



# 2021-2022 KPBSD Parent-Student Handbook



**Kenai Peninsula Borough School District**

Website: [www.kpbsd.k12.ak.us](http://www.kpbsd.k12.ak.us)  
"Today's schools educating for tomorrow."

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Sincerely,

Dear KPBSD students, parents, staff, and community members,

Welcome back to school! 2021-2022 is going to be a fantastic school year for the KPBSD. I am honored to serve as the new Superintendent of the Kenai Peninsula Borough School District. As a long-time community member, and as a parent whose children completed elementary, middle, and high school here on the Kenai, I take pride in our schools, our amazing staff, and the incredible amount of public support for our students. I also know the high expectations we have for this district.

I am excited for the 2021-2022 school year and a return to the personalized and vibrant education that the KPBSD is known for. There is a lot in store for the coming school year, including plans to leverage our technology and expertise in instructional delivery to increase learning opportunities for students across our vast and diverse district.

Something I am excited to share is our plan to expand our already robust Career and Technical Education (CTE) offerings. Regardless of region, students will have the opportunity to participate in CTE programming, earn industry certifications, attend vocational training, and be prepared to enter the workforce. This is just one example of how, through rich course content and well-rounded learning experiences, KPBSD students will be prepared for their futures and to be healthy, contributing members of their communities.

I look forward to working together as we continue making the Kenai Peninsula the best place in Alaska for students to attend school.

Clayton Holland, Superintendent



**KPBSD Mission Statement**

- This year the Parent-Student Handbook is designed to be viewed online. Our main website address is <http://www.kpbsd.k12.ak.us>. The sections within this handbook are linked to policies which are already online.
- Please click the links for more detailed information.
- In the event there is a disparity between this handbook and policy, policy will always take precedence.
- KPBSD would like to thank all the photographers and students featured in this publication.
- KPBSD is an Equal Opportunity Employer.

**KPBSD Mission**

- The mission of the Kenai Peninsula Borough School District is to empower all learners to positively shape their futures.

**KPBSD Vision**

- KPBSD will inspire all learners to pursue their dreams in a rigorous, relevant and responsive environment.





# Tobacco Cessation Programs

## Vaping

According to the American Lung Association (ALA), E-cigarettes are now the most commonly used tobacco product among students. 28% of high school students nationwide are now vaping. KPBSD has a number of evidence based vape education and cessation support programs.



## Canvas E-Cig Mini Course

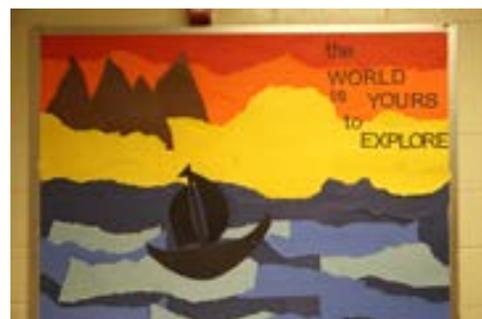
This course was developed by KPBSD and was created to mirror other evidence based ATOSS programs. Despite it being available online, it is meant to be a high contact course for middle school students, done in an ISS model alongside a staff member that can facilitate conversations with the student around vape usage.

## INDEPTH

INDEPTH is an alternative to suspension program for students who violated school tobacco-use policy. Led by an adult facilitator at a school or community based setting. Lung.org/INDEPTH This course is evidence based program for middle and high school students using any type of tobacco product.

## N-O-T® (Not On Tobacco)

N-O-T® (Not On Tobacco) is a teen vaping and smoking cessation program and provides the tools, information and support to quit for good. Lung.org/NOT is a 9 week course consisting of 10 50-minute long sessions that helps give students who are ready to begin their quit journey the tools and support they need to be successful.





# 2021-2022 KPBSD School / Board Contact List

**148 North Binkley Street Soldotna, Alaska 99669      714-8888      262-9645-Fax**

65	Aurora Borealis, K-8 705 Frontage Rd., Suite A Kenai, AK 99611	283-0292 283-0293 Fax	Cody McCanna, Prin. Anita LeDoux, Sec.	52	Nikiski North Star El., PK-5 45600 Holt Lamplight Rd Kenai, AK 99611	776-2600 776-8423 Fax	Jenna Fabian, Prin. Adrea Burman, Sec.
31	Chapman School, PK-8 PO Box 1109 Anchor Point, AK 99556	235-8671 235-5460 Fax	Josh Hinds, Prin. Carrara Poindexter, Sec.	38	Nikolaevsk School, PK-12 PO Box 5129 Nikolaevsk, AK 99556	235-8972 235-3617-Fax	Mike Sellers, Prin. Stephanie Jones, Sec.
80	Connections, K-12 143 E. Park Ave. Soldotna, AK 99669	714-8880 xxx-xxxx 262-2859 Fax	Richard Bartolowits, Prin. Greg Melvin, Asst. Prin. Julie Nichols, Admin. Sec.	02	Ninilchik School, K-12 15735 Sterling Hwy. Ninilchik, AK 99639	714-0300 567-3504 Fax	Jeff Ambrosier, Prin. Patricia Tilbury, Sec.
32	Cooper Landing School, K-12 19030 Bean Creek Road Cooper Landing, AK 99572	595-1244 595-1461 Fax	Douglas Hayman, Prin. Donna Tucker, Sec.	33	Paul Banks Elementary, PK-2 1340 East Road Homer, AK 99603	226-1801 235-8163 Fax	Jerry Stapleton, Prin. Katy Countiss, Sec.
68	Fireweed Academy, K-6 995 Soundview Avenue, Suite 2 Homer, AK 99603	235-9728 235-8561 Fax	Todd Hindman, Prin. Sharlyn Young, Sec.	40	Port Graham School, PK-12 PO Box 5550 Port Graham, AK 99603	284-2210 284-2213 Fax	Eric Hart, Prin./Tchr. Vacant, Sec.
66	Homer Flex, 9-12 4122 Ben Walters Lane Homer, AK 99603	235-5558 235-5633 Fax	Christopher Brown, Prin./Tchr. Beth Schneider, Sec.	49	Razdolna School, PK-12 PO Box 15098 Homer, AK 99603	235-6870 235-6485 Fax	Michael Sturm, Prin./Tchr. Fenya Basargin, Sec.
06	Homer High, 9-12 600 E. Fairview Ave. Homer, AK 99603	235-4600 235-8933 Fax 235-7416 Pool	Doug Waclawski, Prin. Alison Mall, Asst. Prin. Kristin Metz, Sec.	46	Redoubt Elementary, PK-6 486 West Redoubt Soldotna, AK 99669	260-4300 262-5815 Fax	Bill Withrow, Prin. Cindy Kircher, Sec.
13	Homer Middle, 7-8 500 Sterling Hwy. Homer, AK 99603	235-5700 235-2513 Fax	Meghan Redmond, Prin. Tanya Shafer, Sec.	16	River City Academy, 7-12 46188 Sterling Hwy. Soldotna, AK 99669	714-6400 714-6401 Fax	Dawn Edwards-Smith, Prin/Tchr. Amanda Barber, Sec.
35	Hope School, K-12 PO Box 47 Hope, AK 99605	782-3202 782-3140 Fax	Douglas Hayman, Prin. Vacant, Sec.	42	Seward Elementary, PK-5 PO Box 247 Seward, AK 99664	224-3356 224-7077 Fax	Alan Haskins, Prin. Kathi Davis, Sec.
48	K-Beach Elementary, K-6 1049 E. Poppy Lane Soldotna, AK 99669	260-1300 262-4096 Fax	Janae Van Slyke, Prin. Elizabeth Kvamme, Asst. Prin. Kara Bynum, Sec.	08	Seward High, 9-12 PO Box 1049 Seward, AK 99664	224-9040 224-3306 Fax 224-3900 Pool	Henry Burns, Prin. Rebecca Starr, Sec.
56	Kachemak-Selo, PK-12 44032 Milton Road #B11 Kachemak, AK 99603	235-5552 235-5644 Fax	Michael Wojciak, Reg. Prin. Frosia Polushkin, Sec.	14	Seward Middle, 6-8 PO Box 1149 Seward, AK 99664	224-9000 224-9001 Fax	Matthew Potter, Prin. Loretta Honebein, Sec.
63	Kaleidoscope School, K-5 549 North Forest Drive Kenai, AK 99611	283-0804 283-3786 Fax	Dawn Grimm, Prin. Stacey Weeks, Sec.	12	Skyview Middle, 7-8 46188 Sterling Hwy. Soldotna, AK 99669	260-2500 262-7036 Fax 262-3905 Pool	Jill DuFloth, Prin. Shonia Werner, Asst. Prin. Leanne Abendroth, Sec.
67	Kenai Alternative High, 9-12 & PK 705 Frontage Rd. Suite C Kenai, AK 99611	335-2870 283-6463 Fax	Loren Reese, Prin./Tchr. Tawni Eubank, Sec.	43	Soldotna Elementary, PK-6 162 E. Park Avenue Soldotna, AK 99669	260-5100 262-4962 Fax	Austin Stevenson, Prin. Kim Harding, Sec.
07	Kenai Central High, 9-12 9583 Kenai Spur Hwy. Kenai, AK 99611	283-2100 283-3230 Fax 283-7476 Pool 283-2133 Theater	Dan Beck, Prin. Will Chervenak, Asst. Prin. Misty Hamilton, Sec.	09	Soldotna High, 9-12 425 West Marydale Soldotna, AK 99669	260-7000 262-4288 Fax 262-7419 Pool 260-7090 Theater	Sarge Truesdell, Prin. Tabitha Blades, Asst. Prin. Mary Blossom, Sec.
11	Kenai Middle, 6-8 201 N. Tinker Lane Kenai, AK 99611	283-1700 283-3180 Fax	Vaughn Dosko, Prin. Ken Felchle, Asst. Prin. Megan Smith, Sec.	64	Soldotna Montessori, K-6 158 E. Park Avenue Soldotna, AK 99669	260-9221 260-9032 Fax	John DeVold, Prin. Whitney Cavazos, Sec.
15	Marathon School, 7-12 405 Marathon Road Kenai, AK 99611	335-3343 335-3342 Fax	Melissa Linton, Prin. Jennifer Derks-Andersen, Tchr.	44	Sterling Elementary, PK-6 Drawer 89 Sterling, AK 99672	262-4944 262-5128 Fax	Denise Kelly, Prin. Debbie McBride, Sec.
47	McNeil Canyon Elementary, K-6 52188 East End Road Homer, AK 99603	235-8181 235-8183 Fax	Peter Swanson, Prin/Tchr. Joy Overson, Sec.	03	Susan B. English, K-12 PO Box 171 Seldovia, AK 99663	234-7616 260-2349 Fax	Scott Jonsson, Prin./Tchr. Amy Gilson, Sec.
37	Moose Pass School, K-8 PO Box 46 Moose Pass, AK 99631	288-3183 288-3607 Fax	Douglas Hayman, Prin. Susanna LaRock, Sec.	01	Tebughna School, K-12 PO Box 82010 Tyonek, AK 99682	583-2291 583-2692 Fax	Christy Gomez, Prin./Tchr. Crystal Jones, Sec.
51	Mt. View Elementary, PK-5 315 Swires Road Kenai, AK 99611	283-8600 283-9340 Fax	Karl Kircher, Prin. Hannah Dolphin, Asst. Prin. Kimb Remsen, Sec.	45	Tustumena Elementary, PK-6 PO Box 749 Kasilof, AK 99610	260-1345 262-8477 Fax	Douglas Hayman, Prin. Krystal Cottam, Sec.
34	Nanwalek School, K-12 PO Box 8007 Nanwalek, AK 99603	281-2210 281-2211 Fax	Penny Bearden, Reg. Prin. Ann Evans, Sec.	53	Voznesenka School, PK-12 33002 Voznesenka Loop Homer, AK 99603	235-8549 235-6086 Fax	Michael Wojciak, Reg. Prin. Ksenia Kuzmin, Sec.
10	Nikiski Middle/High School, 6-12 PO Box 7112 Nikiski, AK 99635	776-9400 776-3486 Fax	Shane Bostic, Prin. Michael Crain, Asst. Prin. Sari Anderson, Sec.	50	West Homer Elementary, 3-6 995 Soundview Avenue, Suite 1 Homer, AK 99603	235-5750 235-2612 Fax	Eric Waltenbaugh, Prin. Joni Wise, Sec.

