


# KENAI PENINSULA BOROUGH SCHOOL DISTRICT

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## SCHOOL BOARD COMMUNICATION

<b>Title:</b>	<b>Policies for Approval</b>		
<b>Date:</b>	<b>July 30, 2012</b>	<b>Item Number:</b>	11c.
<b>Administrator:</b>	<b>Dave Jones, Assistant Superintendent</b> 		
<b>Attachments:</b>	<b>BP and AR 5022 Parent/Student Handbook</b> <b>BP and AR 5125 Student Records</b> <b>BP 5125.1 Release of Directory Information</b> <b>BP 5125.2 Challenging Student Records</b> <b>BP and AR 5128 Alaska Performance Scholarship Program</b> <b>BP 5131.6 Alcohol and Other Drugs</b> <b>BP 6000 Concepts and Roles</b> <b>BP and AR 6145.22 Concussion in Student Athletics and Student Activities</b> <b>BP 6146.3 High School Graduation Qualifying Exam</b>		

Action Needed     For Discussion     Information     Other: \_\_\_\_\_

## BACKGROUND INFORMATION

BP and AR 5022, BP and AR 5125, BP 5125.1, BP 5125.2, BP and AR 5128, BP 6000 and BP 6146.3 were reviewed at the May 2012 Policy Committee; BP 5131.6 and BP and AR 6145.22 were reviewed at the June 2012 Policy Committee. All of these policies and administrative regulations were reviewed at the June 4, 2012 worksession, and all BP's had a first read at the July 9, 2012 Board Meeting.

The following policies are now presented for approval.

### *BP and AR 5022 Parent/Student Handbook*

- This is a change in the policy number from BP 5040 which has now been assigned to Student Nutrition by AASB. We are changing our numbering to correspond with the AASB numbering system.

### *BP and AR 5125 Student Records*

- Revised by AASB to include categories of scholarship eligibility for the purpose of U of A and Alaska Performance scholarships
- A definition of "education program"
- A requirement for a data sharing agreement to cover disclosures without consent.

### *BP 5125.1 Release of Directory Information*

- FERPA relations to limit disclosure of directory information to certain parties for certain purposes
- Scholarship eligibility added as a category
- Updated legal references

### *BP 5125.2 Challenging Student Records*

- Revised by AASB to update legal references

### *BP and AR 5128 Alaska Performance Scholarship Program (NEW)*

- AASB has made revisions to their policy. KPBSD does not currently have this policy.

*BP 5131.6 Alcohol and Other Drugs*

- Modified to include designer drugs with examples, i.e., “bath salts”
- Added “Use” as a parameter for inclusion in who violates this policy

*BP 6000 Concepts and Roles*

- Updated legal references

*BP and AR 6145.22 Concussion in Student Athletics and Student Activities (NEW)*

- Alaska Statute 14.30.142-143 requires school districts to have a program for the prevention and management of concussions in student athletes.

*BP 6146.3 High School Graduation Qualifying Exam*

- AASB has corrected a legal citation number

**ADMINISTRATIVE RECOMMENDATION**

The administration recommends approval of the attached policy revisions.

**PARENT/STUDENT HANDBOOK**

The Superintendent shall prepare and distribute a Parent/Student Handbook to each student and parent annually that includes standards of conduct, student's rights and responsibilities, and other information about the operation of District schools.

**PARENT/STUDENT HANDBOOK**

The purpose of the Handbook is to inform and guide students and parents.

The Handbook will be provided to students and parents or guardian via their students and they are all encouraged to carefully read the contents. Student awareness of the handbook should be reinforced in one or all of the following ways:

1. satisfactory student completion of a questionnaire or worksheet based upon handbook contents; or
2. teacher review of the handbook with students during the first week of school; and
3. any practicable means should be used to notify parents about the handbooks.

Faculty, staff, and students shall be responsible for knowing, understanding and complying with law, policy, regulations, and school rules included in the Handbook.

Changes in the Handbook that affect ongoing procedures will be communicated to all affected parties when they become operational and incorporated in handbooks at the next revision.

In addition to the District’s Parent/Student Handbook, a school may provide school specific information including school philosophy, school day and calendar, attendance requirements, fees, fire drills, use of school facilities and equipment, reporting procedures, disciplinary practices, campus visitors, lockers, rights and responsibilities, field trips, cocurricular activities, bus regulations, and other items.

**STUDENT RECORDS**

The School Board recognizes the importance of keeping accurate, comprehensive student records. The confidentiality of student records shall be maintained in accordance with legal requirements. Information may be disclosed from student records when necessary to protect the health or safety of a student or others, as permitted by law.

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

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

*Legal Reference:*

ALASKA STATUTES

- 40.25.120-40.25.220 Public Records Act*
- 14.03.110 Questionnaires and Surveys administered in public schools*
- 14.03.113 District Determination of scholarship eligibility*
- 14.03.115 Access to school records by parent, foster parent, or guardian*
- 14.03.350 Definitions, exceptional children*
- 14.30.700 Records of missing children*
- 14.30.710 Required records upon transfer*
- 14.30.720 Definitions*
- 14.30.745 Provision of student information to academy*
- 14.43.810-850 Alaska merit scholarship program*
- 14.43.930 Scholarship program information*

ALASKA ADMINISTRATIVE CODE

- 4 AAC 07.060 Student records*
- 4 AAC 43.010-900 Alaska performance scholarship program*
- 4 AAC 52.510 Parental access to records*
- 4 AAC 52.847 Parental consent for release of records*

UNITED STATES CODE, TITLE 20

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

34 CODE OF FEDERAL REGULATIONS

- Part 99 as amended Jan. 2009/2012*
- 300.502 Opportunity to examine records*
- 300.624 Destruction of information*

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

**STUDENT RECORDS**

**Definitions**

1. Education Records

"Education records" consists of all official records, files and data directly related to a student that are maintained by the District or by a party acting for the District. A student's education record encompasses all the material incorporated in the student's cumulative record folder and includes, but is not necessarily limited to, identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), daily attendance data, scores on standardized intelligence, aptitude and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings, and written observations, and discipline data, including suspensions or expulsions. Student records shall be the property of the District, with access by others as set forth in this regulation.

2. Exclusions From the Term "Education Records"

The following documents are not "education records":

- a. Aggregated data that does not contain "personally identifiable information about a specific student.
- b. Personal files notes, or records maintained by staff members or professional consultants, that are kept in their possession, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute. Such files or personal notes regarding students shall constitute the personal property of the person compiling the file.
- c. Records of the District's law enforcement unit.
- d. An employment record made and maintained in the normal course of business that relates exclusively to an individual in his or her capacity as an employee. However, records relating to a student who is employed as a result of his or her student's status are education records.

