



KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Assistant Superintendent

Dave Jones

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October 10, 2008

TO: Board of Education

FROM: Dave Jones, Assistant Superintendent

SUBJECT: Proposed Administrative Regulation & Exhibit Revisions

The following administrative regulations and exhibits were reviewed by the Board Policy Committee on October 6, 2008. They are also scheduled to be reviewed at the Board Worksession on October 20, 2008.

The Board may give approval of administrative regulations with only one read per *Board Bylaw 9313 Administrative Regulations and Exhibits*. The following recommended changes to administrative regulations are presented for action by the Board. Additionally, exhibits are normally included as an information item. However, since these exhibits were discussed at the Board Policy Committee meeting, they are included with this memo.

AR 3311 Bids – Addenda are no longer delivered by certified mail, fax or hand. Bids are posted on website and ads run in Clarion and Anchorage Daily News with any addenda posted on the webpage.

E 3342(b) – Tax Shelter Annuities – Revised list of current annuities available to employees.

AR 5141.21 Administering Medication, E 5141.21(a) Short-Term Medication Request, E 5141.21(c) Over-the-Counter Medication Request, and E 5141.21(e) Long-term Medication Request – Minor updates by nurse coordinator.

AR 5144.1 Suspension – Added section “Notice to Parents” specifying that parents are to get a written notice whenever a student is suspended. Also added section “Readmission” which speaks to the process a student who has been expelled uses for readmission. Both of these are taken directly from AASB.

BP 6146.3, BP & AR 6146.4, BP & AR 6146.7 – renumbered policy numbers to align with AASB.

AR 6146.82 High School Graduation Qualifying Exam – Language added designating date of diploma on students who had earned a Certificate of Achievement and now have passed the HSGQE. Additionally, added link to State of Alaska guidelines and application for waivers.

ANCHOR POINT COOPER LANDING HOMER HOPE KACHEMAK SELO KENAI MOOSE PASS NANWALEK NIKISKI NIKOLAEVSK NINILCHIK
PORT GRAHAM RAZDOLNA SELDOVIA SEWARD SOLDOTNA STERLING TUSTUMENA TYONEK VOZNESENKA

Business and Noninstructional Operations

AR 3311(a)

BIDS

Except as otherwise defined in this regulation, every purchase with an estimated cost of \$15,000 or more shall be awarded by formal written contract or purchase order to the lowest responsible bidder, upon terms and conditions prescribed in this policy and described in the bid document whenever the District has power to:

1. Reject defective or non-responsive bids,
2. Reject all bids,
3. Rebid the purchase after making substantial changes in the bid list to bring estimated cost within the limit of funds available.

Bidder's List

The Superintendent shall develop and maintain a bidder list of responsible prospective contractors who ordinarily perform work or materials, or render service similar in character to that contemplated by the District. Invitations to submit sealed bids in the form of a proposed contract shall be sent to listed contractors or whenever work, materials or services provided by them responds to District needs. Failure of any listed contractor to receive a bid invitation does not invalidate the bidding procedure.

Changes and Addenda

No District employee or agent, as stated in the bid document, shall make any oral change in the bid documents or make any oral interpretation that may affect the substance of the bid document. Addenda shall be issued when questions arise that might affect bids.

When required, addenda shall be issued in the following manner:

1. Any addenda issued will be posted to the webpage and the District will make a reasonable effort to notify prospective bidders. However, bidders will be responsible for checking the webpage for additional information and addenda.
2. An addendum issued less than four (4) working days before the deadline for receipt of bids shall include a new bid date at least four (4) working days after the original time of receipt of the addendum by the prospective bidder.
3. When addenda have been issued, receipt shall be acknowledged as part of the bid transmitted.

Deleted: All bid document holders shall receive all addenda, delivered by certified mail, facsimile, or hand and a delivery receipt obtained.

BIDS (continued)

Pre-Bid Conference

The purchasing officer, at his/her discretion may conduct a pre-bid conference at least seven (7) days prior to the deadline for bid submissions. All clarifications and questions answered at the conference that may affect the bid must be issued in the form of an addendum.

