

**Kenai Peninsula Borough School District
Policy Review Committee**

August 6, 2012

1:00 – 1:30 PM

Conference Room C, Borough Building

AGENDA

Approval of notes from Policy Meeting of June 4, 2012

Review of Policies for Updating

- *AR 200 Goals for the School District (NEW)*
 - Quality Assurance goals have been prepared after discussions at the last meeting.
 - This establishes a method so that schools may have initiatives and/or programs approved by the District to meet a District goal.

- *AR 5121 Assessment (NEW)*
 - To address Board concerns and provide a designated manner in which parents are notified in the case of a child failing or not being proficient.

- *BP 5131.43 Harassment, Intimidation and Bullying*
 - AASB has updated this policy to be in line with the requirements of the Children's Internet Protection Act with more focus on cyberbullying.

- *AR 6153 School-Sponsored Trips*
 - Change Marine Vessel insurance certificate notification from District Office to Risk Management.
 - Discussion on small air carrier insurance.

- *AR 6183 Alternative High School Programs*
 - Removing Spring Creek from the Alternative High School Listing.

Board Policy Review Committee Meeting Notes

Borough Building, Conference Room C

Meeting Notes

Date/Time: June 4, 2012, 1:30 pm

Members: Sunni Hilts - Present
Dave Jones – Present
Sarge Truesdell - Present
Lynn Hohl – Present
Marty Anderson - Present
Steve Atwater – Present
Mari Auxier (Secretary) - Present

Guests:
Sean Dusek – Present
John O’Brien - Present
Tim Vlasak - Present
Pegge Erkeneff – Present
Laurie Olsen - Absent

Approval of Minutes: The minutes from May 7, 2012 meeting were approved as presented.

Review of Policies

- *BP 5131.6 Alcohol and Other Drugs*
 - Reviewed without comment
- *BP/AR/E 6145.22 Concussions in Student Athletics and Student Activities – NEW*
 - Request for referee to have some say regarding taking a student out of a sport
 - Dave will check on this and get back to committee.
 - Return to Play form (AASA form) to be adopted as part of the Exhibits
 - John O’Brien indicated that the major change from what was recommended by AASB is that the KPBSD is also adding language re concussions which happen in schools unrelated to sports are to be given the same considerations as those that do happen in sports.
 - There are no known concerns by coaches/teachers re process of bringing a student back to school and slowly integrating him/her into both sports and the classroom.
 - Under Risk Awareness and Education, a suggestion to add “signed and received by the coach prior to the athletes participation.”
 - Suggestion to rework the document to include all students not just athletes.
- *AR 6153 School Sponsored Trips*
 - Kids can’t be transported on water unless appropriately licensed and insured. Changes recommended to Field Trips by Commercial Marine Vessels to assure Risk Management has appropriate insurance paperwork on hand.
 - Discussion on effects on across the water students
 - Suggestion to send something out to remote schools.

- Suggestion to add same insurance requirement to Field Trips by Aircraft but exempting large commercial airlines (with jets). Dave Jones to check this with Julie Cisco.
- *BP 6174 Bilingual-Bicultural Education/Limited English proficiency Education*
 - Suggestion to change “if practicable” to “whenever possible” in first paragraph on page 25
- *BP 3290 Gifts, Grants and Bequests*
 - New section on Gifts to Students was reviewed without comment.
- Discussion on adding Process of Approving a School Level Initiative or Program as a new AR 0200
 - This was recommended by Curriculum Audit as a means for greater district oversight.
 - This is to provide approval at a district level for new initiative or program so the district assures it meets with district goals and there is more cohesion within the District.
 - A timeline (for approval by district) piece will be added.
- Modification recommended to E9000 to add a definition to #10 as to what modified process means. Dr. Atwater suggested adding the language “as determined by the superintendent.”
 - This exhibit is already in the Information Packet, a revised one will also be added to the July packet.

