



# KENAI PENINSULA BOROUGH SCHOOL DISTRICT

## Assistant Superintendent

Sean Dusek

148 North Binkley Street Soldotna, Alaska 99669

Phone (907) 714-8858 Fax (907) 262-5867

Email [sdusek@kpbsd.k12.ak.us](mailto:sdusek@kpbsd.k12.ak.us)

Dear Parents and Students:

Welcome to KPBSD for the 2013-14 school year.

The School District is issuing the *2013-14 Parent/Student Handbook* in an online format which you may access at [http://www.kpbsd.k12.ak.us/students\\_parents.aspx?id=28047](http://www.kpbsd.k12.ak.us/students_parents.aspx?id=28047) from your home computer, a school computer, or any public library. If you do not have access to a computer, please let the school know and you will be provided with a printed copy.

*We have attached to this correspondence:*

- *Acknowledgement of Receipt of 2013-14 Parent/Student Handbook which needs to be signed and returned to your school office.*
- *A copy of the appendices from the Parent/Student Handbook which include*
  - [\*E 5125\(a\) For Students Age 18 and Older. Disclosure to Parents of Dependent Students and Consent Form\*](#)
  - [\*E 5125\(b\) Notification of Rights Under FERPA for Elementary and Secondary Schools\*](#)
  - [\*E 5125.1\(a\) Notice of Student Directory Information\*](#)
  - [\*E 5125.1\(b\) Directory Information Parent Opt-Out Form\*](#)
  - [\*Growth Screening Opt Out Form\*](#)
  - [\*E 6161.4\(a\) Internet Access Non-Permission Form\*](#)
  - [\*E 6158\(a\) Elementary Health Curriculum Opt-Out Form\*](#)
  - [\*E 6158\(b\) Secondary Health Curriculum Opt-Out Form\*](#)

If you have any concerns about the *Handbook* or about your individual school policies or any additional questions, your first line of contact would be the principal at your school.

Sincerely,

Sean Dusek

Assistant Superintendent

**ACKNOWLEDGEMENT OF RECEIPT OF 2013-14  
KENAI PENINSULA BOROUGH SCHOOL DISTRICT  
PARENT/STUDENT HANDBOOK**

Name of Student \_\_\_\_\_

I acknowledge that our family has received a copy of the link to the *Parent/Student Handbook*. We understand that this Handbook contains links to some of the more relevant Board policies, pertinent information my student needs to know, and discipline procedures. We have read and understand the information contained in the *Handbook*.

We understand and consent to the responsibilities outlined in the District's student code of [conduct](#). We also understand and agree that our child shall be held accountable for the behavior and consequences outlined in the student code of conduct at school and at school and at school-sponsored and school-related activities, including school-sponsored travel, and for any school-related misconduct, regardless of time or location. We understand that any student who violates the student code of [conduct](#) at school or at school-related activities shall be subject to disciplinary action.

We understand that most of the general school information, rules, and student code of [conduct](#) are in this *Handbook* and it is the responsibility of the student to familiarize himself or herself with this information. Students will be held responsible for all information within this handbook, even if this page is not returned to the school. If there is any question about something that is not covered in this *Handbook*, it is also the responsibility of the student to secure the answer from the teachers or office personnel. Please allow us to help you avoid problems. Parents, please feel free to call or come by the school any time.

By signing this, I agree that I have read and understand the *Handbook* and the links. Additionally, I agree to the Internet Use Agreement

---

Parent Signature

Date

---

Student Signature

Date

---

Telephone number where parent may be reached during the day: \_\_\_\_\_

**PLEASE COMPLETE AND RETURN TO YOUR SCHOOL**

**Kenai Peninsula Borough School District**  
**For Students Age 18 and Older**  
**Disclosure to Parents of Dependent Students**  
**and Consent Form**

To: Registrar, \_\_\_\_\_  
School Student ID

From: \_\_\_\_\_  
Student's First Name, Middle Initial, Last Name Date of Birth (mo/day/yr)

\_\_\_\_\_

Permanent Street Address City State Zip Code

Under the Family Educational Rights and Privacy Act (FERPA), the Kenai Peninsula Borough School District (KPBSD) is permitted to disclose information from the education records of a student age 18 and older to your parents if your parents (or one of your parents) claim you as a dependent for federal tax purposes.

