

To: Board of Education

From: David Cunningham, director, human resources & legal services, ext. 4937

Re: Board Policy Committee Recommendations – Final Action

Date: June 23, 2016

Background:

The Board Policy Committee met to discuss several KASB recommended updates. The committee recommended the following polices be amended. There have been no suggested changes to the recommendations.

JGFGB Supervision of Medications

Technical change to update the reference to Advance Practice Registered Nurse and reflect middle versus junior and senior high schools.

JI Community Activities

Clarify students may participate in community activities during school when it is part of a course's approved curriculum.

JJ Employment of Students

Clarify that all board policies remain applicable to students participating with vocational or their work experience programs.

JQA Students with Physical Disabilities

Clarify a "medical provider" statement is acceptable recognizing appropriate providers include professionals other than a "physician."

JQE Alternative Arrangements

The committee determined the existing policy should be modified to provide students, upon the recommendation of their medical provider, an opportunity to opt out of certain activities if an accommodation is necessary.

JQKA International Students

Technical change removing the "senior" descriptor when referring to high school.

JQLA Class-size/Caseload Limits for Exceptional Students

Clarified the time frame in which class size and case-loads are determined. The current practice is to review these matters "periodically" rather than on a mandatory "each year" basis. Depending on student needs, such a review may actually be necessary more frequently than on an annual basis.

JS Student Fees and Charges

Clarifies that the board or the superintendent may direct principals regarding the collection of student fee for lost, damaged or destroyed property.

Recommendation:

The Board Policy Committee recommends the adoption of the modifications to the referenced policies.

Motion:

"I move the Board of Education adopt the modifications to the referenced policies effective June 27, 2016."

1 When medication is necessary in order for the student to attend school,
2 district personnel shall carry out the supervision of medications given in strict
3 compliance with the rules and regulations of the board and the Kansas Nurse
4 Practice Act. The prescribing of drugs and medicines is not the responsibility
5 of the public schools and, by law, may not be practiced by any school person-
6 nel, including school nurses. In the administration of medication, the school
7 employee shall not be deemed to have assumed any legal responsibility other
8 than acting as a duly authorized employee of the school district.

9 The school nurse shall process all medication requests by the parent(s) and
10 may delegate medication administration to another staff member only if the
11 initial dose has already been administered by the parent(s) or health care pro-
12 vider (except for emergency only medication) and no dosage calculation is re-
13 quired. Medications may not be delegated if administered by injection (except
14 in emergency situations such as anaphylaxis) or through any tube inserted into
15 the body, except through an established feeding tube inserted directly into the
16 abdomen. All medication maintained in the school setting by district person-
17 nel, including medication requiring refrigeration, shall be kept in a locked
18 storage unit. Out-of-date or unused medication shall be returned to the par-
19 ent(s) or destroyed.

20 Prescription Medications

21 A health care provider licensed to prescribe or dispense medication must
22 send a written order to the school nurse. A current pharmacy label on the pre-
23 scription container clearly stating the student's name, medication, dosage,
24 route of administration and time(s) to be administered may also serve as a
25 written order. The parent(s) must submit a completed Permission for Medica-

1 tion form to the school nurse. Included on this form is a release of infor-
2 mation allowing the school to discuss medication issues with the health care
3 provider who prescribed the medication.

4 Non-prescription Medications

5 Non-prescription medications may be administered to students for a spe-
6 cific, time-limited minor illness or for intermittent conditions if authorized by
7 the parent(s). The parent(s) must submit a completed Authorization for Non-
8 prescription Medicine form releasing the school district and personnel from
9 any responsibility for adverse reactions to the medication, and acknowledging
10 that the school bears no responsibility for ensuring the medication is adminis-
11 tered. Non-prescription medication must be provided by the parent(s) in its
12 original container and authorized for the dosage recommended on the package
13 label for children unless provided with a written order from a health care pro-
14 vider licensed to prescribe or dispense medication. The school reserves the
15 right to limit parent-authorized medications to be given for a total of ten dos-
16 es and to require health care provider orders for its continued use. Because
17 the formulation of herbal, natural and homeopathic remedies is unregulated,
18 these preparations will not be administered at school without orders from a li-
19 censed health care provider [Medical Doctor (MD), Doctor of Osteopathy
20 (DO), Advance Practice Registered Nurse (APRN), Physician’s Assistant (PA)]
21 authorized to prescribe or dispense medications.

