

Kenai Peninsula Borough School District

Policy Review Committee

July 11, 2011
5:30 – 6:30 PM

Conference Room C
Borough Building

AGENDA

Approval of notes from Policy Meeting of June 6, 2011

Review of Policies for Updating

➤ *AR 0420 School-Based Management/Site Councils:*

This AR was last modified at the 4/4/11 Board Meeting in which we added a minor edit allowing people on stipends to be eligible for membership on the School Councils. Ms. Hohl came forward and requested additional changes to the AR. A copy of her request, plus the most current version of the AR are attached. It was agreed that discussion on this AR would be carried forward from the June 6, 2011 meeting.

➤ *BP 5124 Communication with Parents/Guardians*

The administration recommends editing this policy to reflect the change in the student database program to PowerSchool from Discovery.

➤ *AR 5131.1 Bus Conduct*

Administration recommends adding qualifier which allows service animals to ride on a school bus per the recent changes in the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. These changes are reflected in our newly proposed policy *BP 0411 Service Animals*.

➤ *BP 5131.6 Alcohol and Other Drugs*

The administration recommends specifying “synthetic drugs” and specifically “K2 and Spice” to the Prohibited and Substances and Items list.

➤ *BP 5131.7 Weapons and Dangerous Instruments & AR 5131.7 Weapons and Dangerous Instruments*

The administration recommends aligning this policy and AR with the current AASB policy. The policy further defines “firearm”. The AR goes into detail on the method which may be used by the student to seek early reinstatement.

➤ *AR 5144 Discipline Guide*

The administration recommends changing this AR to be more comprehensive to today's discipline needs and to better represent the needs of the State's discipline reporting requirements. Additionally, we have combined this into one table for both elementary and secondary disciplines (versus the original two tables). Note that most of the discipline information was identical anyway.

➤ *AR 6153 School-Sponsored Trips*

The administration recommends adding the information per the Section 504, IDEA and ADA regarding who can and cannot be excluded from field trips.

Board Policy Review Committee Meeting Notes

Borough Building, Assembly Chambers

Meeting Notes

Date/Time: June 6, 2011, 2:15 PM

Members: Liz Downing– Present
Sunni Hilts - Present
Dave Jones – Present
Sammy Crawford – Present
Laurie Olson –Present
Steve Atwater - Present

Guests:
Sean Dusek – Present
Lynn Hohl – Present
Tim Peterson – Present
Tim Navarre - Present
Mari Auxier – Secretary – Present

Approval of Minutes: The minutes from 4/4/11 were approved.

Dave Jones distributed a handout on Policy Development and Revision Requirements. This process was reviewed. Discussions on whether a policy can be brought directly to the Board from a Board member; discussions on whether to separate public recommendations from the Board/Administrative recommendations so Board/Administrative recommendations would have a higher order than the public (and thereby not have the potential of being shot down by the committee); suggestion to change chart to include second reading; suggestion to change title of chart to Policy Manual Review Process; and suggestion to add Policy Review Committee Review after Administrative under Statute Changes.

Review of Policies

- *AR 4111 – Recruitment and Selection*
There has been a question on the process for hiring administrators. Current practice has now been spelled out.
- *BP 0411 –Service Animals – NEW POLICY*

Dave Jones distributed the following handouts *Commonly Asked Questions About Service Animals in Places of Business* and *A Brief Information Resource on Assistance Animals for the Disabled*. These handouts help to define the difference between service animal and “assistance animals”. ADA defines Service Animal as an animal individually trained to provide assistance to an individual with a disability.

Discussions on

- Can Assistance Animals be cleared to go into the classroom by either the school administrator or superintendent?
 - Assistance animals could be used to serve someone outside of a disability.
 - Request for a section to be added on possible exceptions.
- *AR 0420 School-Based Management/Site Councils*

With only five minutes of time left before the beginning of the worksessions, review of this AR was postponed until the July meeting.

Meeting Adjourned: 3:00 pm

SCHOOL-BASED MANAGEMENT/SITE COUNCILS

Philosophy:

The Board of Education is committed to the continuous improvement of student learning and believes that student achievement can be enhanced through increasing the level of involvement of school community members affected by educational decisions.

Purpose and Role:

School councils function as an advisory body in the joint planning and problem solving processes for improving student learning that occur at the local school level. Individual members of school councils will bring ideas to and from their constituent group and then, after discussion and input, act as “people of goodwill” making the best decisions for the students of the school.

Council Composition:

School councils shall include representation of the following:

- Principal
- Teachers (2)
- Support Staff (1)
- Parents (3)
- Non-parent community member (1)
- Student – Secondary schools (1-4)
- Elementary school (optional)

School councils may elect to expand their membership providing the proportionate representations of all groups (except the principal in one-administrator schools) remain the same.

In the absence of proportional membership in any of the representative groups, after a reasonable and documented effort has been made to enlist participation, the remaining members shall constitute a duly formed council and may conduct their business according to appropriately developed bylaws of the school-based decision making council.

SCHOOL-BASED MANAGEMENT/SITE COUNCILS

In schools of less than 100 students, a request can be made to the Superintendent to substitute a nationally recognized parent group in the place of the school council as long as the representation on the leadership board is consistent with the council composition outlined above.