## 2021-2022 Kenai Peninsula Borough School District

148 North Binkley Street Soldotna, Alaska 99669 714-8888 262-9645 - Fax

### District Office Administration

Superintendent	Clayton Holland	<i>Lisa Gabriel, Admin. Secretary</i>	714-8836	262-9132 - Fax
Assistant Superintendent	Kari Dendurent	<i>Natalie Bates, Admin. Secretary</i>	714-8858	262-5867 - Fax

### District Executive Directors

Executive Director of Finance	Liz Hayes	<i>Natalie Bates, Admin. Secretary</i>	714-8858	262-5867 - Fax
Executive Director of Human Resources	Nate Crabtree	<i>Nikkol Sipes, Personnel Support</i>	714-8888	262-9645 - Fax

### District Office Directors

Secondary Education	Tony Graham	<i>Jackie Tomrdle, Admin. Secretary</i>	714-8864	262-6354 - Fax
Information Services	Eric Soderquist		714-8878	262-9645 - Fax
Planning & Operations	Kevin Lyon	<i>Jacynne Best, Admin. Secretary</i>	714-8875	262-7165 - Fax
Elementary Education	Eric Pederson	<i>Vacant, Admin. Secretary</i>	714-8892	262-6354 - Fax
Communications, Community & Governmental Relations	Pegge Erkeneff		714-8887	262-5867 - Fax
Student Support Services	Amy Hagen	<i>Kathy Mize, Admin. Secretary</i>	714-8881	262-1374 - Fax

### District Departments

Curriculum	148 N. Binkley St., Soldotna	Melissa Linton	714-8861	262-6354 - Fax
Health Services	Tustumena Elementary School	Vacant	260-2390	260-2392 - Fax
KPSAA	Kenai Middle School	Vaughn Dosko	283-1700	283-3180 - Fax
Purchasing	139 E. Park Ave., Soldotna	Jackie Haeg	714-8876	262-7165 - Fax
Student Nutrition	139 E. Park Ave., Soldotna	Diane Buchanan	714-8890	262-0978 - Fax
Transportation	139 E. Park Ave., Soldotna	Melody Best	714-8834	262-7165 - Fax
Warehouse	139 E. Park Ave., Soldotna	Kirk Williams	714-8870	262-2525 - Fax

### Board of Education

President	Zen Kelly	5317 Kachemak Dr., Homer, Alaska 99603	235-9700
Vice President	Debbie Cary	P.O Box 39317, Ninilchik, Alaska 99639	398-8308
Clerk	Jason Tauriainen	P.O Box 7373, Nikiski, Alaska 99635	398-1024
Treasurer	Mike Illg	934 Larkspur Court, Homer, Alaska 99603	299-6425
Member	Penny Vadla	399 W Riverview Avenue, Soldotna, Alaska 99669	262-7249
Member	Greg Madden	P.O Box 1914, Soldotna, Alaska 99669	420-4120
Member	Matt Morse	154 E. Redoubt Ave., Soldotna, Alaska 99669	252-0573
Member	Patricia Truesdell	P.O Box 1452, Soldotna, Alaska 99669	394-4497
Member	Virginia Morgan	P.O Box 657, Cooper Landing, Alaska 99572	595-3094

## Graduation Dates 2022

(Subject to change – see <http://www.kpbsd.k12.ak.us/departments.aspx?id=248> for current)

School	Location	Graduation Date	Time
Cooper Landing	Cooper Landing School	May 17, 2022	6:00 PM
Connections	Soldotna High School	May 19, 2022	4:00 PM
Homer Flex	Land's End	May 18, 2022	5:00 PM
Homer High School	Homer High School	May 18, 2022	7:00 PM
Hope School	Hope Gym	May 18, 2022	6:00 PM
Kachemak Selo School	Kachemak Selo School	May 16, 2022	11:00 AM
Kenai Alternative School	Kenai Alt Gym	May 18, 2022	5:00 PM
Kenai Central High School	Kenai Central High School	May 17, 2022	6:30 PM
Nanwalek School	Nanwalek School	May 17, 2022	1:00 PM
Nikiski High School	Nikiski High Gym	May 16, 2022	7:00 PM
Nikolaevsk School	Nikolaevsk School	May 16, 2022	5:00 PM
Ninilchik High School	Ninilchik School Gym	May 17, 2022	6:00 PM
Port Graham School	Port Graham School	May 17, 2022	4:00 PM
Razdolna School	Razdolna School	May 16, 2022	1:00 PM
River City Academy	Sports Center	May 17, 2022	6:00 PM
Seward High School	Seward High	May 16, 2022	7:00 PM
Soldotna High School	Sports Center	May 18, 2022	7:00 PM
Susan B. English	Susan B English School	May 16, 2022	4:00 PM
Tebughna School	Tebughna School Gym	May 16, 2022	6:00 PM
Voznesenka School	Land's End	May 16, 2022	4:30 PM

Requirements for Graduation (BP 6146.1 High School Graduation Requirements)	
4.0	Language Arts
3.0	Mathematics
3.0	Social Studies (World History – 1.0, U.S. History – 1.0, Government - 0.5 , Alaska Studies - 0.5)
3.0	Science (must include 1.0 credit life science and 1.0 credit physical science)
1.0	Physical Education (option of waiving 0.5 credit for cocurricular participation)
0.5	Health
3.0	Practical and/or Creative Arts (minimum of 0.5 practical arts and 0.5 creative arts)
4.5	Electives
22.0	<b>Total Credits</b>

## Radio Station Guide

### Central Pen

KDLL 91.9 FM  
 KGTL 620 AM  
 KKIS 96.5 FM  
 KPEN 101.7 FM  
 KKNL 105.3 FM  
 KSLD 1140 AM  
 KSRM 920 AM  
 KXBA 93.3 FM  
 KWHQ 100.1 FM

### Homer

KBBI 890 AM  
 KGTL 620 AM  
 KXBA 93.3 FM  
 KWVV 103.5 FM

### Seward/Moose Pass

KSVJ 90.7 FM  
 KWVV 104.9 FM  
 KSKA 88.1 FM  
 KPEN 101.7 FM

## Hazardous Roads

During the winter there may be times in both the morning and afternoon when conditions are too hazardous for buses to travel on certain roads. This information will be posted on the District website, Facebook ([www.facebook.com/kpbsd](http://www.facebook.com/kpbsd)), Twitter ([twitter.com/kpbsd](http://twitter.com/kpbsd)) and parents should listen to the radio and television for announcements. The radio stations listed will air public service announcements at fifteen minute intervals.

The decision to close schools for the day is the responsibility of the superintendent of schools.

The superintendent of schools may delay the opening of schools by two hours if the roads are impassable due to inclement weather. The two-hour delay will give road crews additional time for sanding and plowing. In the case of a two-hour school opening delay, schools will dismiss students at the normal time unless announced otherwise.

To calculate the school start time and bus pickup during a two-hour delay, [simply add two hours to the normal time.](#)

If the decision is made to either close school for the day or delay school opening times, the announcements will be broadcast on the local radio stations listed, and will be posted on the District website and social media sites. You should have an alternate plan for the care and safety of your children on those days when school opening is delayed or schools are closed because of road conditions.

If school remains open and you as a parent do not believe it is safe for your child to travel to school, use your best judgment to determine what is safest for your child. Please notify the school if your child will not be attending.

## AHERA School Management Plans

This information is provided annually to schools by the KPBSD Planning and Operations Department. Your school will provide you with this information in the school newsletter.

As mandated by Federal Regulation 40 CFR PART 763, known as the Asbestos Hazard Emergency Response Act (AHERA), local educational agencies are to notify parents, guardians/students in writing about the existence and location of AHERA School Management Plans for individual school buildings. Also required by regulation is the notification of all related asbestos activities that occurred during the previous year.

Currently, all AHERA School Management Plans are located at the Kenai Peninsula Borough School District's Planning and Operations Office and the Kenai Peninsula Borough's Maintenance Office. Each school's administrative office maintains a copy of its individual School Management Plan. Plans may be inspected at any of these sites.

If you have any questions concerning the AHERA School Management Plans or asbestos-related activities, contact your school principal or the director of planning and operations at (907) 714-8875.

