

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

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SCHOOL BOARD COMMUNICATION

Title: Board Policy Approval

Date: July 1, 2012

Item Number: 10c .

Administrator: Dave Jones, Assistant Superintendent 

Attachments:

BP 5144.1 Suspension and Expulsion	3
BP and AR 6141 Curriculum Development	4
AR 6153 School-Sponsored Trips	7
BP and AR 6161.1 Selection of Instructional Materials . . .	16
BP and AR 6190 Evaluation of Instructional Programs . . .	20

Action Needed For Discussion Information Other: _____

BACKGROUND INFORMATION

The attached policies and administrative regulations were reviewed at the Policy Committee on April 2, 2012 and reviewed by the Policy Worksession on May 7, 2012; there was a first read on all of the BP's at the June 4, 2012 Board Meeting. However, AR 6153 was both reviewed by the Policy Committee and the Policy Worksession on June 4, 2012. These are now presented for final approval at the July 9, 2012 Board Meeting.

BP 5144.1 Suspension and Expulsion

- This policy is presented with a positive tone and mentions proactive measures or alternative responses.

BP and AR 6141 Curriculum Development

- This policy and AR do not address the evaluation of curriculum, therefore, the administration has removed "and evaluation" from the title.

AR 6153 School Sponsored Trips

- At the request of the Borough Risk Management Department, we have added a notification that the District be named as an additional insured and District Office provided a copy of the insurance certificate to the Section "For Trips by Commercial Marine Vessels"

BP and AR 6161.1 Selection of Instructional Materials

- Since this policy and AR do not address the evaluation of instructional materials, the administration has removed "and evaluation" from the title.

BP and AR 6190 Evaluation of Instructional Programs

- This policy and AR address the evaluation process of instructional programs.
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ADMINISTRATIVE RECOMMENDATION

The administration recommends approval of the above policies and administrative regulations.

SUSPENSION AND EXPULSION

The Board believes an effective school discipline and safety program is necessary to ensure a positive learning environment for all students. The Board encourages high quality, collaboratively developed proactive measures and alternative responses to foster a positive school climate. The ~~School~~ Board recognizes that maintaining an environment which promotes learning and protects the health, safety, and welfare of all students may require the suspension or expulsion of a student from regular classroom instruction. District policies and school site rules shall clearly identify student behavior standards. The Superintendent or Principal may impose suspension when other means ~~of correction fail~~, proactive measures, or alternative responses have failed to bring about proper conduct or for serious misconduct.

(cf. 5131 - Student Conduct)
(cf. 5144 - Discipline)

The Board may expel a student for severe or prolonged breaches of discipline. Except for single acts of a grave nature, expulsion is usually used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to other students.

Suspended or expelled students shall be excluded from all school-related extracurricular activities during the suspension or expulsion.

The Board shall provide for the fair treatment of students facing suspension and expulsion by affording them their due process rights under the law. The Superintendent shall specify procedures for notices and appeals.

(cf. 3515 – School Safety and Security)
(cf. 5144.2 - Suspension and Expulsion/Due Process - Individuals with Exceptional Needs)
(cf. 6164.3 – Student Mental Health – Medication and Services)
(cf. 5040 Parent/Student Handbook)

Legal Reference:

ALASKA STATUTES

14.30.045 Grounds for suspension or denial of admission

14.30.047 Admission or readmission, when cause no longer exists

ALASKA ADMINISTRATIVE CODE

4 AAC 06.060 Suspension or denial of admission

4 AAC 07.010 - 4 AAC 07.900 Student rights and responsibilities

Goss v. Lopez, 419 U.S. 565 (1975)

CURRICULUM DEVELOPMENT ~~AND EVALUATION~~

The School Board shall provide a comprehensive instructional program to serve the educational needs of the District's students. The Board accepts responsibility for establishing what students should learn. Therefore, the Board shall adopt a District curriculum which, to the extent possible, reflects the desires of the community, the needs of society, and the requirements of law.

