

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

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SCHOOL BOARD COMMUNICATION																					
Title:	Policies for First Read																				
Date:	June 20, 2012	Item Number:	11a.																		
Administrator:	Dave Jones, Assistant Superintendent <i>Dave Jones</i>																				
Attachments:	<table style="width: 100%; border: none;"> <tr> <td style="padding-left: 20px;">BP 5022 Parent/Student Handbook</td> <td style="text-align: right; padding-left: 10px;">3</td> </tr> <tr> <td style="padding-left: 20px;">BP 5125 Student Records</td> <td style="text-align: right; padding-left: 10px;">4</td> </tr> <tr> <td style="padding-left: 20px;">BP 5125.1 Release of Directory Information</td> <td style="text-align: right; padding-left: 10px;">6</td> </tr> <tr> <td style="padding-left: 20px;">BP 5125.2 Challenging Student Records</td> <td style="text-align: right; padding-left: 10px;">8</td> </tr> <tr> <td style="padding-left: 20px;">BP 5128 Alaska Performance Scholarship Program (NEW)</td> <td style="text-align: right; padding-left: 10px;">10</td> </tr> <tr> <td style="padding-left: 20px;">BP 5131.6 Alcohol and Other Drugs</td> <td style="text-align: right; padding-left: 10px;">11</td> </tr> <tr> <td style="padding-left: 20px;">BP 6000 Concepts and Roles</td> <td style="text-align: right; padding-left: 10px;">13</td> </tr> <tr> <td style="padding-left: 20px;">BP 6145.22 Concussion in Student Athletics and Student Activities (NEW)</td> <td style="text-align: right; padding-left: 10px;">15</td> </tr> <tr> <td style="padding-left: 20px;">BP 6146.3 High School Graduation Qualifying Exam</td> <td style="text-align: right; padding-left: 10px;">17</td> </tr> </table>			BP 5022 Parent/Student Handbook	3	BP 5125 Student Records	4	BP 5125.1 Release of Directory Information	6	BP 5125.2 Challenging Student Records	8	BP 5128 Alaska Performance Scholarship Program (NEW)	10	BP 5131.6 Alcohol and Other Drugs	11	BP 6000 Concepts and Roles	13	BP 6145.22 Concussion in Student Athletics and Student Activities (NEW)	15	BP 6146.3 High School Graduation Qualifying Exam	17
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Action Needed
 For Discussion
 Information
 Other: First Read

BACKGROUND INFORMATION

BP 5022, 5125, 5125.1, 5125.2, 5128, 6000 and 6146.3 were reviewed at the May 2012 Policy Committee; BP 5131.6 and 6145.22 were reviewed at the June 2012 Policy Committee. All of these policies were reviewed at the June 4, 2012 worksession.

The following policies are now presented for a first read.

- BP 5022 Parent/Student Handbook*
- This is a change in the policy number from BP 5040 which has now been assigned to Student Nutrition by AASB. We are changing our numbering to correspond with the AASB numbering system.

- BP 5125 Student Records*
- Revised by AASB to include categories of scholarship eligibility for the purpose of U of A and Alaska Performance scholarships
 - A definition of "education program"
 - A requirement for a data sharing agreement to cover disclosures without consent.

- BP 5125.1 Release of Directory Information*
- FERPA relations to limit disclosure of directory information to certain parties for certain purposes
 - Scholarship eligibility added as a category
 - Updated legal references

- BP 5125.2 Challenging Student Records*
- Revised by AASB to update legal references

- BP 5128 Alaska Performance Scholarship Program (NEW)*
- AASB has made revisions to their policy. KPBSD does not currently have this policy.

BP 5131.6 Alcohol and Other Drugs

- Modified to include designer drugs with examples, i.e., “bath salts”
- Added “Use” as a parameter for inclusion in who violates this policy

BP 6000 Concepts and Roles

- Updated legal references

BP 6145.22 Concussion in Student Athletics and Student Activities (NEW)

- Alaska Statute 14.30.142-143 requires school districts to have a program for the prevention and management of concussions in student athletes.
- The KPBSD feels that concussions occurring at school in non-sports activities also needs to be addressed; therefore, we have edited the AASB draft to be inclusive.