Philosophy-Goals-Objectives and Comprehensive Plans

GOALS FOR THE SCHOOL DISTRICT

Quality Assurance

The Board of Education continuously monitors student achievement and the quality of the District's work. The Board shall establish a strategic plan to guide all District and school level activity. The Board shall approve all District level initiatives or programs. The Superintendent shall supervise the following quality assurance components and continuously keep the Board informed:

1. All initiatives and/or programs will help meet a District goal.
2. All initiatives and/or programs will be presented in plan format and include District-level focus areas and goals along with action steps.
3. School level initiatives and/or programs will follow the below steps:
 - a. Submit New Initiative/Program form to assigned Instructional Director
 - b. Instructional Director reviews request. Primary components of review are:
 - i. Does it help school meet District goals?
 - ii. Are there planned assessments to ensure the initiative/goal is on track to meeting goals?
 - iii. Is there a quality communication plan with follow up?
 - c. Instructional Director informs District Leadership Team of request and recommends approval or denial
 - d. Superintendent approves and informs Board

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Approved: _____

Students

ASSESSMENT (EVALUATION OF STUDENT ACHIEVEMENT)

Opportunities should be given for a student to demonstrate ability in all areas of a given subject. The evaluation of student performance will ensure that the student, teacher, and the parents can assess progress toward the educational goals of a particular course of study.

Whenever it becomes evident to a teacher that a student is in danger of failing or not proficient in a subject, the teacher shall send a written report, personally contact the student's parent/guardian regarding the student's regarding the possible failure, and may request a conference with the student's parent/guardian.

No student shall be failed/not proficient in a subject unless his/her parent guardian has been sent a verifiable, written notification and personal contact of the possible failure/not proficient.

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adopted: _____

AASB Notes: HARASSMENT, INTIMIDATION AND BULLYING

Changes have been made to this policy in light of requirements of the Children's Internet Protection Act. That Act, while specific to Internet Safety policies (see BP 6161.4) places emphasis on educating minors about appropriate online behavior, including cyberbullying awareness and response. Accordingly, this policy has been revised to include an affirmative statement that the district will provide information and instruction on identifying, responding to, and preventing bullying. Additionally, a heading has been added so that cyberbullying is more clearly identified as an important component of the district's harassment, intimidation, and bullying policy. Finally, language has been added identifying when the district may take discipline against a student for cyberbullying that originates from a non-school computer or electronic device.

An explanatory note has been added to the AR to explain that: 1) sexual images found on a computer or personal electronic device should not be forwarded; and 2) sexual images of a minor require reporting to OCS and law enforcement.

These policy changes will require formal Board adoption.

Students

BP 5131.43

Note: In 2006, HB 482 was passed requiring districts to have in place by July 1, 2007 a policy prohibiting the harassment, intimidation, or bullying of any student. AS 14.33.200-.250.

BULLYING HARASSMENT, INTIMIDATION AND BULLYING

The Board is dedicated to providing a safe and civil learning environment. ~~Bullying is a form of harassment and intimidation that~~ Harassment, intimidation, and bullying disrupts a student's ability to learn and a school's ability to educate.

(cf. 5137 – Positive School Climate)

Students and staff are prohibited from engaging in any form of bullying harassment, intimidation, or bullying while on school property, on school buses, at a bus stop, or at school-sponsored activities or functions. Students who engage in an act of bullying are subject to appropriate interventions and disciplinary action, up to and including suspension or expulsion. Staff who engage in an act of bullying are also subject to appropriate disciplinary action up to and including suspension and termination.

To promote an environment free of harassment, intimidation, or bullying, the principal shall take appropriate actions such as removing vulgar or offending graffiti, establishing site rules, and providing staff inservice and student instruction and counseling. Teachers shall discuss this policy with their students in age appropriate ways and assure students that they need not endure any form of harassment, intimidation, or bullying.

(cf. 5131.43-41 – Violent and Aggressive Conduct)

(cf. 5131.5 – Vandalism, Theft and Graffiti)

(cf. 5144 – Discipline)

(cf. 5144.1 – Suspension and Expulsion)

BULLYING HARASSMENT, INTIMIDATION AND BULLYING (Continued)**Bullying Defined**

Harassment, intimidation, or bullying means an intentional act, whether written, oral, electronic or physical—act, when the act is undertaken with the intent of threatening, intimidating, harassing, or frightening the student, and

1. physically harms the student or damages the student’s property;
2. has the effect of substantially interfering with the student’s education;
3. is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
4. has the effect of substantially disrupting the orderly operation of the school.

