

The Board of Education met in regular session Tuesday, November 13, 2012, at 6:00 p.m. in the Board Room at the Board of Education Office, 201 North Forest Avenue, Independence, Missouri.

Members Present: Mrs. Ann Franklin, President  
Dr. Matt Mallinson, Vice President  
Mrs. Jill Esry, Treasurer  
Mrs. Jana Waits, Director  
Mr. Ken Johnston, Director  
Mr. Greg Finke, Director

Members Absent: Mrs. Denise Fears, Director

Also Present: Dr. Jim Hinson, Superintendent  
Dr. Dred Scott, Dr. Jason Dial, Dr. Beth Savidge, Dr. Linda Gray-Smith, Dr. Gloria Stephenson, Mrs. Sherry Potter, Mrs. Nancy Lewis, INEA, Ms. Kelly Evenson of *The Examiner*, interested patrons and staff, and Mrs. Annette Miller.

The meeting was called to order by the President, Mrs. Ann Franklin, and minutes of the meeting were recorded by the secretary, Mrs. Annette Miller. Mrs. Franklin welcomed everyone to the meeting.

Greg Finke made the motion to approve the November 13, 2012 Agenda as presented. The motion was seconded by Jana Waits and unanimously approved by the Board of Education.

Dr. Hinson stated that the Bills for November were \$10,838,384.34 and the motion to approve letting bids for partial roof replacements was part of the ongoing maintenance schedule and would be part of the 2013 summer projects.

Jill Esry made the motion to approve the November 13, 2012 Consent Agenda as printed.

1. Minutes – October 9, 2012 – Regular session.
2. Approval of November 13, 2012 List of Bills totaling \$10,838,384.34
3. Personnel Recommendation #8
  - A. Request to Assume Retirement Status for the 2012-2013 School Year
    1. Timothy Mead, Science/Independence Academy
  - B. Employment of Certificated Staff for the 2012-2013 School Year
    1. Sarah VanBibber, Early Childhood Special Education/Hanthorn School
4. Approval to Let Bids for Partial Roof Replacements at Truman High School, Sunshine Center, Sycamore Hills Elementary, Randall Elementary, Spring Branch Elementary, Thomas Hart Benton Elementary, and Blackburn Elementary. This is one of the ongoing maintenance schedule projects.

The motion was seconded by Ken Johnston and unanimously approved by the Board of Education.

Dr. Hinson reported that the Health Clinic has been open a month and the demand has exceeded expectations. Over 500 patients have visited the Clinic in the first month. The School District is very happy with this response. The Board's schedule changed for this meeting as the Executive meeting was held prior to the regular Board meeting. This change was so the Board of Education could honor Truman High School's Girls Softball Team that took the State Championship.

A video was shown depicting Pat Short as the Character of the Month Winner. Pat has a love of reading and she makes surprise visits to early education sites each year. She provides each child with a personalized book with their picture and name. Through this endeavor Pat is instilling the love of books and reading in these children. The School District appreciates her loving and generous donations to these children and their families.

Items on the Agenda under New Business included information for the Board of Education's consideration.

Dr. Hinson asked Eric Holm to present the Truman High School Girls Softball Coach and Team to the Board of Education and guests. Mr. Holm introduced Head Coach, Amy Temples and Assistant Coach, Steve Broughton. Ms. Temples introduced each of the Team members: Mashala Tolbert, Annika Kessler, Tori Zorich, Emily Davis, Kendra Amos, Maya Coen, Bridgette McAuley, Brooke VunCannon, Kayla Harrell, Paige Parker, Tishina Bradley, Emily VanCompernelle, and Kelsie Broyles. Ms. Temples said that this was their last hurrah together as a Team since the

senior players would be moving on. She did say that some of the members have already started working out so they will be in shape for the 2013-2014 year. Ms. Temples thanked the Board of Education for recognizing the team's achievements.

Mrs. Franklin stated that the Board of Education had written a Resolution commending the Softball Team for their accomplishments. The Superintendent and Board expressed their congratulations on a successful season.

Greg Finke made the motion to approve the Resolution Commending Truman High School Girls Varsity Softball Team for their many accomplishments and for winning the State Championship this year. The motion was seconded by Jana Waits and unanimously approved by the Board of Education. (Page 10587)

The motion was made by Greg Finke, second by Jana Waits, that the Board of Education approves this as the second and final reading of changes to Board of Education Policies: 2710, 2760, 2930 (new), 3102 (new), 3180 (new), 6145 (new), and 6320. The motion was unanimously approved by the Board of Education. Pages (10588-10598)

Dr. Hinson stated that the Board of Education Policy Review Committee is also recommending some changes to Board Regulations 2710, 2870, 6145 (new), and 6241. These changes will support the changes/additions that were approved for Board Policies.

Ken Johnston made the motion that the Board of Education approves this as the reading of changes and additions to Board of Education Regulations 2710, 2870, 6145 (new), and 6241 as presented. Jill Esry seconded the motion and it was unanimously approved by the Board of Education. (Pages 10599-10611)


Dr. Hinson explained that the District needs to let bids for turf replacement at Truman High School and William Chrisman High School due to the condition of the current turf. The bids will be brought back to the Board of Education at a later date.