**STUDENT RECORDS** (continued)

e. Records of a student age 18 or older that are made or maintained by a physician or mental health professional that are utilized for treatment of the student and are disclosed only to individuals providing treatment. "Treatment" for this provision does not include remedial educational activities that are part of the District's instructional program.

f. Records created or received by the District after the student no longer attends that are not directly related to the individual's attendance as a student.

e.g. Grades on peer-graded papers before they are collected and recorded by a teacher.

f.h. Personal knowledge or observation of a school official. A school official is not prohibited from disclosing information about a student if the information is obtained through the school official's personal knowledge or observation and not from the student's education records.

3. Personally Identifiable Information

"Personally identifiable information" includes, but is not limited to: the name of a student, the student's parent, or other family member; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; indirect identifiers such as a student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student and that would allow a reasonable person in the school community who does not have personal knowledge of the relevant circumstances to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes to know the identity of the student to whom the record relates.

"Biometric record" as used above means a record of one or more measurable biological or behavioral characteristics that can be used for automated recognition of an individual. These include fingerprints, eye patterns, voiceprints, DNA, facial characteristics, and handwriting.



**STUDENT RECORDS** (continued)4. Directory Information

"Directory information" means information contained in an education record that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade level, enrollment status, degrees and awards or honors received, scholarship eligibility, and the most recent school attended by the student.

Directory information does not include a student's social security number or student identification number if the student identifier can be used to gain access to education records. A student identifier can be listed as directory information if the identifier must be used in conjunction with one or more factors that authenticate the student's identity, such as a PIN or password.

5. Parents

"Parents" means a natural parent, an adoptive parent, foster parent, legal guardian, or an individual acting as a parent in the absence of a parent or guardian, or in the case of a student receiving special education or related, a person acting as the parent of a child or a surrogate parent appointed in accordance with state regulations. Either or both parents have access to a student's records, even if a separation or divorce has occurred, unless the parental rights of a parent have been legally terminated through adoption or other legal process; or unless a decree of divorce, separation, or other court order specifically prohibits parental access to school information or records.

6. Eligible Student

"Eligible student" means a student who has attained eighteen years of age, is an emancipated minor, or is attending an institution of post-secondary education.

**STUDENT RECORDS** (continued)

7. School Official

A “school official” is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person serving on the School Board; law enforcement unit personnel as defined in this regulation; a person or company with whom the District has contracted to perform a special task (such as attorney, auditor, medical consultant, or therapist); a contractor, consultant or other outside party to whom the District has outsourced services or functions that it would otherwise use employees to perform, provided that the outside party is under the direct control of the District with respect to use and maintenance of education records and subject to the same conditions governing use and disclosure of those records, or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

8. Law Enforcement Unit Personnel

“Law enforcement unit personnel” are individuals employed, contracted, or permitted to monitor safety and security in and around the schools. Law enforcement unit personnel are responsible for referring potential or alleged violations of law to local law enforcement. The District’s law enforcement unit includes the following individuals: [school resource officers; safety and security staff; principal; etc.].

9. Education Program

“Education Program” means any program that is principally engaged in the provision of education, including, but not limited to, early childhood education, elementary and secondary education, postsecondary education, special education, job training, career and technical education, and adult education, and any program that is administered by an educational agency or institution.

**Annual Notice**

The Superintendent shall notify parents and eligible students of the rights accorded them under this policy. Annually, the Superintendent shall provide to parents and eligible students a notice which informs them of the following rights:

- to inspect and review their student’s education records, and the procedures for doing so;
- to seek amendment of student records which are believed to be inaccurate, misleading, or in violation of the student’s privacy rights, and the procedures for doing so;

- to consent to disclosure of personally identifiable information except where law authorizes disclosure without consent; and
- to file a complaint in accordance with 34 CFR Section 99.63 and 99.64. (See Compliant Procedure at end of AR 5125.)

The annual notice shall also provide the following information:

- that the District discloses student records without consent to school officials with a legitimate educational interest, and explanation of who constitutes a school officials, and what constitutes a legitimate educational interest;
- that the District forwards records to other school districts or post-secondary institutions that have requested the records and where the student attends or is seeking to enroll; and
- the name and address of the official responsible for the records and the current fee for copies of records.

Finally, the annual notice will explain that the District discloses information about student eligibility for certain Alaska programs, unless the parent objects. The notice will identify the programs and explain how a parent or eligible student may opt out of the following disclosures:

- the University of Alaska scholarship programs;
- the Alaska ~~merit scholarship program~~Performance Scholarship Program; and
- the Alaska Challenge Youth Academy operated by the Department of Military and Veterans' Affairs.

In addition, the District will maintain for public inspection a list of the names and positions of those employees who routinely have access to student records specifically collected or maintained in conjunction with the provision of services to children with disabilities. Upon request, the District shall provide a parent of a student receiving special education or related services a list of the type and location of records collected, maintained and used by the District in conjunction with the provision of such services.

### **Custody and Protection of Student Records**

#### 1. Place Records are Kept

Student records will generally be maintained in the cumulative record folders in the administrative offices of the District. With the consent of the Superintendent, a portion of student records may be kept in other places for reasons of effective school administration, such as data collected and maintained in physical education, vocational, health or special education locations.

**STUDENT RECORDS** (continued)2. Custodian of Records

Student records in each place where they are maintained shall be under the control of a custodian appointed by the Superintendent. The custodian shall be responsible for carrying out this regulation with respect to the records under his/her control. The custodian shall use reasonable physical, technological, or procedural controls to ensure that school officials obtain access to only those education records in which they have legitimate educational interests.

3. Record of Access to Student Records

Each individual student cumulative record folder, and each student record maintained separately from the folder, shall contain as a part thereof a written form indicating of each request for, and each disclosure of, personally identifiable information. The record of access shall include

- a. the identity of the person reviewing the record and the person's official capacity;
- b. the specific record examined or requested;
- c. the legitimate interest that the person had in requesting or obtaining the information;
- d. the date of examination or request;
- e. if the District discloses personally identifiable information from a student record with the understanding that the information will be redisclosed on behalf of the District, then the names of the additional parties to which the receiving party may disclose the information and the legitimate interest which each additional party has in requesting or obtaining the information;
- f. if the District discloses personally identifiable information from education records to state or federal authorities for purposes of audit or evaluation, then the identity of the party and the fact that redisclosures may be made. The state or federal educational authorities must record any further disclosures made, in lieu of the District recording those disclosures. The District will obtain the records of redisclosure from the state or federal authority upon request of a parent or eligible student; and

**STUDENT RECORDS** (continued)

- g. if disclosure is pursuant to a health or safety emergency, then the identity of individual requesting or receiving the information and a description of the articulable and significant threat to the safety of the student or others.

A record of access does not have to be kept for requests by, or disclosure to, the following individuals:

- a. parents of the student or an eligible student; or
- b. school officials and employees with a legitimate educational interest; or
- c. those authorized to obtain disclosure by written consent of a parent or eligible student, unless the disclosure pertains to records of a student receiving special education or related services;
- d. those who request directory information, unless the disclosure pertains to records of a student receiving special education or related services; or
- e. the Attorney General of the United States, or designee, when disclosure is pursuant to an ex parte order in connection with the investigation or prosecution of terrorism crimes.