~~Bullying is the repeated intimidation of others by inflicting or threatening physical, verbal, written, electronic, or emotional abuse, or damage to another’s property. Bullying may include, but is not limited to, conduct such as physical abuse, damage or theft of another’s property, social exclusion from activities, verbal taunts, name calling, rumors, innuendoes, drawings, jokes, gestures, pranks, and put-downs relating to real or perceived differences, including another’s culture, race, ethnicity, gender, sexual orientation, religion, body size, physical appearance, clothing, personality, age, socioeconomic status, ability or disability or other distinguishing characteristics.~~

(cf. 5145.3 – Nondiscrimination)
(cf. 5145.7 – Sexual Harassment)
(cf. 4119.12 – Harassment)

Cyberbullying

~~Note: The following optional language is recommended to address “cyberbullying.” Technological advances have expanded the ways in which harassment, intimidation, or bullying can occur, including the ability to bully with anonymity and to reach a much broader audience. This language notifies students and staff that cyberbullying is not permitted and will result in disciplinary action.~~

All forms of harassment, intimidation or bullying via electronic means, commonly referred to as cyberbullying, are prohibited. Cyberbullying also includes, but is not limited to, other misuses of technology to threaten, harass, intimidate, or bully, including sending or posting inappropriate email messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs. An individual who redistributes a cyberbullying communication can be found in violation of this policy, even if the individual did not author or create the original communication or image.

BULLYING HARASSMENT, INTIMIDATION AND BULLYING (Continued)

The district's computer network, including access to the Internet via that network, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment, intimidation, or bullying. Users are responsible for the appropriateness of the material they transmit over the system. All forms of harassment, intimidation or bullying over the network, commonly referred to as cyberbullying, are prohibited. Cyberbullying also includes, but is not limited to, other misuses of technology to harass, intimidate, or bully, including sending or posting inappropriate email messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs.

Students and staff who believe they have been the victims of such misuses of technology, as described in this policy, should not erase the offending material from the system. A copy of the material should be printed and a report made under this policy.

In situations in which the cyberbullying originated-originates from a private (non-school) computer or other electronic device, but is brought to the attention of school officials, disciplinary measures may be imposed provided—when the cyberbullying and/or Internet threatscommunication:

1. Contains threats of violence or harm against staff members—~~or~~, students, or their property;
2. Suggests or advocates physical harm to staff members or students;
- ~~or~~
3. Causes a student or staff member to experience a substantially detrimental effect on his or her physical or mental health;
4. Causes a student or staff member to experience substantial interference with academic or work performance, or with his or her ability to participate in or benefit from district services or activities;
5. Threatens vandalism to school property; or
6. Creates a significant disruption to the school's educational mission, purpose and-or objectives.

Disciplinary action may include, but is not limited to, the loss of computer privileges, detention, suspension, or expulsion for those committing acts of cyberbullying. In addition, when any kind of threat is communicated or when a or hate crime is committed, this shall will be reported to local law enforcement officials.

Students and staff who believe they have been the victims of cyberbullying, as described in this policy, should not erase the offending material from the system. A copy of the material should be printed and a report made under this policy.

(cf. 6161.4 – Acceptable Use Policy/Internet Standards Policy)

BULLYING HARASSMENT, INTIMIDATION AND BULLYING (Continued)

Reporting

Note: A school employee, student or volunteer who makes a good faith report of harassment, intimidation, or bullying is entitled to statutory immunity from suit. The immunity extends to causes of action for damages arising from a failure to remedy the reported incident or for making the report. AS 14.33.230.

Students or staff members who have witnessed, or have reliable information that a student has been subjected to harassment, intimidation or bullying, should report the incident immediately to the principal who shall promptly initiate an investigation. The investigation shall include an assessment of what actions should be taken, as appropriate, to protect the student who has been found to be the victim of harassment, intimidation or bullying. Such actions may include the provision of support services necessary to permit the student to feel safe and secure in attending school. The Superintendent shall develop procedures to implement this policy.

This policy should not be interpreted to prohibit a reasoned and civil exchange of opinions or debate that is protected by law and Board policy.

(c.f. 5145.2 – Freedom of Speech/Expression)

Conduct that does not rise to the level of bullying may still be prohibited by other policies or rules.