Nondiscrimination

All bidders are required to certify, as condition of potential bid award, that they will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, age or sex. They shall take affirmative action to insure that employees, applicants for employment or apprentices are employed, upgraded, demoted, transferred, recruited, laid off or terminated, paid or otherwise compensated, selected for training or trained in compliance with this requirement. A notice to this effect shall be posted in conspicuous places available to employees or applicants for employment.

Bid Opening Procedures

1. SUBMITTING – Sealed bids shall be submitted personally or by mail to the Superintendent or designee in accordance with the bid invitations and identified as bids on the envelope.
2. OPENING – Bids shall be opened in public at the time and place stated immediately after the closing time. Submission time should be in the afternoon of a normal business day that does not immediately follow Sunday or any postal holiday.
3. LATE BIDS OR POST DATE – All bids become qualified by receipt of envelopes at or before the specified bid opening time. Bids not received by the District prior to or at the specified time of submission will be marked with the date and hour of receipt on the envelope and returned unopened to the sender.
4. TABULATION – Upon request a tabulation of bids shall be furnished to each bidder.

Bid Rejection

The District shall have the authority to reject any and all bids.

BIDS (continued)

Waiver of Irregularities

The District shall have the authority to waive any and all irregularities on any and all bids except that timeliness and manual signature requirement shall not be waived.

Bid Award

A bid shall be awarded to the lowest responsible bidder. In addition to price, determination of the lowest responsible bidder shall consider:

1. Bidder ability, capacity, and skill to perform as required in bid specifications,
2. Bidder ability to perform within the time specified without delay or interference,
3. Bidder character, integrity, reputation, judgment, experience and efficiency of the bidder,
4. Quality of bidder performance of previous awards,
5. Previous and existing bidder compliance with laws and regulations relating to the bid,
6. Bidder financial resources that affect performance ability,
7. Number and scope of conditions attached to the bid,
8. Available replacements, replacement parts, maintenance service or anticipated costs of these items for any machinery, equipment or other material proposed to be installed or supplied by the bidder.

Bid Appeal

Appeal to Superintendent.

Any party bidding or submitting a proposal for a contract or purchase order with the School District for \$25,000 or greater may appeal to the Superintendent in writing, personally received at the School District office, within three (3) business days of the date of notice of intent to award a contract. The appeal may be hand delivered, delivered by mail, or by facsimile and must comply with the requirements of this section.

BIDS (continued)

Contents of appeal.

A written appeal shall, at a minimum, contain the following:

1. The name, address, and telephone number of the interested party filing the appeal;
2. The signature of the interested party or the interested party's authorized representative;
3. Identification of the proposed award at issue;
4. A statement of the legal or factual grounds for the appeal;
5. Copies of all relevant documents; and
6. A fee of \$300.00 shall be paid to the School District and must be received by the deadline for filing the written appeal. This fee shall be refundable if the appellant prevails in the appeal to the Superintendent.

Rejection of appeal.

The purchasing officer shall reject an untimely or incomplete appeal or an appeal filed without timely payment of the required fee.

Stay of award.

If a timely and complete appeal is filed with the fee, the award of a contract or purchase order shall be stayed until all administrative remedies have been exhausted, unless the Superintendent determines in writing that award of the contract or purchase order pending resolution of the appeal is in the best interests of the School District.

Notice and response.

Notice of the stay and appeal shall be delivered to any party who may be adversely affected by the Superintendent's decision by facsimile, first class mail or in person within three (3) business days of receipt of a properly filed appeal.

Superintendent's decision.

The Superintendent shall issue a written decision to the appellant within ten (10) business days of the date that the appeal is filed. If multiple appeals have been

BIDS (continued)

filed, they may be consolidated for purposes of the decision. Copies of the appeal and decision shall be provided as requested.

Local Preference Conditions

KPBSD intends to give preference to local residents, businesses, contractors, producers and dealers to the extent consistent with the law and best interest of the public.

The District purchasing office shall purchase from the lowest qualified, responsive, and responsible bidder or business. When bids or quotes are within 5% of being equal, preference may be given to local businesses who operate within the Kenai Peninsula Borough if it is determined by the Superintendent to be in the best interest of the District. For the purpose of this policy, a local business is defined as: any business or company having a physical presence in the Borough, registered in the Borough to collect sales tax, and locally provides the products and services sought. The 5% policy may be applied to all purchases up to \$25,000.00.