Penny Vadla, Member  
399 W. Riverview Ave  
Soldotna, AK 99669  
Phone: 262-7249  
District 4  
Term Expires: 2023  
pvadla@kpbsd.org



Virginia Morgan, Member  
P.O. Box 657  
Cooper Landing, AK 99572  
Phone: 595-3094  
District 6  
Term Expires: 2022  
vmorgan@kpbsd.org



Mike Illg, Treasurer  
934 Larkspur Ct  
Homer, AK 99603  
Phone: 299-6425  
District 8  
Term Expires: 2021  
millg@kpbsd.org



Debbie Cary, Vice President  
P.O. Box 39317  
Ninilchik, AK 99639  
Phone: 567-3346  
District 7  
Term Expires: 2023  
dcary@kpbsd.org



John Kelly, President  
5317 Kachemack Dr.  
Homer, AK 99603  
Phone: 235-9700  
District 9  
Term Expires: 2022  
jkelly@kpbsd.org



Jason Tauriainen, Clerk  
P.O. Box 7373  
Nikiski, AK 99635  
Phone: 398-1024  
District 3  
Term Expires: 2023  
jtauriainen@kpbsd.org



Patti Truesdell, Member  
P.O. Box 1452  
Soldotna, AK 99669  
Phone: 394-4497  
District 1  
Term Expires: 2022  
ptruesdell@kpbsd.org



Matt Morse, Member  
154 E. Redoubt Ave  
Soldotna, AK 99669  
Phone: 252-0573  
District 2  
Term Expires: 2021  
mmorse@kpbsd.org



Greg Madden, Member  
P.O. Box 1914  
Soldotna, AK 99669  
Phone: 420-4120  
District 5  
Term Expires: 2021  
gmadden@kpbsd.org



Student Representative - To be announced

**Elections in October**



# Instruction

## Grades, Assessment and Reporting [BP 5121/AR 5121](#)

The school board believes that students and parents/guardians have the right to accurate evaluation of student progress and achievement. Teachers shall evaluate student work in relation to district and state standards identified by grade level. More details can be found at [BP 5121 Assessment \(Evaluation of Student Achievement\)](#).

KPBSD assesses student progress and achievement using a variety of measures and it is the compilation of all those data points that paint the picture of a student, a school, or the district. MAPS State Assessment -The new assessment will replace the current PEAKS English language arts and math summative assessments for 3rd through 9th grade students. Included in the innovative assessments system developed in collaboration with NWEA will be interim assessments and other culturally relevant resources to influence future instruction, improve student outcomes, support teachers, and inform parents. Individual student results are available through the secure [PowerSchool Student and Parent Portal](#) in late August. School and District results are made available to the public, the Board of Education, teachers, parents and students through the district's website Assessment page [Accountability Reports](#) in October. The [WIDA ACCESS](#) is a federal assessment required of students identified as English Learners and is administered every February. The assessment focuses on the reading, writing, speaking, and listening skills of students identified as English Learners. More information about assessments administered and used within the district is available on the district [Assessment Page](#).

Parents/guardians have the authority to object to and withdraw their child from specific parts of curriculum, standards based assessments, or tests required by the State. The [Assessment Withdrawal](#) form must be completed annually and submitted to the school.

## Alaska Military Youth Academy (AMYA)

The Alaska Military Youth Academy (AMYA) recruits and provides a great opportunity for students. State statute [AS 14.30.745](#) explains the district's requirement to provide a list of students age 15-19 who have not graduated and are no longer enrolled in school.

## Federal Programs

Since 1965 Federal Legislation has been in place to provide targeted support to specifically identified student demographic populations. Much more information can be found at the district website [Federal Programs](#) page. The district receives at least \$9.6 million in federal funds to provide targeted support to the identified demographic populations of students. Varying dollar figures with complicated regulations are provided to support students experiencing poverty ([Title I](#)), incarceration, [Students in Transition](#), or who are [Migrant, American Indian or Alaska Native](#), or [English Learners](#). KPBSD strategically works within the spending regulations to maximize support of the targeted demographic student populations. Federal regulations require KPBSD to seek out parent/guardian involvement in development of the implementation plan. If you would like to participate please complete the form for the [Federal Programs Advisory Committee](#), or call (907) 714-8864 for information on how you can participate.

## Parent Involvement [BP 1260, BP 6020, BP 5124](#)

The School Board recognizes that parents, guardians are their children's first and most influential teachers and that continued parental involvement in the education of children contributes greatly to student achievement and conduct. Parents, guardians directly affect academic success by reinforcing their children's motivation and commitment to education. The District shall include parent involvement strategies as a component of instructional planning.

The Board encourages parents, guardians to serve as volunteers in the schools and to attend student performances and school meetings. In an effort to maximize opportunities for parental involvement, an attempt will be made to accommodate parent schedules.

If you wish to volunteer, please complete the volunteer application on our website.

## PowerSchool Parent Portal

The District provides parents and students direct access to the Student Information System (SIS) via an online website.

Students can login using their KPBSD user account. Parent access credentials are generally handed out by the school secretary at the beginning of each year during registration, a school open house, or parent teacher conference. [See Navigate PS Parent Portal.](#)

## Input/Problem Solving

KPBSD supports continuous improvement of its efforts and welcomes, and requires input from students, parents, staff, and community members. KPBSD requires each school to annually develop [School Development Plan Goals](#) through committees reviewing their schools data and providing stakeholder input. These plans are developed in alignment with the district's [Strategic Plan: 2017 - 2022](#) in order to maximize effectiveness.

The district offers multiple avenues to provide input, or express [Complaints and Concerns](#). The first attempt to address concerns, and best way, is to contact your school administrator directly. There are also electronic forms available to make both the school and the district aware of things going well, and things of concern. There are electronic forms to provide input on a [School](#), a [Teacher](#), a [Principal](#), and also a [Suggestion Box](#) to provide general information.

## Teacher's Qualifications - Right to Know

As a parent of a student in KPBSD you have the right to know the professional qualifications of the classroom teachers who teach your child. Federal law allows you to request certain information about your child's classroom teachers, and requires school districts to give you this information in clear language, and in a timely manner. You have the right to ask for the following specific information about each of your child's classroom teachers:

\*Whether the Alaska Department of Education and Early Development has issued an Alaska teacher's certificate to your child's teacher for the grade(s) and subject(s) he or she teaches.

\*Whether the Alaska Department of Education and Early Development has decided that your child's teacher can teach without being certified under state regulations because of special circumstances.

\*The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject area of the degree.

\*Whether any teachers' aides or instructional paraprofessionals provide services to your child and, if so, their qualifications.

If you would like any of this information, please contact your school administrator or the KPBSD human resources department at (907)714-8888.

## Alaska Performance Scholarship (APS)

The Alaska Performance Scholarship provides scholarship funds to help cover the cost of an Alaska postsecondary education. Alaska high school students who take a more rigorous curriculum, get good grades, and score well on college placement (ACT/SAT) or work ready exams (WorkKeys), can earn an Alaska Performance Scholarship to qualified Alaska colleges, universities, or vocational/technical programs. Ask your student's school counselor for information on qualifying for the [Alaska Performance Scholarship \(APS\)](#).



## Textbooks

Each student or his or her parent/guardian is responsible to the school for all textbooks not returned by the student. Any student failing to return all books shall forfeit his or her right to free textbooks until the books previously issued, but not returned, are paid for by the parent/guardian. A student's records may be withheld if a book is not returned and payment is not made in full.

## Career Pathways

Each middle and high school student will develop a "Personal Learning and Career Plan" (PLCP) based on identified Career Pathways and areas of study. Students who focus on a Career Pathway can acquire the skills

necessary for entry into careers with a high potential for financial growth and increased levels of engagement. Each student's PLCP will utilize the Alaska Career Information System (AKCIS) electronic portfolio in planning their education giving them the tools for a successful future in a chosen career. The Career Clusters are located at <http://bit.ly/CareerClusters>.

More information about PLCP's and AKCIS can be found at the [KPBSD OneStop Student Portal](#).

Instructions on how parents can view their student's [PLCP](#).

## Report Cards

The elementary report card provides quarterly updates on student attendance, behavior, and academic progress. Academic progress is reported based on the Alaska Standards for English Language Arts and math using a modified scale score of 0-4. Information on the standards can be found at <http://education.alaska.gov/> and information on the scoring scale can be found at <http://bit.ly/StandardsReferenceReporting>.

## Health Curriculum

[BP 6158/AR 6158](#)

KPBSD policy and [HB 156](#) requires a comprehensive [Health Curriculum](#) to be taught each school year. The policy states parents/guardians have the authority to object to and withdraw their child from specific parts of curriculum. The [withdrawal form](#) must be completed annually and submitted to the school.



## How the School System Works

### Attendance

[BP 5112.1/AR 5112.1](#), [BP 5113/AR 5113](#), [BP 5121](#)

Good attendance is critical to your student's success in school. When students are absent or late, they fall behind in their studies and may find it difficult to "catch up" with their peers. Ensuring that students arrive on time, ready for class, is one of the most important roles that families can play. This teaches students valuable lessons about trustworthiness and responsibility, character traits they will need when they enter the world of work. When students fail to attend classes without an excuse, their parents, guardians are breaking the law.

When students who have been absent return to school, they must present a satisfactory explanation verifying the reason for the absence. The following methods may be used to verify student absences:

- \*Written note from parent/guardian or parent-representative.
  - \*Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent-representative.
  - \*Visit to the student's home by the verifying employee
  - \*The student may self-excuse their absence if they are 18 years of age or older and are living independently.
  - \*The principal may excuse a student's absence if they are under the age of eighteen and are living independently.
  - \*Any other reasonable method which establishes the fact that the student was actually absent for the reasons stated.
- A written recording shall be made, including information outlined above.

## Prearranged Absences

When students contemplate absence for personal reasons, their parents, guardians should write the principal to ask that the expected absence be excused. The principal or designee may deny the request if he/she believes the absence would be educationally harmful to the student or set a poor example in matters of school attendance for the student or other students. If the request is denied, reasons will be given.

## Truancy

A student must have good attendance to receive a good education. Unless a child subject to compulsory attendance laws is exempted, excluded, suspended or expelled from school attendance, each five days of unlawful absence constitutes a separate violation of state law (A.S. 14.30.020).

The parents, guardians shall be notified of any unexcused absences of their child and informed of state compulsory attendance laws (A.S. 14.30.010). Any student found in violation of District truancy policy shall be referred to the intervention team in the school in which they are enrolled for the purpose of developing strategies in resolving truant behavior. Chronic truancy cases may be referred to the district attorney's office.



