

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

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SCHOOL BOARD COMMUNICATION

Title: ARs for Approval

Date: 8/3/2011

Item Number: 10a. (7)

Administrator: Dave Jones 

Attachments: AR 5131.1..... Page 2
AR 5144 Page 4
AR 6153 Page 12

Action Needed For Discussion Information Other: _____

BACKGROUND INFORMATION

The attached ARs were reviewed by the Board Policy Committee on July 11, 2011 and are scheduled to be reviewed by the Board in a worksession and for approval at the Board Meeting on August 8, 2011.

The Board may give approval of administrative regulations with only one read per *Board Bylaw 9313 Administrative Regulations and Exhibits*. The following changes to administrative regulations are presented for action by the Board.

➤ *AR 5131.1 Bus Conduct*

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

➤ *AR 5144 Discipline Guide*

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

➤ *AR 6153 School-Sponsored Trips*

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

ADMINISTRATIVE RECOMMENDATION

The administration recommends making these changes to policy:

BUS CONDUCT

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

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

Students

AR 5131.1(b)

BUS CONDUCT (continued)

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

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

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

Students

AR 5144(a)

~~ELEMENTARY DISCIPLINE GUIDE~~

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

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

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

Intimidation Threatened assault Extortion Harassment <u>Chronic major disruption</u> <u>Bullying</u>	<u>Personal parental/guardian notification.</u> Call home plus detention <u>Detention</u> , 1 to 45-day suspension, resource referral, notify law enforcement depending on context and severity, educational sessions and/or community service as appropriate. A serious threatened assault, or one with an earlier incident, or one with felony or criminal charges may result in recommendation for expulsion. <u>Expletives directed at someone in anger or taunt or as part of harassment/bullying are treated more seriously than words said without apparent meaning or to self or in frustration with an apology.</u>
“Hazing” initiation (group or one-to-one)	<u>Personal parental/guardian notification.</u> Call home, detention, <u>Detention</u> , community service, suspension as appropriate.
Major or chronic disruptive behavior	Call home plus 4 to 45-day suspension.
Endangering others (by any means)	<u>Personal parental/guardian notification.</u> Call home plus 4 to 45-day suspension, notify law enforcement as appropriate.
Sexual harassment	<u>Personal parental/guardian notification.</u> Call home, resource- <u>Resource</u> referral, educational sessions, detention or 1- to 45-day suspension as appropriate. (Investigation and steps to prevent reoccurrence must occur.) Contact law enforcement as appropriate.
Sexual abuse	<u>Personal parental/guardian notification.</u> Call home, resource- <u>Resource</u> and law enforcement referral, educational sessions, suspension/recommendation for expulsion as appropriate. (Investigation and steps to prevent reoccurrence must occur.)
Trespass (students from one campus on another campus)	<u>Personal parental/guardian notification.</u> Reprimand, call home, penalty may be increased, legal authorities notified should behavior be repeated or if accompanied by other inappropriate or illegal acts or behaviors.

Gang-like behavior or apparel	<u>Personal parental/guardian notification. Call home; resource-Resource referral;</u> detention to suspension depending on context, repetition of behavior, and apparel.
Truancy	<u>Personal parental/guardian notification. Call home, parent-Parent</u> conference, parent shadow, resource referral, community service in exchange for time or classes missed, in-house suspension as available for continued infraction, required parent shadow for repeated occurrences. See policy manual for additional comments or guidelines. Suspension may be employed for severe incidences. <u>Parents may be referred to justice system for chronic cases.</u>
Possession/use of tobacco or tobacco look-alikes	<u>Personal parental/guardian notification. Contact parents,</u> 3 to 30-day suspension as identified in board policy, community service in lieu of suspension encouraged.
Theft Vandalism (i.e., graffiti)	<u>Elementary: Personal parental/guardian notification. Contact parents, restitutionRestitution,</u> community service, detention, in-house suspension if available, parent shadow, suspension, restricted access to schools. <u>Secondary: As above, plus could result in long-term suspension (up to 45 days) and removal from participation in any cocurricular sport for that sport's season.</u>
Fighting	<u>Elementary: Personal parental/guardian notification. Contact parents, resource-Resource</u> referral if appropriate, peer mediation if appropriate and available, 1 to 45-day suspension depending on severity and context of incident. <u>Secondary: Personal parental/guardian notification. Resource referral if appropriate, 1 to 45- day suspension depending on severity and context of incident.</u>