Charter Schools are exempt from the requirement for site councils as their Academic Policy Committee (APC) serves as the decision-making body representing parents.

Council Selection:

Principal: selected by virtue of his/her position and shall have the responsibility to guide the council in developing an organizational structure for conducting the council's business

Employees (teachers and support staff): eligible staff must be assigned to the school for more than 50% of their daily schedule. Itinerant teachers will be considered members of their home-based school.

Parents: eligible parents must have a child in the school during the period of elected service. The system for election is defined in the bylaws of school council. Recognized parent groups should be represented on the school council.

Non-parent community member: elected by the seated members of the council following a nomination process conducted by the principal, in accordance with the school council bylaws.

Student(s): elected through a process defined at the school level, in accordance with the school council bylaws.

Elected school council members may stand for re-election if they continue to meet the requirements of the position. Council members shall not be District Board of Education members. Parent and non-parent community members shall not be employees of the District assigned in any capacity (except short-term substitute or stipends) to the school of their representation.

Philosophy-Goals-Objectives and Comprehensive Plans AR 0420(c)

SCHOOL-BASED MANAGEMENT/SITE COUNCILS

Parameters and Functions:

School councils shall conduct their business in compliance with the following:

Alaska Statutes

Alaska Department of Education and Early Development Regulations

Board of Education Policies

Federal Laws and Regulations related to education

Negotiated Agreements and Associated Variances

School District Administrative Regulations and Rules (i.e. enrollment, calendar, transportation, fiscal services, purchasing, environmental requirements [OSHA,AHERA], staffing formulas, curriculum, assessments)

Contracts with suppliers and vendors

Budgetary limitations

Student Activity Association requirements

Limitations defined by Board of Education action or administrative mandates

Bylaws:

All school councils shall operate under bylaws adopted by the council and filed with the Superintendent. School council decisions will be made by consensus as defined in the council bylaws. All meetings are to be advertised, held publicly in accordance with the open meetings act, and minutes posted and/or distributed to the school population. Bylaws should specifically address the following elements:

School mission statement

Composition of the school council and terms of service

Officers

Agenda setting

Meeting frequency, date, and time

(A minimum of four meetings is required per year)

Minutes

(Copies sent to the Superintendent after each meeting)

Process for revision of bylaws

Process for Community input/participation in council work

(See attached Exhibit for sample form)

Self-evaluation to be completed annually

Philosophy-Goals-Objectives and Comprehensive Plans AR 0420 (d)

SCHOOL-BASED MANAGEMENT/SITE COUNCILS

(District identified process submitted to the Board of Education– see attached Exhibit)

General Operation:

The principal remains the sole administrator of the school and will operate the school within the normal constraints of the District, including working with the school council. When Districts and schools establish school councils that foster involvement focused on improving student achievement, all children benefit. To that end, input from school councils will be considered on decisions affecting school improvement plans such as:

- Inservice plans
- School staffing patterns
- Curricular initiatives/projects/courses
- Capital improvement and maintenance project needs
- Co-curricular activities
- School policies
- School budget
- Scheduling
- Preferred qualifications/characteristics for staff hires

Selection of School Administrator:

When a vacancy at a school site for the principal/principal teacher becomes known, the Superintendent will consult with the School Council. The Council will provide the Superintendent with input regarding selection qualifications for candidates. Additionally, opportunities will also be provided for individual community or school members to provide information regarding preferred qualifications/characteristics that they would like candidates to possess. If an opening is determined, the Superintendent will cause the position to be advertised, will receive applications, screen and evaluate materials and conduct interviews. When possible, interviews will be open to the public to observe and will be conducted at the school with written opportunities for evaluation available to those observing. The Superintendent will make the selection, subject to approval by the Board of Education.

SCHOOL-BASED MANAGEMENT/SITE COUNCILS

Waiver Process:

School councils that conclude their work in improving student performance is impeded or frustrated by the existence of a policy or regulation may petition for a waiver from the requirements. Written requests are submitted for consideration by the Superintendent. Waivers of policy and regulation must meet the following criteria:

1. Identify the specific policy, regulation, or requirement, which the council wishes to have waived.
2. Describe the manner in which the policy, regulation, or requirement impedes the improvement of student achievement in that setting.
3. Detail the manner in which the council anticipates accomplishing the intent of the policy, regulation, or requirement for which the waiver is sought.

The curriculum of the District is, by statute and policy, defined by the Board of Education. Departure from the prescribed curriculum will require approval consistent with the Board of Education regulation BP 6141.

District Support:

District office personnel will collect, interpret, and provide student performance data to the local school. The school councils will use this data as they review and assure alignment between school development plans/school council activities and the focus on improvement of student learning.

In addition, District office personnel will use their specialties to assist school councils in operations and training, particularly in the following areas:

Operational rules for school councils

Conflict resolution

Effective meetings

Consensus building

Techniques for active listening

Philosophy-Goals-Objectives and Comprehensive Plans

AR 0420(f)

SCHOOL-BASED MANAGEMENT/SITE COUNCILS

Goal setting processes, implementation plans, and assessment processes

School council committees– to maximize involvement from constituencies

Team building

Assessing community attitudes

Writing/updating bylaws

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 4/4/11

Here are my suggested amendments without the benefit of discussion with any site council or other board members...