This policy will not apply where the provisions of an applicable statute, regulation, or grant prohibit local bidder preference.

Subdivision Prohibited

No project or bid specifications shall be subdivided to avoid the requirements of this policy, but this provision does not preclude use of alternate deductible items.

ACTIVE LIST TAX SHELTER / October 2008

403(b) Tax Shelter Plan

AAL Capital Management Co. Contact: Ruth Lewis, Soldotna Contact: Al Basler, Anchorage	907-260-3320	4321 N Ballard Rd. Appleton, WI 54915-0003	www.thrivent.com
American Century Investments	1-866-628-8826 Fax: 816-340-3931	4500 Main Street Kansas City, MO 64111-7709	www.americancentury.com
American Fidelity Contact: Darcy Carter	1-800-450-3506	2000 N Classen Blvd. Oklahoma City, OK 73106	www.afadvantage.com
American Funds	1-800-421-0180	P.O. Box 4900 Brea, CA 92622-4900	www.americanfunds.com
Fidelity Investments Contact: No local contact	1-800-343-0860	P.O. Box 31401 Salt Lake City, UT 84131-9921	www.fidelity.com
ING Reliastar (Formerly Northern) Contact: Don Bradford, Anchorage Contact: David Bradford, Soldotna/Kenai Contact: Tom Stoecker, Anchorage Contact: Frank Mullen, Homer	800-478-3234 907-260-5913 907-235-9151	P.O. Box 34148, FAB #11 Seattle, WA 98124-1148	www.ing-usa.com
Lincoln National Life Insurance Co. Contact: Tax Deferred Associates	907-561-3187	Dept. C P.O. Box 2212 Ft. Wayne, IN 46801	www.lfg.com
Lord Abbett & Co., LLC Contact: Indy Walton, Edward Jones Contact: Ryan Kapp, Edward Jones Contact: Wes Roberts, Edward Jones Contact: Matt Streiff, Edward Jones Contact: Julie Tauriainen, Edward Jones	907-262-2002 907-262-6336 907-344-1428 907-283-0785 907-224-6878	Attn: Retirement Plan P.O. Box 219604 Kansas City, MO 64121	www.lordabbett.com
Symetra Life Insurance Co. Contact: Craig Jung, Kenai Contact: Roger Steinbrecher, Seward Contact: Benefit Brokers, Homer Contact: Don Bradford, Anchorage Contact: David Bradford, Soldotna/Kenai	907-283-3439 907-224-7154 907-235-7396 800-478-3234 907-260-5913	P.O. Box 3882 Seattle, WA 98124-3882	www.symetra.com
Security Benefit Life Contact: Craig Jung, Kenai Contact: Roger Steinbrecher, Seward Contact: Benefit Brokers, Homer	907-283-3439 907-224-7154 907-235-7396	P.O. Box 750500 Topeka, KS 66675-0500	www.securitybenefit.com
Vanguard Contact: No local contact	800-662-2003	Attn: Small Business Service P.O. Box 1106 Valley Forge, PA 19482-1106	www.vanguard.com
Waddell & Reed, Inc. Contact: Roy A. Wells, Kenai	907-283-5646	P.O. Box 1431 Kansas City, MO 64141	www.waddell.com

457 Tax Deferred Plan

ICMA Retirement Corporation (plan #306268) Contact: Mitch Jones	866-328-4664 Fax: 907-562-4263	777 North Capitol Street, NE Washington, D.C. 20002-4240	www.imarc.org
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Students

AR 5141.21(a)

ADMINISTERING MEDICATION

Procedures for the safe and timely administration of medication to students while at school shall incorporate the following:

1. For students in Grades K–8

- a. A current signed medication request form must be on file in the nurse’s office. (Refer to the District Nursing Procedure Manual for appropriate use and information on medication forms.)
- b. Medication dispensed by the nurse or other school employee, must be secured in a locked cabinet. Students will be allowed to carry asthma inhalers and Epipens® for anaphylaxis with health provider, parent, administrator and school nurse approval.