## Transfers/Attendance Boundaries [BP 5116](#)

- Students who reside within the District boundaries may apply for enrollment in any District school where space is available via the Out of Area Attendance Request.
- Students shall attend school in their attendance area unless otherwise authorized by the Superintendent or designee.
- The District is not responsible for busing out-of-area students, but may allow this with other considerations.

## Busing of Kindergartners

- Per busing guidelines and for the safety of students, while at the student's bus stop, kindergarten students are expected to be escorted by their parents, guardians to the steps of the bus before school, and are to be met at the steps of the bus after school by their parents, guardians.

## Bus Conduct [BP 5131.1/AR 5131.1](#)

- Bus transportation is a privilege extended only to students who display good conduct while preparing to ride, riding or leaving the bus. 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 must see that these regulations are followed. Riders shall follow the instructions and directions of the bus driver promptly and courteously at all times.

Attendance & Registration Procedure	
Topic Attendance	Procedure
Tardy (unexcused) or Late (excused)?	At the start of the school day, a tardy will be considered unexcused (T) until there is a valid excuse, then the tardy will be changed to late (L). <b>BP 5113:</b> Tardies may be considered excused when the parent/guardian provides a note or calls the school, is pre-arranged, when the school is contacted by an agency, and with approval from the site Administrator.
When does tardy end and absence begin?	<ul style="list-style-type: none"> <li>• At the start of the school day students are considered tardy during a fifteen (15) minute window beginning at the sound of the tardy bell or start of the school day. If the student is more than fifteen (15) minutes late, then the student is considered absent from class. Schools taking attendance twice daily only, will follow the same 15 min window for am and pm attendance.</li> <li>• At the Elementary Level: Students arriving after the 15 minute window, arrival time will be entered with a code of partially excused (PE) or partially unexcused (PX).</li> <li>• At the Secondary Level: At the start of the class period, with the exception of the first period of the school day, students are considered tardy at the sound of the tardy bell. If the student is more than five (5) minutes late to class, then the student is considered absent from class.</li> </ul>
How is an excused absence determined?	<ul style="list-style-type: none"> <li>• <b>BP 5113:</b> Absences may be considered excused when the parent/guardian provides a note or calls the school, is pre-arranged, when the school is contacted by an agency, and with approval from the site Administrator.</li> </ul>
Is there a cut-off time at the end of the day when a student would not be considered absent?	<ul style="list-style-type: none"> <li>• At the Elementary level, if the student leaves at any time during the school day, they would need to be entered as partially excused (PE) or partially unexcused (PX). Any part of a student's absence needs to be documented for security purposes and accurate recordkeeping.</li> <li>• At the Secondary level, attendance is recorded by the teacher by class period, which accounts for student tardies and absences throughout the school day.</li> </ul>
Changing "A" to either "E" or "X"	<ul style="list-style-type: none"> <li>• Recorded absences (A) will need to be changed to either an excused absence (E) or an unexcused absence (X) no later than the end of the next school day.</li> </ul>
Use of a Pre-Arranged Absence form	<ul style="list-style-type: none"> <li>• Pre-arranged absence forms should be used if the student anticipates being gone for more than five (5) consecutive days of school at the Elementary level and more than three (3) consecutive days of school at the Secondary level. Pre-arranged absences should be recorded as (P) in PowerSchool.</li> </ul>

\*Riders should arrive at the bus stop on time and stand in a safe place to wait quietly for the bus.

\*Riders shall enter the bus in an orderly manner and go directly to their seats.

\*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.

\*Each student may be assigned a seat in which she/he will remain at all times unless permission to change is given by the principal or driver.

\*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.

\*No part of the body, hands, arms, or head should extend out the window. Nothing should be thrown from the bus.

\*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.

\*No animals or insects shall be allowed on the bus, unless qualified as a service animal.

\*Riders should be alert for traffic when leaving the bus.

Riders who fail to comply with the above rules will be reported to the school principal, who will determine the severity of the misconduct and take action accordingly. For minor instances of misconduct, the rider and his/her parent/guardian will 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.

## Health Screenings

Vision, hearing and growth screenings are all done by KPBSD nurses to ensure optimal student health. When vision and hearing screenings are done, referrals are sent to the parent/guardian so they can arrange for their child to be evaluated further for vision correction or hearing assistance. A student who can hear and see well is better equipped for academic and social achievement.

Growth screenings are height, weight and body mass index screenings. This information is provided to parents as requested, to share with the student’s healthcare provider for maintaining and improving health.

- Blood pressure screenings as well as visual inspection
- of the neck may help identify the risk for development of
- Type 2 diabetes, cardiovascular disease and/or metabolic
- syndrome. Parents who do not wish their student to
- participate in growth screenings may complete [E 5141.3](#)
- [Health Screening Opt-Out Form](#).



## Medications/Immunizations

### BP 5141.21/AR 5141.21, BP 5141.31

- Medication given at school must comply with all federal
- and state laws and follow current medical and District
- standards. Requests must be processed through the
- school nurse.
- Alaska law requires that, prior to school entry, a child must
- be immunized against the following diseases: diphtheria,
- pertussis, tetanus, polio, measles, mumps, rubella,
- varicella, hepatitis A and hepatitis B. Students less than five
- years of age must also have Hib. Specific booster doses
- for some immunizations are required for some students
- during the school year. KPBSD complies with state law in
- all matters involving immunizations. For further information
- see [KPBSDHealthServices](#).
- Any student who does not provide evidence of all required
- immunization or a valid religious or medical exemption as
- allowed within Alaska State Law, will be excluded from
- school until the appropriate documentation has been
- received by the school. Exemption forms are located
- online: [Immunization Requirements Religious Exemption](#)
- [Form](#); [Immunization Requirements Medical Exemption](#)
- [Form](#).
- If you have any questions, please contact your school
- nurse, or call the KPBSD nurse coordinator at (907)260-
- 2390.

## Provisional Admission

Where regular weekly medical services are not available, the superintendent, or designee, may grant provisional admission to students in exceptional circumstances for up to 90 days.

## Reducing Illness at School

Schools present a perfect place for learning and growing and for coming in contact with viruses and germs that one has not experienced before. With this in mind, we encourage all KPBSD families to remain vigilant in basic disease prevention techniques. Remember that good hand washing and staying home when sick are essential ways to maintain wellness and protect others.

## Recidivism Prevention Program

Using trauma-informed, strength-based, and restorative practices, this program provides intervention and prevention for students who have been detained, are actively on probation, or have been on probation in the last year through the Alaska Department of Juvenile Justice (DJJ). This program works to motivate and engage at risk students by building upon their strengths, expanding their system of support, and developing individualized and creative goal setting plans. Our Recidivism Prevention Liaison works as a student advocate, and a point of communication between parents, Alaska DJJ, and the district, while making sure students' goals and voices are represented.

## Info on the web

Please check the [KPBSD](#) website for more information regarding illness affecting our District. The State of Alaska and the KPBSD also have a page dedicated to influenza and pandemic illness information which is updated regularly [COVID-19](#).



## Insurance

KPBSD does its best to provide a safe environment for students. Even so, students can and do have accidents. Medical costs relating to school time injuries (and/or illness) are the responsibility of the student and their parents, guardians. This includes any costs related to emergency transportation to a medical facility and treatment. The school will make every effort to contact the parents, guardians prior to transporting (it is important that emergency contacts listed in your student's records be current), but in an emergency situation the school staff will determine if emergency transportation is necessary. Failure to diagnose an injury or illness, or emergency transportation of a student to a medical facility when it is later found that an actual emergency condition did not exist, are not grounds for the District to pay for related medical services and/or transportation.

The District has purchased the Alaska Municipal League/ Joint Insurance Association (AML/JIA) School Time Accident Plan through Myers-Stevens and Toohey at no cost to parents. It is designed to cover many, but not all, of the expenses related to accidents incurred during authorized school activities. This plan does not cover natural illness, pre-existing conditions, or injuries resulting from illegal activities, and only pays after the student's primary insurance has paid. In the past, AML/JIA has reimbursed at a rate of approximately 80% for those usual and customary expenses up to a maximum of \$25,000 per injury. Parents are responsible for the \$50 deductible per injury, as well as a 20% co-payment and all remaining expenses. A letter describing the current accident coverage and benefits along with an Authorization for Emergency Treatment will be sent home with students. Claim forms are available at each school's main office.

Students will also receive information on insurance plans available for purchase including "[Student Health Care Plan](#)" (24-hour coverage for sickness & accidents); "Interscholastic Tackle Football Accident Plans"; "24-Hour Accident Plans"; "School Time Accident Plans"; and a "Dental Accident Plan". If your child has existing health coverage, these supplemental plans may be useful in reducing your out-of-pocket expenses for insurance deductibles and/or co-payments. If your child has no other health coverage, you may find these programs particularly attractive. Further information is available from Myers-Stevens at <http://www.myers-stevens.com> or by dialing (800) 827-4695.

## Emergencies

### Address Change

All changes or additions for address, telephone number(s), cell phone number MUST be reported to the school office. This includes changes in an emergency contact number.

### Evacuation Procedures

Practiced regularly as required by law. Information specific to procedures that are to be followed for evacuation and for lock down (required in cases of threats) will be explained by teachers. Following are general rules all students should following in cases of evacuation:

- \*Leave rooms by designated routes
- \*Walk rapidly and orderly in single file
- \*Be quiet and obedient
- \*Selected students will be asked to close windows, doors, and drapes prior to leaving
- \*The first two students out of the building should hold the doors open for others
- \*Students are to assemble with their class in an orderly manner in the designated area
- \*Wait quietly for instructions

### Earthquakes

Our District has a comprehensive emergency action plan at each school site. In the case of an earthquake, do not rush out of the building. Get under a desk or table if possible (Duck, Cover & Hold). Protect your head and facial areas from falling objects or shattered glass. Wait for instruction before leaving your room. If you are instructed to exit the building, follow the fire drill procedures, being careful to avoid power lines and poles. Stay calm and following the directions of the adults around you.

### Emergency Student Release Advice for Parents

Remain Calm - Your child is probably safer at school in the event of a disaster. School personnel are certified in CPR, First Aid and Emergency Preparedness. In the event of a disaster, school staff are designated as Disaster Service Workers and must remain with your children at all times for up to 72 hours after the emergency.