Philosophy-Goals-Objectives and Comprehensive Plans
AR 0420(a) SCHOOL-BASED MANAGEMENT/SITE COUNCILS

Philosophy:

The Board of Education is committed to the continuous improvement of student learning and believes that student achievement can be enhanced through increasing the level of involvement of school community members affected by educational decisions.

Purpose and Role:

School councils function as an advisory body in the joint planning and problem solving processes for improving student learning that occur at the local school level. Individual members of school councils will bring ideas to and from their constituent group and then, after discussion and input, act as “people of goodwill” making the best decisions for the students of the school.

Council Composition:

School councils shall include representation of the following:

- Principal (not a council member but an essential educational leader)
- Teachers (2)
- Support Staff (1)
- Parents (3)
- Non-parent community member (1)
- Student – Secondary schools (1-4)
- Elementary school (optional)

Note: Site Council provides recommendations to the principal so the principal is more like a superintendent or CEO of the local school rather than a member of the council. The principal’s leadership and expertise are essential to a well-functioning council.

School councils may elect to expand their membership providing the proportionate representations of all groups (except the principal in one- administrator schools) remain the same.

In the absence of proportional membership in any of the representative groups, after a reasonable and documented effort has been made to enlist participation, the remaining members shall constitute a duly formed council and may conduct their business according to appropriately developed bylaws of the school based decision making council.

~~In schools of less than 100 students, a request can be made to the Superintendent to substitute a nationally recognized parent group in the place of the school council as long as the representation on the leadership board is consistent with the council composition outlined above.~~

I recommend deleting the preceding section because the district cannot dictate that the nationally recognized parent group leadership board makeup is consistent with the required site council composition.

Reasoning: The primary nationally recognized parent groups is PTA. Local PTA units are independent organizations whose bylaws cannot be in conflict with those of National PTA or their respective state PTA. In Alaska, local units are somewhat less independent than they may be in some states. Alaska local units are subdivisions of Alaska PTA sharing their non-profit designation. Additionally, PTAs are member, not board, driven organizations. Approval of the bylaws, budget, goals, programs, advocacy positions, election of officers, etc requires action at a membership meeting. In accordance with required model bylaw sections, the board:

- Prepares and submits to the membership a budget for adoption for the year;***
- Approves expenditures within the limits of the budget;***
- Approves at least two board members as check signatory. Individuals authorized to sign checks should not be related to each other by marriage or any other relationship;***
- Acquires liability insurance which is paid annually to the Alaska PTA no later than December 1;***
- (S)elects an (sic) auditor or auditing committee***
- Files Form 990 with the IRS and submit a copy of this Form to Alaska PTA for its records; and***
- Ensures that any bylaw amendments are attached to IRS Form 990 along with a page of explanation of the changes.***

Charter Schools are exempt from the requirement for site councils as their Academic Policy Committee (APC) serves as the decision-making body representing parents.

Council Selection:

Principal: selected by virtue of his/her position and shall have the responsibility to guide the council in developing an organizational structure for conducting the council's business

Employees (teachers and support staff): eligible staff must be assigned to the school for more than 50% of their daily schedule. Itinerant teachers will be considered members of their home-based school.

Parents: eligible parents must have a child in the school during the period of elected service. The system for election is defined in the bylaws of school council. Recognized parent groups should be represented on the school council.

Non-parent community member: elected by the seated members of the council following a nomination process conducted by the principal, in accordance with the school council bylaws.

Student(s): elected through a process defined at the school level, in accordance with the school council bylaws.

Elected school council members may stand for re-election if they continue to meet the requirements of the position. Council members shall not be District Board of Education members. Parent and non-parent community members shall not be employees of the District assigned in any capacity (except ~~short~~ short-term substitute or stipends) to the school of their representation.

Parameters and Functions:

School councils shall conduct their business in compliance with the following:

- Alaska Statutes
- Alaska Department of Education and Early Development Regulations
- Board of Education Policies
- Federal Laws and Regulations related to education
- Negotiated Agreements and Associated Variances
- School District Administrative Regulations and Rules (i.e. enrollment, calendar, transportation, fiscal services, purchasing, environmental requirements [OSHA, AHERA], staffing formulas, curriculum, assessments)
- Contracts with suppliers and vendors
- Budgetary limitations
- Student Activity Association requirements
- Limitations defined by Board of Education action or administrative mandates

Bylaws:

All school councils shall operate under bylaws adopted by the council and filed with the Superintendent. Bylaws should be reviewed annually with amendments proposed as needed. School council decisions will be made by consensus as defined in the council bylaws. All meetings notices and agenda topics are to be advertised disseminated to the public and school community. ~~held publicly in accordance with the open meetings act, and minutes posted and/or distributed to the school population.~~

Note: Added annual bylaw review since it's important that an effective site council be knowledgeable of their bylaws. It's also important that site councils realize the obligation they have to meet the intent of the Alaska Open Meetings Act of due notice. Moved the requirement for public meetings and posting and distributing minutes to the existing meeting and minutes elements following.