Assault on another person	<u>Personal parental/guardian notification.</u> Contact parents, referral <u>Referral</u> to resources or agencies and law enforcement, 11 to 45-day suspension to expulsion based on context and severity.
Arson Activating emergency procedures	<u>Personal parental/guardian notification.</u> Contact parents, referral <u>Referral</u> to resources or agencies and law enforcement, 11 to 45-day suspension to expulsion based on context and severity.
Possession/distribution of alcohol/ other drugs or look-alikes Possession of weapons (guns, knives, incendiaries, etc.) or look-alikes	See specific Board policy, administrative regulations, and state law and regulations. <u>Personal parental/guardian notification. Possession – up to 45 day suspension or expulsion; refusal to submit to Breathalyzer – 30-45 day suspension; selling – notify police, suspension or expulsion.</u>
<u>Possession of weapons (guns, knives, incendiaries, etc.) or look-alikes. Firearms includes guns, bombs, grenades, mines, rockets, missiles, pipe bombs, or similar devices designed to explode and capable of causing bodily harm or property damage.</u>	<u>Personal parental/guardian notification. Possession of a knife with more than a 2.5 inch blade: up to 45 days suspension or expulsion. Possession of a firearm: not less than one year expulsion.</u>
<u>Reckless driving</u>	<u>Personal parental/guardian notification. Reprimand, contact law as appropriate, detention, revoke parking privilege as needed for repeat offenses.</u>
<u>Refusal to submit to search and seizure with cause and per policy guidelines.</u>	<u>Personal parental/guardian notification. Refusal to consent: up to 45 days suspension or expulsion.</u>
<u>Inappropriate use of the internet.</u>	<u>Personal parental/guardian notification. Suspension of some or all access privileges up to and including expulsion.</u>
<u>Violent and aggressive behavior including verbal abuse, stalking, defiance and racial slurs.</u>	<u>Personal parental/guardian notification. Will result in immediate corrective action including reporting to Law Enforcement.</u>
<u>Bus incident</u>	<u>Personal parental/guardian notification. To be reported to the school principal, who shall determine the severity of the misconduct and take action accordingly. In all instances of misconduct, the rider and his/her parent/guardian shall be</u>

given notice and warning. In the case of a severe violation or repeated offenses, the rider may be denied transportation for a period of time determined by the principal, up to the remainder of the school year.

cf. 5113 Absences and Excuses)

(cf. 5131 Conduct)

(cf. 5131.1 Bus Conduct)

(cf. 5131.4 Campus Disturbances)

(cf. 5131.41 Violent and Aggressive Conduct)

(cf. 5131.43 Bullying)

(cf. 5131.5 Vandalism, Theft and Graffiti)

(cf. 5131.6 Alcohol and Other Drugs)

(cf. 5131.62 Tobacco)

(cf. 5131.7 Weapons and Dangerous Instruments)

(cf. 5131.9 Academic Honesty)

(cf. 5137 Positive School Climate)

(cf. 5145.12 Search and Seizure)

(cf. 5145.7 Sexual Harassment)

(cf. 6162.71 Internet Use Agreement)

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

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

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

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

~~**Students** _____ AR-5144(d)~~

~~SECONDARY DISCIPLINE GUIDE~~

~~This outline is an information and guidance tool. It contains examples of disciplinary infractions and appropriate penalties. It is a reference tool for school~~

staff, parents, and students regarding disciplinary responses to student misbehavior.

<p>Forgery Cheating Misrepresentation</p>	<p>Loss of credit or failing grade for test, parent notification, detention, suspension, community or school service as appropriate.</p>
<p>Profanity Vulgarity Public display of affection Inappropriate dress</p>	<p>Correction/intervention, parent notification to suspension depending on degree and context. Example: expletives directed at someone in anger or taunt or as part of harassment are treated more seriously than words said without apparent meaning or to self or in frustration with apology. Inappropriate dress: in addition to above, student may be given alternative clothing; for example, a t-shirt to cover the offensive clothing for the day.</p>
<p>Gambling/gaming</p>	<p>In all cases call to home, reprimand to suspension depending on severity and repetition of offense.</p>
<p>Insubordination Failure to identify self Disruptive behavior</p>	<p>Call home, plus detention or suspension as appropriate to offense.</p>
<p>Intimidation Threatened assault Extortion Harassment</p>	<p>Call home plus detention, 1 to 45-day suspension, resource referral, notify law enforcement depending on context and severity, educational sessions and/or community service as appropriate. A serious threatened assault, or one with an earlier incident, or one with felony or criminal charges may result in recommendation for expulsion.</p>
<p>“Hazing” initiation (group or one to one)</p>	<p>Call home, detention, community service, suspension as appropriate.</p>
<p>Major or chronic disruptive behavior</p>	<p>Call home plus 4 to 45-day suspension.</p>
<p>Reckless driving</p>	<p>Reprimand, call home, contact law as appropriate, detention, revoke parking privilege as needed for repeat offenses.</p>