Do Not Call the School and Tie Up The School Phone - Phone lines will be needed for emergency communications.

Do Not Call Your Student's Cell Phone - A ringing telephone can divert a student's attention away from important safety instructions, and during a lockdown, it can alert intruders to student location.

Do Not Attempt To Pick Up Your Child Directly From The Student Assembly Area - Parents and authorized adults must first report to the Student Request Gate.

Bring a Photo ID with You To The Student Request Gate - Students will only be released to their parents or to an adult designated on the Student Registration Form.

Sign Out At The Student Release Gate - The staff will locate and bring your child to you. No student will be released without an authorized signature, noting time of release, destination and phone number.

### Personal Property

Students should not bring valuable items or large sums of money to school. The school will not assume any liability for lost or stolen items or money. Students should report lost or stolen possessions to the office immediately. The principal will investigate, as necessary.

### Weather

Periods of prolonged outdoor activity for students will not occur when the temperature is minus ten degrees Fahrenheit or below (-10° F). This figure includes the wind-chill factor. Prolonged outdoor activities include recess, P.E., class walks, etc. The District will take into consideration the medical needs of children with special conditions or who are recuperating from illness. Schools are not closed due to cold temperatures.



## **Child Find - Educational Services for Exceptional Children** **BP 6164.4/AR 6164.4**

The Individuals with Disabilities Education Act, amended in 2004 mandates a free, appropriate public education for each exceptional child who attends school. To meet the requirements, KPBSD provides the following:

- Assurance of extensive child identification procedures
- Assurance of “full service” goals and detailed timetables
- A guarantee of complete due process procedures
- Assurance of parent/guardian participation
- Maintenance of programs and procedures for personnel
- Assurance of special education provided in the “least restrictive” environment
- Assurance of nondiscriminatory testing evaluation
- Assurance of the maintenance of an individualized program for each identified child
- A guarantee of policies and procedures to protect the confidentiality of data and information

A team of special services personnel, including the director, program managers, specialists and special services teachers and aides, work together with all District staff members to provide services to students with disabilities in the District. These include:

- Speech and language services
- Assistive technology services
- Visual impairment services
- Preschool disabled services
- Hearing impairment services
- Emotionally disabled services
- Adaptive P.E. services
- Learning disabled services
- Physical & occupational therapy
- Psychological services
- CHILDFIND services (first step in identification process for children ages 3 through 21; clinics held throughout the year in each community, call (907)714-8881 for more information).

Special services take a variety of forms across the District’s elementary and high school programs. The development of an individual education program is the responsibility of a child study team, composed of the student’s parent(s), classroom teacher(s), principal, appropriate specialists and special services teacher. Students are encouraged to take part in their program planning when possible.

- For information regarding special services, contact your school principal or Student Support Services at (907)714-8881.

### **Counseling Services**

- KPBSD employs certified school counselors who serve over 6000 students from elementary through high school in many of the KPBSD schools. School counselors hold master’s degrees or higher in school counseling and provide service to students as outlined in the American School Counselor Association’s (ASCA) National Model. The ASCA model guides school counselors in implementing comprehensive school counseling programs to meet the needs of every student in the areas of academic, career, and social/emotional development. Direct services include classroom lessons and activities, individual assistance to students in establishing personal goals and developing future plans, and counseling services to students. Indirect services include all of the consultation and collaboration activities that school counselors perform with parents/guardians, teachers, administrators and community agencies on behalf of their students. The [ASCA mindsets & behaviors for student success: K-12 college and career-readiness standards for every student](#). A description of the role of the school counselor can be found [here](#). For more information, contact the Director of Secondary Education (907)714-8864.

### **Students in Transition (SIT) Program for Homeless Children and Youth**

#### **Who are Homeless Children and Youth?**

- Eligible children and youth are students who lack a permanent, stable, and adequate place to sleep at night. This can include students who are living in a shelter, hotel, tent, camper or car, students that are “doubled-up” with extended family members or friends because of financial difficulty, students who are couch-surfing, and those in “substandard” housing. Students may be part of a larger family unit that is in transition, or may be unaccompanied youth (youth living in a previously stated situation without a parent/guardian).

## What can the Students in Transition program provide?

- Immediate school enrollment
- Free school meal benefits
- Transportation to and from school
- School supplies
- Assistance in obtaining birth certificates
- Referrals to local social service agencies and public programs
- An advocate to help the student and/or family find additional resources in the community

To learn more about the Students in Transition Program, contact your local Liaison:

Central Peninsula and Seward  
Kelly King  
(907) 714-8869  
kking@kpbsd.k12.ak.us

Nicole Murphy  
At-Risk Support Specialist  
(907) 714-8984  
nmurphy@kpbsd.k12.ak.us

Southern Peninsula and Ninilchik  
Jane Dunn  
(907) 235-4664  
jdunn@kpbsd.k12.ak.us



## Behavior Threat Assessments

The District takes the safety and welfare of students and staff of primary importance. Threatening statements and/or behavior that can be considered threatening will be taken seriously by the District and addressed immediately. All students, parents and community members are encouraged to report concerning student behavior to the school principal or to the district office.

The District may conduct a behavior threat assessment if the principal or superintendent determines a student may cause a threat to the health, safety or welfare of students and/or staff. A Behavior Threat Assessment is a process conducted by trained staff members and are done to ensure the safety of students and provide supports for students as needed. Behavior Threat Assessments do not involve the evaluation of students and do not require parental consent. However, parents will be notified as soon as possible of the concerning behavior and that a Behavior Threat Assessment is being conducted. Subject to applicable appeal rights, a student may be denied entry to school, if it is determined that the student poses a threat to the health, safety or welfare of students and/or staff. Law Enforcement is notified if a threat is imminent or the level of concerning behavior is determined to be high.



# School Board Policies

## **Building Use** [BP 1330](#) / [AR 1330](#) / [E 1330a](#)

Communities throughout the District are encouraged to use school facilities for civic, educational, cultural and recreational purposes. Of course school related activities shall take precedence over other use of school facilities.

The application procedure is very simple; just contact the principal of the school at least ten days before the date when facilities are to be used. Event insurance and concussion certification are required.

Board of Education approved programs, such as Parent Advisory Committees, band and orchestra, drama and other school clubs shall be allowed rent-free use of school facilities for meetings or activities. Fees may be charged for technical or special services.

To use the school theatre/auditorium facilities, a minimum of 30 days is necessary and permits are issued on a first come, first serve basis.

For more information regarding fees, scheduling or facility capacity, please contact the schools.

## **Ceremonies and Observances** [BP 6115](#)

The School Board encourages activities that instill pride in our country. The District respects the legal right of individuals not to participate in the salute to the flag for personal reasons.

## **Cocurricular Activities** [BP 6145](#) / [AR 6145](#)

KPBSD recognizes that cocurricular activities enrich the educational and social development and experiences of students and shall maintain a program for students participating in extra/cocurricular activities which compliment the integrity and purpose of the educational program. District sponsored cocurricular activities shall be approved by the Board of Education, administered by the Kenai Peninsula School Activities Association(KPSAA), and supervised by the building administrator.

Emphasis shall be given to the ideals of sportsmanship, fair play, and ethical conduct by students, coaches, advisors, and spectators.

Participation in activities is a privilege to be granted to those students who meet the minimum standards of eligibility adopted by the KPBSD and those additional standards established by each school for its own students. See the most current KPSAA Handbook on the District's website <http://bit.ly/KPBSDKPSAA>.

## **Communication Between Home and School** [BP 5124](#)

Good communication between home and school regarding a child's education is essential for the student to make the most of the opportunities provided. Communication includes progress reports, student work, email, phone calls and/or requests for conferences - initiated by the school or the parent - on how the parent can support learning. A parent who wants to schedule a phone or in-person conference with a teacher, counselor, or principal should call the school office for an appointment.

## **Discipline** [BP 5144](#) / [AR 5144](#)

Each principal shall publish school rules for student discipline which describe the school's behavior management plan and consequences for student misconduct.

School site rules must be strictly based on District policy, regulation, state and federal laws and be enforced fairly and uniformly. The Superintendent or designee shall establish procedures for the approval of such rules.

## **Corporal Punishment**

Corporal punishment is prohibited by law as a disciplinary measure against any student. School administrators and teachers shall employ other means of disciplining students. (4 AAC 07.900)

The prohibition on corporal punishment does not prevent the use of reasonable and appropriate force by a teacher or other supervising employee which is necessary to protect student welfare. Reasonable and necessary force or physical restraint against a student may be used to protect the student, or others, from physical injury.



## Discipline Guide

The following outline from [AR 5144](#) is an information and guidance tool which contains examples of disciplinary infractions and appropriate repercussions. This is a reference tool for school staff, parents, and students regarding disciplinary responses to student misbehavior. Specific infractions that are a violation of Board Policy do show the specific policy violated in the parenthesis after the infraction or under the discipline column. In addition to these being violations of Board Policy, they also may be violations of your school's procedures. See your individual school's handbook.

This guide includes disciplines regarding bullying ([BP 5131.43](#)), ([BP 5131.41](#)), ([BP 5137](#)), ([BP 0210](#)), drugs and alcohol ([BP 5131.6](#)), harassment issues ([BP 5131.41](#)), ([BP 4119.12](#)), ([AR 4119.12](#)), tobacco ([BP 3513.3](#)), ([BP 5131.62](#)), vandalism, theft and graffiti ([BP 5131.5](#)), ([BP 3531](#)), ([BP 3515](#)), ([BP 5137](#)), and weapons ([BP 5131.7](#)), ([AR 5131.7](#)), ([BP 5131.41](#)). For further details on these topics, please refer to the linked policies. The 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 understanding that the response and penalties will conform to District policy, state law, and regulations of the state and District.

Discipline Guide	
Infraction	Elementary and Secondary Discipline
Assault on another person (BP 4158 Employee Security), (BP 5131.41 Violent and Aggressive Conduct)	Personal parental/guardian notification. Referral to resources or agencies and law enforcement, 11 to 45-day suspension to expulsion based on context and severity.
Arson Activating emergency procedures	Personal parental/guardian notification. 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 (BP 5131.6 Alcohol and Other Drugs), (BP 5141.21 Administering Medication), (BP 3515 School Safety and Security)	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.
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. (BP 5131.7 Weapons and Dangerous Instruments), (AR 5131.7 Weapons and Dangerous Instruments), (BP 5131.41 Violent and Aggressive Conduct)	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.
Reckless driving	Personal parental/guardian notification. Reprimand, contact law as appropriate, detention, revoke parking privilege as needed for repeat offenses.
Refusal to submit to search and seizure with cause and per policy guidelines. (BP 5145.12 Search and Seizure), (AR 5145.12 Search and Seizure), (AR 5131 Conduct)	Personal parental/guardian notification. Refusal to consent: up to 45 days suspension or expulsion.