BP 6146.3 High School Graduation Qualifying Exam

- AASB has corrected a legal citation number

ADMINISTRATIVE RECOMMENDATION

PARENT/STUDENT HANDBOOK

The Superintendent shall prepare and distribute a Parent/Student Handbook to each student and parent annually that includes standards of conduct, student's rights and responsibilities, and other information about the operation of District schools.

STUDENT RECORDS

The School Board recognizes the importance of keeping accurate, comprehensive student records. The confidentiality of student records shall be maintained in accordance with legal requirements. Information may be disclosed from student records when necessary to protect the health or safety of a student or others, as permitted by law.

The Superintendent shall establish regulations for Board approval governing the maintenance of student records. These regulations shall ensure parental rights to inspect student records; to seek amendment of student records which are believed to be inaccurate, misleading, or in violation of the student’s privacy rights; to consent to disclosure of personally identifiable information except when disclosure is authorized without consent by law; and to file a complaint to challenge the District’s compliance with applicable laws governing student records.

- (cf. 3580 – District Records*
- (cf. 5125.1 - Release of Directory Information)*
- (cf. 5125.2 - Challenging Student Records)*
- (cf. 5125.3 - Withholding Grades, Diploma or Transcripts)*
- (cf. 6162.8 - Research)*

Legal Reference:

ALASKA STATUTES

- 40.25.120-40.25.220 Public Records Act*
- 14.03.110 Questionnaires and Surveys administered in public schools*
- 14.03.113 District Determination of scholarship eligibility*
- 14.03.115 Access to school records by parent, foster parent, or guardian*
- 14.03.350 Definitions, exceptional children*
- 14.30.700 Records of missing children*
- 14.30.710 Required records upon transfer*
- 14.30.720 Definitions*
- 14.30.745 Provision of student information to academy*
- 14.43.810-850 Alaska merit scholarship program*
- 14.43.930 Scholarship program information*

ALASKA ADMINISTRATIVE CODE

- 4 AAC 07.060 Student records*
- 4 AAC 43.010-900 Alaska performance scholarship program*
- 4 AAC 52.510 Parental access to records*
- 4 AAC 52.847 Parental consent for release of records*

UNITED STATES CODE, TITLE 20

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, 20 U.S.C. 1232 g, as amended by USA PATRIOT ACT OF 2001, Public Law 107-56; 115 Stat. 272

34 CODE OF FEDERAL REGULATIONS

- Part 99 as amended Jan. 20092012*
- 300.502 Opportunity to examine records*
- 300.624 Destruction of information*

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: ~~7/13/09~~_____

RELEASE OF DIRECTORY INFORMATION

Directory information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed.

The Superintendent may use student directory information in school publications and may authorize the release of directory information to representatives of the news media, prospective employers, post-secondary institutions, military recruiters, legislators, or nonprofit or other organizations. Directory information consists of the following: student's name, address, telephone number, electronic mail address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, grade level, enrollment status, degrees, honors and awards received, scholarship eligibility, and most recent previous school attended.

(cf. 5128 – Alaska Performance Scholarship)

Directory information may not include a student's social security number or student identification number, unless the student identification number qualifies as an electronic identifier. An electronic personal identifier is an ID used by a student to gain access to student electronic services such as on-line registration, on-line grade reporting, or on-line courses. These electronic personal identifiers may be disclosed as directory information so long as the identifier cannot be used by itself to gain access to educational records but must be combined with a PIN or other access device.

The District, before making directory information available, shall give public notice at the beginning of each school year of the information which it has designated as directory information. This notice shall also identify all disclosures required by state and federal law, unless parents opt out of such disclosure. The District shall allow a reasonable period of time after such notice has been given for parents/guardians to inform the District that any or all of the information designated should not be released. The District may provide parents with the ability to limit disclosure to specific parties or for specific purposes, as determined by the District.

