pre-approval prior to formal planning or fundraising. This preliminary approval must be obtained when plans are initiated or within the timeframes listed below, whichever comes first:

- a minimum of 10 months prior to the planned excursion for out-of-state trips,
- a minimum of 18 months prior to the planned excursion for international trips.

The Superintendent may approve requests for field trips outside of these timelines for unique circumstances that may arise.

SCHOOL-SPONSORED TRIPS (continued)

Once vendor selection has been determined, E 6153(b) *Due Dates for Required Documents* will be provided to the trip organizer for compliance. Documentation for these trips will be forwarded to the Superintendent on the District field trip forms E 6153(c) *KPBSD Field Trip Information Form*, E 6153(d) *Verification of Field Trip Information*, and E 6153(e) *KPBSD Field Trip Questionnaire* with appropriate attachments within the advised timelines.

Required Information to Be Submitted for Extended Out-of-State or International Field Trip Approval

The following information requirements must be satisfied when District students are traveling out-of-state or internationally.

Medical Coverage and Medical Training for Out-of-State or International Field Trips

In addition to the conditions listed for all extended field trips, the following conditions also apply when travel is out-of-state or international:

1. Evidence of individual student medical insurance coverage must be presented by the student's parent/guardian to the principal prior to travel for all out-of-state or international travel. (A list of medical insurance providers will be made available for those without private family or individual coverage. This coverage will not be paid at District expense.)
2. The need for a chaperone with medical emergency training will be determined by the Superintendent prior to approval.

Field Trips by Van and Automobile

Due to safety concerns, students may not be transported in a 15-passenger van for any reason. This includes vans that are privately-owned or rented. Eight-passenger (or less) vans are allowed. Whenever students are being transported in any motorized vehicle E3541.1(a) *School Driver Registration Form* should be completed. Additionally, E3541.1(b) *Private Vehicle Transport Safety Check* needs to be completed for student transport by any privately owned vehicle.

(cf 3541.1 *School Related Trips*)

SCHOOL-SPONSORED TRIPS (continued)**Field Trips by Boat and Plane**

Field trips that employ a boat or plane must adhere to at least the following minimal guidelines. The principal and Superintendent may add additional requirements depending on the nature, location and extent of the proposed field trip and the age, nature and experience of the sponsors, staff, students and operators.

For Trips by Private Marine Vessels

1. The Superintendent may authorize the transportation of students by private, noncommercial vessels for approved field trips and activities provided the following conditions are met.
 - A. For motorized vessels, the vessel is operated by an adult, age 21 or older, who can demonstrate competence to operate the vessel. This competence may be demonstrated by the operator:
 - (1) Providing a copy of the appropriate commercial or charter license for the intended waters and vessel type to be used, or
 - (2) Providing documentation that the operator successfully passed a marine/boat/water safety course approved by the Superintendent as appropriate for the field trip to be taken.
 - B. In the case of non-motorized boat trips, when practical, a motorized vessel or boat operated by a qualified adult, age 21 or older, is available to respond in the event of an accident or incident.
 - C. The vessel is registered with the State of Alaska or issued a Certificate of Documentation by the U.S. Coast Guard, and when motorized, must be in compliance with the Courtesy Vessel Safety Check by the U.S. Coast Guard Auxiliary within 90 days of the time of travel.
 - D. Students traveling on an open boat shall wear appropriate flotation devices while onboard the vessel in compliance with U.S. Coast Guard regulations.
 - E. All student passengers provide a permission slip and waiver of liability signed by their parent(s) or guardian(s) (*Form E 6153(f) Student Indemnification Statement Waiver of Liability*).

SCHOOL-SPONSORED TRIPS (continued)

- F. The owner, operators and passengers have been informed that the registered owner of the vessel is responsible for any accidents which may occur.
- 2. Trip plans, including name of vessel operator, location and itinerary of trip, type and identification of vessel, must have prior approval from the Superintendent. The Superintendent must be notified of any deviation from the approved itinerary or trip plan.

For Trips by Commercial Marine Vessels

- 1. When traveling on a commercial or charter vessel, students must be transported by a U.S. Coast Guard approved vessel. U.S. Coast Guard approval must be for the number of commercial passengers carried on the vessel.
- 2. The captain of the vessel used to transport students must be certified by the U.S. Coast Guard to operate a commercial vessel. The captain must be certified for operating the size and type of vessel required. A copy of the vessel operator's license must be on file in the school.
- 3. All School District students, staff and chaperones must be provided with U.S. Coast Guard approved survival equipment while on the vessel. Students traveling in an open boat shall wear appropriate flotation devices while underway.
- 4. The owners of the commercial vessel used for the transportation of students and District staff must have the vessel insured with minimum liability of \$1,000,000. A copy of the insurance certificate must be on file in the school.
- 5. All commercial boats used while abroad must meet international nautical standards.