Discipline Guide	
Infraction	Elementary and Secondary Discipline
Inappropriate use of the internet. (AR 6161.4 Acceptable Use Policy/Internet Safety Policy), (BP 5131.43 Harassment, Intimidation and Bullying)	Personal parental/guardian notification. Suspension of some or all access privileges up to and including expulsion.
Violent and aggressive behavior including verbal abuse, stalking, defiance and racial slurs. (BP 5131.41 Violent and Aggressive Conduct), (BP 5131.43 Harassment, Intimidation & Bullying), (BP 5030 School Discipline and Safety), (AR 5144.1 Suspension and Expulsion)	Personal parental/guardian notification. Will result in immediate corrective action including reporting to Law Enforcement.
Bus incident (BP 5131.1 Bus Conduct), (AR 5131.1 Bus Conduct)	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 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.
Inappropriate use of portable electronic devices such as cell phones, mp3 players and computers, etc.	Personal parental/guardian notification. Reprimand, return of device to parents on first offense, detention and/or community service may be added for repeated instances.
Forgery Cheating (BP 5131.9 Academic Honesty) Misrepresentation	Personal parental/guardian notification. Particularly in K-1, ensure that student understands the offense. This can result in loss of credit or failing grade for test, parent notification, detention, suspension, community or school service as appropriate.
Profanity (AR 5131 Conduct) Vulgarity Public display of affection Inappropriate dress (AR 5131 Conduct)	Personal parental/guardian notification. 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.
Gambling/gaming	Personal parental/guardian notification. In all cases call to home, reprimand to suspension depending on severity and if offense is repeated
Insubordination Failure to identify self Disruptive behavior (AR 5131 Conduct), (AR 5144.1 Suspension and Expulsion), (BP 5131.4 Campus Disturbances)	Personal parental/guardian notification. Detention or suspension as appropriate to offense.
Intimidation (BP 5131.43 Harassment, Intimidation & Bullying), (BP 5131.41 Violent and Aggressive Conduct) Threatened assault (BP 5131.41 Violent & Aggressive Conduct) Extortion (BP 5131.41 Violent & Aggressive Conduct) Harassment (BP 5131.41), (BP 4119.12), (AR 4119.12) Chronic major disruption (BP 1313), (BP 5131.4), (BP 5030), (BP 5131.43) Bullying (BP 5131.43), (BP 5131.41), (BP 5137), (BP 0210)	Personal parental/guardian notification. 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. 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.
"Hazing" initiation (group or one-to-one) (BP 5131.43 Harassment, Intimidation & Bullying)	Personal parental/guardian notification. Detention, community service, 1 to 45-day suspension, as appropriate.
Endangering others (by any means)	Personal parental/guardian notification. 4 to 45-day suspension, notify law enforcement as appropriate.
Sexual harassment (BP 5145.7), (AR 5145.7)	Personal parental/guardian notification. Resource referral, educational sessions, detention or 1 to 45-day suspension as appropriate. (Investigation and steps to prevent recurrence must occur.) Contact law enforcement as appropriate.
Sexual abuse (BP 5141.4 Child Abuse & Neglect), (BP 3515 School Safety & Security)	Personal parental/guardian notification. Resource and law enforcement referral, educational sessions, suspension/recommendation for expulsion as appropriate. (Investigation and steps to prevent recurrence must occur.)
Trespass (students from one campus on another campus)	Personal parental/guardian notification. 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 (BP 5131.41 Violent & Aggressive Conduct)	Personal parental/guardian notification. Resource referral, detention to suspension depending on context, repetition of behavior, and apparel.

Discipline Guide	
Infraction	Elementary and Secondary Discipline
Truancy (BP 5113 Absences and Excuses), (AR 5113 Absences and Excuses), (BP 5112.1 Exemptions from Attendance), (AR 5112.1 Exemptions from Attendance), (AR 5144.1 Suspension and Expulsion)	Personal parental/guardian notification. 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. Parents may be referred to justice system for chronic cases.
Possession/use of tobacco or tobacco look-alikes (BP 3513.3 Tobacco-Free Schools/Tobacco Use), (BP 5131.62 Tobacco)	Personal parental/guardian notification. 3 to 30-day suspension as identified in board policy, community service in lieu of suspension encouraged.
Theft or Vandalism (i.e., graffiti) (BP 5131.5 Vandalism, Theft & Graffiti), (BP 3531 Recovery for Property Loss or Damage), (BP 6161.2 Damaged or Lost Instructional Materials), (BP 3515 School Safety and Security), (BP 5137 Positive School Climate)	<b>Elementary:</b> Personal parental/guardian notification. Restitution, community service, detention, in-house suspension if available, parent shadow, suspension, restricted access to schools. <b>Secondary:</b> 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.
Fighting (BP 5137 Positive School Climate)	<b>Elementary:</b> Personal parental/guardian notification. Resource referral if appropriate, peer mediation if appropriate and available, 1 to 45-day suspension depending on severity and context of incident. <b>Secondary:</b> Personal parental/guardian notification. Resource referral if appropriate, 1 to 45-day suspension depending on severity and context of incident.

## Due Process

A principal or designee shall conduct an informal hearing when there is cause to believe that a student has violated law, policy, regulation or school rules that could result in disciplinary action. The meeting requires no prior notice.

The student shall be provided:

- Oral or written notice of the charges
- An explanation of the evidence
- An opportunity to present the student's view of the incident
- An explanation of the sanctions

A reasonable attempt will be made to contact the parent(s)/guardian(s) orally prior to the suspension. The student's parents, guardians shall be notified in writing of the principal's decision to suspend the student from school as soon as practical.

Suspended students shall not be permitted to access any KPBSD property or attend or participate in any District school-related or school supervised activities during the period of suspension without prior administrative approval.

When a student's continued presence in school constitutes a threat to persons, property, or to the academic programs, he/she may be immediately removed from school. The informal hearing shall be conducted within a reasonable time and any subsequent suspension shall recognize the days removed from school.

Suspensions of ten (10) school days or less are not subject to appeal.

1. Parents, or students who have reached the age of majority, who wish to appeal disciplinary decisions exceeding ten-day suspensions, shall submit their appeal to the principal on the prescribed [E 5144.11](#) Notice of Appeal form. The appeal must be submitted within five (5) school days of the informal hearing, or, in cases where expulsion is recommended, within five (5) school days of receipt of written notice for expulsion. The suspension or other disciplinary action shall not be stayed pending this appeal.
2. The principal will appoint an appeal hearing officer who will conduct a Level I formal hearing. Such hearing is to be conducted within five (5) school days of the appeal request and according to defined procedures. A decision will be made by the hearing officer within three (3) school days of the hearing. Appeals of recommendations for expulsion will ascend directly to the superintendent.
3. In the event of an appeal the student and parent/guardian will be provided:
  - a. Written and, if possible, oral notice of the following: the charges, potential consequences, and the date, time, and place and manner of the hearing to be conducted.
  - b. An explanation of the evidence and an opportunity to present the student's view of the incident.
  - c. An opportunity to call witnesses on his/her behalf.
  - d. The right to have parent/guardian present, and to secure and have legal counsel and/or advocate present.
  - e. The parent/guardian and the student will be given a written decision within three (3) school days of the hearing.
4. When a suspension occurs preceding summer break, administration will make every attempt to conduct the appeal hearing prior to the start of the new school year.
5. The decision of the hearing officer suspending the student from school for eleven school days or more may be appealed in writing to the superintendent within ten school days of receipt of the hearing officer's decision letter via certified mail. The superintendent will conduct the hearing. Hearing procedures shall conform to those of a formal hearing defined elsewhere in this regulation. A decision shall be issued by the superintendent within three (3) school days and shall be sent to the school, student and parent/guardian.
6. Decisions of the superintendent regarding suspensions may be appealed in writing to the Board within ten school days of receipt of the superintendent's decision via certified mail. The Board shall conduct a hearing at the next available regular meeting and the Board's decision shall be distributed within three (3) school days.

**Harassment Issues** [BP 5145.7 / AR 5145.7](#)

The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual abuse in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, principal or designee.

**Search and Seizure** [BP 5145.12 / AR 5145.12](#)

The School Board is committed to maintaining an environment for students and staff which is safe and conducive to learning and working. The Board recognizes that incidents may occur where the health, safety and welfare of students and staff are jeopardized and which necessitate the search and seizure of students, their property or their lockers by school officials.

**Student Rights and Responsibilities - Conduct**  
[AR 5131](#)

Students and parents have rights that schools must observe, but they must also understand that personal responsibilities accompany individual rights. Furthermore, the rights of students must be viewed in relationship to the safety and welfare of the majority of students in the schools. Above all, schools must maintain adequate discipline to conduct a quality educational program.

**Fees** [BP 6161.13 /](#)

The School District is sensitive to the cost of raising children. Unfortunately, in some cases, classes and activities may charge a fee to support educational opportunities for students. The length of the class, materials consumed, activity cost, and type of class will determine the fee charged. If there is a question or problem paying a fee, please contact the teacher or the administration for arrangements. We can assist you in many cases.

**Guardianship and Custody** [BP 5021](#)

Where a question of legal guardianship arises, the school will require documentation from the student's legal guardian to protect all parties. Where child custody is an issue, the school will operate from the most recent documentation on file. This will be kept in the cumulative file which passes from school to school. State law requires both parents be given equal access to their child's school records. If one parent is not allowed to have contact with the child, or access to the child's records, a

- copy of the court order specifically stating the restriction
- must be submitted to the child's school.

**Input / Problem Solving** [BP 1312 / E 1312b](#)

- KPBSD welcomes feedback from parents, students and staff. There are many avenues to provide input or express concerns. The best way is to contact your school administrator directly. There are also electronic forms available that are located at: Suggestion Box, School Survey, Principal Survey, Problems and Concerns Contacts, and Teacher Survey.