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2. For students in Grades 9–12

- a. For prescription medication, a current signed medication form must be on file. Medication dispensed by the nurse or designated school employee, must be secured in a locked cabinet. Students will be allowed to carry asthma inhalers, antibiotics, diabetic medications and other approved non-narcotic prescription medications with parent, administrator and school nurse approval.
- b. For over-the-counter (OTC) medications, students may be allowed to carry common, recognizable OTC medications under the following conditions:
 - 1. Medication must be in its original container.
 - 2. Container must be of small size or hold only a reasonable supply of medication.
 - 3. Container must contain only the medication identified on its label.
 - 4. Medication must be used for self only. Under no condition is sharing medication with another student acceptable.
 - 5. The contents of the OTC container must be available immediately upon request for viewing by school administration to determine compliance with this and other school policies.

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Students

AR 5141.21(b)

ADMINISTERING MEDICATION (continued)

Any questions regarding protocol or acceptability of medications should be directed to the school nurse or school administrator.

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3. Training of nonlicensed school personnel shall include the following:
 - a. The school nurse will provide the training using the Training Manual for Medication Administration.
 - b. Training will be provided annually before October 1.
 - c. Documentation of the training will be kept by the school nurse.
 - d. The building administrator and the school nurse will designate who will administer medications including EpiPen® for anaphylaxis in the nurse's absence.
4. A medication record (E 5141.21 (b) and/or (d) shall be maintained and must include the student's name, name of medication, dosage, time and initials of the person administering medication. A photo of the student may be placed on the long-term administration form.

All students taking medication during school hours are to follow the above procedures through the school nurse. Failure to do so releases the District of any liability resulting from incorrect or improper use of this medication.

Emergency Care and Medications

On-site provisions for first aid and emergency care shall be developed and made known to the staff at each school. These provisions should incorporate the following:

1. First Aid: The nurse or another identified, trained person(s) shall be responsible for administering first aid. The First Aid Chain of Command (located in the Nursing Procedure Manual) shall be visibly posted and verbally identified in order to facilitate quick action.
2. Emergency Care: In emergencies, the nurse or Principal should make whatever arrangements are necessary for the immediate emergency care of injured or ill students. Every effort will be made to contact parents.

Students

AR 5141.21(c)

ADMINISTERING MEDICATION (continued)

3. Incident Reports: The teacher or other staff member responsible for the child at the time of the incident shall complete a District Student Injury/Incident Report (E 3530a).
4. Student Medical Records: Cumulative medical records shall include known information regarding allergies, current medications, medication reactions, medical conditions, immunizations and other pertinent information. If emergency medical treatment is necessary, a copy of this cum card will be made available to the emergency personnel.
5. Sending a Student Home: A student who is ill or injured shall be released to a parent/guardian or, if not available, to a person the parent/guardian has identified as an emergency contact. Older students with a minor illness or injury may be sent home after receiving verbal parental permission. The name of the person granting permission should be documented.

Legal Reference

ALASKA STATUTES

14.30.141 Self-administration and documentation of medication

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Adoption Date: _____

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**SHORT-TERM MEDICATION REQUEST
--- PRESCRIPTION ---**

School personnel may administer currently prescribed medications for a period not to exceed two weeks. Medications must be delivered to the school in labeled prescription containers marked with the student's name.

All information requested below must be provided.

Name of Student _____ Grade _____

School _____ Birthdate _____

PRESCRIPTION MEDICATION

MEDICATION CHILD IS TAKING _____

TIME AND DOSAGE TO BE GIVEN AT SCHOOL _____

Prescription # _____ Pharmacy _____

Date of prescription _____ Date to be discontinued _____

Physician _____ Physician's phone _____

Requests to administer medication at school must be for medication necessary to maintain student health and participation in the school program.

PARENT STATEMENT

DATE _____

As parent/guardian of the above named student, I authorize school employees who have been trained in medication administration to dispense medicine to my child.

My child is being treated for the following condition _____.

I understand that the school is not legally obligated to administer medication to my child and, therefore, agree to hold the School District harmless from any liability for the results of the medication or the manner in which it is administered, and to indemnify the School District and its employees for any liability arising out of these arrangements. I will notify the school nurse immediately if the health provider makes changes to the medication schedule.

Parent / Guardian Signature Phone _____
Home Work/Contact

Approved Denied Date _____
(School Nurse Signature)

Administrator Approval if carried by student at school _____
(Administrator Signature)

**OVER-THE-COUNTER MEDICATION REQUEST
--- NON-PRESCRIPTION ---**

School District personnel may administer, at the nurse's discretion, over-the-counter/non-prescription medications for a limited period of time. Medications must be delivered to the school in the original containers marked with the student's name.