The motion was made by Matt Mallinson that the Board of Education approves the letting of bids for field turf replacement at Truman High School and William Chrisman High School. The motion was seconded by Jana Waits and unanimously approved by the Board of Education.


The Board of Education's Executive Session was held at 4:30 p.m. today so that the Board could join the Softball Team and their parents for dinner in the Cafeteria following the Regular Session at the Board of Education Office.

There being no further information to come before the Board, Greg Finke made the motion, second by Ken Johnston, to adjourn the meeting at 6:19 p.m. The motion was approved as follows:

Ayes:	Ann Franklin	Absent:	Denise Fears
	Matt Mallinson		
	Jill Esry		
	Jana Waits		
	Ken Johnston		
	Greg Finke		



Secretary



President

**RESOLUTION COMMENDING TRUMAN HIGH SCHOOL  
GIRLS VARSITY SOFTBALL TEAM**

**WHEREAS**, Truman High School's Girls Softball Team finished in 1<sup>st</sup> Place in the Greater Kansas City Softball Tournament; and

**WHEREAS**, Truman High School's Girls Softball Team finished in 1st Place in the Ozark Tournament (5-0 record); and

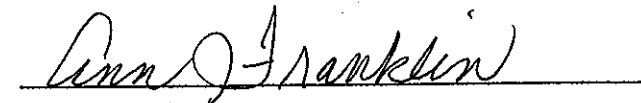
**WHEREAS**, Truman High School's Girls Softball Team finished in 1<sup>st</sup> Place in the Blue Springs South Tournament (4-0 record); and

**WHEREAS**, Truman High School's Girls Softball Team defeated Ozark 7-0 to win the Class 4 State Softball Title; and

**WHEREAS**, Truman High School's Girls Softball Team won the 2012 State Softball Championship in Springfield, Missouri; and

**WHEREAS**, Truman High School's Girls Softball Team became the first softball team to win a State Softball Championship in the history of Truman High School;

**THEREFORE**, the Independence School District and Board of Education commend and recognize the Truman High School Girls Softball Team and applaud their outstanding efforts and sportsmanship skills.



Ann Franklin,  
President Board of Education

**STUDENTS****Policy 2710**  
**(Regulation 2710)****Student Welfare****Reporting Student Abuse**

The Board of Education believes that school staff members are in a unique position to assist children, families, and the community in dealing with the issue of child abuse and neglect. Child abuse is defined as any physical injury, sexual abuse or emotional abuse inflicted on a child other than by accidental means. Neglect is defined as the failure to provide the proper or necessary support, education, nutrition or medical, surgical or other care necessary for the child's well being.

If a student reports alleged sexual misconduct on the part of a teacher, or school employee, to a school employee, such employee and the Superintendent shall forward the information within twenty-four hours of receiving the information to the Children's Division. The District will investigate the allegation for the purpose of making decisions about the accused person's employment.

However, if the report of alleged sexual abuse is received from someone other than a student, a report will be made to the Children's Division if a District administrator has reason to believe that a child has been or is likely to be abused or neglected.

If the District receives a report of child abuse against a school employee involving a spanking or the use of reasonable force to protect persons or property, the Superintendent or the School Board President must send a notice to county law enforcement officials. Such notice will be given in addition to notice to Children's Division. The investigation into such child abuse allegation will be conducted by a law enforcement official in the county.

Any school district employee, acting in good faith, who reports alleged sexual misconduct on the part of a school employee will not be disciplined or discriminated against because of such reporting.

The District will annually provide employee training, which will include but not be limited to current information concerning identification of the signs of sexual abuse in children as well as the identification of the danger signals of potentially abusive relationships between children and adults. This training will emphasize the importance of mandatory child abuse reporting, including the obligation to report suspected abuse by other mandated reporters. Employees will receive training on the need for and methods to create an atmosphere of trust so that students believe their school and school employees are available to discuss matters concerning abusive behavior.

**STUDENTS****Policy 2760  
(Regulation 2760)****Student Welfare****Foster Care Bill of Rights**

The District is committed to ensuring and facilitating the proper educational placement, enrollment in school and checkout from school for foster children.

In order to facilitate this process and to serve as the educational liaison for District foster children, the District will designate the Director of Neighborhood Family Services to oversee and assess the District's foster care program.

A foster care child whose home placement is changed may remain enrolled and attend their school of origin, or return to a previously attended school in an adjacent district. The District will accept for credit full or partial course work satisfactorily completed by a foster child while attending a public school, nonpublic school or non-sectarian school in compliance with District policies, regulations and practices.

If a child in foster care is absent from school due to a decision to change the placement of a pupil made by a court or child placing agency, or due to a verified court appearance or related court-ordered activity, the grades and credits of the pupil will be calculated as of the day the pupil left school and no reduction in grades will occur as a result of the pupil's absence under these circumstances.

If a foster care student transfers into the District prior to or during a school year, the District will initially honor the placement of the student in educational courses and programs based on the student's prior enrollment or educational assessments; will provide comparable services to transferring foster care students with disabilities based on the student's current IEP; and will make reasonable accommodations and modifications to address the needs of a student with disabilities, subject to an existing 504 or Title II Plan in order to provide equal access to education. The District will conduct evaluations, where necessary, to ensure proper placement and services.