Bylaws should specifically address the following elements:

- School mission statement
- Composition of the school council and terms of service
- Officers
- Agenda setting
- Meeting frequency, date, ~~and~~ time, and requirement to be publicly held in accordance with the Alaska Open Meetings Act
(A minimum of four meetings is required per year)
- Minutes
(Copies sent to the Superintendent after each meeting)
(Posted and/or distributed to the school population)
(Copies retained in the school office for possible future reference by the public or staff)
- Process for revision of bylaws
- Process for Community input/participation in council work
(See attached Exhibit for sample form)
- Self-evaluation to be completed annually including assessment of community input/participation in council work (District identified process submitted to the Board of Education– see attached Exhibit)
- Who may speak for or represent the council and under what circumstances.

Note: Added minutes retention at school site (believe the Open Meetings Act requires records be retained and accessible for public review); an assessment of the community input/participation in council work which is essential to a council that truly reflects community needs and values; and the need to clarify how the council interacts with the district and other entities.

General Operation:

The principal remains the sole administrator of the school and will operate the school within the normal constraints of the District, including working with the school council. When Districts and schools establish school councils that foster involvement focused on improving student achievement, all children benefit. To that end, input from school councils will be considered on decisions affecting school improvement plans such as:

- Inservice plans
- School staffing patterns
- Curricular initiatives/projects/courses
- Capital improvement and maintenance project needs
- Co-curricular activities
- School policies
- School budget
- Scheduling
- Preferred qualifications/characteristics for staff hires
- Concerns brought to the council by the public
- Parent/Student handbooks
- Local needs based on student data
- Negotiating charter school shared facility agreements

Facility improvements/modifications
Pupil activity funds
Community engagement
Board and district goals

Note: Added four items already required by E1312a, BP 5030, AR 6141.4 and AR 6187 and four additional items either addressed by councils at the direction of the board or because of impact on student achievement.

Selection of School Administrator:

When a vacancy at a school site for the principal/principal teacher becomes known, the Superintendent will consult with the School Council. The Council will provide the Superintendent with input regarding selection qualifications for candidates. Additionally, opportunities will also be provided for individual community or school members to provide information regarding preferred qualifications/characteristics that they would like candidates to possess. If an opening is determined, the Superintendent will cause the position to be advertised, will receive applications, screen and evaluate materials and conduct interviews. When possible, interviews will be open to the public to observe and will be conducted at the school with written opportunities for evaluation available to those observing. The Superintendent will make the selection, subject to approval by the Board of Education. However, if an internal candidate already has a current district administrative contract is selected, the Board will be notified of the appointment.

The preceding section is aligned with e9000b Role of Board and Members, Administrator Selection Process Protocol, Selection of a Site Administrator except:

- ***e9000(b)8. If internal candidate already under contract, Board notified (public comment); and***
- ***e9000(b)11. Regional administrator or shared administrator vacancy will have a modified process.***

Note: The process in e9000(b)11 is currently undefined in policy, regulation or exhibit. It is the superintendent's responsibility to define the process. Personally, I prefer e9000(b)11 be modified to allow some form of site council involvement.

Waiver Process:

School councils that conclude their work in improving student performance is impeded or frustrated by the existence of a district policy or administrative regulation may petition for a waiver from the requirements. Written requests are submitted for consideration by the Superintendent. Waivers of policy and regulation must meet the following criteria:

1. Identify the specific policy, regulation, or requirement, which the council wishes to have waived.
2. Describe the manner in which the policy, regulation, or requirement impedes the improvement of student achievement in that setting.
3. Detail the manner in which the council anticipates accomplishing the intent of the policy, regulation, or requirement for which the waiver is sought.

The curriculum of the District is, by statute and policy, defined by the Board of Education. Departure from the prescribed curriculum will require approval consistent with the Board of Education regulation BP 6141 Curriculum Development And Evaluation.

Note: All three additions may seem insignificant but are provide clarity to the public.

District Support:

District office personnel will collect, interpret, and provide student performance data to the local school. The school councils will use this data as they review and assure alignment between school development plans/school council activities and the focus on improvement of student learning.

In addition, District office personnel will use their specialties to assist school councils in operations and training, particularly in the following areas:

- Operational rules for school councils
- Conflict resolution
- Effective meetings
- Consensus building
- Techniques for active listening
- Goal setting processes, implementation plans, and assessment processes School council committees– to maximize involvement from constituencies Team building
- Assessing community attitudes
- Writing/updating bylaws
- Alaska Open Meeting Act
- Curriculum development

Note: Site councils may benefit from at least a brief overview of their obligations under the Open Meetings Act. Additionally, a review of curriculum development could be helpful to a site council seeking a waiver from district curriculum which is specifically listed as an option in this AR.

KENAI PENINSULA BOROUGH SCHOOL DISTRICT Adoption

Date: 1/10/05_____

COMMUNICATION WITH PARENTS/GUARDIANS

Because parental involvement contributes greatly to student achievement and conduct, the School Board encourages frequent communication between parents/guardians and teachers by means of parent-teacher conferences, class newsletters, mail, telephone, and school visits by parents/guardians.