Please check the appropriate box:

- Yes. I certify that my parents **claim me** as a dependent for federal income tax purposes. I understand that educational records may be disclosed to my parents.
- No. I certify that my parents **do not claim me** as a dependent for federal income tax purposes. Do not release educational records to my parents.
- Yes. Even though my parents do not claim me as a dependent for federal income tax purposes, I agree that KPBSD may disclose educational records to my parents.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*If both parents live at the same address, please list both in #1.*

1. _____ <span style="margin-left: 40px;">Name(s)</span> _____ <span style="margin-left: 40px;">Address</span> _____ <span style="margin-left: 40px;">City, State, Zip</span> _____ <span style="margin-left: 40px;">Telephone</span>	2. _____ <span style="margin-left: 40px;">Name(s)</span> _____ <span style="margin-left: 40px;">Address</span> _____ <span style="margin-left: 40px;">City, State, Zip</span> _____ <span style="margin-left: 40px;">Telephone</span>
--	--

*Students cannot be denied any educational services from the KPBSD if they refuse to provide consent.*

Office Use: \_\_\_\_\_

Entered on PowerSchool. Date: \_\_\_\_\_ By: \_\_\_\_\_

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 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.

Other exceptions for disclosure without consent are detailed in FERPA and Board Policy and Administrative Regulation 5125.

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

In addition, you are entitled to notice of the following disclosures of student records:

1. 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.
2. 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. Release of a student's name to the University of Alaska 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).
3. 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.
4. By January 15 and July 15 of each year, the District will provide to the Alaska Challenge 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).

*Revised: 5/2013*

## NOTICE OF STUDENT DIRECTORY INFORMATION

The Kenai Peninsula Borough School District 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. A copy of the school district's policy is available online at [http://www.kpbsd.k12.ak.us/school\\_board.aspx?id=368](http://www.kpbsd.k12.ak.us/school_board.aspx?id=368).

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; and
- 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.<sup>1</sup>

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

The KPBSD has designated the following information as directory information: student's name, 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 the *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.

## Kenai Peninsula Borough School District Directory Information Parent Opt-Out Form

I request that my student be exempted from release of student directory information including student's name, address, telephone number, 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 school attended.

School Name:		Date of Birth:	
Student Name:		Student ID #:	

- Withhold Student Directory Information from representatives of the military.
- Withhold Student Directory Information from all other representatives (includes post-secondary educational institutions, prospective employers, legislators, news media, sport publications and non-profit or other organizations).
- Withhold my student's eligibility for University of Alaska scholarship programs.
- Withhold student names, addresses and phone numbers from Alaska Challenge Youth Academy.
- Withhold place of birth from Student Directory information released.
- Withhold student photographs or videotapes from District or school publications including but not limited to yearbook, student newsletters, Parent/Student Handbook; on the Internet; or for use or broadcast by the news media.

This opt-out is valid until a new form is completed.

\_\_\_\_\_  
Parent Name (printed)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

This form should be returned to the school and is only valid for information requested from the School District after the form is received and entered.

cc: School  
Assistant Superintendent of Instruction

**Kenai Peninsula Borough School District  
Health Services  
Growth Screening Opt Out Form**

**Student:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**School:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

Dear Parent/Guardian,

The KPBSD Growth Screening Program has a three-fold purpose:

- To provide you with information about your child's growth status
- To create a healthier environment and improve student learning and success
- To evaluate the effects of policy changes within schools and the district

Growth screening involves measuring height and weight and calculating Body Mass Index (BMI). In KPBSD, we address children's health and wellness with a comprehensive approach that includes health and wellness education, physical activity and physical education, nutritious meals, and more.

Alaska Statute Article 02. Section 14.30.127 mandates that school districts provide student hearing and vision screenings for possible identification of unknown or unrecognized diseases or health impairments that may affect a student's education. Our state also recommends growth screening of all students. In response, our school district coordinates and provides confidential comprehensive health screening, including growth screening.

All growth screenings take place in a private setting, supervised by the school nurse and remain confidential. Once completed, parents will be notified of screening results by the school in a confidential manner.