All information requested below must be provided.

Name of Student _____ Grade _____

School _____ Date of Birth _____

**OVER-THE-COUNTER MEDICINE
-- NON-PRESCRIPTION --**

MEDICATION _____

TIME AND DOSAGE TO BE GIVEN AT SCHOOL _____

Beginning Date _____ Date to be discontinued _____

Requests to administer medication at school must be for medication necessary to maintain student health and participation in the school program.

PARENT STATEMENT **DATE** _____

As parent/guardian of the above named student, I request that school personnel dispense the above medication to my child for the following condition: _____.

I understand that the school is not legally obligated to administer medication to my child and, therefore, agree to hold the School District harmless from any liability for the results of the medication or the manner in which it is administered, and to indemnify the School District and its employees for any liability arising out of these arrangements. I will notify the school nurse immediately if I wish to terminate this medication request.

_____ Phone _____

Parent / Guardian Signature

Home

Work/Contact

Approved Denied Date _____

(School Nurse Signature)

**LONG-TERM MEDICATION REQUEST
--- PRESCRIPTION ---**

School personnel may agree to honor parent requests for the administration of prescribed medication to students. Any medication sent to school without proper identification will not be given. Medication must be in the most current prescription container that indicates: student name, dosage, physician, pharmacy, date issued and prescription number. This form, or a written statement signed and dated by the physician supporting this request is required for all medications prescribed for more than two weeks.

PARENT STATEMENT

DATE _____

I request that prescription medication be given to my child, _____. I understand that the school is not legally obligated to administer medication to my child and that in the absence of the school nurse, another school employee will administer the medication. I agree to hold the School District harmless from any liability for the results of the medication or the manner in which it is administered, and to indemnify the School District and its employees for any liability arising out of these arrangements. I will notify the school nurse immediately if the physician makes a change to the medication schedule.

MEDICATION CHILD IS TAKING: _____

TIME TO BE GIVEN _____ **SCHOOL ATTENDING** _____

NAME OF PRESCRIBING PHYSICIAN _____

Parent / Guardian Signature Phone Home Work/Contact

PHYSICIAN'S STATEMENT

DATE _____

_____ must receive prescribed medication during school hours for
(Student's Name)

the following condition: _____

This medication is necessary for student health maintenance and participation in the school program.

MEDICATION _____ **DOSAGE** _____

BEGINNING DATE _____ **ENDING DATE** _____

POSSIBLE SIDE EFFECTS _____

Physician's Signature Phone

Approved Denied Date _____

(School Nurse Signature)

Administrative approval if carried by student at school _____

(Administrator Signature)

SUSPENSION AND EXPULSION**Notice of Regulations**

At the beginning of each school year, the Principal of each school shall notify all students and parents/guardians in writing of all school rules related to discipline, suspension and expulsion. Staff, students, and parents/guardians shall be notified about District policies and regulations. Transfer students and their parents/guardians shall be notified at the time of enrollment.

Grounds for Suspension and Expulsion

A student may be suspended or expelled for the following causes:

1. Continued willful disobedience or open and persistent defiance of reasonable school authority;
2. Behavior which is in some way harmful to the welfare, safety or morals of other students;
3. Conviction of a felony which the Board determines will cause the attendance of the child to be in some way harmful to the welfare or education of other students.

(cf. 5112.2 - Exclusions from Attendance)

A student may be suspended or expelled for behavior occurring at any time, including but not limited to the following circumstances:

1. While on school grounds;
2. While going to or coming from school or a school-sponsored activity; and
3. During the lunch period, whether on or off the school campus.

Authority to Suspend

A *Superintendent or Principal* may suspend a student from school for any of the acts listed under "Grounds for Suspension and Expulsion" for not more than forty-five (45) consecutive days.

Suspension may be imposed upon a first offense if the Principal determines the student's behavior to be in some way harmful to the welfare of other students or the student's presence represents a danger to persons or property or threatens to disrupt the instructional process.

SUSPENSION AND EXPULSION (continued)

If the expulsion of a suspended student is being considered by the Board, the Superintendent may, in writing, extend the suspension until such time as the Board has made a decision.

