



## KENAI PENINSULA BOROUGH SCHOOL DISTRICT

### Assistant Superintendent

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TO: Board of Education

FROM: Dave Jones, Assistant Superintendent 

SUBJECT: Proposed Administrative Regulation Revisions

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The following administrative regulations were reviewed by the Board Policy Committee on June 7, 2010.

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/exhibits are presented for action by the Board.

*AR 5123 Promotion/Acceleration/Retention* – Section defining number of credits for class standing has been deleted. The state uses number of years in school to determine class standing. The difference has caused problems.

*AR 6153 School Sponsored Trips* – clarifying that non-employee volunteers are required to undergo a criminal background check.

*AR 6164.5 Intervention Teams* – deleted strategies and interventions list since it is outdated, inaccurate, and misleading, and may direct the Iteam or parents in a direction that is not academically constructive.

**PROMOTION/ACCELERATION/RETENTION**

~~High School Promotion – Progress towards High School Graduation~~

~~By the start of each school year, a high school student must have completed the following numbers of credits and semesters to attain the class standing shown for that year:~~

~~Sophomore 4 credits, 2 semesters~~

~~Junior 10 credits, 4 semesters~~

~~Senior 16 credits, 6 semesters~~

**PROMOTION/ACCELERATION/RETENTION PROCESS**

When a teacher believes that retention or acceleration is necessary to meet a student's needs, he/she shall ask the Principal to establish an intervention/assistance team meeting to consider options and opportunities for improving the child's academic, social and emotional performance.

The student's parent/guardian shall be invited to participate on the intervention team. Information on concerns, considerations and placement options shall be recorded on the Kenai Peninsula Borough School District Retention/Acceleration form (E 5123) and shall include:

1. The rationale for considering retention, or acceleration, or other instructional, program or placement options deemed appropriate to meet the needs of the student;
2. Parent opportunity to express observations, opinions and concerns;
3. Presentation of the plan of services for the student for the balance of the student's time in the current grade assignment, planned program modifications to be put into effect if the student is retained or accelerated, and alternative plans if these options are not selected;
4. A time line for monthly meetings monitoring the intervention strategies selected for the current year and documentation of discussions related to next year's placement alternatives.

Acceleration shall be considered only with the approval of parents.

**PROMOTION/ACCELERATION/RETENTION PROCESS** (continued)

Retention and disputed promotion normally requires parental concurrence. The District, however, retains the right to either retain or promote if such concurrence cannot be reached. A parent may appeal any decision under the provisions of the District's due process policy.

*(cf. BP 5144.11)*

Regardless of the decision reached, a statement describing the decision shall be placed in the student's cumulative folder. The parent may sign this statement or submit one of his/her own.

Each Principal shall send a list of students considered for retention or acceleration to the Superintendent at the end of the first semester.

Each Principal shall send a list of students approved for retention or acceleration to the Superintendent not later than three (3) weeks prior to the end of the school year.

**Follow-up Action—Retention or Acceleration**

The intervention teams will continue to monitor all retained or accelerated students in the following year.

**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.

(*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.

**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

**SCHOOL-SPONSORED TRIPS** (continued)

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. ~~At the discretion of the Superintendent, non~~Non-employee chaperones may ~~be~~be required to undergo a criminal background check.

**Trips Not Sponsored by District**

When a trip involves both a school-sponsored element and an adjoining community element, staff members are permitted to coordinate these joint ventures with the use of appropriate school time and equipment.

**SCHOOL-SPONSORED TRIPS** (continued)**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.

The Superintendent may approve requests for field trips outside of these timelines for unique circumstances that may arise.

**SCHOOL-SPONSORED TRIPS** (continued)

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. A copy of the insurance certificate must be on file in the school.
- 5. All commercial boats used while abroad must meet international nautical standards.

**Field Trips by Aircraft**

Field trips that use aircraft must adhere to the following guidelines in addition to those found elsewhere in this manual.

**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?
6. What is the age group of the students traveling to the District?

**Instruction**

AR 6153(i)

**SCHOOL-SPONSORED TRIPS** (continued)

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?

**INTERVENTION TEAMS**

The principal at each school shall:

1. Select a coordinator who will set Intervention team meeting times and procedures while attempting to minimize interruptions of the instructional program.
2. Establish a process by which teachers, other staff members or parents/guardians may initiate a special education or related service referral.
3. Design provisions for:
  - a. Contacting parents/guardians.
  - b. Observing the student in the problem setting.
  - c. Collecting background information.
  - d. Helping the student and parent/guardian prepare for the meeting.
  - e. Bringing in other school or District resource personnel.

Members of individual Intervention teams may include:

1. The principal.
2. Resource teachers or specialists: psychologists, nurses, school counselors, ELL staff, categorically funded staff, department chairpersons, speech and language specialists.
3. One or more of the student's teachers or previous teachers.
4. The student's parents or guardians, and the student, if appropriate.
5. Representatives of community or law enforcement agencies, if appropriate.

**Intervention Team Meetings**

Because a positive solution to a student's difficulties often grows out of the student's strengths and potential, the initial Intervention team meeting shall always begin by discussing the student's strengths. His/her needs shall be described as precisely as possible, and a plan for resolving these needs shall be developed.

**INTERVENTION TEAMS** (continued)

~~Strategies and interventions may include, but are not limited to:~~

- ~~1. Program changes involving different classes, a different level and/or variety of instructional materials, and/or more time for completing assignments.~~
- ~~2. Contracts for task completion and/or behavior modification.~~
- ~~3. Daily progress reports.~~
- ~~4. Use of after school tutoring, peer tutoring, cross age or cross grade tutoring or buddy system.~~
- ~~5. Reinforcement and modifications at home.~~
- ~~6. Special instructional strategies for students of limited English proficiency.~~
- ~~7. Strategies for improving social skills and peer relationships.~~
- ~~8. Special school projects or programs.~~
- ~~9. Modified day.~~
- ~~10. Period by period attendance.~~
- ~~11. In school suspension.~~
- ~~12. Detention.~~
- ~~13. Saturday school or work program.~~
- ~~14. Leave of absence.~~
- ~~15. Work experience education.~~
- ~~16. Transfer to a different school.~~
- ~~17. Referral to District resource staff for academic assessment.~~
- ~~18. Referral for health examination.~~
- ~~19. Referral to school psychologist.~~

**Instruction**

AR 6164.5(c)

**INTERVENTION TEAMS** (continued)

~~20. Referral to community agency or other community resource.~~

~~21. Referral of family to community agency.~~

A follow-up meeting shall be scheduled to evaluate the effectiveness of the plan and the extent to which the recommended strategies have been implemented. The plan shall be modified as needed. Subsequent review meetings may be held to monitor the student's progress and reinforce the fact that real change for students takes sustained effort over time.