**If you would like your child to participate in the free growth screening offered by your school, you do not have to complete this form and NO ACTION IS NEEDED.** If you do not want your child to receive growth screening services at school, please sign and complete the form and return to the school nurse.

**Please do not screen my child for height and weight.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**If you have any questions, please contact your school nurse.** If you have more questions or concerns, please feel free to contact KPBSD Health Services at 907.283.2190 or [nwalsworth@kpbsd.k12.ak.us](mailto:nwalsworth@kpbsd.k12.ak.us).

5/2013

# ELEMENTARY HEALTH CURRICULUM OPT-OUT FORM

Kenai Peninsula Borough School District

\_\_\_\_\_

Student's Name

\_\_\_\_\_

Grade

\_\_\_\_\_

School

\_\_\_\_\_

Homeroom Teacher

In accordance with administrative procedure for opting-out of controversial issues taught in the KPBSD health curriculum, I request that my student, named above, be excluded from the entire elementary health curriculum or the following unit/topic of the health curriculum.

I understand that it is recommended that I cover this information at home, but to do so is not mandatory.

Whole Course:



Unit/Topic:

\_\_\_\_\_

Reason for Request:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent's Signature

\_\_\_\_\_

Phone Number

\_\_\_\_\_

Date

\_\_\_\_\_

Principal's Signature

\_\_\_\_\_

Date

pc: Teacher  
School File  
Parent  
Director of Curriculum/Staff Development

# SECONDARY HEALTH CURRICULUM OPT-OUT FORM

Kenai Peninsula Borough School District

Student's Name	Grade
School	Health Teacher

In accordance with administrative procedure for opting-out of controversial issues taught in the KPBSD health curriculum, I request that my student, named above, be excluded from the entire middle school/high school health curriculum or the following topic of the health curriculum.

I understand that if my son/daughter is excluded from class instruction on a selected topic, he/she will be held responsible for the material presented during that lesson and will be tested over that material. I accept responsibility for providing supervision for my son/daughter during the instructional time the student is not in class and providing instruction on the material missed.

(If your son/daughter is going to miss more than three days of instruction due to controversial issues, he/she should opt-out of the whole class and take the class through correspondence.)

Reason for Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Whole Course:

Unit/Topic: \_\_\_\_\_

Parent's Signature	Phone Number	Date
Principal's Signature	Date	

pc: Health Teacher  
School File  
Parent  
Director of Curriculum/Staff Development

*KENAI PENINSULA BOROUGH SCHOOL DISTRICT***Internet Access Non-Permission Form**\_\_\_\_\_  
Student Name\_\_\_\_\_  
School

The KPBSD makes access to the Internet available to all students for use as an academic resource and means of communication. Many classes in the KPBSD routinely use the Internet as a tool to complete class assignments and projects in many subject areas.

The KPBSD does not have control over the information content contained on computer systems outside of the KPBSD, but does take measures to limit student access to content inappropriate for the school environment. In addition, students are expected to adhere to strict guidelines for use of the Internet as defined in the Student Handbook for each school.

**Google Online Applications** (Email, Documents, Spreadsheets, Forms, Calendars)

Google Apps allows 4-12<sup>th</sup> grade students and staff to achieve an unprecedented level of communication, organization and collaboration through the use of free online applications provided by Google.

Using Google Apps:

- The Email application allows students to communicate with their teachers and collaborate with other students for such things as needed clarification on an assignment.
- Class announcements can easily be sent in a message from the teacher to all students.
- Google Docs are 100% compatible between school and home and accessible from anywhere with an Internet connection. Assignments will not be “forgotten at home”.
- Students doing video projects at school have a safe medium for sharing their work where only other KPBSD Staff/Students can view them.
- Students can collaborate on group assignments. Multiple students can contribute to documents simultaneously.

If you **do not wish for your child to have access to the Internet and/or Google Apps**, you may opt out below.

If a signed form is not returned to the school, the Kenai Peninsula Borough School District assumes that you have given your approval. Form is valid until changed or revoked.

Please **do not** provide my child access to the Internet.

Please **do not** provide my child access to Google Online Applications

\_\_\_\_\_  
Parent or Guardian's Signature\_\_\_\_\_  
Date\_\_\_\_\_  
*For Office Use:*

Entered on Discovery \_\_\_\_\_  
Date