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Students _____ AR 5144(e)

SECONDARY DISCIPLINE GUIDE (CONTINUED)

Endangering others (by any means)	Call home, plus 4 to 45-day suspension, notify law enforcement as appropriate.	Formatted: Left, Tab stops: 6.75", Right
Sexual harassment	Call home, resource referral, educational sessions, detention to 1 to 45-day suspension as appropriate. (Investigation and steps to prevent reoccurrence must occur.) Contact law enforcement as appropriate.	Formatted: Left, Tab stops: 6.75", Right
Sexual abuse	Call home, resource and law enforcement referral, educational sessions, suspension/recommendation for expulsion as appropriate. (Investigation and steps to prevent reoccurrence must occur.)	Formatted: Left, Tab stops: 6.75", Right
Trespass (students from one campus on another campus)	Reprimand, call home, penalty may be increased, legal authorities notified should behavior be repeated or if accompanied by other inappropriate or illegal acts or behaviors.	Formatted: Left, Tab stops: 6.75", Right
Gang-like behavior or apparel	Call home; resource referral; detention to suspension depending on context, repetition of behavior, and apparel.	Formatted: Left, Tab stops: 6.75", Right
Truancy	Call home, parent conference, parent shadow, resource referral, community service in exchange for time or classes missed, in-house suspension as available for continued infraction, required parent shadow for repeated occurrences. See policy manual for additional comments or guidelines. Suspension may be employed for severe incidences.	Formatted: Left, Tab stops: 6.75", Right
Possession/use of tobacco or tobacco look-alikes	Contact parents, 3 to 30-day suspension as identified in board policy, community service in lieu of suspension encouraged.	Formatted: Left, Tab stops: 6.75", Right
Theft/vandalism	Contact parents, restitution, community service, detention, in-house suspension if available, parent shadow, suspension, restricted access to schools.	Formatted: Left, Tab stops: 6.75", Right
Students	AR 5144(f)	Formatted: Left, Line spacing: single
SECONDARY DISCIPLINE GUIDE (CONTINUED)		
Fighting	Contact parents, resource referral if appropriate, 1 to 45-day suspension	Formatted: Left, Tab stops: 6.75", Right

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

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

SCHOOL-SPONSORED TRIPS**General Guidelines**

These guidelines are considered minimum requirements, and the principal and Superintendent may add additional requirements depending on the nature, location and extent of the proposed field trip and the age, nature and experience of the sponsors, staff, students and operators.

Guidelines

Carefully planned field trips that are directly related to adopted curriculum are permitted, subject to the following guidelines:

1. Students must be supervised by a certified District teacher or other person approved by District administration.
2. All participants in the field trip must be either current students in KPBSD, KPBSD employees, or adults subject to the chaperone/volunteer requirements. Children who are not part of the group participating in the trip may not accompany parents when the parents serve as chaperones.
3. This trip must have educational value related to approved curricula.
4. Student safety shall be protected.
5. No student shall be required to attend a school-sponsored trip that is not part of the curriculum. School programs for students not traveling must continue at the level expected if the trip did not occur.
6. Student time out of other instructional programs shall be kept to a minimum. Students traveling must maintain their overall educational program and are responsible for making up assigned work in classes missed.
7. Student costs shall be kept to a minimum. Students are responsible for their own costs. Schools may provide financial options to ensure maximum participation by all interested and qualified students, regardless of their economic circumstance.
8. No student may be denied participation, for financial reasons, in a school-sponsored field trip that is integral to the curriculum and the instructional program.