Directory information shall not be released regarding any student whose parent/guardian notifies the District in writing that such information may not be disclosed. Directory information shall not be released for personal or commercial purposes. The *E 5125.1(b) Directory Information Parent Opt-Out Form* is provided for this purpose. Parents may not, by opting out of directory information, prevent a school from requiring a student to identify him or herself, or to wear or carry a student ID or badge.

RELEASE OF DIRECTORY INFORMATION

The District may disclose directory information about former students without meeting the requirements of this section.

Legal Reference

ALASKA STATUTES

14.03.113 District determination of scholarship eligibility

14.30.745 Provision of student information to academy

14.43.930 Scholarship program information

14.43.810-849 Alaska Merit Scholarship Program

UNITED STATES CODE

20 U.S.C. § 1232g

No Child Left Behind Act, 20 U.S.C. § 7908 (2001)

USA Patriot Act, § 507, P.L. 107-56 (2001)

UNITED STATES CODE

20 U.S.C. § 1232g, 1415 (1994)

34 C.F.R. Pt. 99, 300.560 –.574 (1996)

ALASKA MUNICIPAL CODE

4 AAC 43/-1—900 Alaska Performance Scholarship Program

CODE OF FEDERAL REGULATIONS

34 C.F.R Pt 99 as amended, December 2011

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Adoption Date: 7/13/2009

CHALLENGING STUDENT RECORDS

Request to Amend Records

The parent of a student or an eligible student who believes that information in a record collected, maintained or otherwise used by the District and pertaining to the student is inaccurate or misleading or violates the privacy or other rights of the student, may request that the District amend the record. Such requests shall be made in writing to the Superintendent.

(cf. 5138 – Alaska Performance Scholarship Program)
(cf. 5144 – Discipline)
(cf. 5144.1 – Suspension & Expulsion)
(cf. 5121 – Assessment/Evaluation of Student Achievement)

The Superintendent shall, within a reasonable period of time following such a request, decide whether to amend the record and shall inform the parent or the eligible student in writing of its decision. If the District decides not to amend the record, it shall advise the parent or eligible student of the right to a hearing to challenge the District's decision.

Request for a Hearing

If the District refuses to amend a student record after an appropriate written request is made by the parent or eligible student, the parent of the student or the eligible student may request a hearing ~~to challenge that decision.~~

Requests for a hearing shall be made within ~~a reasonable time~~ ten (10) days after notice of the District's decision is delivered to the parent or eligible student. The request for a hearing must be in writing, and shall be made to the Superintendent.

Conduct of the Hearing

Hearings to challenge a District refusal to amend information pertaining to a student which is contained in a record collected, maintained or otherwise used by the District, shall be conducted before a hearing officer in accordance with the regulations established by the Alaska Department of Education.

Remedies

If, after hearing, the hearing officer determines that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, the District shall amend the record.

CHALLENGING STUDENT RECORDS

If the decision of the hearing officer is that the information contained in the record is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, the District shall so inform the parent or eligible student. The hearing officer's decision shall be final. However, the parent or eligible student may place a statement in the record commenting on the information in dispute, or describing why the parent or eligible student disagrees with the hearing officer's decision. This statement shall be accompanied by copy of the hearing officer's written decision, and shall be maintained with the record as long as the District maintains the contested portion of the record. If the District discloses the record, or the contested portion of the record to any person, the statement also must be disclosed.