22 Self-administered Medications

23 A student may self-administer either prescription or over the counter
24 medications in the following circumstances:

- 1 • Students in middle and high school who store their medications in a se-
2 cured area; and
- 3 • Elementary students who store their medication in a secure area and
4 have the signed approval of the parent(s) and the health care provider.
- 5 • Controlled substances may not be self-administered.

6 School personnel cannot provide documentation and supervision of self-
7 administered medications. It is strongly recommended that a duplicate supply
8 of medication be kept in the health office as a backup when the student's sup-
9 ply is unavailable.

10 A school district, and its employees and agents, which authorizes the
11 self-administration of medication in compliance with the provisions of this
12 policy, shall not be liable in any action for any injury resulting from the self-
13 administration of medication. The school district shall provide written notifi-
14 cation to the parent or guardian of a student that the school and its employees
15 and agents are not liable for any injury resulting from the self-administration
16 of medication.

17 The parent or guardian of the student shall sign a statement acknowledg-
18 ing that the school incurs no liability for any injury resulting from the self-
19 administration of medication and agreeing to indemnify and hold the school,
20 and its employees and agents, harmless against any claims relating to the self-
21 administration of such medication. KSA 72-8252

Approved: July 1, 2001

Amended: March 31, 2003

Reviewed by Board Policy Committee: January 6, 2005

Amended: March 14, 2005

Reviewed by Board Policy Committee: April 9, 2008

Amended: June 9, 2008

JGFGB Supervision of Medications

JGFGB-4

Amended: June 27, 2016

JI **Community Activities**

JI

1 Students shall not participate in any community activities during school
2 hours without the prior permission of the principal, unless those activities are
3 undertaken as part of a course's approved curriculum.

Approved: July 1, 2001

Reviewed by Board Policy Committee: January 31, 2005

Reviewed by Board Policy Committee: April 23, 2008

Amended: June 27, 2016

JJ **Employment of Students**

JJ

1 In-School Employment

2 The district may employ students. The district shall comply with relevant
3 labor laws and shall not employ students in hazardous jobs.

4 Outside Employment

5 A student who needs to work on a regular basis during the school day
6 shall file a written request with the principal. If the request is approved, the
7 student shall file a work schedule with the principal. Changes in the schedule
8 shall be reported by the student to the principal. The student shall not begin
9 the new schedule unless the change is approved by the principal.

10 Vocational or Other Work Experience (See IDAA)

11 A student who works in a board-approved vocational or other work-
12 experience program shall have a schedule developed cooperatively by the em-
13 ployer and the supervising teacher and approved by the principal prior to be-
14 ginning the work activity.

15 All board policies remain applicable to students participating in voca-
16 tional or other work experience programs.

Approved: July 1, 2001

Reviewed by Board Policy Committee: January 31, 2005

Reviewed by Board Policy Committee: April 23, 2008

Amended: June 27, 2016

JQA Students with Physical Disabilities

JQA

1 Students, including those temporarily disabled by illness, operation or
2 accident authenticated by a medical provider's statement, may be eligible for
3 alternative educational services or accommodations in their regular program
4 which allow for meaningful participation in the program.

5 Students with injuries or illness which prohibit participation in physi-
6 cal education or other classes shall present to the building principal a medical
7 provider's statement prohibiting such activity.

8 Teachers shall follow medical instructions relating to limitations on the
9 student's participation, and shall either provide alternative methods for the
10 student to earn a credit/grade in the class during the period of the disability or
11 contact the superintendent for consideration of appropriate accommodation for
12 the student.