Curriculum development and improvement is of primary importance and as such will be part of an ongoing process in this District. The Superintendent shall have general coordinating authority over the design and development of curriculum. The Superintendent shall develop a process for curriculum review and development which shall include the participation of teachers, administrators, students (as appropriate) and parents/guardians. The Board recognizes that effective curriculum development requires the planned allocation of resources, staff time and inservice training.

(cf. 6161.1 - Selection ~~and Evaluation~~ of Instructional Materials)

The curriculum shall be consistent with and aligned to established state standards and the philosophy, goals and objectives of the District. The Superintendent shall keep the Board informed regarding current District curriculum efforts and student achievement. The Superintendent shall provide all necessary assistance to the Board in reviewing reports, information and data on each curriculum area for evaluation and adoption by the Board. Prior to adoption, a work session will be convened with the Board and the curriculum committee. The curriculum committee shall discuss its findings with the staff, community and students.

The Board shall adopt a curriculum review cycle for each area of the curriculum which shall serve as the timeline for District wide curriculum development. The Board shall review each content core academic area at least once every six years.

Teachers are to align their teaching to District standards and curriculum.

(cf. 6190 Evaluation of Instructional Program)

CURRICULUM DEVELOPMENT ~~AND EVALUATION~~-(continued)

Legal Reference:

ALASKA STATUTES

14.03.120 Education planning: reports

14.14.110 Cooperation with other districts

ALASKA ADMINISTRATIVE CODE

4 AAC 04.140 Content standards

4 AAC 04.150 Performance standards

~~4 AAC 05.010 Program Planning and Evaluation~~

4 AAC 05.900 Definitions

4 AAC 05.080 School curriculum and personnel

4 AAC 06.805 Adequate yearly progress

4 AAC 06.885 School and District Recognition

4 AAC 51.310 Evaluation

CURRICULUM DEVELOPMENT ~~AND EVALUATION~~

The curriculum organization system shall be the basis for the curriculum organization and is included as the final page of this regulation. That system requires that curriculum be based upon identified and adopted program standards and assessment consistent with the District assessment policy. The District assessment policy will define the manner in which the adopted District performance objectives are being achieved and the degree to which those objectives assure achievement of the District mission statement and beliefs.

CURRICULUM REVIEW AND DEVELOPMENT

The Superintendent shall conduct activities which routinely evaluate, review, revise or develop curricula for use in District schools. The objective of these actions is to maintain and improve an articulated kindergarten through Grade 12 curriculum.

To accomplish this objective, the Superintendent shall involve teachers, administrators and other stakeholders in activities which accomplish the following tasks within a defined cycle:

1. Review, revise and implement District curricula in scheduled content areas;
2. Review, revise and implement assessments for basic skills content areas;
3. Review and select instructional materials which are free of sex bias to support the curricula;
4. Evaluate curriculum, assessment processes and instructional materials;
5. Provide for community participation in the curriculum development process;
6. Provide curriculum related staff development programs which assist teachers in using approved curricula.

Legal Reference:

*ALASKA STATUTES
14.14.110 Cooperation with other districts*

ALASKA ADMINISTRATIVE CODE
*4 AAC 05.900 Definitions
4 AAC 05.080 School curriculum and personnel
4 AAC 51.310 Evaluation*

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

SCHOOL-SPONSORED TRIPS (continued)

Trips Not Sponsored by District

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

Field Trips of One Day or Less

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

Extended Field Trips (In-State)

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

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

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

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

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

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

- 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.

SCHOOL-SPONSORED TRIPS (continued)

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

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

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

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

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

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

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

Field Trips by Van and Automobile

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

(cf 3541.1 School Related Trips)

SCHOOL-SPONSORED TRIPS (continued)

Field Trips by Boat and Plane

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

For Trips by Private Marine Vessels

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

SCHOOL-SPONSORED TRIPS (continued)

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

For Trips by Commercial Marine Vessels

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

Field Trips by Aircraft

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

SCHOOL-SPONSORED TRIPS (continued)

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

District-Hosted Visitors

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

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

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

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?