Legal Reference:

ALASKA STATUTES:

- AS 14.30.193 Due process hearing*
- AS 14.30.272 Procedural safeguards*
- AS 14.30.335 Eligibility for Federal funds*

ALASKA REGULATIONS:

- 4 AAC 52.520 Parental request for amendment of records*
- 4 AAC 52.550 Due process hearing*
- ~~*4 AAC 52.560 Impartial hearing officer*~~
- ~~*4 AAC 52.570 Appeal to department*~~

FEDERAL STATUTES

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT, 20 U.S.C. 1232g

FEDERAL REGULATIONS

34 CFR 99.20-22

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Adoption Date: 10/18/2004

ALASKA PERFORMANCE SCHOLARSHIP PROGRAM

BP 5128(a)

The Board supports and encourages all students to obtain higher education through enrollment in college or career and technical programs upon graduation. The Board believes that institutions within the State of Alaska provide strong and varied opportunities to meet the needs and interests of graduating students and further believes that state school attendance helps support a skilled, local workforce. The district supports student participation in the Alaska Performance Scholarship Program so that students may have maximum opportunity to obtain higher education within the State of Alaska.

Students and parents/guardians will be notified at least annually of the opportunities available through the Alaska Performance Scholarship Program. This notice should include information about scholarship eligibility levels; coursework, testing, and grade point average (“GPA”) requirements; residency requirements; and the participating colleges and career and technical programs.

The Superintendent shall determine scholarship eligibility for graduating students and will record the appropriate eligibility level on each student’s permanent academic record. Students will be provided an opportunity to challenge an error in the eligibility determination. The academic record of graduating students will be transmitted to the Alaska Department of Education and Early Development to facilitate the award of scholarships.

(cf. 5125.2 – Challenging Student Records)

The Board approves the sponsorship of district graduates who have been granted a grace period by the Commissioner to meet curriculum requirements for the Alaska Performance Scholarship Program. Sponsored students will be permitted to enroll for the purpose of obtaining missing curriculum requirements, so long as the sponsored student is under the age of twenty (20) at the time of enrollment.

Legal Reference:

ALASKA STATUTES

14.03.113 District determination of scholarship eligibility

14.43.810-.849 Alaska Merit Scholarship Program

ALASKA ADMINISTRATIVE CODE

4 AAC 43.010-.900 Alaska Performance Scholarship Program

Kenai Peninsula Borough School District
Approved: _____

ALCOHOL AND OTHER DRUGS

It is the intent of the Kenai Peninsula Borough School District to maintain a drug-free school environment so learning can take place; to educate students so they are aware of the issues and problems related to the use of drugs, alcohol, and controlled substances; to identify students who have chemical abuse problems; to refer students for treatment services which are beyond the scope of the schools; and to remove students possessing, distributing or selling drugs or alcohol in the school setting from that environment.

Prohibited Substances and Items

The substances and items prohibited by this policy include, but are not limited to: alcohol; prescription drugs (except as authorized by BP 5141.21); anabolic steroids; narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, or any other controlled substance; intoxicants or depressants of any kind; items used as an inhalant, including paints, gasoline, glue, or similar items; over the counter stimulants of any kind, including caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), or other similar drugs; drug paraphernalia, and imitation or designer drugs (i.e., “bath salts”) or synthetic drugs (K2, Spice, etc.). Imitation or synthetic drugs mean pills, capsules, tablets, powders, liquids, inhalants or other items which are designed to look like or are represented to be prohibited drugs or alcohol.

Possession/Use/Under the Influence During School

A student who is determined to have used, to be in possession and/or under the influence of prohibited substance or item as defined by this policy at school or at any school-sponsored activity shall be reported to the appropriate law enforcement personnel, his/her parent(s)/guardian(s), and shall be subject to suspension for up to 45 student school days by the school administrator following a due process hearing pursuant to applicable School Board policies. In more serious cases, violators may be recommended for expulsion to the Board of Education.

(cf. 5144.1 - Suspension and Expulsion)

Refusal to submit to a Breathalyzer and/or urinalysis, or any other lawful, reasonably reliable test as authorized by the Superintendent as required by this policy to determine whether a student has used alcohol or other drugs in violation of School Board policies will result in a suspension of not less than 30 student school days and not to exceed 45 student school days. Refusal to submit to such a test will be treated as a positive determination of drug or alcohol use per this policy.