Field Trips by Aircraft

Field trips that use aircraft must adhere to the following guidelines in addition to those found elsewhere in this manual.

Instruction

AR 6153(h)

SCHOOL-SPONSORED TRIPS (continued)

1. Students must be transported by a Federal Aviation Administration approved aircraft. Approval must be for the number of commercial passengers for which the aircraft is certified. Students may be transported on commercially operated aircraft only.
2. The pilot must have a Commercial Pilot's Certificate issued by the Federal Aviation Administration. Additionally, the pilot must be certified in the type of aircraft being used to transport students, staff and chaperones.
3. All School District students, staff and chaperones must observe and follow all safety procedures dictated by the air carrier.
4. All commercial aircraft used while abroad must meet international aviation standards.
5. The owners of the aircraft used for the transportation of students, staff and chaperones must have the aircraft insured with minimum liability of \$1,000,000.

District-Hosted Visitors

Official visits of one week or less by guests from other nations may be approved by the principal. Official visits of more than one week must be approved by the Superintendent.

The following information requirements must be satisfied when District schools are hosting visitors from abroad for an extended stay of more than one week. This information must be submitted to the Superintendent by the site administrator hosting the visitors at least 30 days prior, or when plans are arranged, whichever comes first, to granting approval or finalizing plans for the visit:

1. What are the anticipated dates of visitation from a school located in another country?
2. Who is the District certified employee in charge of this activity?
3. From what country will the visitors be coming?
4. What is the purpose of hosting this international visitation?
5. How many students will be traveling to the District?
6. What is the age group of the students traveling to the District?

Instruction

AR 6153(i)

SCHOOL-SPONSORED TRIPS (continued)

7. What is the intended itinerary for travel?
8. Where will the students be housed during their visitation to the District? A listing of specific parents who have agreed to host the visitors to our District must be provided.
9. Have certificates of insurance regarding health and accident insurance coverage for travelers been secured? (Provide appropriate evidence of insurance.)
10. What are the points of arrival and departure?
11. What arrangements have been made to assure safe passage to the point of disembarkation from the District?
12. Who is providing this information?

INTERNET USE Acceptable Use Policy/Internet Safety Policy

This ~~Internet Use Policy~~ Acceptable Use Policy/Internet Safety Policy sets forth the standards governing authorized member use of the “Kenai Peninsula Borough School District Electronic Network-Related Technologies System” (~~KPBSD-Net~~). This policy also promotes the ethical, legal, and school-related use of ~~KPBSD-Net~~ the District network and ensures District compliance with the Children’s Internet Protection Act.

~~KPBSD-Net~~ The District network provides authorized members with the means for communicating effectively with students, schools, teachers, administrators, educational experts and the public. These resources should be used in a manner that both enhances students’ educational experiences and complies with the policy and regulations established from time to time by the District Board of Education. The system administrators of ~~KPBSD-Net~~ are employees of the District and this service is under the direction of the Director, Information Services. The District reserves the right to monitor all activity on ~~KPBSD-Net~~ the District network and may modify these rules at any time by publishing the modified rules(s) on the KPBSD web site at <http://www.kpbsd.k12.ak.us>.

EQUIPMENT RESERVE FUND

The School Board recognizes the need to plan for the cyclical replacement of capital assets and the impact such replacement has on the operating budget. The School Board, has therefore, authorized the creation and maintenance of a special revenue fund that is dedicated to the acquisition and/or replacement of such capital equipment.

(cf. 3000 – Concepts and Roles)
(cf. 3300 – Expenditures/Expending Authority)

Access to revenue in the Equipment Reserve Fund will be limited to capital purchases in excess of ten thousand dollars (\$10,000). Funds drawn from the Equipment Reserve Fund will be transferred to the appropriate expenditure account as necessary to record the purchase.

(cf. 3120 – Transfer of Funds)
(cf. 3310 – Purchasing Procedures)
(cf. 3311 – Bids)

In order to protect the integrity of the fund, a fiscal plan for recompensation must be included with the transfer request. The Superintendent will determine an appropriate life cycle for equipment purchased and an amortization schedule for fund regeneration.

(cf. 3400 – Management of District Assets/Accounts)
(cf. 3460 – Periodic Financial Reports)