- (cf. 5131 – Conduct)*
- (cf. 3522.5 – Campus Disturbances)*
- (cf. 5131.41– Violent and Aggressive Conduct)*
- (cf. 5131.5 – Vandalism, Theft & Graffiti)*
- (cf. 5137 – Positive School Climate)*

Legal Reference:

- ALASKA STATUTES
- 14.33.200 Harassment, intimidation and bullying policy
- 14.33.210 Reporting of incidents of harassment, intimidation or bullying
- 14.33.220 Reporting, no reprisals
- 14.33.230 Immunity from suit
- 14.33.250 Definitions

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 09/12/2005

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.

Instruction**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.
6. Non-employee chaperones are required to undergo a criminal background check.

SCHOOL-SPONSORED TRIPS (continued)

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.

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:

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

SCHOOL-SPONSORED TRIPS (continued)

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.

Field Trips by Van and Automobile

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

(cf 3541.1 School Related Trips)

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

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

For Trips by Private Marine Vessels

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

SCHOOL-SPONSORED TRIPS (continued)

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

For Trips by Commercial Marine Vessels

- 1. When traveling on a commercial or charter vessel, students must be transported by a U.S. Coast Guard approved vessel. U.S. Coast Guard approval must be for the number of commercial passengers carried on the vessel.
- 2. The captain of the vessel used to transport students must be certified by the U.S. Coast Guard to operate a commercial vessel. The captain must be certified for operating the size and type of vessel required. A copy of the vessel operator’s license must be on file in the school.
- 3. All School District students, staff and chaperones must be provided with U.S. Coast Guard approved survival equipment while on the vessel. Students traveling in an open boat shall wear appropriate flotation devices while underway.
- 4. The owners of the commercial vessel used for the transportation of students and District staff must have the vessel insured with minimum liability of \$1,000,000 as well as the District named as an additional insured. A copy of the insurance certificate must be provided to ~~District—Office~~Risk Management in advance of the trip and also 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.

SCHOOL-SPONSORED TRIPS (continued)

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

District-Hosted Visitors

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

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

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

SCHOOL-SPONSORED TRIPS (continued)

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

ALTERNATIVE HIGH SCHOOL PROGRAMS

~~To create the following described alternative program: Spring Creek Correctional Center~~

~~**Purpose:** To provide high school level educational opportunity for students who are incarcerated at the Spring Creek Correctional Center.~~

~~**Location of Program:** Seward, Alaska~~

~~**Geographical Area Served:** Entire state of Alaska~~

~~**Student Population Served:** Any minor convicted as an adult in the criminal justice system.~~

~~**Enrollment:** 55~~

~~**Staffing**~~

~~Administrative: Principal/Teacher~~

~~Certified:~~

~~—— Regular Ed: 3 FTE~~

~~—— Special Ed: Per District special services staffing formula.~~

~~—— Classified: Per staffing formula.~~

~~**Effective Date:** July 1, 2004~~

ALTERNATIVE HIGH SCHOOL PROGRAMS

To create the following described alternative program: Kenai Alternative

Purpose: To provide high school level educational opportunity for students at risk who are either not attending public school, or are having life issues which make participation in public schools difficult.

Location of Program: Kenai, Alaska

Geographical Area Served: Kenai, Soldotna, Nikiski, Kasilof, Sterling

Student Population Served: Ages 15-20 by approval of program administrator.

Enrollment: 85

Staffing

Administrative: Principal/Teacher

Certified:

Regular Ed: 4.75 FTE

Special Ed: Per District special services staffing formula.

Classified: Per staffing formula.

Effective Date: July 1, 2004

ALTERNATIVE HIGH SCHOOL PROGRAMS

To create the following described alternative program: Homer Flex

Purpose: To provide high school level educational opportunity for students at risk who are either not attending public school, or are having life issues which make participation in public schools difficult.

Location of Program: Homer, Alaska

Geographical Area Served: Southern Kenai Peninsula

Student Population Served: Ages 15-20 by approval of program administrator.

Enrollment: 50

Staffing

Administrative: Principal Teacher

Certified:

Regular Ed: 2.75 FTE

Special Ed: Per District special services staffing formula.

Classified: Per staffing formula.

Effective Date: July 1, 2004