SCHOOL-SPONSORED TRIPS (continued)

9. Students shall be expected to follow conduct rules that apply in school or during school-related activities. Students who violate these rules during a field trip are subject to regular discipline, including, but not limited to being sent home with a chaperone, if required, at parent expense.
10. Whenever practical, chaperones accompanying students on trips that involve overnight travel shall be of the same sex as the students participating.
11. Permission slips related to the specific trip and signed by the parent(s) or guardian(s) shall be secured prior to any field trip travel.
12. Appropriate District-approved waivers of liability (*E 6153(f) Student Indemnification Statement Waiver of Liability*), signed by the parent(s) or guardian(s), shall be secured prior to any field trip travel.
13. All school sponsored trips must be approved in advance, as set forth in *E 6153(d) Verification of Field Trip Information* (all field trips) and *E 6153(a) Preliminary Field Trip Preparation for Extended Out-of-State or International Field Trips*. Principals shall verify the quality of field trip preparations, plans, educational relevance, fund raising and sponsors.
14. Parties denied approval for a trip may appeal that decision to the Superintendent. Denial by the Superintendent may be appealed to the Board.
15. Administrators have the authority to exclude the participation of students whose documented behavioral history suggests the possibility that they may endanger themselves or others; or cause a substantial disruption while on a field trip. However, due consideration must be given to SECTION 504 and Individuals with Disabilities Education Act (IDEA) where applicable.
16. Pursuant to Section 504 and Americans with Disabilities Act (ADA), students with disabilities shall not be excluded from field trips because of transportation arrangements.

(cf. 3541.1—Transportation: School-Related Trips)

(cf. 1321—Solicitation of Funds from and by Students)

In advance of study trips, teachers shall determine educational objectives which relate directly to the curriculum. Principals shall ensure that teachers develop plans which provide for the best use of students' learning time while on the trip. Teachers also shall provide appropriate instruction before and after the trips.

SCHOOL-SPONSORED TRIPS (continued)**Waiver of District Liability**

Students and their families are expected to have adequate health insurance to cover the costs of accidents or injuries that may occur during field trips. Each participating student must submit a waiver of liability signed by the parent(s) or guardian(s) (*E 6153(f) Student Indemnification Statement Waiver of Liability*). Each participating chaperone or parent volunteer must sign a waiver of liability (*E 6153(h) Volunteer Indemnification Statement Waiver of Liability*). These waivers

must be reviewed and approved by the principal and secured and on file in the school office prior to the trip.

Scheduling Travel for Days When School Is Not in Session

Extended field trips over which the school has scheduling control are to be planned for days school is not in session. Extended trips should be scheduled after regular school hours, on weekends, or during vacations. Unique travel circumstances that extend the trip into school days will be reviewed and approved by the principal on an individual basis prior to submission to the Superintendent for approval.

Chaperones

1. During all extended field trips, chaperones of the same sex must accompany students. An exception to this provision must have the approval of the Superintendent.
2. A proposal for the number of chaperones and funding sources for classroom substitutes must be submitted with the field trip request. For extended field trips, a recommended ratio is one chaperone to every eight students.
3. School employees must have approval from their building administrator to chaperone field trips if they will be absent from their assignment.
4. Chaperones will be informed in writing of the drug-free workplace regulations which govern all District-sponsored activities. Chaperones are expected to refrain from using tobacco and consuming alcoholic beverages or illegal drugs while on the extended field trip.
5. Chaperones must stay with the group for the duration of the trip from departure through return. Exceptions may be made by the Superintendent.

SCHOOL-SPONSORED TRIPS (continued)

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

Trips Not Sponsored by District

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

Field Trips of One Day or Less

Field trips lasting one day or less are the responsibility of the principal and staff who will establish and use procedures to plan, conduct and evaluate field trips consistent with adopted curriculum.

Extended Field Trips (In-State)

Field trips lasting two or more days and involving overnight accommodations are the responsibility of the principal and staff.

Cocurricular in-state activities trips that comply with established schedules shall conform to the guidelines in the applicable activities handbook, and a list of such trips shall be filed by the coach, athletic director, advisor or sponsor with the principal and the executive secretary of the Kenai Peninsula Schools Activities Association.

Extended field trips planned during the school year for days when school is not in session shall be subject to the conditions listed above.

Extended Field Trips (Out-of-State or International)

Field trips involving travel and accommodations for out-of-state sports, activities and educational activities are the responsibility of the local administrator and staff subject to approval by the Superintendent.

SCHOOL-SPONSORED TRIPS (continued)

The purchasing department must be involved to assist in planning and vendor selection. As a result, requests for out-of-state or international trips involve substantial advance planning. Requests shall be forwarded to the Superintendent on the District field trip form (*E 6153a Preliminary Field Trip Preparation*) for pre-approval prior to formal planning or fundraising. This preliminary approval must be obtained when plans are initiated or within the timeframes listed below, whichever comes first:

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

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

Once vendor selection has been determined, E 6153(b) *Due Dates for Required Documents* will be provided to the trip organizer for compliance. Documentation for these trips will be forwarded to the Superintendent on the District field trip forms E 6153(c) *KPBSD Field Trip Information Form*, E 6153(d) *Verification of Field Trip Information*, and E 6153(e) *KPBSD Field Trip Questionnaire* with appropriate attachments within the advised timelines.