**Destruction of Records**

1. The District is not precluded from destroying any records, if not otherwise precluded by law, except that access shall be granted prior to the destruction of the education records where the parent or eligible student has requested such access.
2. In the case of records pertaining to students receiving special education or related services that are no longer needed by the District to comply with state or federal law or regulations, the District shall make reasonable efforts to notify the parent and offer the parent a copy of the record. Such records shall be destroyed upon request of the parent.
3. Records pertaining to the name, address, telephone number, grades, attendance, classes attended, grade level completed, and year completed of a student who has received special education or related services must be maintained indefinitely.

**STUDENT RECORDS** (continued)**Access by Parents or Eligible Students**

A parent of a student who is under the age of eighteen (18) years and who has attended or is currently enrolled in the District, has a right to inspect and review his or her student's records or any part thereof. This right of access does not apply to the child's address if the Superintendent determines that release of the address poses a threat to the health or safety of the child.

An eligible student has a right to inspect and review his or her student record or any part thereof. Parents' rights under this policy transfer to the eligible student, the District may disclose records of the student to the parent without the student's consent in the following instances:

1. If the student is a dependent of either parent for federal income tax purposes; or
2. In connection with a health or safety emergency.

The right of access specified in this section shall include:

1. The right to inspect and review the content of student records;
2. The right to obtain copies of those records, which shall be at the expense of the parent or the eligible student (but not to exceed the actual cost to the District of producing such copies);
3. The right to a response from the District to reasonable requests for explanations and interpretations of those records; and
4. The right to an opportunity for a hearing to challenge the content of those records.

Parents or eligible students desiring to review student records shall present a written request to the office of the Superintendent. The request shall specify the specific records which the person wishes to inspect. In the event the District cannot determine the exact records to which access is sought, the District shall immediately contact the requesting person by letter or otherwise to determine the desired scope of records to be inspected.

Such inspection shall be made during reasonable business hours determined by mutual agreement between the District and the requesting person, but in no event shall access be withheld more than forty-five (45) days after the written request has been made. However, the District must respond to requests by a parent of a student receiving special education or related services within ten (10) days of the request and, in any case, before any meeting or hearing in which the parent may participate relating to the identification, placement, or program of the student.

**STUDENT RECORDS** (continued)

Where the records requested include information concerning more than one student, the parent or eligible student shall be permitted to review only that part of the record pertaining to his child or his record, or where this cannot reasonably be done, the parent or eligible student shall be informed of the contents of that part of the record pertaining to his child.

**Access Without Parental Consent**

The District shall not permit access to or the release of student records or the personally identifiable information contained therein without the consent of a parent or eligible student, except that access without consent to student records, other than records containing personally identifiable information specifically collected or maintained in conjunction with the provision of special education or related services to, shall be permitted to those persons or under those circumstances listed below:

1. School officials within the District who have a legitimate educational interest in having access to the records. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
2. Officials of other districts, schools, state operated correspondence programs or post-secondary institutions in which the student seeks to enroll, or is already enrolled, so long as the disclosure is for purposes related to the student's enrollment or transfer. It is the policy of the District to forward student records to the entities or programs listed in this subsection without notifying the parent or eligible student. The District shall forward these records within 10 days after receiving a request. Notification of this practice will be provided to parents and students in the annual notification.

Missing Children: As required by state law, the District shall flag the school records of a child who is missing. Upon receipt of a request from another school or district for a record that has been flagged, the District shall immediately notify the Department of Public Safety. Unless directed to do so by the Department, the District may not forward a copy of flagged records.

3. Upon their request, military recruiters and institutions of higher learning shall have access to secondary students' names, addresses, and telephone listings, unless an objection is made by the student's parent or guardian. Parents/guardians shall be notified of their right to make this objection.

**STUDENT RECORDS** (continued)

~~4. 4.—Authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of **the Department of Health, Education and Welfare**, or the Department of Education **and Early Development** of the State of Alaska; if the information is protected in a manner that does not permit personal identification of individuals by anyone except the authorized representatives just identified is provided in connection with an audit or evaluation of federal or state supported education programs.~~

~~Information may not be disclosed under this subsection unless the District has entered into a written agreement with the organization: 1) designating the individual or entity as an authorized representative; 2) specifying the personally identifiable information from education records to be disclosed; 3) specifying that the purpose for which the personal information is being disclosed is to carry out an audit or evaluation of federal- or state-supported education programs, or to enforce or to comply with federal legal requirements that relate to those programs; 4) describing the activity with sufficient specificity to make clear that it falls within the audit or evaluation exception, including a description of how the personal information from education records will be used; 5) requiring the authorized representative to destroy the personal information from education records when the information is no longer needed for the purpose specified; 6) specifying the time period in which the information must be destroyed; and 7) establishing policies and procedures, consistent with FERPA and other federal and state confidentiality and privacy provisions, to protect personal information from education records from further disclosure (except back to the disclosing entity) and unauthorized use, including limiting use of personally identifiable information from education records to only authorized representatives with legitimate interests in an audit, evaluation, or enforcement or compliance activity.~~

5. In compliance with a judicial order or pursuant to any lawfully issued subpoena. However, the District shall make a reasonable effort to give the parent or eligible student notice of all such orders or subpoenas as soon as reasonably possible after they are received, and in advance of production of the records, so that the parents or eligible student may seek protective action. Prior notice will not be given in cases of a federal grand jury subpoena or order where the court has ordered that the existence or contents of the subpoena not be disclosed. In addition, prior notice will not be given if a court or other issuing agency issues a subpoena for a law enforcement purpose and orders the school not to disclose the existence or contents of the subpoena.



**STUDENT RECORDS** (continued)

6. Where the disclosure is in connection with financial aid conditioned on the student's attendance at an educational institution. Such disclosure will be made provided that the student has actually applied for or received the aid and the information disclosed is necessary to (a) determine eligibility for the aid, (b) determine the amount of the aid, (c) determine the conditions for the aid or (d) enforce the terms and conditions of the aid.
7. The disclosure is to organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of (a) developing, validating or administering predictive tests, (b) administering student aid programs, or (c) improving instruction.

Information may not be disclosed under this subsection unless the District has entered into a written agreement with the organization: 1) specifying the purpose, scope, and duration of the study and the information to be disclosed; 2) restricting the use of personally identifiable information only to purposes of the study as defined in the agreement; 3) assuring that the study will be conducted in a manner that does not permit personal identification of parents and students by individuals other than representatives of the organization that have legitimate interests in the information; and (4) providing that the information will be destroyed or returned to the District when no longer for the study, and specifying the time period for destruction or return. Nothing in this section requires the District to initiate a study, or agree with or endorse the conclusions or results of the study.

8. The disclosure is to accrediting organizations carrying out their accrediting functions.
9. Information may be disclosed in connection with a health and safety emergency subject to the conditions described below.
10. Directory information may be released subject to the conditions described in BP 5125.1.