Approved: July 1, 2001

Reviewed by Board Policy Committee: January 31, 2005

Reviewed by Board Policy Committee: April 23, 2008

Amended: June 27, 2016

JQE Alternative Arrangements

JQE

1 Married students, pregnant students and students who are parents shall
2 have access to the same educational opportunities, services and extracurricular
3 activity considerations provided to other students.

4 Pregnant students may request to opt out of an activity upon the written
5 recommendation of a medical provider. Administration shall develop appropri-
6 ate alternative educational activities or programs.

Approved: July 1, 2001

Reviewed by Board Policy Committee: February 7, 2005

Reviewed by Board Policy Committee: April 23, 2008

Amended: June 27, 2016

JQKA International Students

JQKA

1 Foreign Exchange Students

2 Foreign exchange students attending Lawrence high schools through
3 an exchange program are here for up to one year. This may not give them
4 enough time to meet the district graduation requirements. Foreign exchange
5 students seeking graduation must make their request on their admission
6 application. If these students meet graduation requirements, they may
7 graduate.

8 Independent (F-1) International Students

9 The Illegal Immigration Reform and Immigrant Responsibility Act
10 limits the stay of students admitted to the U.S. on an F-1 visa in a public
11 school to 12 months. In most instances, the student is unable to meet the
12 graduation requirements. However, if these students meet graduation
13 requirements, they may graduate.

14 Tuition

15 Foreign exchange students from organizations approved each year by
16 the KSHSAA shall be admitted to the district on a tuition-free basis. Other
17 international students who meet residency requirements may be allowed to
18 enroll in the district under rules established by the board. International
19 students who enter the country on an F-1 visa shall pre-pay tuition equal to
20 the current cost per pupil as calculated by the State Department of Education.
21 (See JBC).

Approved: July 1, 2001

Reviewed by Board Policy Committee: February 7, 2005

Amended: April 11, 2005

Reviewed by Board Policy Committee: March 26, 2008

Amended: May 27, 2008

Amended: June 27, 2016

JQLA Class-size/Caseload Limits for Exceptional Students

JQLA

1 In order to ensure that a free, appropriate public education is provided
2 for all eligible students, the special services administrative team shall develop
3 procedures to identify all students with exceptional needs and shall periodically
4 review and establish class size and case load limits for all personnel providing
5 services to those students.

Approved: July 1, 2001

Reviewed by Board Policy Committee: February 7, 2005

Amended: April 11, 2005

Reviewed by Board Policy Committee: May 7, 2008

Amended: June 27, 2016

JS Student Fees and Charges

JS

1 The board will approve a schedule of enrollment fees and other fees. The
2 superintendent shall distribute that schedule to all principals. The fee sched-
3 ule shall include:

- 4 • A list of all items for which a charge is to be collected;
- 5 • The amount of each charge;
- 6 • The date due;
- 7 • A system for accounting for and disposing of fees;
- 8 • Classifications of students exempt from the fee or charge; and
- 9 • An appeal procedure to be used by students or parents to claim exemption
10 from paying the fees or charges.

11 Principals are responsible for the collection of fees approved by the
12 board.

13 Except where designated otherwise by the board or superintendent, prin-
14 cipals shall attempt to collect from students or their parents the replacement
15 value of school property lost, damaged or destroyed by a student. If, after the
16 attempt to collect, the amount remains unpaid, the principal shall report the
17 matter to the superintendent who may consult with the school board's attorney,
18 and may recommend a course of action to the board.

19 Student records may not be withheld due to non-payment of monetary
20 obligations. (See JRB)

21 Credit/Debit Cards

22 Credit or debit cards may be accepted to pay fees, fines, and charges due
23 the district. A fee may be collected to cover costs of accepting credit or debit
24 cards.

1 Checks Returned for Insufficient Funds

2 Checks may be accepted to pay fees, fines, and charges due the district.
3 A fee of \$30 shall be assessed to cover collection costs for checks returned
4 due to insufficient funds.

Approved: July 1, 2001

Reviewed by Board Policy Committee: February 7, 2005

Amended: April 11, 2005

Amended: February 12, 2007

Amended: June 27, 2016