(cf. 1260 – Visits to the Schools)
(cf. 6020 – Parent Involvement)

As part of this communication, ~~teachers–schools~~ shall provide access to **Edline PowerSchool** or send progress reports to parents/guardians at regular intervals and shall encourage parents/guardians to communicate any concerns to the teacher. Report cards will be sent to parents/guardians quarterly.

(cf. 5113 – Absences and Excuses)
(cf. 5121 – Assessment (Evaluation of Student Achievement))
(cf. 6146.1 – High School Graduation Requirements)

BUS CONDUCT

Because school bus passengers' behavior can directly affect their safety and the safety of others, the following regulations apply at all times when students are riding a school bus, including field trips and other special trips. School personnel, parents/guardians and the students themselves all must see that these regulations are followed.

1. Riders shall follow the instructions and directions of the bus driver promptly and courteously at all times.
2. Riders should arrive at the bus stop on time and stand in a safe place to wait quietly for the bus.
3. Riders shall enter the bus in an orderly manner and go directly to their seats.
4. Riders shall remain seated while the bus is in motion and shall not obstruct the aisle with their legs, feet, or other objects. When reaching their destination, riders shall remain seated until the bus stops and only then enter the aisle and go directly to the exit.
5. Each student may be assigned a seat in which she/he will remain at all times unless permission is given by the Principal or driver to change.
6. Serious safety hazards can result from noise or behavior that distracts the driver. Loud talking, laughing, yelling, singing, whistling, scuffling, throwing objects, smoking, eating, drinking, standing, swearing, rude gestures, cruel teasing or "put downs", and changing seats are prohibited actions which may lead to suspension of riding privileges.
7. No part of the body, hands, arms or head should be put out of the window. Nothing should be thrown from the bus.
8. Riders shall help keep the bus and the area around the bus stop clean. Riders shall not damage or deface the bus or tamper with bus equipment.
9. No animals or insects shall be allowed on the bus [unless qualified as service animals](#).
10. Riders should be alert for traffic when leaving the bus.

Students

AR 5131.1(b)

BUS CONDUCT (continued)

Riders who fail to comply with the above rules shall be reported to the school Principal, who shall determine the severity of the misconduct and take action accordingly. In all instances of misconduct, the rider and his/her parent/guardian shall be given notice and warning. In the case of a severe violation or repeated offenses, the rider may be denied transportation for a period of time determined by the Principal, up to the remainder of the school year.

Bus drivers shall not deny transportation except as directed by the Principal.

ALCOHOL AND OTHER DRUGS

It is the intent of the Kenai Peninsula Borough School District to maintain a drug-free school environment so learning can take place; to educate students so they are aware of the issues and problems related to the use of drugs, alcohol, and controlled substances; to identify students who have chemical abuse problems; to refer students for treatment services which are beyond the scope of the schools; and to remove students possessing, distributing or selling drugs or alcohol in the school setting from that environment.

Prohibited Substances and Items

The substances and items prohibited by this policy include, but are not limited to: alcohol; prescription drugs (except as authorized by BP 5141.21); anabolic steroids; narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, or any other controlled substance; intoxicants or depressants of any kind; items used as an inhalant, including paints, gasoline, glue, or similar items; over the counter stimulants of any kind, including caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), or other similar drugs; drug paraphernalia, and imitation or synthetic drugs (K2, Spice, etc). Imitations or synthetic drugs mean pills, capsules, tablets, powders, liquids, inhalants or other items which are designed to look like or are represented to be prohibited drugs or alcohol.

Possession/Under the Influence During School

A student who is determined to be in possession and/or under the influence of prohibited substance or item as defined by this policy at school or at any school-sponsored activity shall be reported to the appropriate law enforcement personnel, his/her parent(s)/guardian(s), and shall be subject to suspension for up to 45 student school days by the school administrator following a due process hearing pursuant to applicable School Board policies. In more serious cases, violators may be recommended for expulsion to the Board of Education.

(cf. 5144.1 - Suspension and Expulsion)

Refusal to submit to a Breathalyzer and/or urinalysis, or any other lawful, reasonably reliable test as authorized by the Superintendent as required by this policy to determine whether a student has used alcohol or other drugs in violation of School Board policies will result in a suspension of not less than 30 student school days and not to exceed 45 student school days. Refusal to submit to such a test will be treated as a positive determination of drug or alcohol use per this policy.

ALCOHOL AND OTHER DRUGS (continued)

Prior to readmittance to school, the student shall participate in a conference with his/her parents(s)/guardian(s) and the school administrator to determine conditions for readmittance.

Selling, Offering for Sale, Agreeing to Purchase or Distributing

A student selling, offering for sale, agreeing to purchase, or distributing prohibited substances or items defined in this policy shall be reported to the appropriate law enforcement personnel and his/her parent(s)/guardian(s), and will be suspended immediately following a due-process hearing pursuant to applicable School Board policies, and may be recommended for expulsion to the Superintendent who will review the matter. Based on this review, the Superintendent may recommend to the Board of Education that the student be expelled from the Kenai Peninsula Borough School District.

