

## KENAI PENINSULA BOROUGH SCHOOL DISTRICT

### Assistant Superintendent

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TO: Board of Education

FROM: Dave Jones, Assistant Superintendent 

SUBJECT: Proposed Policy Revisions

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The following policies were reviewed by the Board Policy Committee on August 9, 2010. They were also reviewed by the Board at a worksession and for first reading at the Board Meeting on September 13, 2010. They are presented here for final approval.

The administration recommends making the following changes to policy:

*BP 3530 Risk Management:* Policy has been updated to reflect changes in forms and procedures now in effect by the Borough Risk Management.

*BP 6146.5 Differential Requirements for Individuals with Exceptional Needs – NEW:* This policy covers course and testing requirements for exceptional students. This includes both students with an IEP and with a Section 504 plan. We currently do not reference the 504 plan students in policy. This policy is taken directly from the AASB policy.

**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, or teacher and/or person in charge must complete a E 3530 (a) KPBSD Student/Visitor Injury/Illness Report 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 the Superintendent 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 first page of the report and the immediate supervisor fills out the backsecond page. 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,” State of Alaska form #07-6101 (E-3530(e)) must be filled out. The top half of the form is completed by the injured employee, and the bottom half is will be completed by Risk Management, and sent in to District Office along with the KPBSD form Both forms should be faxed to the Risk Manager at 907-714-2384 within 24 hours of the accident. ~~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 the Superintendent immediately, by telephone, if the employee is transported to a medical facility.~~

**Business and Instructional Support Operations**  
**RISK MANAGEMENT** (continued)

BP 3530(b)

If there is substantial property damage, hospitalization of an employee or non-employee, or if there is an employee death, call the Risk Manager at 907-714-2351 during work hours. In certain circumstances, the Risk Manager or Safety Manager has only 8 hours to notify State OSHA. Failure to do so could result in a significant fine.

Instructions and accident forms are available on the web at <http://www.kpbsd.k12.ak.us/departments.aspx?id=17960>.

**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.

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. Additionally, the driver should complete *E 3530(d) Driver's Report of Accident*.

*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*

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**  
**Adoption Date: 7/13/09**

## **NEW**

### **Instruction**

BP 6146.5(a)

## **DIFFERENTIAL REQUIREMENTS FOR INDIVIDUALS WITH EXCEPTIONAL NEEDS**

### **Course Requirements**

The School Board recognizes that regular course requirement may not be appropriate for all students enrolled in the District special education programs. Students with exceptional needs should meet the regular District requirements to the extent that their disabilities permit. The Individualized Education Program (IEP) team will determine if a student's disability preclude the student from attaining the District's regular standards. Students with disabilities that prevent them from regular course requirements may complete substitute courses. The determination and development of appropriate differential standards will be included in the student's IEP.

### **Standardized Assessment**

Every student with a disability will participate in statewide assessments as required by law. Student participation will be facilitated by the provision of accommodations as identified in a student's Section 504 plan or IEP.

Student with disabilities must take all statewide standards-based tests, with or without accommodations, unless an alternate assessment is necessary. An alternate assessment may be conducted for students whose cognitive abilities and adaptive skills prevent completion of the standard academic curricula, even with modifications and accommodations as determined by the IEP team. Alternate assessments may also be conducted for students enrolled in a curriculum focused on functional life skills where the student requires direct instruction in multiple settings to apply and transfer skills. In such instances, an alternate assessment shall be provided as specified in the IEP or Section 504 plan.

### **High School Graduation Qualifying Exam (HSGQE)**

An optional assessment may be administered to students enrolled in the District if required by the Student's IEP or Section 504 plan and upon approval by the Department prior to administration of the optional assessment.

**DIFFERENTIAL REQUIREMENTS FOR INDIVIDUALS WITH EXCEPTIONAL NEEDS** (continued)

A student with disabilities who has failed one or more subtests of the HSGQE may take an optional assessment or may take the test with modifications if required by the student's IEP team. A modification may not alter the passing score on a test and modifications must be approved by the Department of Education and Early Development (DEED). A student who passes any combination of subtests on the HSGQE and DEED-approved optional assessments in reading, writing, and mathematics satisfies the competency exam requirement for graduation from high school.

*Legal Reference:*

*Alaska Statutes*

*14.03.075 Secondary Pupil Competency Testing*

*Alaska Administrative Code*

*4 AAC 04.106 Alternative performance standards for students with significant cognitive disabilities*

*4 AAC 06.775 Statewide assessment program for students with disabilities*

*4 AAC 06.078 Alternative completion requirements; students with disabilities*