ALCOHOL AND OTHER DRUGS (continued)

Prior to readmittance to school, the student shall participate in a conference with his/her parents(s)/guardian(s) and the school administrator to determine conditions for readmittance.

Selling, Offering for Sale, Agreeing to Purchase or Distributing

A student selling, offering for sale, agreeing to purchase, or distributing prohibited substances or items defined in this policy shall be reported to the appropriate law enforcement personnel and his/her parent(s)/guardian(s), and will be suspended immediately following a due-process hearing pursuant to applicable School Board policies, and may be recommended for expulsion to the Superintendent who will review the matter. Based on this review, the Superintendent may recommend to the Board of Education that the student be expelled from the Kenai Peninsula Borough School District.

(cf. 5144.11 – (Due Process))

Legal Reference:

ALASKA STATUTES

- 04.16.080 Sales or consumption at school events*
- 14.20.680 Training required for teachers and other school officials*
- 14.30.360 Curriculum (Health and Safety Education)*
- 14.33.110-.140 Required school disciplinary and safety program*
- 47.37.045 Community action against substance abuse grant fund*

Elementary and Secondary Education Act, 20 U.S.C. §§ 7116, 7163, as amended by the No Child Left Behind Act of 2001 (P.L. 107-110)

CONCEPTS AND ROLES

The School Board believes that the District and community must work together to ensure that educational goals and objectives are relevant to the lives and future of our students. The Board shall adopt policies which define District philosophy and goals. The Superintendent shall provide for the development of District wide instructional objectives.

(cf. 0100 - Philosophy)
(cf. 0200 - Goals for the School District)

The Board recognizes the importance of planning, implementing and evaluating the instructional program and shall provide the resources necessary for ongoing review and improvement of the District curriculum.

(cf. 6141 - Curriculum Development and Evaluation)

In order to keep abreast of educational trends and changing student needs, the Board supports a continuing program of inservice education for certificated staff, the administration, and Board members.

(cf. 9240 - Board Development)

The District shall provide comparable educational opportunities for all students. The Superintendent shall schedule teachers and classes so that there is a minimum variation in the student-teacher ratio from school to school at the beginning of each school year. He/she shall further ensure that the amount and quality of textbooks, instructional supplies and equipment are closely comparable in every District school and at each level.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 6171 - Title I Programs)

Instruction in the core curriculum shall not be diminished when students receive supplementary services funded by special governmental programs.

The School Board

1. Articulates the District's educational philosophy and goals through Board policy and approves District wide instructional objectives which reinforce the District's philosophy and goals.
2. Adopts all curriculum and graduation requirements.
3. Determines the educational programs to be offered to the District's students.

CONCEPTS AND ROLES

- 4. Reviews the instructional program and evaluates the education received by students using data including results of State and District student assessments.

The Superintendent

- 1. Establishes procedures for the ongoing review, evaluation, and development of the District's curriculum.
- 2. Ensures the articulation of the District curriculum between educational levels.
- 3. Administers the District's educational program and reports to the Board on the accomplishment of District goals and objectives through testing and other types of appraisal.
- 4. Decides the general methods of instruction to be used.
- 5. Assigns instructors and schedules classes for all curricular offerings.

Legal Reference:

ALASKA STATUTES

14.03.060 *Elementary, junior high, and secondary schools*

14.03.090 ~~Partisan, s~~ *Sectarian or denominational doctrines prohibited*

14.08.111 *Duties (regional school boards)*

14.14.090 *Duties of school boards*

14.14.090 *Additional duties*

14.14.110 *Cooperation with other districts*

ALASKA ADMINISTRATIVE CODE

~~4 AAC 05.070 *Program planning and evaluation*~~

UNITED STATES CODE, TITLE 20

2728 (c) *Fiscal requirements/comparability of services*

2971 (b) *Federal funds supplementary*

CODE OF FEDERAL REGULATIONS, TITLE 34

200.43 *Comparability of services requirements, ~~Title 1~~Chapter 1*

298.23 *Comparability of services requirements, Chapter 2*

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Adoption Date: 1/16/06

NEW POLICY

Students

BP 6145.22(a)

CONCUSSION IN STUDENT ATHLETICS AND STUDENT ACTIVITIES

The Board recognizes that students who participate in sports and other recreational activities are at risk for concussion. The Board promotes student, parent, and staff awareness of the risks of concussion and directs appropriate concussion management procedures to improve the health and safety of student athletes.