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: 8/8/2011 _____

SELECTION ~~AND EVALUATION~~ OF INSTRUCTIONAL MATERIALS

The School Board believes that instructional materials should be selected and evaluated with great care so that they are educationally sound and unbiased. Instructional materials must support the adopted courses of study and meet current curricular goals. Taken as a whole, District instructional materials should present a broad spectrum of knowledge and viewpoints, reflect the ethnic and cultural diversity of our society, and enhance the use of multiple teaching strategies and technologies.

The Superintendent shall establish procedures by which new instructional materials may be requested and subsequently evaluated, together with existing materials. The review of instructional materials shall be coordinated with the overall development and evaluation of the District's curriculum. Teachers, students, parents/guardians and community members shall have the opportunity to recommend instructional materials. The District shall provide training for certificated personnel in the recognition of sex-biased materials.

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

The Superintendent shall establish instructional material evaluation committees. These committees shall include teachers, administrators and other staff who have subject-matter expertise, as well as parents/guardians and/or community members.

Individuals who participate in selecting ~~and evaluating~~ instructional materials shall have no financial interest in the materials being reviewed, recommended, or approved.

*(cf. 3315 - Relations with Vendors)
(cf. 9270 - Conflict of Interest)*

Recommendations for the adoption and/or withdrawal of instructional materials may be reviewed with the Board by the Superintendent and shall include documentation supporting the recommendation.

*(cf. 1312.2 - Public Complaints Concerning Instructional Materials)
(cf. 3270 - Disposal of Books, Equipment and Supplies)
(cf. 6144 - Controversial Issues)
(cf. 6161.11 - Supplementary Instructional Materials)*

Instruction

SELECTION ~~AND EVALUATION~~ OF INSTRUCTIONAL MATERIALS (continued)

Legal Reference:

ALASKA STATUTES

11.56.100-11.56.130 Bribery and related offenses

14.07.050 Selection of textbooks

14.07.057 Transmittal of textbook selections

14.08.111 Duties

14.14.110 Cooperation with other districts

14.18.060 Discrimination in textbooks and instructional materials prohibited

14.56.300-14.56.340 Library assistance grants

ALASKA ADMINISTRATIVE CODE

4 AAC 06.550 Review of instructional materials

4 AAC 06.600 Definitions

4 AAC 57.020 Annual report of library operations

4 AAC 57.050-4 AAC 57.095 Library assistance grants

4 AAC 57.990 Definitions

SELECTION ~~AND EVALUATION~~ OF INSTRUCTIONAL MATERIALS

General Criteria for Selection ~~and Evaluation~~

The District shall assess the educational suitability of instructional materials according to the following criteria:

1. Relationship to the adopted courses of study and current curricular goals.
2. Contribution to a comprehensive, balanced curriculum.
3. Reliable quality of scholarship as evidenced by:
 - a. Accurate, up-to-date and well-documented information.
 - b. Objective presentation of diverse viewpoints.
 - c. Clear, concise writing and appropriate vocabulary.
 - d. Thorough treatment of subject.
4. Fair and balanced portrayal of people with regard to race, creed, color, national origin, sex and disability.
5. Provide a wide range of materials on all levels of difficulty, with appeal to students of varied interests, abilities and maturity levels.
6. Inclusion of materials which stimulate discussion of contemporary issues and improve students' thinking and decision-making skills.
7. Contribution to the proper articulation of instruction through grade levels.
8. Quality and durability of paper, binding, etc.
9. Availability and quality of corresponding teacher's guides.

Whenever possible, the District shall consider at least three different textbooks before recommending one for adoption.

Library books and reference materials do not require committee recommendation or Board approval. The librarian at each school shall select these materials in consultation with the District, principal, department chairpersons, teachers or other interested persons.

SELECTION ~~AND EVALUATION~~ OF INSTRUCTIONAL MATERIALS (continued)

Conflict of Interest

Persons evaluating instructional materials for purchase by the District shall not:

1. Be employed by any person, firm or organization submitting instructional material to the District.
2. Have or negotiate a contractual relationship with any such person, firm or organization.
3. Receive any compensation from any such person, firm or organization or any of its subsidiaries or controlling entities.
4. Have an interest as a contributor, author, editor or consultant in any textbook or other instructional material submitted to the District.