**Internet Safety** [BP 6161.4 / AR 6161.4](#)

- The links are the Acceptable Use Policy / Internet Safety Policy. Please review this information as it directly applies to use of the internet and computers within KPBSD. A violation of the Acceptable Use Policy may result in termination of usage and/or appropriate discipline for students (as stated in AR 5144). If you need a hard copy of the Acceptable Use Policy / Internet Safety Policy, please see your school administrator.

**Personally-owned Electronic Devices**

- Students may bring laptops, netbooks, smart phones, tablet computers, MP3 players, e-readers, etc. to school for their personal educational use. The user is responsible for assuring that personally-owned equipment is ready for use with the District network. The District will not troubleshoot or provide technical support on personally-owned equipment. Bringing personally-owned equipment to school is absolutely done at the user's own risk. The District is not responsible for theft or damage of personal property, including loss of data.
- Any electronic device falls under the authority of the Acceptable Use Policy if used on school grounds regardless of whether they may or may not be wirelessly connected to the District network infrastructure.

**Electronic Mail (Email)**

- The District provides one Google GMail address (@g.kpbsd.org) for grade 4-12 students (or lower grades at the request of the principal). The District does not filter email beyond the SPAM filtering done by Google for the District-provided GMail accounts. Google may also have rules for use beyond what is covered in this agreement.

## **Parental Request for Non-Participation by Students (Internet or Email Opt-out)**

Parents of minor students (under 18 years of age) may request that their student(s) not be allowed access to the internet or may opt-out of District-provided Gmail accounts by submitting [E 6161.4\(a\)](#) Internet Access Non-Permission Form. Such restriction, once signed, remains in force until rescinded by the parent or the legal aged student. This action also denies access to the District wireless network.

## **Non-Discrimination [BP 1312.3 / AR 1312.3](#)**

KPBSD does not discriminate on the basis of national origin, ancestry, race, color, creed, sex, age, disability, physical appearance, sexual orientation, religion, pregnancy, marital or parental status, or political affiliation in its educational programs, related activities, and employment practices. If a student believes that he/she has been discriminated against, he/she may make a claim that his or her rights have been denied. A student may obtain a copy of the grievance or procedure and receive assistance in filing a complaint by contacting the school principal or the KPBSD District Office at (907)714-8888.

## **Protection of Pupil Rights Amendment [BP 6162.8](#)**

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
  - a. Political affiliations or beliefs of the student or student's parent
  - b. Mental or psychological problems of the student or student's family
  - c. Sexual behavior or attitudes
  - d. Illegal, anti-social, self-incrimination, or demeaning behavior
  - e. Critical appraisals of others with whom respondents have close family relationships
  - f. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
  - g. Religious practices, affiliations, or beliefs of the student or parents
  - h. Income, other than as required by law to determine program eligibility

2. Receive notice and an opportunity for a student to opt-out of:
    - a. Any other protected information survey, regardless of funding
    - b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law
    - c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others
  3. Inspect, upon request and before administration or use:
    - a. Protected information surveys of students
    - b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
    - c. Instructional material used as part of the educational curriculum
    - d. These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.
- KPBSD has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. KPBSD will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. KPBSD will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parents to opt his or her child out of participation of the specific activity or survey. KPBSD will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided two weeks notice of the planned activities and surveys, and be provided an opportunity to opt their child out of such activities and surveys. No survey, whether anonymous or not, that inquires into personal or private family affairs of the student not a matter of public record or subject to public observation will be administered unless written permission is obtained from the student's parent or legal guardian.
- 23 Parents will be provided an opportunity to review any

pertinent surveys.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U. S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901

## **Release of Student Directory Information** [BP 5125.1](#)

KPBSD has adopted a policy designed to provide parents and students the full protection of their rights under the Family Educational Rights and Privacy Act of 1974, also known as FERPA.

FERPA, with certain exceptions, requires your written consent prior to disclosure of personally identifiable information from your child's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local school districts receiving federal education funding to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the school district that they do not want their student's information disclosed without their written consent.

The District may also disclose to the State of Alaska or the University of Alaska your student's eligibility for scholarship programs.

KPBSD has designated the following information as directory information: student's name, mailing address, telephone listing, email 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 educational agency or institution attended, student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's social security number, in whole or in part, cannot be used for this purpose.)
- You have the right to refuse the release of student directory information. If you object to disclosure of some or all of this information, please complete and return [E 5125.1\(b\)](#) Directory Information Parent Opt-Out Form.
- If you have no objection to the use of student information, you do not need to take any action.

## **Section 504 of the Rehabilitation Act** [BP 6146.51](#)

The following is a description of the rights granted by federal law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

- You have the right to:
1. Have your child take part in, and receive benefit from public education programs without discrimination because of his or her disabling conditions.
  2. Have the District inform you of your rights under Section 504.
  3. Receive notice with respect to any action by the District in regard to identification, evaluation, or placement of your child. Parent consent must be obtained before conducting an initial evaluation.
  4. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student.
  5. Have the District provide reasonable accommodations and services to allow your child a free appropriate public education and an equal opportunity to participate in school and school-related activities.
  6. Have your child placed in the least restrictive environment.
  7. Have your child educated in facilities and receive services comparable to those provided for non-disabled students.
  8. Have evaluation, educational, and placement

decisions based upon a variety of information sources and by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities.

9. Have your child receive periodic reevaluations, at least every three years or whenever a change of placement is considered.

10. Examine all relevant educational records relating to decisions regarding your child's identification, evaluation, educational program, and placement.

11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records.

12. Reasonable requests for explanations and interpretations of your child's records.

13. Request amendment of your child's educational records if there is a reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the School District refuses this request for amendment, it shall notify you within a reasonable time and advise you of the right to a hearing.

14. You have the right to an impartial hearing with respect to the District's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. Hearing requests must be made in writing to the director of pupil services.

15. You also have the right to file a complaint with the US Office of Civil Rights (OCR). The address of the Regional Office which covers Alaska is:

US Department of Education  
Office of Civil Rights, Region X  
915 Second Ave, Room 3310  
Seattle, WA 98174-1009

16. You have the right to file an action in federal district court alleging a violation of Section 504. You do not have to go through the due process hearing procedure before filing a complaint in federal district court or with OCR.

The person in this District who is responsible for insuring that the District complies with Section 504 student issues is the director of pupil services, telephone number (907) 714-8881.

## **Security Cameras**      [BP 3515](#)

Students have the right to learn and work in a safe environment. To ensure the safety and security of both students and staff, surveillance cameras have been installed in our schools. There are signs noting the use of cameras in conspicuous locations. These cameras are not placed where students, staff or community members have

• a reasonable expectation of privacy (i.e., bathrooms, locker rooms).

## **Site-Based Council / PTA / PTSA**      [BP 0420 / AR 0420](#)

• All schools will organize and conduct regularly scheduled meetings of the site-council and parent organizations. The School Board believes strongly in the importance of parent input into the instructional practices and school programs. Specific District policy delineates the responsibilities of each of these organizations. Please contact the school office to see how you might be involved in these parent groups.

## **Student Lockers**      [AR 5145.12](#)

• Because lockers are under the joint control of the student and the District, school officials shall have the right and ability to open and inspect any school locker without student permission when they have reasonable suspicion that the search will disclose evidence of illegal possessions or activity or when odors, smoke, fire and/or other threats to student health, welfare or safety emanate from the locker.

• For health and safety reasons, a general inspection of school properties such as lockers and desks may be conducted on a regular basis. Any items contained in a locker shall be considered to be the property of the student to whom the locker was assigned. Unauthorized locks will be removed from lockers.

## **Student Nutrition**      [BP 5040 / AR 5040](#)

• KPBSD Student Nutrition Services (SNS) is proud to provide thousands of nutrient prescribed USDA school meals to eager students each school day.

• We invite all students to regularly participate in this successful meal program that enjoys United States Department of Agriculture (USDA) support.

• National School Lunch Program (NSLP) and National School Breakfast Programs (NSBP) provide meals to students qualifying for free or reduced-price meals and to students paying an established price per meal.

• Student nutrition services operate under the USDA program guidelines of the National School Lunch Program and National School Breakfast Program. The USDA establishes the nutrient content for the School Breakfast and School lunch programs. KPBSD school meal programs successfully meet the USDA dietary criteria for providing appropriate meals to KPBSD students.

## New 21/22 SY Online Applications

All full meals for breakfast and lunch are free for the 21/22 SY. Ala Carte, Adults and second meals are excluded, and will be charged at the applicable price. No charging allowed for ala carte, adult or second meals. Student Nutrition office hours are from 7:00 am to 5:00 pm, Monday through Friday. Questions and comments can be directed to the Student nutrition office at (907) 714-8890.

## Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Ave, SW, Washington, DC 20250-9410; fax (202) 690-7442 or email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

## Student Records [BP 5125 / AR 5125](#)

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the student withdraws or graduates. This record moves with the student from school to school. By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights. Additionally, the child's address may not be released if the District determines that release of the address poses a threat to the health or safety of the child. The principal is custodian of all records for currently enrolled students at the assigned school. The superintendent is the custodian of all records for students who have withdrawn or graduated.

Records may be reviewed during regular school hours upon completion of a written request. Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records.

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students after they are no longer students in the District, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student.



## Access Without Parental Consent

The District shall not permit access to or the release of student records or the personally identifiable information contained therein without the consent of a parent or eligible student, except that access without consent to student records shall be permitted to those persons or under those circumstances as follows:

- School officials within the District who have a legitimate educational interest in having access to the records.
- A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.
- Officials of other districts, schools, state operated correspondence programs or post-secondary institutions in which the student seeks to enroll, or is already enrolled, so long as the disclosure is for purposes related to the student's enrollment or transfer.
- Upon their request, military recruiters and institutions of higher learning shall have access to secondary students' names, addresses, and telephone listings, unless an objection is made by the student's parent/guardian.
- The District will provide the University of Alaska scholarship program a list of names and addresses of students in the graduating class who meet scholarship eligibility requirements for each scholarship program.



- Authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of Education, or the Department of Education and Early Development of the State of Alaska, if the information is provided in connection with an audit or evaluation of federal or state supported education programs.
- In compliance with a judicial order or pursuant to any lawfully issued subpoena.
- Where the disclosure is in connection with financial aid conditioned on the student's attendance at an educational institution.
- The disclosure is to organizations conducting studies for or on behalf of educational agencies or institutions.
- The disclosure is to accrediting organizations carrying out their accrediting functions.
- The School District will cooperate with the juvenile justice system in sharing information contained in permanent student records.
- The District may release information from records to appropriate persons in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other persons. The District may include in a student's records information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community.
- Student directory information may be released to representatives of the post-secondary institutions, prospective employers, legislators, news media, military recruiters, sport publications, companies that manufacture class rings or publish yearbooks and non-profit or other organizations. The opportunity to exercise an objection is provided on [E 5125.1\(b\)](#) Directory Information Parent Opt-Out Form.

When the student reaches 18 years of age, only the student has the right to consent to release of records. Students over 18, and parents of minor students, may inspect the student's records and request in writing a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.

## Records Pertaining to Children with Disabilities

Personally identifiable information in those student records specifically collected or maintained in conjunction with the provision of special education or related services may not

- be released without the written consent of a parent unless the disclosure is to:
  - A school official
  - An official of a school or school system in which the student intends to enroll
  - A representative of the Federal Comptroller General, U.S. Department of Education, or Alaska Department of Education and Early Development
- The District bills Medicaid for certain health related services identified in a student's Individualized Education Program (IEP). This process involves the sharing of personally identifiable information with the Department of Health and Social Services, the Alaska Medicaid agency, regarding services a child receives through the District's special education program.

## Access with Consent

The contents of a student's record may be furnished to any person with the written consent of one of the student's parents. The written consent should specify the records to be released, the reasons for the release, and to whom the records will be released. Where the consent of a parent is required for the release of student records, a copy of the records to be released shall be provided on request to the student's parents or the eligible student, and to the student who is not an eligible student if so requested by the student's parents.

## Notification of Rights Under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal or designee a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. A copying fee may be charged.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the school principal or

designee, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees or who is under the direct control of the school with respect to the use and maintenance of the personally identifiable information from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(a) Upon request, the District discloses education records without consent to officials of another school district or an institution of post-secondary education where the student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

(b) By September 15 of each year, the District will provide to the University of Alaska a list of names and addresses of students in the graduating class who meet scholarship eligibility requirements for each scholarship program. An objection should be made in writing to the superintendent of instruction on form [E 5125.1\(b\)](#).

(c) By July 15 of each year, the District will transmit to the Alaska Department of Education and Early Development information on each graduating student's eligibility for the Alaska Performance Scholarship Program. This is a required disclosure that occurs without consent and without the opportunity to object.

- (d) By January 15 and July 15 of each year, the District will provide to the Alaska Military Youth Academy, operated by the Department of Military and Veterans' Affairs, a report containing the name, address, and dates of attendance of prior students ages 15 through 18 who appear no longer enrolled in any educational institution and who have not received a diploma or GED. Release of a student's information to the Alaska Challenge Youth Academy will not be made if the parent or eligible student objects. An objection should be made in writing to the assistant superintendent of instruction on form [E 5125.1\(b\)](#).
- (e) Also, on or after October of each year, as required by law, the district will provide military names, addresses and telephone listings of juniors and seniors in high school. An objection should be made in writing to the assistant superintendent of instruction on form [E 5125.1\(b\)](#).

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school or District to comply with the requirements of FERPA. A complaint may be filed with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-8520

## **Visitors** [BP 1260](#)

- The School Board encourages parents, guardians and interested members of the community to visit the schools and, in compliance with established procedures, view the educational program. The Superintendent shall invite parents or guardians and the community to open house activities and other special events.
- The Superintendent shall establish procedures to facilitate visits during regular school days and register all visitors at the school office when entering school grounds.
- The Board recognizes the staff time and commitment required by school visits and encourages the staff to accommodate as many requests for visits as possible. To ensure minimum interruption of the instructional program, visits during school hours should be first arranged with the teacher and principal. If a conference is desired, an appointment should be set with the teacher during non-instructional time.

## **Volunteers** [BP 1250](#)

- Volunteers of all ages are always welcome in District schools. Members of parent-teacher organizations and booster clubs are the backbone of school volunteers.

Anyone interested in being a volunteer in the schools needs to complete the online volunteer screening process and agree to a background check; only criminal activity will be checked. To complete the volunteer screening process, visit the [District's web page](#) and find the location where you wish to volunteer. Click the Apply button that corresponds to that location, and then follow the instructions. Please contact the human resources department at (907) 714-8888 if you have questions.

**Wellness**      **[BP 5040 / AR 5040](#)**

The School Board recognizes that schools are in a position to promote healthy lifestyle choices by students that can affect their lifelong wellness. Therefore, the School District will provide environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity.

The following topics are covered online:

- Planning and Periodic Review by Stakeholders
- Nutrition
- Physical Activity
- Communication with Parents
- Monitoring, Compliance, and Evaluation





## KENAI PENINSULA BOROUGH SCHOOL DISTRICT

**Office of Assistant Superintendent**  
Clayton Holland, Assistant Superintendent  
148 North Binkley Street Soldotna, Alaska 99669-7520  
Phone (907) 714-8888

Dear Parent(s), Guardian(s), and Students:

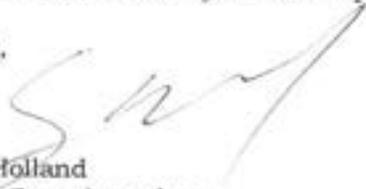
Each school day over 8,000 students attend our 42 schools. While at school, the safety and security of your child(ren) is always our number one priority. As a way to ensure this, the school district and the borough have installed security cameras at your child(ren)'s school. This letter is written to advise you that the cameras are located in public areas inside and outside of the school buildings. Please note that no cameras are placed in areas where students, staff, or community members have a reasonable expectation of privacy, e.g., a bathroom or a locker room.

School security is the main purpose for the cameras. However, recordings may be used in disciplinary proceedings. In addition, matters captured by the cameras may be referred to local law enforcement, as appropriate.

For more information, view Board Policy [3515 School Safety and Security](#).

Please feel free to contact your school principal with questions regarding the cameras.

Sincerely,

  
Clayton Holland  
Assistant Superintendent

## **Notes**

## **Kenai Peninsula Borough School District**

Website: [www.kpbsd.k12.ak.us](http://www.kpbsd.k12.ak.us)

“Today’s schools educating for tomorrow.”



NB 07/20/2021 v1

## Kenai Peninsula Borough School District

Website: [www.kpbsd.k12.ak.us](http://www.kpbsd.k12.ak.us)  
"Today's schools educating for tomorrow."

# Kenai Peninsula Borough School District 2021-22 District Wide Calendar

<b>C</b> School Closes	<b>O</b> School Opens
<b>E</b> End of Quarter	<b>CI</b> PT Conference/Inservice
<b>H</b> Legal Holiday	<b>V</b> Vacation Day
<b>IW</b> Inservice/Work	<b>ER</b> Early Release Day

July 2021							August 2021							September 2021							October 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3		1	2	3	4	5	6	7				1	2	3	4						1	2
4	5 H	6	7	8	9	10	8	9	10 IW	11 IW	12 IW	13 IW	14	5	6 H	7	8	9	10	11	3	4	5	6	7	8	9
11	12	13	14	15	16	17	15	16 IW	17 O	18	19	20	21	12	13	14	15 ER	16	17	18	10	11	12	13	14	15 IW/E	16
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
25	26	27	28	29	30	31	29	30	31					26	27	28	29	30			24	25	26	27	28 CI	29 CI	30
																					31						
# of Inservice Days: _____							# of Inservice Days: _____							# of Inservice Days: _____							# of Inservice Days: _____						
# of Student Days: _____							# of Student Days: _____							# of Student Days: _____							# of Student Days: _____						
# of Teacher Days: _____							# of Teacher Days: _____							# of Teacher Days: _____							# of Teacher Days: _____						
November 2021							December 2021							January 2022							February 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6				1	2	3	4							1			1	2	3	4	5
7	8	9	10	11 V	12	13	5	6	7	8	9	10	11	2	3 IW/E	4	5	6	7	8	6	7	8	9	10	11	12
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16 ER	17 CI	18 CI	19
21	22	23	24	25 H	26 H	27	19	20 V	21 V	22 V	23 V	24 H	25	16	17	18	19 ER	20	21	22	20	21	22	23	24	25	26
28	29	30					26	27 V	28 V	29 V	30 V	31 H		23	24	25	26	27	28	29	27	28					
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# of Inservice Days: _____							# of Inservice Days: _____							# of Inservice Days: _____							# of Inservice Days: _____						
# of Student Days: _____							# of Student Days: _____							# of Student Days: _____							# of Student Days: _____						
# of Teacher Days: _____							# of Teacher Days: _____							# of Teacher Days: _____							# of Teacher Days: _____						
March 2022							April 2022							May 2022							June 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4 IW/E						1	2	1	2	3	4	5	6	7				1	2	3	4
6	7 V	8 V	9 V	10 V	11 V	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
13	14	15	16	17	18	19	10	11	12	13	14	15 V	16	15	16	17	18 C	19 IW	20	21	12	13	14	15	16	17	18
20	21	22	23	24	25	26	17	18	19	20 ER	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
27	28	29	30	31			24	25	26	27	28	29	30	29	30 H	31					26	27	28	29	30		
# of Inservice Days: _____							# of Inservice Days: _____							# of Inservice Days: _____							# of Inservice Days: _____						
# of Student Days: _____							# of Student Days: _____							# of Student Days: _____							# of Student Days: _____						
# of Teacher Days: _____							# of Teacher Days: _____							# of Teacher Days: _____							# of Teacher Days: _____						

End of Quarter			Inservice Dates			Legal Holidays & Vacation Days		
1st Quarter	42 days	Teacher First	August 10	August 10, 11, 12, 13, 16	Independence Day	July 5		
2nd Quarter	40 days	Teacher Last	May 19	October 15	Labor Day	September 6		
3rd Quarter	41 days	Student First	August 17	January 3	Thanksgiving	November 25-26		
4th Quarter	47 days	Student Last	May 18	March 4	Winter Break	Dec 20-Dec 31		
	170 days	<b>PT Conference/IS Days</b>		May 19	Spring Break	March 7-11		
			Oct. 28, 29		Vacation Day	Nov 11 & April 15		
			February 17, 18		Memorial Day	May 30		

Approved: 12/7/2020  
Dept of Ed. Approved: 12/8/2020