A concussion is a traumatic brain injury resulting from a forceful blow to the head or body that results in rapid movement of the head, causing any change in behavior, thinking, or physical functioning. The likelihood of serious injury increases when a concussion is not properly identified, evaluated, and managed.

(cf. 6145 – Extra Curricular and Co-Curricular Activities)

(cf. 5141 – Health care and Emergencies)

Risk Awareness and Education

The Superintendent will develop appropriate concussion management procedures to help ensure a safe and healthy athletic experience. These procedures shall include guidelines and other information to educate coaches, student athletes, and their parents/guardians of the nature and risk of concussion, including the dangers associated with returning to play before a concussion is fully healed.

On an annual basis, the District will distribute a concussion fact sheet (*E 6145.22(1) A Parent’s Guide to Concussion in Sports*) to students participating in District-sponsored sports, and to their parents/guardians. The student and parent/guardian must return a signed, written acknowledgement (*E 6145.22(2) ASAA Parent and Student Acknowledgement and Consent*) indicating they have reviewed and understand the information. The *E 6145.22(2)* must be signed and received by the coach prior to the athlete’s participation in any District-sponsored practice or competition.

Removal and Return-To-Play

The Superintendent’s guidelines will include procedures for the immediate removal from practice or competition of a student who has signs of concussion. A student who has been removed from participation may not return to the activity until evaluated and cleared to do so by a qualified person who is trained in the evaluation and management of concussions, as established by law. Because of the risks of returning to play prematurely, a student should gradually be returned to the activity.

CONCUSSION IN STUDENT ATHLETICS AND STUDENT ACTIVITIES

(continued)

Coaches Training

All coaches, including volunteer coaches, will complete training in the evaluation and management of concussions as specified in District procedures.

Legal Reference:

ALASKA STATUTES

AS 14.30.142 Concussions in student athletes: prevention and reporting

AS 14.30.143 Concussions in student athletes: school district immunity

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adopted: _____

HIGH SCHOOL GRADUATION QUALIFYING EXAM

The Board shall provide for a high school graduation qualifying exam of all secondary students in the areas of reading, English, and mathematics. The exam shall be administered in accordance with state law and regulations. A student who successfully completes the District’s graduation requirements shall be issued a diploma upon successful completion of the competency examination or reexamination. A diploma may also be issued to students with an approved waiver of the qualifying exam, to students successfully completing an alternative assessment program in accordance with state law, or to students who have successfully passed another state’s competency exit exam.

(cf. 5127 Graduation Ceremonies and Activities)

(cf. 6146.1 High School Graduation Requirements)

(cf. 6146.3 High School Graduation Qualifying Exam)

(cf. 6146.4 Reciprocity on Graduation Requirements)

(cf. 6146.5 Differential Requirements for Individuals with Exceptional Needs)

The Board is committed to providing support and remediation to assist students in successful completion of the high school graduation qualifying exam. Additional instruction and study that targets the skills tested on the exam shall be provided to all students who, following the fall administration of the exam in the student’s 11th grade year, have not passed one or more portions of the exam.

Legal Reference:

ALASKA STATUTES

14.03.075 *Secondary Pupil Competency Testing*

ALASKA ADMINISTRATIVE CODE

4 AAC 06.~~075~~-755 *High School Graduation Qualifying Exam*

4 AAC 06.758 *High School Graduation Qualifying Examination Results*

4 AAC 06.759 *High School Graduation Qualifying Examination Remediation*

4 AAC 06.765 *Test Security; Consequences of Breach*

4 AAC 06.771 - .790 *High School Graduation Qualifying Waivers and Appeals*