*(cf. 5125.1 - Release of Directory Information)*

**STUDENT RECORDS** (continued)

**Transfer of Information to Third Parties**

1. The District shall not release personal information concerning a student except on the condition that the party to which the information is being transferred will not permit any other party to have access to such information without the prior written consent of the parent or eligible student. The District shall include with any information released to a party a written statement which informs the party of this requirement.
  
2. The District may disclose personally identifiable information with the understanding that the party receiving the information may make further disclosures on behalf of the district without the consent of the parent or eligible student if (a) these further disclosures meet the requirements for access without consent; and (b) the District maintains a record of third parties granted access and the legitimate interest of such parties.

**Cooperation with Juvenile Justice System**

The School District will cooperate with the juvenile justice system in sharing information contained in permanent student records regarding students who have become involved with the juvenile justice system. The School District will enter into an interagency agreement with the juvenile justice agency (“agencies”) involved.

The purpose of the agreement is to allow for the sharing of information prior to a student’s adjudication in order to promote and collaborate between the District and the agencies to improve school safety, reduce alcohol and illegal drug use, reduce truancy, and reduce in-school and out-of-school suspensions. This cooperation will enhance alternatives such as structured and well supervised educational programs, supplemented by coordinated and appropriate services, designed to correct behaviors that lead to truancy, suspension, and expulsions and to support students in successfully completing their education.

The School District may share any information with the agencies contained in a student’s permanent record, which is directly related to the juvenile justice system’s ability to effectively serve the student. Prior to adjudication, information contained in the permanent record may be disclosed by the School District to parties without parental consent or court order. Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs to the student or student’s family or coordinating the delivery of programs and services to the student or student’s family.

**STUDENT RECORDS** (continued)

Information shared under the agreement is not admissible in any court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or custodian.

Confidential information shared between the School District and the agencies will remain confidential and will not be shared with any other person, unless otherwise provided by law.

**Records Pertaining to Children with Disabilities**

Personally identifiable information in those student records specifically collected or maintained in conjunction with the provision of special education or related services may not be released without the written consent of a parent unless the disclosure is to:

1. A school official as defined above.
2. An official of a school or school system in which the student intends to enroll, provided, however, that a parent must be notified of any such disclosure, offered a copy of the record, and notified of his or her right to request amendment of the record.
3. A representative of the Federal Comptroller General, U.S. Department of Education, or Alaska Department of Education and Early Development.

**Access with Consent**

The contents of a student's record may be furnished to any person with the written consent of one of the student's parents. The written consent should specify the records to be released, the reasons for the release, and to whom the records will be released. Where the consent of a parent is required for the release of student records, a copy of the records to be released shall be provided on request to the student's parents or the eligible student, and to the student who is not an eligible student if so requested by the student's parents.

If a parent refuses to consent to release of a student record specifically collected or maintained in conjunction with the provision of special education or related services, the District may initiate a hearing pursuant to the provisions of 4 AAC Section 52.550.

**STUDENT RECORDS** (continued)

**Release of Information for Health and Safety Emergencies**

The District may release information from records to appropriate persons, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other persons. The District will take into account the totality of the circumstances, based on the information available at the time, to determine if there is an articulable and significant threat to the health or safety of a student or others.

The District may include in a student's records information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. Under the "health and safety emergency" exception, the District may disclose this information to teachers and school officials of the district, or to teachers and school officials of other districts, if those individuals have a legitimate educational interest in the behavior of the student.

**Complaint Procedure**

A parent or eligible student may file a written complaint with the national Family Policy Compliance Office regarding an alleged violation of federal laws governing the administration of student records. These laws include the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g, and its regulations found at 34 CFR Part 99. A complaint must be filed within 180 days of the date of the alleged violation, or of the date the parent or eligible student knew or reasonably should have known of the alleged violation. Complaints should be filed with:

Family Policy Compliance Office  
U.S. Department of Education  
~~400 Maryland Avenue, SW~~  
Washington, D.C. 20202-~~8520~~5920  
(202) 260-3887

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

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

**RELEASE OF DIRECTORY INFORMATION**

Directory information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed.

The Superintendent may use student directory information in school publications and may authorize the release of directory information to representatives of the news media, prospective employers, post-secondary institutions, military recruiters, legislators, or nonprofit or other organizations. Directory information consists of the following: student's name, address, telephone number, electronic mail address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, grade level, enrollment status, degrees, honors and awards received, scholarship eligibility, and most recent previous school attended.

*(cf. 5128 – Alaska Performance Scholarship)*

Directory information may not include a student's social security number or student identification number, unless the student identification number qualifies as an electronic identifier. An electronic personal identifier is an ID used by a student to gain access to student electronic services such as on-line registration, on-line grade reporting, or on-line courses. These electronic personal identifiers may be disclosed as directory information so long as the identifier cannot be used by itself to gain access to educational records but must be combined with a PIN or other access device.

The District, before making directory information available, shall give public notice at the beginning of each school year of the information which it has designated as directory information. This notice shall also identify all disclosures required by state and federal law, unless parents opt out of such disclosure. The District shall allow a reasonable period of time after such notice has been given for parents/guardians to inform the District that any or all of the information designated should not be released. The District may provide parents with the ability to limit disclosure to specific parties or for specific purposes, as determined by the District.

Directory information shall not be released regarding any student whose parent/guardian notifies the District in writing that such information may not be disclosed. Directory information shall not be released for personal or commercial purposes. The *E 5125.1(b) Directory Information Parent Opt-Out Form* is provided for this purpose. Parents may not, by opting out of directory information, prevent a school from requiring a student to identify him or herself, or to wear or carry a student ID or badge.

**RELEASE OF DIRECTORY INFORMATION**

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

*Legal Reference*

ALASKA STATUTES

14.03.113 District determination of scholarship eligibility

14.30.745 Provision of student information to academy

14.43.930 Scholarship program information

14.43.810-849 Alaska Merit Scholarship Program

UNITED STATES CODE

20 U.S.C. § 1232g

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

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

UNITED STATES CODE

20 U.S.C. § 1232g, 1415 (1994)

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

ALASKA MUNICIPAL CODE

4 AAC 43/-1—900 Alaska Performance Scholarship Program

CODE OF FEDERAL REGULATIONS

34 C.F.R Pt 99 as amended, December 2011

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date: 7/13/2009**

**CHALLENGING STUDENT RECORDS**

**Request to Amend Records**

The parent of a student or an eligible student who believes that information in a record collected, maintained or otherwise used by the District and pertaining to the student is inaccurate or misleading or violates the privacy or other rights of the student, may request that the District amend the record. Such requests shall be made in writing to the Superintendent.

*(cf. 5138 – Alaska Performance Scholarship Program)*  
*(cf. 5144 – Discipline)*  
*(cf. 5144.1 – Suspension & Expulsion)*  
*(cf. 5121 – Assessment/Evaluation of Student Achievement)*

The Superintendent shall, within a reasonable period of time following such a request, decide whether to amend the record and shall inform the parent or the eligible student in writing of its decision. If the District decides not to amend the record, it shall advise the parent or eligible student of the right to a hearing to challenge the District's decision.