(cf. 5144.11 – (Due Process))

Legal Reference:

ALASKA STATUTES

04.16.080 Sales or consumption at school events

14.20.680 Training required for teachers and other school officials

14.30.360 Curriculum (Health and Safety Education)

14.33.110-.140 Required school disciplinary and safety program

47.37.045 Community action against substance abuse grant fund

Elementary and Secondary Education Act, 20 U.S.C. §§ 7116, 7163, as amended by the No Child Left Behind Act of 2001 (P.L. 107-110)

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 1/15/07

WEAPONS AND DANGEROUS INSTRUMENTS

Students shall not possess or use weapons, dangerous instruments, or their replicas in school buildings, on school grounds or on District-provided transportation, or at any school-related or school-sponsored activity away from school, unless written permission has been previously obtained from the Superintendent specifically authorizing that possession or use. Students who violate this policy are subject to disciplinary action in accordance with District policy and procedures.

(cf 5144: Discipline Guide)

School employees may confiscate weapons or dangerous instruments on school grounds or at school-related or school-sponsored activities in order to maintain discipline and to protect the welfare and safety of students, staff and the public.

The District shall, by regulation, define the terms "weapon," ~~and~~ "dangerous instrument" and "firearm."

The Board shall expel any student who brings a firearm to school in violation of this policy for a period of not less than one (1) calendar year. The Board shall suspend for at least 30 days, or expel for the school year, or permanently, a student who possesses a deadly weapon other than a firearm. The District may consider requests for early reinstatement by students suspended or expelled for violations of this policy. The Superintendent shall develop procedures and conditions for early reinstatement.

The Superintendent may, on a case-by-case basis, recommend a modification of this period of expulsion. Such modification recommendation shall involve consideration of all relevant factors, including those in aggravation and mitigation of the violation, and, for students with disabilities, whether ~~suspension is appropriate if the student has an individual education plan~~ violation of this policy is a manifestation of the student's disability.

The Superintendent shall be responsible for reporting all violations of this policy to the Board and shall make all required reports to state, local, and federal agencies.

(cf. 3515 – School Safety and Security)

(cf. 4158/4358 - Employee Security)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

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

Legal Reference:

Gun-Free Schools Act of 1994 (Pub.L. 89-10, Title VIII, s 8001, as added Pub.L. 103-227, Title X, s 1032(3), March 31, 1994, 108 Stat. 270.)

Individuals with Disabilities Education Act (Pub.L. 94-142)

1973 Rehabilitation Act, Section 504

Elementary and Secondary Educational Act of 1965

Americans with Disabilities Act, 42 U.S.C. Sec. 12183(b)

ALASKA STATUTES

11.61.210 - Misconduct involving weapons in the fourth degree

11.81.900 - Definitions

14.03.160 - Suspension or expulsion of students for possessing weapons

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Adoption Date: ~~10/18/2004~~

ELEMENTARY DISCIPLINE GUIDE

This outline is an informational and guidance tool. It contains examples of disciplinary infractions and appropriate penalties.

It is a reference tool for school staff, parents, and students regarding disciplinary responses to student misbehavior.

<u>Infraction</u>	<u>Elementary and Secondary</u>
Possession — <u>Inappropriate use</u> of telecommunication devices such as pagers and , cell phones, <u>mp3 players and other portable electronic devices.</u>	Reprimand, parent contact, return of device to parents on first offense, detention and/or community service may be added for repeated instances.
Forgery Cheating Misrepresentation	Particularly in K-1, ensure that student understands the offense; — . <u>This can result in</u> loss of credit or failing grade for test; — , parent notification; — , detention; — , suspension; — , community or school service as appropriate.
Profanity Vulgarity Public display of affection Inappropriate dress	Correction/intervention, parent notification to suspension depending on degree and context. Example: expletives directed at someone in anger or taunt or as part of harassment are treated more seriously than words said without apparent meaning or to self or in frustration with apology. Inappropriate dress: in addition to above, student may be given alternative clothing; for example, a t-shirt, to cover the offensive clothing for the day.
<u>Gambling/gaming</u>	<u>In all cases call to home, reprimand to suspension depending on severity and if offense is repeated.</u>
Insubordination Failure to identify self Disruptive behavior <u>or chronic/major disruption</u>	Call home, plus detention or suspension as appropriate to offense. <u>Suspension up to 45 days.</u>
Intimidation Threatened assault Extortion Harassment <u>Bullying</u>	Call home plus detention, 1 to 45-day suspension, resource referral, notify law enforcement depending on context and severity, educational sessions and/or community service as appropriate. A serious threatened assault, or one with

	an earlier incident, or one with felony or criminal charges may result in recommendation for expulsion. <u>Expletives directed at someone in anger or taunt or as part of harassment/bullying are treated more seriously than words said without apparent meaning or to self or in frustration with an apology.</u>
“Hazing” initiation (group or one-to-one)	Call home, detention, community service, suspension as appropriate.
Major or chronic disruptive behavior	Call home plus 4 to 45 day suspension.
Endangering others (by any means)	Call home plus 4 to 45-day suspension, notify law enforcement as appropriate.
Sexual harassment	Call home, resource referral, educational sessions, detention or 1- to 45-day suspension as appropriate. (Investigation and steps to prevent reoccurrence must occur.) Contact law enforcement as appropriate.
Sexual abuse	Call home, resource and law enforcement referral, educational sessions, suspension/recommendation for expulsion as appropriate. (Investigation and steps to prevent reoccurrence must occur.)
Trespass (students from one campus on another campus)	Reprimand, call home, penalty may be increased, legal authorities notified should behavior be repeated or if accompanied by other inappropriate or illegal acts or behaviors.
Gang-like behavior or apparel	Call home; resource referral; detention to suspension depending on context, repetition of behavior, and apparel.
Truancy	Call home, parent conference, parent shadow, resource referral, community service in exchange for time or classes missed, in-house suspension as available for continued infraction, required parent shadow for repeated occurrences. See policy manual for additional comments or guidelines. Suspension may be employed for severe incidences. <u>Parents may be referred to justice system for chronic cases.</u>

