

To: Board of Education

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

Re: Board Policy Committee Recommendations

Date: June 9, 2016

Background:

The Board Policy Committee met to discuss several KASB recommended updates. The committee recommends the following polices be amended:

**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 other 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 review of the referenced policies. Once the review is complete and any suggested changes are considered, the committee will submit the final recommendations for amendment and adoption at the June 27, 2016 board meeting.

Motion:

"I move the Board of Education approve the review of the referenced policies for possible amendment at its June 27, 2016 meeting."

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), ~~Nurse Practitioner (NP)~~ *Advance Practice Registered Nurse (APRN)*,  
21 Physician's Assistant (PA)] 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 ~~junior middle~~ and ~~senior~~ high school who store their medica-  
2       tions in a secured 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

**JGFG B Supervision of Medications**

**JGFG-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 ~~physi-~~  
7 ~~cian's~~ *medical 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, ~~special~~ services and extra-  
3 curricular activity considerations provided to other students.

4 ~~A pregnant student may be required to provide a physician's release~~  
5 ~~statement to be allowed to participate in physical activities.~~

6 ~~———— If there is a delay in obtaining a physician's release statement, the ad-~~  
7 ~~ministration may, in the student's best interest, deny activity participation un-~~  
8 ~~til the physician's release statement is made available.~~

9 *Pregnant students may request to opt out of an activity upon the writ-*  
10 *ten recommendation of a medical provider. Administration shall develop ap-*  
11 *propriate 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*

1 Foreign Exchange Students

2 Foreign exchange students attending Lawrence ~~senior~~ high schools  
3 through an exchange program are here for up to one year. This may not give  
4 them enough time to meet the district graduation requirements. Foreign  
5 exchange students seeking graduation must make their request on their  
6 admission application. If these students meet graduation requirements, they  
7 may 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 ~~each year~~  
4 *periodically* review and establish class size and case load limits for all  
5 personnel providing 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*