**Request for a Hearing**

If the District refuses to amend a student record after an appropriate written request is made by the parent or eligible student, the parent of the student or the eligible student may request a hearing ~~to challenge that decision.~~

Requests for a hearing shall be made within ~~a reasonable time~~ ten (10) days after notice of the District's decision is delivered to the parent or eligible student. The request for a hearing must be in writing, and shall be made to the Superintendent.

**Conduct of the Hearing**

Hearings to challenge a District refusal to amend information pertaining to a student which is contained in a record collected, maintained or otherwise used by the District, shall be conducted before a hearing officer in accordance with the regulations established by the Alaska Department of Education.

**Remedies**

If, after hearing, the hearing officer determines that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, the District shall amend the record.

**CHALLENGING STUDENT RECORDS**

If the decision of the hearing officer is that the information contained in the record is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, the District shall so inform the parent or eligible student. The hearing officer's decision shall be final. However, the parent or eligible student may place a statement in the record commenting on the information in dispute, or describing why the parent or eligible student disagrees with the hearing officer's decision. This statement shall be accompanied by copy of the hearing officer's written decision, and shall be maintained with the record as long as the District maintains the contested portion of the record. If the District discloses the record, or the contested portion of the record to any person, the statement also must be disclosed.

*Legal Reference:*

ALASKA STATUTES:

- AS 14.30.193 Due process hearing*
- AS 14.30.272 Procedural safeguards*
- AS 14.30.335 Eligibility for Federal funds*

ALASKA REGULATIONS:

- 4 AAC 52.520 Parental request for amendment of records*
- 4 AAC 52.550 Due process hearing*
- ~~*4 AAC 52.560 Impartial hearing officer*~~
- ~~*4 AAC 52.570 Appeal to department*~~

FEDERAL STATUTES

*FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT, 20 U.S.C. 1232g*

FEDERAL REGULATIONS

*34 CFR 99.20-22*

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date: 10/18/2004**



**ALASKA PERFORMANCE SCHOLARSHIP PROGRAM**

BP 5128(a)

The Board supports and encourages all students to obtain higher education through enrollment in college or career and technical programs upon graduation. The Board believes that institutions within the State of Alaska provide strong and varied opportunities to meet the needs and interests of graduating students and further believes that state school attendance helps support a skilled, local workforce. The district supports student participation in the Alaska Performance Scholarship Program so that students may have maximum opportunity to obtain higher education within the State of Alaska.

Students and parents/guardians will be notified at least annually of the opportunities available through the Alaska Performance Scholarship Program. This notice should include information about scholarship eligibility levels; coursework, testing, and grade point average (“GPA”) requirements; residency requirements; and the participating colleges and career and technical programs.

The Superintendent shall determine scholarship eligibility for graduating students and will record the appropriate eligibility level on each student’s permanent academic record. Students will be provided an opportunity to challenge an error in the eligibility determination. The academic record of graduating students will be transmitted to the Alaska Department of Education and Early Development to facilitate the award of scholarships.

*(cf. 5125.2 – Challenging Student Records)*

The Board approves the sponsorship of district graduates who have been granted a grace period by the Commissioner to meet curriculum requirements for the Alaska Performance Scholarship Program. Sponsored students will be permitted to enroll for the purpose of obtaining missing curriculum requirements, so long as the sponsored student is under the age of twenty (20) at the time of enrollment.

Legal Reference:

ALASKA STATUTES

14.03.113 District determination of scholarship eligibility

14.43.810-.849 Alaska Merit Scholarship Program

ALASKA ADMINISTRATIVE CODE

4 AAC 43.010-.900 Alaska Performance Scholarship Program

**Kenai Peninsula Borough School District**  
**Approved: \_\_\_\_\_**

**ALASKA PERFORMANCE SCHOLARSHIP PROGRAM**

AR 5128(a)

The Alaska Performance Scholarship Program provides scholarships for high school graduates who are Alaska residents to attend a qualified postsecondary institution in the State of Alaska. The District is required to determine student eligibility for the three levels of scholarships available. The District must then notify the Alaska Department of Education and Early Development of each qualifying student's eligibility.

**Eligibility Determinations**

The principal or designee of each high school shall determine scholarship eligibility for each graduating student by application of the following criteria.

**A. Course Work Requirements**

Beginning with 2012 graduates, the Alaska Performance Scholarship may be awarded based on a student's completion of either a math and science curriculum track, or a social studies and language curriculum track.

**1. 2012 Curriculum Requirements**

A. Achievement or Performance Opportunity Scholarships

To qualify for these scholarships, a student must meet the curriculum requirements in either math and science, or social studies and language:

Math and Science Curriculum:

- 1) Math and science courses:
  - a. 4 units of math credit and 3 of science OR
  - b. 3 units of math credit and 4 of science
- 2) Language arts – 4 units of credit
- 3) Social studies – 4 units of credit, one of which may be a foreign or Alaska Native language, fine arts, or cultural heritage

Social Studies and Language Curriculum:

- 1) Math – 3 units of credit
- 2) Science – 3 units of credit
- 3) Language arts – 4 units of credit
- 4) Social studies – 4 units of credit
- 5) Foreign, Alaska Native or American sign language – 1 unit of credit

B. Honors Scholarship

To qualify for the Honors Scholarship, the 2012 graduate must meet the 2013 curriculum requirements (below).

**2. 2013 and 2014 Curriculum Requirements (and 2012 Honors Scholarship)**

2013 and 2014 graduates must meet the following curriculum requirements to qualify for all scholarship levels (Achievement, Performance, and Honors):

*Math and Science Curriculum:*

- 1) Math – 4 units of credit
- 2) Science – 4 units of credit
- 3) Language arts – 4 units of credit
- 4) Social studies – 4 units of credit, one of which may be a foreign or Alaska Native language, fine arts, or cultural heritage

*Social Studies and Language Curriculum*

- 1) Math – 3 units of credit
- 2) Science – 3 units of credit
- 3) Language arts – 4 units of credit
- 4) Social studies – 4 units of credit
- 5) Foreign, Alaska Native or American sign language – 2 units of credit

**B. Grade Point Average and Standardized Examination Scores**

In addition to the curriculum requirements above, students must meet certain GPA and standardized examination score requirements. It is the student’s responsibility to provide proof of results achieved on one of the standardized examinations required for scholarship eligibility. GPA and test scores determine a student’s level of eligibility for each of the three scholarships set forth below:

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1. Alaska Performance Honors Scholarship

Grade Point Average: 3.5 or higher

Test Scores: ACT score of 25 or higher; or

SAT score of 1680 or higher; or

WorkKeys score of 5 or higher in each of the following:

1. applied mathematics
2. reading for information
3. locating information

2. Alaska Performance Achievement Scholarship

Grade Point Average: 3.0 or higher

Test Scores: ACT score of 23 or higher; or

SAT score of 1560 or higher; or

WorkKeys score of 5 or higher in each of the following:

1. applied mathematics

2. reading for information

3. locating information

3. Alaska Performance Opportunity Scholarship

Grade Point Average: 2.5 or higher

Test Scores: ACT score of 21 or higher; or

SAT score of 1450 or higher; or

WorkKeys score of 5 or higher in each of the following:

1. applied mathematics

2. reading for information

3. locating information

**Notice to Parents/Guardians of Eligibility Determination**

The principal or designee shall provide written notice to all parents/guardians, or to students if 18 or older, of the eligibility determination. The notice should also explain how a parent/guardian or eligible student may challenge this determination.