Individuals formerly employed as consultants on textbooks or other materials shall not be deemed to be financially interested in the selection or evaluation of instructional materials provided they:

1. Have not had a contractual relationship or received compensation for such consultant service for two years before serving on the committee, and
2. Retain no rights to compensation accruing while they serve on the committee.

Persons shall not be disqualified from serving on review committees if they disclose their financial interest and the ~~Board Superintendent~~ finds the interest remote enough to permit the individual's participation.

(cf. 1312.2 - Public Complaints Concerning Instructional Material)

NEW POLICY

Instruction

BP 6190

EVALUATION OF INSTRUCTIONAL PROGRAMS

The School Board considers comprehensive evaluation of the effectiveness of instructional programs to be of primary importance for continuous improvement and growth in student achievement, and recognize that conducting such evaluation requires appropriation of adequate resources. For the purpose of this policy, instructional program evaluation is defined as the review of program goals, associated curricula, assessment measures, professional development, and District/building implementation. The goal of instructional program evaluation is to improve student achievement and other outcomes through regular review and updating of our curricula and programs.

The specific objectives of the review process are to:

- Promote adherence to the educational mission and goals of the District.
- Assess curricular/program strengths and weaknesses.
- Ascertain the consistency of curricula/programs with state and national standards.
- Maintain awareness of best practices and approaches in the literature and in benchmark districts.
- Provide information for budgeting and other District planning.
- Provide data for public information.
- Provide recommendation.

NEW ADMINISTRATIVE REGULATION

Instruction

AR 6190(a)

EVALUATION OF INSTRUCTIONAL PROGRAMS

Components of the Evaluation Process

Appropriate means for evaluation shall be established and maintained by the Superintendent who shall supervise and be responsible for administering the evaluation process. Elements of this evaluation process must **consider**:

- Alignment with relevant national, state, and professional standards, as well as vertical and horizontal alignment.
- Student achievement records, such as grades, courses taken, student portfolios, and/or other student work (to the extent legally permissible).
- Surveys of parents, staff, and students.
- Comparison to District benchmarks and state assessment data.

Elements of this evaluation may include any or all of the following:

- Focus groups of parents, teachers, and/or students.
- Use of outside services, such as contracted evaluation services.
- Any other data relevant to the curriculum or program under review.

Timeline

Each year, one or two curriculum areas and/or programs in the District shall begin the process of program review. Each spring, the District committee will approve the selection of which and how many programs or curricula are to begin the review process, based on recommendations made by the Superintendent. Evaluation of core academic programs (language arts, mathematics, social studies, and science) should be initiated within six years of the completion of the previous evaluation. Other instructional programs should undergo evaluation not more than ten years following the conclusion of their previous evaluation.

This review process involves four phases.

Phase 1 – **NEEDS ASSESSMENT**: Assess the current state of the curriculum/program.

Phase II – **REVIEW/DEVELOP**: Determine what is necessary for improvement; define resources, determine available funding, and develop an action plan.

Phase III – **IMPLEMENTATION**: Put the action plan (strategies/actions for improvement) into place with adequate resources.

Phase IV – **EVALUATE**: Check on the progress of the action plan; debrief the review process; collect data on indicators of success. Determine course of action.

EVALUATION OF INSTRUCTIONAL PROGRAMS (continued)**Review Committees**

Curriculum/program evaluation will be conducted by review committees. In the spring preceding the start of any given curriculum/program evaluation, a Review Committee for that curriculum/program evaluation shall be formed. Review Committees will include teachers, administrators and parents, with adequate representation across schools and grade levels, as well as other relevant stakeholders as suggested by the Superintendent. The Superintendent will seek the participation of interested stakeholders, who will be asked to submit an application indicating their interest in working on a particular committee. The members of the Review Committee will be selected and appointed by the Superintendent. The Superintendent will keep the Board informed and up-to-date on the membership of the review committees and will maintain a list of active review committees and their membership on the District website.

The Board will receive reports at least annually on the progress of each evaluation from the review committees. These will be made in writing and presented at a regular Board meeting and will be posted on the District website. These reports will include work completed to date, findings, projected next steps and recommendations.

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: _____