(cf. 5144.2 - Suspension and Expulsion/Due Process - Individuals with Exceptional Needs)

Suspension

Suspension is defined as the temporary prohibition of a student from physically attending school activities on the school grounds or from participation in school-related or supervised activities on or off the school grounds.

Suspensions shall not exceed three (3) days for first offenses or ten (10) days for second offenses except in instances where it has been determined by hearing procedures that a violation of drug use or alcohol use policy and regulation has occurred, or in the event of chronic truancy, repeated violent behavior, or actions threatening to person, property, or the academic program.

Action imposing suspensions of ten (10) days or less or eleven (11) to forty-five (45) days shall follow hearing procedures defined in this manual.

Notice to Parents

At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever the student is suspended, the parent/guardian shall be notified in writing of the suspension.

This notice shall state the reasons for suspension and the date and time when the student may return to school, and may request that the parent/guardian confer with school authorities regarding matters pertinent to the suspension.

Record Keeping

The Principal shall keep a dated, confidential record of each student whose behavior is considered detrimental to the health, safety and welfare of him/herself or others. The record shall specify in detail the behavior, all courses of action taken to remediate the behavior, a log of student and parent contacts made, the names of persons involved, and the punishment imposed. Any report of formal or informal hearings shall be included in the record.

The Superintendent shall be informed of all relevant information and actions.

SUSPENSION AND EXPULSION (continued)

Denial of Admission

A student of school age may be denied admission to District schools upon recommendation from administration and approval by the Board when such action complies with law.

Excused Admission

A student may be excused from attendance in District schools upon recommendation from administration and approval by the Board when such action complies with law.

Expulsion

Expulsion is defined as the denial of admission to any and all District schools to a student whose behavior is found in hearing to constitute a serious, continuing threat to the welfare of him/herself, others, property, or the academic program. Students recommended to the Board for expulsion shall have displayed a pattern of repeated disruptive behavior or have committed an individual act of significant misconduct that warrants denial of admission as the most appropriate action.

A student may be expelled from the District schools following a hearing and approval by the Board in regular or special meeting after affording the student, parent, and legal counsel the right to be heard.

Terms of expulsion may be for a specified period or the balance of the school year, or may be permanent. Readmission to school shall be considered when the student has served the term of the expulsion and there is cause to believe that the behavior leading to the expulsion shall not be repeated.

(cf. 6164.3 Student Mental Health – Medication and Services)

Expulsions of identified special education students may not be made for behavior that is a condition of the handicap for which their special program has been designed. Any action expelling a special education student is a modification of the individual educational program (IEP) and requires confirmation by the director - special services.

Readmission

An expulsion order shall remain in effect until the Board may order the readmission of the student. Readmission procedures shall be as follows:

SUSPENSION AND EXPULSION (continued)

1. A written request for review of expulsion action and request for readmission shall be submitted by the parent/guardian to the Superintendent.
2. The Superintendent will hold a conference with the parent/guardian and the student.

At the conference, the conditions for readmission will be reviewed. The Superintendent shall verify that the conditions have been met. School regulations will be reviewed and the student and parent/guardian will be asked to indicate in writing their willingness to comply with these regulations.

3. The Superintendent will transmit the request for readmission to the Board, along with his/her recommendation.
4. The Superintendent will notify the student or parent/guardian, by registered mail, of the Board's decision regarding readmission.

Legal Reference:

ALASKA STATUTES

AS 14.30.45 Grounds for suspension or denial of admission

6. Graduation Requirements/Standards of Proficiency	6146		
a. High School Graduation Requirements	6146.1	BP	AR
<i>E 6146.1: Physical Education Waiver Request</i>			
<u>▼</u> i. Early Graduation	6146.11	BP	AR
<i>E 6146.11: Early Graduation Procedures</i>			
<u>▼</u> b. High School Equivalency Test	6146.2	BP	
<u>▼</u> c. <u>High School Graduation Qualifying Examination</u>	<u>6146.3</u>	BP	AR
d. Reciprocity on Graduation Requirements	6146.4	BP	
e. Differential Graduation and Competency Standard Requirements for Individuals with Exceptional Needs	6146.5	BP	AR
f. Elementary School Promotion	6146.6		
g. Academic and Vocational Standards of Proficiency	6146.7		
h. Diplomas	6146.8	BP	AR
<u>▲</u>	<u>▲</u>		
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Instruction

BP 6146.4

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RECIPROCITY ON GRADUATION REQUIREMENTS

The Superintendent may modify District graduation requirements for students transferring into the District upon verification of equivalent credits received elsewhere.