**Permanent Record**

Once eligibility levels are determined, the District will record the level of eligibility on each qualifying student's permanent record. No notation should be made for those students who are not eligible for a scholarship award.

**Annual Transmittal of Records**

No later than July 15 of each year, the District will transmit an electronic version of each graduating student's permanent record that describes the student's eligibility for the Alaska Performance Scholarship Program.

**Appeal Procedures**

The District provides the following appeal process for students who believe an error has been made regarding a student's eligibility for an Alaska Performance Scholarship. A student can request that the District review the determination of whether or not he or she is eligible or, if eligible, the level of scholarship available.

A. Appeal Form

To request an appeal, a student must complete the Alaska Performance Scholarship Appeal Form for Public School Students. [E 5128] The form requires:

1. Name, mailing address, and contact information;
2. Eligibility information in the form of official examination scores and an official transcript indicating courses taken and GPA;
3. A statement explaining why the student believes the eligibility determination is in error; and
4. All documents, papers, or other materials that support a reversal or modification of the eligibility determination.

Students who have questions about the form or require assistance should contact a counselor or principal at the student's high school.

Students must complete the Appeal Form and provide supporting documents as soon as possible after receiving notice of his or her eligibility determination. No appeals will be considered unless submitted within thirty (30) days of receiving the District's eligibility determination, absent unusual circumstances that prevented a timely appeal.

B. Appeal Process

1. Student submits the completed Appeal Form and supporting documentation to the Assistant Superintendent of Instruction.
2. The District will designate a reviewer to review and decide the appeal.
3. The reviewer will consider all information submitted and issue a determination of whether or not the student meets scholarship eligibility, and if eligible, the student's level of eligibility.
4. The reviewer's determination is the final decision of the District.
5. Notice of the district's decision will be sent to the student no later than thirty (30) days after the student submits a timely appeal.
6. If the reviewer determines that scholarship eligibility was incorrect, the District will notify the Alaska Performance Scholarship Program of the correct eligibility determination and revise the student's transcript to correctly identify APS eligibility.

**Grace Period**

The District should notify appropriate students about the availability of a grace period that may be granted by the Alaska Commissioner of Education. The Commissioner may grant a student a grace period to meet the curriculum requirements for a scholarship. The grace period gives a student one extra year after graduation to complete the curriculum requirements. During that year, the student is eligible for the scholarship.

Students

**ALASKA PERFORMANCE SCHOLARSHIP PROGRAM (continued)**      AR 5128(e)

To qualify for a grace period, a student must:

1. Apply using DEED's form *no later than 30 days following graduation*;
2. Have graduated in 2012;
3. Have attained the required assessment scores and GPA; and
4. Be unable to complete the curriculum requirements because of "circumstances outside the student's control." This includes the curriculum not being reasonably available because the student attended a small remote high school, but does not include attendance at a high school out of state.

**Student Sponsorship**

If a District graduate has been granted a grace period and elects not to enroll in a qualifying college or post-secondary program during that year, the school District may sponsor the student. A sponsored student will be allowed to enroll for the purpose of obtaining the missing curriculum requirements. A sponsored student will be included in the District's count for funding purposes so long as the student is under age 20 at the time of enrollment.

**Kenai Peninsula Borough School District**  
**Approved:\_\_\_\_\_**

**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 designer drugs (i.e., “bath salts”) or synthetic drugs (K2, Spice, etc.). Imitation 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/Use/Under the Influence During School**

A student who is determined to have used, 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: 9/12/2011**



**CONCEPTS AND ROLES**

The School Board believes that the District and community must work together to ensure that educational goals and objectives are relevant to the lives and future of our students. The Board shall adopt policies which define District philosophy and goals. The Superintendent shall provide for the development of District wide instructional objectives.

*(cf. 0100 - Philosophy)*  
*(cf. 0200 - Goals for the School District)*

The Board recognizes the importance of planning, implementing and evaluating the instructional program and shall provide the resources necessary for ongoing review and improvement of the District curriculum.

*(cf. 6141 - Curriculum Development and Evaluation)*

In order to keep abreast of educational trends and changing student needs, the Board supports a continuing program of inservice education for certificated staff, the administration, and Board members.

*(cf. 9240 - Board Development)*

The District shall provide comparable educational opportunities for all students. The Superintendent shall schedule teachers and classes so that there is a minimum variation in the student-teacher ratio from school to school at the beginning of each school year. He/she shall further ensure that the amount and quality of textbooks, instructional supplies and equipment are closely comparable in every District school and at each level.

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*  
*(cf. 6171 - Title I Programs)*

Instruction in the core curriculum shall not be diminished when students receive supplementary services funded by special governmental programs.

**The School Board**

1. Articulates the District's educational philosophy and goals through Board policy and approves District wide instructional objectives which reinforce the District's philosophy and goals.
2. Adopts all curriculum and graduation requirements.
3. Determines the educational programs to be offered to the District's students.

**CONCEPTS AND ROLES**

- 4. Reviews the instructional program and evaluates the education received by students using data including results of State and District student assessments.

**The Superintendent**

- 1. Establishes procedures for the ongoing review, evaluation, and development of the District's curriculum.
- 2. Ensures the articulation of the District curriculum between educational levels.
- 3. Administers the District's educational program and reports to the Board on the accomplishment of District goals and objectives through testing and other types of appraisal.
- 4. Decides the general methods of instruction to be used.
- 5. Assigns instructors and schedules classes for all curricular offerings.

*Legal Reference:*

ALASKA STATUTES

14.03.060 *Elementary, junior high, and secondary schools*

14.03.090 ~~Partisan, s~~*Sectarian or denominational doctrines prohibited*

14.08.111 *Duties (regional school boards)*

14.14.090 *Duties of school boards*

14.14.090 *Additional duties*

14.14.110 *Cooperation with other districts*

ALASKA ADMINISTRATIVE CODE

~~4 AAC 05.070 *Program planning and evaluation*~~

UNITED STATES CODE, TITLE 20

2728 (c) *Fiscal requirements/comparability of services*

2971 (b) *Federal funds supplementary*

CODE OF FEDERAL REGULATIONS, TITLE 34

200.43 *Comparability of services requirements, ~~Title 1~~Chapter 1*

298.23 *Comparability of services requirements, Chapter 2*

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date: 1/16/06**

## NEW POLICY

Students

BP 6145.22(a)

### **CONCUSSION IN STUDENT ATHLETICS AND STUDENT ACTIVITIES**

The Board recognizes that students who participate in sports and other recreational activities are at risk for concussion. The Board promotes student, parent, and staff awareness of the risks of concussion and directs appropriate concussion management procedures to improve the health and safety of student athletes.