Possession/use of tobacco or tobacco look-alikes	Contact parents, 3 to 30-day suspension as identified in board policy, community service in lieu of suspension encouraged.
Theft Vandalism (<u>i.e., graffiti</u>)	<u>Elementary:</u> Contact parents, restitution, community service, detention, in-house suspension if available, parent shadow, suspension, restricted access to schools. <u>Secondary:</u> <u>As above, plus could result in long-term suspension (up to 45 days) and removal from participation in any cocurricular sport for that sport's season.</u>
Fighting	<u>Elementary:</u> Contact parents, resource referral if appropriate, peer mediation if appropriate and available, 1 to 45-day suspension depending on severity and context of incident. <u>Secondary:</u> <u>Contact parents, resource referral if appropriate, 1 to 45- day suspension depending on severity and context of incident.</u>
Assault on another person	Contact parents, referral to resources or agencies and law enforcement, 11 to 45-day suspension to expulsion based on context and severity.
Arson Activating emergency procedures	Contact parents, referral to resources or agencies and law enforcement, 11 to 45-day suspension to expulsion based on context and severity.
Possession/distribution of alcohol/ other drugs or look-alikes Possession of weapons (guns, knives, incendiaries, etc.) or look-alikes	See specific Board policy, administrative regulations, and state law and regulations. <u>Possession – up to 45 day suspension or expulsion; refusal to submit to Breathalyzer – 30-45 day suspension; selling – notify police, suspension or expulsion.</u>
<u>Possession of weapons (guns, knives, incendiaries, etc.) or look-alikes. Firearms includes guns, bombs, grenades, mines, rockets, missiles, pipe bombs, or similar devices designed to explode and capable of causing bodily harm or property damage.</u>	<u>Possession of a knife with more than a 2.5 inch blade: up to 45 days suspension or expulsion. Possession of a firearm: not less than one year expulsion.</u>

<u>Reckless driving</u>	<u>Reprimand, call home, contact law as appropriate, detention, revoke parking privilege as needed for repeat offenses.</u>
<u>Refusal to submit to search and seizure with cause and per policy guidelines.</u>	<u>Refusal to consent: up to 45 days suspension or expulsion.</u>
<u>Inappropriate use of the internet.</u>	<u>Suspension of some or all access privileges up to and including expulsion.</u>
<u>Violent and aggressive behavior including verbal abuse, stalking, defiance, racial slurs and insubordination.</u>	<u>Will result in immediate corrective action including reporting to Law Enforcement.</u>
<u>Bus incident</u>	<u>To be reported to the school principal, who shall determine the severity of the misconduct and take action accordingly. In all instances of misconduct, the rider and his/her parent/guardian shall be given notice and warning. In the case of a severe violation or repeated offenses, the rider may be denied transportation for a period of time determined by the principal, up to the remainder of the school year.</u>

- cf. 5113 Absences and Excuses)*
- (cf. 5131 Conduct)*
- (cf. 5131.1 Bus Conduct)*
- (cf. 5131.4 Campus Disturbances)*
- (cf. 5131.41 Violent and Aggressive Conduct)*
- (cf. 5131.43 Bullying)*
- (cf. 5131.5 Vandalism, Theft and Graffiti)*
- (cf. 5131.6 Alcohol and Other Drugs)*
- (cf. 5131.62 Tobacco)*
- (cf. 5131.7 Weapons and Dangerous Instruments)*
- (cf. 5131.9 Academic Honesty)*
- (cf. 5137 Positive School Climate)*
- (cf. 5145.12 Search and Seizure)*
- (cf. 5145.7 Sexual Harassment)*
- (cf. 6162.71 Internet Use Agreement)*

When making decisions about disciplinary consequences for misbehavior and infractions of school rules, the administrator and teacher will consider the context of the incident and the actual behaviors of the student.

The student's age, general behavior, and behavior pattern prior to and following the incident may be factors considered in this deliberation.

In all instances where the violation and/or penalty are defined by law or regulation, the full extent of the law may be exercised.

This list is exemplary only. There are acts of misbehavior or violations of law or school regulations that may not be included in this list. In such instances, disciplinary action will be at the discretion of the Principal and/or Superintendent with the understanding that the response and penalties will conform to District policy, state law, and regulations of the state and District.