(cf. 5118 - Transfers)

Legal Reference:

ALASKA ADMINISTRATIVE CODE

4 AAC 06.075 *High school graduation requirements*

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 1/16/2006

Instruction

BP 6146.5

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**DIFFERENTIAL GRADUATION AND COMPETENCY STANDARD
REQUIREMENTS FOR INDIVIDUALS WITH EXCEPTIONAL NEEDS**

The School Board recognizes that course requirements adopted for students enrolled in regular educational programs may not be appropriate for all students enrolled in District special education programs. Students with diagnosed disabilities that prevent them from regular course requirements may complete substitute courses.

Students with exceptional needs should meet the regular District requirements to the extent that their disabilities permit. The Individualized Education Program Team (IEP) will determine if a student's handicaps or disabilities preclude the student from attaining the District's regular standards. The determination and development of appropriate differential standards will be included in the student's individualized education program.

Legal Reference:

ALASKA ADMINISTRATIVE CODE

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

Instruction

AR 6146.5(a)

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SPECIAL SERVICES GRADING AND GRADUATION GUIDELINES

The following guidelines apply to those students who meet the eligibility criteria for a child with a disability as delineated by *The Alaska Special Education Handbook*.

Grading (For report cards and transcripts)

Students receiving special education assistance shall receive grades in the same manner and format as their non-disabled peers. The IEP will articulate modifications to the standard grading procedures.

Students who are in materials so substantially modified that the materials do not meet adopted State and KPBSD standards, will receive a U or S and will earn credit towards a certificate of achievement.

High School Transcript

Students shall have a complete transcript on file with the required number of credits before being issued a certificate of achievement or diploma. The transcript shall indicate the required courses for graduation. In cases where a substitution has been made, a narrative statement must be reflected on the student's IEP goals/objectives for the year in question.

Diploma or Certificate of Achievement

To receive a regular high school diploma, a student must meet the minimum number of graduation credits as per District requirements and pass the High School Graduation Qualifying Exam (HSGQE). When a disability precludes the teaching of the regular curricular offering, a modified course in the same subject area may be designed by the IEP team and offered. A high school diploma will be awarded to students who take the required number of modified courses and upon successful completion of the HSGQE.

When a disability is so severe that modified course offerings cannot be designed which meet state and District standards, the student will be awarded a Certificate of Achievement. The student's IEP team shall meet and determine the date that the student is to exit high school. All students must complete a minimum of four years in high school.

Instruction

SPECIAL SERVICES GRADING AND GRADUATION GUIDELINES (continued)

Graduation Ceremony

Students may participate in a formal graduation program once. Following the participation in the actual graduation ceremony and if the student received a Certificate of Achievement, the student may continue to attend school through age 21.

Students participating in a District graduation ceremony and/or have received a regular high school diploma are deemed to have completed their program and are no longer entitled to enroll in a School District program.

(cf. - 5127 Graduation Ceremonies and Activities)

Instruction

BP 6146.8

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DIPLOMAS

A diploma will be issued to those students who have completed graduation requirements as stipulated by the Board and include the following statement:

"(School name and address) This certifies that (student name) has completed a course of study prescribed by the Kenai Peninsula Borough School District Board of Education and is therefore awarded this DIPLOMA given this (Date)" (signed by the Superintendent, Board President, and principal.

Special Services students meeting attendance requirements only will receive a certificate of achievement that reads:

"(School name and address) This certifies that (student name) has completed attendance requirements prescribed by the Kenai Peninsula Borough School District Board of Education and is therefore awarded this CERTIFICATE given this (Date)" (signed by the Superintendent, Board President, and principal.

Local high schools shall have the freedom to affix certain seals to the diploma to signify achievements defined and recognized by the individual school.

NOTE: Each student's official school transcript shall be clearly marked to indicate that the student has completed regular, correspondence, or special program course of study.