A concussion is a traumatic brain injury resulting from a forceful blow to the head or body that results in rapid movement of the head, causing any change in behavior, thinking, or physical functioning. The likelihood of serious injury increases when a concussion is not properly identified, evaluated, and managed.

(cf. 6145 – Extra Curricular and Co-Curricular Activities)

(cf. 5141 – Health care and Emergencies)

#### **Risk Awareness and Education**

The Superintendent will develop appropriate concussion management procedures to help ensure a safe and healthy athletic experience. These procedures shall include guidelines and other information to educate coaches, student athletes, and their parents/guardians of the nature and risk of concussion, including the dangers associated with returning to play before a concussion is fully healed.

On an annual basis, the District will distribute a concussion fact sheet (*E 6145.22(1) A Parent’s Guide to Concussion in Sports*) to students participating in District-sponsored sports, and to their parents/guardians. The student and parent/guardian must return a signed, written acknowledgement (*E 6145.22(2) ASAA Parent and Student Acknowledgement and Consent*) indicating they have reviewed and understand the information. The *E 6145.22(2)* must be signed and received by the coach prior to the athlete’s participation in any District-sponsored practice or competition.

#### **Removal and Return-To-Play**

The Superintendent’s guidelines will include procedures for the immediate removal from practice or competition of a student who has signs of concussion. A student who has been removed from participation may not return to the activity until evaluated and cleared to do so by a qualified person who is trained in the evaluation and management of concussions, as established by law. Because of the risks of returning to play prematurely, a student should gradually be returned to the activity.

**CONCUSSION IN STUDENT ATHLETICS AND STUDENT ACTIVITIES**

(continued)

**Coaches Training**

All coaches, including volunteer coaches, will complete training in the evaluation and management of concussions as specified in District procedures.

Legal Reference:

ALASKA STATUTES

AS 14.30.142 Concussions in student athletes: prevention and reporting

AS 14.30.143 Concussions in student athletes: school district immunity

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adopted: \_\_\_\_\_**

**CONCUSSION IN STUDENT ATHLETES AND STUDENT ACTIVITIES****GUIDELINES FOR CONCUSSION MANAGEMENT**

Concussions are a serious concern for students participating in sports. A concussion is a traumatic brain injury. The effects of concussion can be mitigated by prompt recognition and appropriate response. These guidelines focus on concussion education, prevention, uniform concussion response, and safe and appropriate return-to-play.

Education of coaches, athletes, teachers, students and parents about the nature and risks of concussion is in the best interest of all students. A competitive athletic culture of playing through pain or “toughing it out” puts student-athletes at risk of brain injury, disability, and/or death as a result of concussion and repeat concussion injuries. Allowing a student-athlete to return to play before recovering from a concussion, or any injured student to return to full school activity, greatly increases the risk of serious and permanent injury.

**TRAINING**

Initial Training for Coaches: All coaches must receive initial training in the recognition and management of sports concussions, including an understanding of these guidelines. Initial training is required prior to the start of the applicable season. Training may consist of face-to-face training and/or online training modules. The district will document that training has occurred.

Refresher Training: All coaches will receive subsequent training at least every three years. Coaches will complete refresher training in conjunction with their Sports First Aid certification three year renewal, even if the renewal date occurs sooner than three years following initial concussion training. The Superintendent or designee may require refresher training more often if it is determined to be necessary on an individualized or group basis.

**PREVENTION**

Sports Equipment: Proper utilization of sports equipment can help prevent concussions. The District shall utilize the following procedures:

1. Safety equipment will be maintained in proper working condition.
2. The equipment utilized will be appropriate for the athlete and the position.
3. No athlete may be permitted to play without required equipment.
4. Safety equipment must fit properly and be worn correctly.

**CONCUSSION IN STUDENT ATHLETES (continued)**

Athlete Education: The head coach and/or athletic trainer is responsible for ensuring that all participating athletes receive instruction on the risks of concussion. Instruction shall occur at the beginning of the season and throughout as appropriate. Instruction will cover the following:

1. The signs and symptoms of concussion.
2. The importance of reporting concussion symptoms experienced by the athlete or observed in a teammate.
3. The importance of full recovery for health, safety, and performance.
4. The importance of safety rules in minimizing the risk of concussion.
5. The importance of rules of the game and sportsmanship in minimizing the risks of concussion.
6. Any other procedures or prevention tools for the applicable sport.

**CONCUSSION FACT SHEET FOR PARENTS AND ATHLETES**

Each student who registers for a District-sponsored sport will receive a fact sheet on the nature and risks of concussions (*E 6145.22(1) A Parent's Guide to Concussion in Sports*). The fact sheet will also be disseminated to each participant's parent or guardian for athletes under the age of 18.

A student may not participate in school athletic activities unless the student and parent/guardian have signed *E 6145.22(2) ASAA Parent and Student Acknowledgement and Consent*. Schools shall keep a copy of the signed form on file. Only one verification is needed per school year, even if the student participates in more than one sport.

**RISKS AND STANDARDS FOR RETURN TO PLAY****Identifying Concussion and Determining the Level of Medical Response**

A student who is suspected of having sustained a concussion during a practice or game or other student activity shall be immediately removed from the activity. An individual who has received concussion training, to include a coach, EMT, or other medical provider, should immediately observe for any signs, symptoms and abnormalities to help determine whether an athlete or student has suffered a concussion and how urgently he or she should be sent for appropriate medical care. Assume a concussion occurred if the head was hit and even the mildest symptoms are present.

**CONCUSSION IN STUDENT ATHLETES** (continued)

The following situations should result in immediate emergency care:

- An athlete or other student has a loss of consciousness of any duration.
- An athlete or other student has symptoms of concussion and is not stable because the athlete's condition is changing or deteriorating.
- An athlete or other student exhibits or reports any of the following symptoms:
  - Any signs or symptoms of spine or skull fracture, or bleeding
  - Blurry or double vision
  - Decreased or irregular pulse or breathing
  - Difference in pupil size from right to left eye or pupils that do not react to light (fixed/dilated pupils)
  - Headache that gets significantly worse over time
  - Noticeable changes in the level of consciousness
  - Seizure activity
  - Slurred speech
  - Vomiting

If no emergency is apparent, but other signs of concussion are present, close observation of the athlete should continue for a few hours. No athlete will return to play (RTP) on the same day of concussion, even if symptoms clear within minutes.

**Return-to-Play Clearance**

A student who has been removed from participation in a practice or game for suspicion of concussion will not return to play until the student has been evaluated and cleared for participation with a completed and signed *E 6145.22(3) ASAA Release for Student to Resume Participation Following a Concussion*. A student may be cleared in writing by a qualified person who has received training, as verified in writing or electronically by the qualified person, in the evaluation and management of concussions. Under Alaska law, a "qualified person" means either

- \_\_\_\_\_
- (a) a health care provider who is licensed in the state or exempt from licensure under state law; or

**CONCUSSION IN STUDENT ATHLETES (continued)**

(b) a person who is acting at the direction and under the supervision of a physician who is licensed in the state or exempt from licensure under AS 08.64.370(1) [medical providers in the Armed Services or the United States Public Health Service while in the discharge of their official duties], (2) [out-of-state physicians or osteopaths consulting with in-state doctors or osteopaths in the diagnosis or treatment of cases], or (3) [medical providers in the Armed Services or the United States Public Health Service volunteering services without pay to a medical facility].