Students AR-5144(d)

SECONDARY DISCIPLINE GUIDE

~~This outline is an information and guidance tool. It contains examples of disciplinary infractions and appropriate penalties. It is a reference tool for school staff, parents, and students regarding disciplinary responses to student misbehavior.~~

Forgery Cheating Misrepresentation	Loss of credit or failing grade for test, parent notification, detention, suspension, community or school service as appropriate.
Profanity Vulgarity Public display of affection Inappropriate dress	Correction/intervention, parent notification to suspension depending on degree and context. Example: expletives directed at someone in anger or taunt or as part of harassment are treated more seriously than words said without apparent meaning or to self or in frustration with apology. Inappropriate dress: in addition to above, student may be given alternative clothing; for example, a t-shirt to cover the offensive clothing for the day.
Gambling/gaming	In all cases call to home, reprimand to suspension depending on severity and repetition of offense.
Insubordination Failure to identify self Disruptive behavior	Call home, plus detention or suspension as appropriate to offense.
Intimidation Threatened assault Extortion	Call home plus detention, 1 to 45 day suspension, resource referral, notify law enforcement depending on context and

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Harassment	severity, educational sessions and/or community service as appropriate. A serious threatened assault, or one with an earlier incident, or one with felony or criminal charges may result in recommendation for expulsion.
"Hazing" initiation (group or one to one)	Call home, detention, community service, suspension as appropriate.
Major or chronic disruptive behavior	Call home plus 4 to 45 day suspension.
Reckless driving	Reprimand, call home, contact law as appropriate, detention, revoke parking privilege as needed for repeat offenses.

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Students AR 5144(e)

SECONDARY DISCIPLINE GUIDE (CONTINUED)

Endangering others (by any means)	Call home, plus 4 to 45 day suspension, notify law enforcement as appropriate.
Sexual harassment	Call home, resource referral, educational sessions, detention to 1 to 45 day suspension as appropriate. (Investigation and steps to prevent reoccurrence must occur.) Contact law enforcement as appropriate.
Sexual abuse	Call home, resource and law enforcement referral, educational sessions, suspension/recommendation for expulsion as appropriate. (Investigation and steps to prevent reoccurrence must occur.)
Trespass (students from one campus on another campus)	Reprimand, call home, penalty may be increased, legal authorities notified should behavior be repeated or if accompanied by other inappropriate or illegal acts or behaviors.
Gang like behavior or apparel	Call home; resource referral; detention to suspension depending on context, repetition of behavior, and apparel.
Truancy	Call home, parent conference, parent shadow, resource referral, community service in exchange for time or classes missed, in house suspension as available for continued infraction, required parent shadow for repeated

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	occurrences. See policy manual for additional comments or guidelines. Suspension may be employed for severe incidences.
Possession/use of tobacco or tobacco look-alikes	Contact parents, 3 to 30-day suspension as identified in board policy, community service in lieu of suspension encouraged.
Theft/vandalism	Contact parents, restitution, community service, detention, in-house suspension if available, parent shadow, suspension, restricted access to schools.

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Students AR 5144(f)

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SECONDARY DISCIPLINE GUIDE (CONTINUED)

Fighting	Contact parents, resource referral if appropriate, 1 to 45-day suspension depending on severity and context of incident.
Assault on another person	Contact parents, referral to resources or agencies and law enforcement, 11 to 45-day suspension to expulsion based on context and severity.
Arson Activating emergency procedures	Contact parents, referral to resources or agencies and law enforcement, 11 to 45-day suspension to expulsion based on context and severity.
Possession/distribution of alcohol/ other drugs or look-alikes Possession of weapons (guns, knives, incendiaries etc.) or look-alikes	See specific Board policy, administrative regulations, and state law and regulations.

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When making decisions about disciplinary consequences for misbehavior and infractions of school rules, the administrator and teacher will consider the context of the incident and the actual behaviors of the student.

The student's age, general behavior, and behavior pattern prior to and following the incident may be factors considered in this deliberation.

In all instances where the violation and/or penalty is defined by law or regulation, the full extent of the law may be exercised.

This list is exemplary only. There are acts of misbehavior or violations of law or school regulations that may not be included in this list. In such instances, disciplinary action will be at the discretion of the Principal and/or Superintendent

~~with understanding that the response and penalties will conform to District policy, state law, and regulations of the state and District.~~

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

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.
15. Administrators have the authority to exclude the participation of students whose documented behavioral history suggests the possibility that they may endanger themselves or others; or cause a substantial disruption while on a field trip. However, due consideration must be given to SECTION 504 and Individuals with Disabilities Education Act (IDEA) where applicable.
16. Pursuant to Section 504 and Americans with Disabilities Act (ADA), students with disabilities shall not be excluded from field trips because of transportation arrangements.

(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.

SCHOOL-SPONSORED TRIPS (continued)**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

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.

SCHOOL-SPONSORED TRIPS (continued)

6. Non-employee chaperones are 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.

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.

SCHOOL-SPONSORED TRIPS (continued)

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.

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.

SCHOOL-SPONSORED TRIPS (continued)

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)

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.

SCHOOL-SPONSORED TRIPS (continued)

- 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*).
 - 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.

SCHOOL-SPONSORED TRIPS (continued)

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.

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.

SCHOOL-SPONSORED TRIPS (continued)

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?
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?

Legal Reference:

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

29 U.S.C., 794, Section 504, Rehabilitation Act of 1973

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 7/12/2010