(cf. - 6146.1 High School Graduation Requirements)

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 8/4/03**

Instruction
HIGH SCHOOL GRADUATION QUALIFYING EXAMINATION

Retake procedures for persons holding a Certificate of Achievement:

1. **Request:** Person(s) who hold a certificate of achievement and would like to take the HSGQE retest must submit a written request to the Director of Secondary Education of the Kenai Peninsula Borough School District no later than fourteen days prior to the first day of testing. The written request can be personally delivered or mailed to:

Director of Secondary Education
Kenai Peninsula Borough School District,
148 N. Binkley St,
Soldotna, AK 99669,

2. **Verification of Certificate of Achievement:** Once the District receives the written request, the person must present evidence that they hold a Certificate of Achievement. The Certificate of Achievement must also be presented at the testing site with valid photo identification.

4. **Arrangements for Testing:** The District will inform the person of the date, time and location of the testing and make arrangements for test materials to be available at the testing site for the person. Accommodations/modifications are the responsibility of the person requesting to test. Verification of those accommodations/modifications is required with the initial written request.

5. **Mailing of HSGQE Reexamination results:** The District will mail the results of the HSGQE Reexamination to the address provided by the person.

6. **Requesting a diploma:** If the student passed all remaining sub tests and is eligible for a diploma, the steps for receiving their diploma depend upon whether the person received their Certificate of Achievement from a school within the district or out-of-district.

a. **In-district:** The District will notify the principal of the school that awarded the Certificate of Achievement that the student is eligible for a diploma. The principal will work with their registrar to order a diploma and issue the high school diploma to the person within 90 days after receiving notification and post results on the transcript. [Diplomas issued will reflect the year in which all requirements for graduation, including passage of the HSGQE, are met.](#)

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Instruction
HIGH SCHOOL GRADUATION QUALIFYING EXAMINATION

b. **Out-of-district:** To request a high school diploma, the person must submit to the district in which a person earned a Certificate of Achievement, written notification that the person has passed the HSGQE. This notification must include verification in writing from the district that administered the HSGQE that the person passed the HSGQE and must include the person’s HSGQE scores. This verification must also be requested of the KPBSD Director of Secondary Education.

Waivers

Parents of high school students seeking a diploma may apply for a waiver to the High School Graduation Qualifying Examination (HSGQE) requirement under certain specific conditions. Alaska statutes and regulations specify three conditions under which a waiver may be granted.

- Late arrival into a public school in Alaska,
- Rare and unusual circumstances, and
- Passing a comparable examination in another state.

Applications for waivers may be obtained from the student’s high school or KPBSD District Office. Parents or students may request forms from District Office be sent to them during their senior year, if they have not yet passed the HSGQE. Requests for Waivers for late arrival or rare and unusual circumstances will not be granted by the School Board until the second semester of a student’s senior year (AS 14.03.075). [State of Alaska guidelines and applications for the HSGQE waivers are available on-line at http://www.eed.state.ak.us/forms/Assessment/05-05-012.pdf](http://www.eed.state.ak.us/forms/Assessment/05-05-012.pdf)

All HSGQE waiver applications will be reviewed by the Superintendent in a timely manner upon their receipt. After the review, an administrative recommendation shall be made to the School Board to grant or deny the request for a waiver. The parents and student shall be notified of the administration’s recommendation by certified mail and notified when the Request for Waiver will be presented in front of the School Board.

The School Board shall take action at a public Board meeting to grant or deny the waiver requests received. Written notification of the School Board’s action shall be sent to the parents and student, the Alaska Department of Education and Early Development, and the student’s high school principal and counselor.

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KENAI PENINSULA BOROUGH SCHOOL DISTRICT¶
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Instruction

HIGH SCHOOL GRADUATION QUALIFYING EXAMINATION

Waiver requests that are denied by the School Board may be appealed to the Alaska Department of Education and Early Development in accordance with education regulation 4 AAC 06.780.

(cf. - [6146.1](#) High School Graduation Requirements)
(cf. - [6146.7](#) Diplomas)

Legal Reference:

ALASKA STATUTES

AS 14.03.075 Secondary student competency testing

ALASKA ADMINISTRATIVE CODE

4 AAC 04.075 High school graduation requirements

4 AAC 06.078 Alternative completion requirements; students with disabilities

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Adoption Date: _____

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