**After Medical Clearance, Return to Play (“RTP”) Step-Wise Protocol**

The District will utilize a protocol of gradual RTP (E 6145.22(4) ASAA School/Medical Concussion Care Plan) to maximize student safety. Gradual RTP permits a greater assessment of student recovery and permits monitoring for the return of any signs or symptoms of concussion.

Symptomatic Period – Rest is recognized as the best treatment for concussion. No exercise should be engaged in if any signs or symptoms of concussion are present. When there have been no symptoms for 24 hours, and the qualified provider has cleared the athlete to begin the Return-to-Play Protocol, then Day 1 begins.

**Return-to-Play Protocol** – This program begins only after all symptoms of concussion have resolved. It is to take place over a minimum of six days, with at least 24 hours between each step. The rate of progression through the steps in this program is individualized. Factors that may slow the rate are history of previous concussions, number/severity/duration of concussive symptoms, young age, and the risk of the sport. Physical or cognitive activity that provokes recurrence of concussive symptoms may delay recovery and increase the risk of future concussion. If symptoms recur at any step, then physical and cognitive activity stop for 24 hours and are then reinitiated at the previous step.

**Day 1** – 15 Minutes of Light Aerobic Activity (Walk, Exercise Bike, etc.)

– Trial half day of school. No homework. No testing.

– **If no return of symptoms, then:**

**Day 2** – 30 Minutes of Light to Moderate Aerobic Activity (Walk, Exercise Bike, etc.)

– Trial full day of school. No Homework. No testing.

– **If no return of symptoms, then:**



**CONCUSSION IN STUDENT ATHLETES (continued)****Day 3 – 30 Minutes of Moderate to Heavy Aerobic Activity**

- Full day of school. Regular homework assignments. No testing.
- **If no return of symptoms, then:**

**Day 4 – 30 Minutes of Heavy Aerobic Activity and 15 Minutes of Resistance Exercise (Push-ups, Sit-ups, Weight Lifting).**

- Full day of school. Regular homework. Regular testing.
- **If no return of symptoms, then:**

**Day 5 – Return to Practice with NON CONTACT Limited Participation.**

- **If no return of symptoms, then:**

**Day 6 – Return to Full Practice WITH CONTACT****School/Medical Concussion Care Plan**

Schools should establish a team comprised of a parent, school staff member and the qualified provider to develop and utilize a care plan for each student who has been diagnosed with a concussion. The plan should include the following sections:

- Determination of Symptoms
- Returning to Daily Activities
- Returning to Sports
- Gradual Return to School and Play (RTP) Protocol

The school should disseminate the Concussion Care Plan to all appropriate staff, including the student's teachers, the nurse, the athletic trainer, the coach, the athletic director, and the principal, as applicable.

Throughout the incremental return to school and exercise, the principal or designee should designate a staff member, preferably a school nurse if available, who meets with the athlete daily to determine the level of symptoms, to evaluate the response to increases in hours of school and intensity of exercise, to decide if the athlete will advance to the next increment of return, and to communicate daily status reports to the athlete, the parent, the health care provider supervising the concussion care, and senior school staff.

**CONCUSSION IN STUDENT ATHLETES (continued)****CONCUSSION IN SCHOOL (NON-INTRAMURAL OR COCURRICULAR)**

Concussion awareness has become a critical need for school staff in general. KPBSD administrators, school nurses, PE teachers and school secretaries will be expected to complete concussion awareness training in order to provide clear guidelines for response to suspected/actual concussions, understand and utilize “return to play” procedures for all students with suspected head injury, and educate parents and students in concussion awareness, as appropriate.

To achieve this goal, all school administrators, school nurses, PE teachers and school secretaries will take the course: **CDC/NFHS Free online training for Coaches of High School Sports**. This course is applicable to students of all ages, whether in high school sports or simply playing on the playground during elementary school recess. Once the course is completed, the certificate of completion must be printed out before logging out of the website, and a copy of the certificate must be given to the site administrator. Administrators will send the completed certificates to Human Resources, where a District document will be maintained listing employees and coaches who have successfully completed the training. The training will be valid for a maximum of three years. Administrators will have access to view the document as well. The course can be found by going to the CDC page entitled “Heads Up: Concussion in School Sports” or at <http://www.nfhslearn.com/electiveDetail.spx?courseID=15000>.

- 1) This training applies to all activities including intramurals, recess and PE.
- 2) Regardless of age or if a sport-related injury, if concussion is suspected or confirmed, all students must follow the return to play guidelines set forth in the *E 6145.22(3) ASAA Release for Student to Resume Participation Following a Concussion* and *E 6145.22(4) ASAA School/Medical Concussion Care Plan*.
- 3) Anytime a concussion is suspected, it is recommended a student see his or her healthcare provider. If concussion is confirmed, the student should not return to school until symptom free for 24 hours.

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**  
**Adopted:**

**HIGH SCHOOL GRADUATION QUALIFYING EXAM**

The Board shall provide for a high school graduation qualifying exam of all secondary students in the areas of reading, English, and mathematics. The exam shall be administered in accordance with state law and regulations. A student who successfully completes the District’s graduation requirements shall be issued a diploma upon successful completion of the competency examination or reexamination. A diploma may also be issued to students with an approved waiver of the qualifying exam, to students successfully completing an alternative assessment program in accordance with state law, or to students who have successfully passed another state’s competency exit exam.

*(cf. 5127 Graduation Ceremonies and Activities)*

*(cf. 6146.1 High School Graduation Requirements)*

*(cf. 6146.3 High School Graduation Qualifying Exam)*

*(cf. 6146.4 Reciprocity on Graduation Requirements)*

*(cf. 6146.5 Differential Requirements for Individuals with Exceptional Needs)*

The Board is committed to providing support and remediation to assist students in successful completion of the high school graduation qualifying exam. Additional instruction and study that targets the skills tested on the exam shall be provided to all students who, following the fall administration of the exam in the student’s 11<sup>th</sup> grade year, have not passed one or more portions of the exam.

*Legal Reference:*

ALASKA STATUTES

14.03.075 *Secondary Pupil Competency Testing*

ALASKA ADMINISTRATIVE CODE

4 AAC 06.~~075~~-755 *High School Graduation Qualifying Exam*

4 AAC 06.758 *High School Graduation Qualifying Examination Results*

4 AAC 06.759 *High School Graduation Qualifying Examination Remediation*

4 AAC 06.765 *Test Security; Consequences of Breach*

4 AAC 06.771 - .790 *High School Graduation Qualifying Waivers and Appeals*