Required Information to Be Submitted for Extended Out-of-State or International Field Trip Approval

The following information requirements must be satisfied when District students are traveling out-of-state or internationally.

Medical Coverage and Medical Training for Out-of-State or International Field Trips

In addition to the conditions listed for all extended field trips, the following conditions also apply when travel is out-of-state or international:

1. Evidence of individual student medical insurance coverage must be presented by the student's parent/guardian to the principal prior to travel for all out-of-state or international travel. (A list of medical insurance providers will be made available for those without private family or individual coverage. This coverage will not be paid at District expense.)
2. The need for a chaperone with medical emergency training will be determined by the Superintendent prior to approval.

SCHOOL-SPONSORED TRIPS (continued)

Field Trips by Van and Automobile

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

(cf 3541.1 School Related Trips)

Field Trips by Boat and Plane

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

For Trips by Private Marine Vessels

1. The Superintendent may authorize the transportation of students by private, noncommercial vessels for approved field trips and activities provided the following conditions are met.
 - A. For motorized vessels, the vessel is operated by an adult, age 21 or older, who can demonstrate competence to operate the vessel. This competence may be demonstrated by the operator:
 - (1) Providing a copy of the appropriate commercial or charter license for the intended waters and vessel type to be used, or
 - (2) Providing documentation that the operator successfully passed a marine/boat/water safety course approved by the Superintendent as appropriate for the field trip to be taken.
 - B. In the case of non-motorized boat trips, when practical, a motorized vessel or boat operated by a qualified adult, age 21 or older, is available to respond in the event of an accident or incident.

SCHOOL-SPONSORED TRIPS (continued)

- C. The vessel is registered with the State of Alaska or issued a Certificate of Documentation by the U.S. Coast Guard, and when motorized, must be in compliance with the Courtesy Vessel Safety Check by the U.S. Coast Guard Auxiliary within 90 days of the time of travel.
 - D. Students traveling on an open boat shall wear appropriate flotation devices while onboard the vessel in compliance with U.S. Coast Guard regulations.
 - E. All student passengers provide a permission slip and waiver of liability signed by their parent(s) or guardian(s) (*Form E 6153(f) Student Indemnification Statement Waiver of Liability*).
 - F. The owner, operators and passengers have been informed that the registered owner of the vessel is responsible for any accidents which may occur.
2. Trip plans, including name of vessel operator, location and itinerary of trip, type and identification of vessel, must have prior approval from the Superintendent. The Superintendent must be notified of any deviation from the approved itinerary or trip plan.

For Trips by Commercial Marine Vessels

- 1. When traveling on a commercial or charter vessel, students must be transported by a U.S. Coast Guard approved vessel. U.S. Coast Guard approval must be for the number of commercial passengers carried on the vessel.
- 2. The captain of the vessel used to transport students must be certified by the U.S. Coast Guard to operate a commercial vessel. The captain must be certified for operating the size and type of vessel required. A copy of the vessel operator's license must be on file in the school.
- 3. All School District students, staff and chaperones must be provided with U.S. Coast Guard approved survival equipment while on the vessel. Students traveling in an open boat shall wear appropriate flotation devices while underway.

SCHOOL-SPONSORED TRIPS (continued)

4. The owners of the commercial vessel used for the transportation of students and District staff must have the vessel insured with minimum liability of \$1,000,000. A copy of the insurance certificate must be on file in the school.
5. All commercial boats used while abroad must meet international nautical standards.

Field Trips by Aircraft

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

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

District-Hosted Visitors

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

SCHOOL-SPONSORED TRIPS (continued)

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

1. What are the anticipated dates of visitation from a school located in another country?
2. Who is the District certified employee in charge of this activity?
3. From what country will the visitors be coming?
4. What is the purpose of hosting this international visitation?
5. How many students will be traveling to the District?
6. What is the age group of the students traveling to the District?
7. What is the intended itinerary for travel?
8. Where will the students be housed during their visitation to the District? A listing of specific parents who have agreed to host the visitors to our District must be provided.
9. Have certificates of insurance regarding health and accident insurance coverage for travelers been secured? (Provide appropriate evidence of insurance.)
10. What are the points of arrival and departure?
11. What arrangements have been made to assure safe passage to the point of disembarkation from the District?
12. Who is providing this information?

Legal Reference:

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

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

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