The District will waive specific courses required for graduation if similar course work has been satisfactorily completed at another school. Similarly, the District may waive prerequisites for placement in a District course or program based upon courses taken at a prior school. If a waiver is denied for reasonable justifications, the District will provide an alternative means of acquiring the required course work so that graduation may occur on time. If foster care students who transfer at the beginning of their senior year or during their senior year are deemed ineligible to graduate after all alternatives have been considered, the sending District and this District will ensure that a qualified student who satisfied graduation requirements of the sending school, will receive a diploma from the sending school.

Students in foster care who have completed the graduation requirements of the District while under juvenile court jurisdiction will receive a diploma in the same manner as other District students.

**STUDENTS****Activities and Athletics****Concussions – Brain Injury**

**Policy 2930**  
**(Form 2930)**  
**(Form 2930.1)**  
**(Form 2930.2)**

Any District athlete suspected of sustaining a concussion or brain injury must be removed from practice and competition immediately and may not participate in contact athletic practice or competition for at least twenty-four (24) hours. Athletes suspected of sustaining concussion or brain injury will not be permitted to return to contact practice or competition until being evaluated by a licensed health care provider trained in the evaluation and management of concussions and receiving a written clearance from the provider to return to competition. (See Form 2930 - MSHSAA Concussion Return to Play Form). Information about concussions obtained from MSHSAA (Form 2930.2) or similar materials will be made available to all student athletes and to their parents/guardians.

**FINANCIAL OPERATIONS****Policy 3102****Financial Operations****Debt Management Policy**

The debt management policy of the District is to remain in full compliance with statutes of the State of Missouri by borrowing within the allowable limits of no more than fifteen percent (15.00%) of the District's assessed valuation, which can include state assessed railroad and utility properties located within its boundaries. It is also important that the District exercise caution and prudence concerning its full compliance with the rules and regulations of the United States Department of the Treasury Internal Revenue Service (IRS) to avoid any risk of loss of the tax exempt status of any proposed financings, as well as those currently in existence. Generally the improper spending of the bond proceeds is what triggers a violation of IRS regulations and not complying with the ballot language for the projects can create problems with the Missouri State Auditor and local patrons.

In terms of philosophy toward the monitoring of a long term debt management policy, the Board of Education and Administrators recognize that to achieve the necessary 4/7 or 2/3 majority for approval by the voters of general obligation bond issues it is likely to be much easier if no increase in the debt service fund levy occurs. As a result, it is the District's practice to issue general obligation bonds with optional redemption (call) provisions that facilitate prepayments when excessive debt service fund balances accumulate with the goal of maintaining a constant debt service fund levy. This policy has enabled the District to achieve significant interest savings by issuing refunding bonds to capture lower interest when municipal bond markets change.

On occasion the District may consider capital facilities or equipment lease financing programs. It is the intent to only enter into those types of transactions when it is clear based upon reports from the District's Municipal Bond Underwriter that such a program is affordable and that its implementation does not harm the overall operating budget. If the project and lease financing are deemed essential, but beyond the range of reasonable affordability, the Board of Education and Administration will approach the voters for a temporary or permanent increase in the operating levy to produce the additional revenue.

Since general obligation bond issues and capital facilities or equipment lease financings happen intermittently, it presents challenges for administrators and board members to keep fully informed about the conditions of the municipal bond market, changing rules and regulations issued by the U.S. Treasury Department, etc. For these reasons the Board of Education engages the service of a municipal bond underwriter on a continuing basis to assist the administrators and board members to keep up to date and understand what refunding opportunities exist and what actions are necessary to preserve the existing debt service fund levy to remain on track with the long range facilities plans.



**Policy 3102**  
**Page 2**

The Superintendent of Schools and other staff providing assistance with those special duties are responsible to the Board of Education for carrying out this policy.

**FINANCIAL OPERATION****Policy 3180****Financial Operations****Procurement of Professional Services**

The Board of Education and the Administrators recognize that some professional services are necessary on certain occasions to assist in the governance of the District. These services include attorneys to provide legal counsel with specific expertise regarding education policy matters, architects, and certified public accountants to annually audit the financial statements of the District and to provide answers to questions that arise during the course of the fiscal year. Similarly, it may be necessary to obtain financial advisory services to monitor the long range debt objectives of the District, as well as, bond counsel to address questions that arise with existing debt and various reports occasionally sought by the Missouri State Auditor and the United States Treasury branch of Internal Revenue Service and others.

While in some instances it may be possible to seek bids for the financial services and bond counsel each time a need arises, there are also numerous benefits to maintaining longer term relationships with specific professionals. Having a satisfactory relationship with a professional service provider includes fair pricing, timely delivery, dependable and sound advice concerning areas of expertise, a personality match with administrators and board members and numerous other factors. As long as the board members and administrators are comfortable with the quality of services provided, it is not essential that annual bidding occur merely to drive prices to their lowest level. By losing historical memory of any professional service provider, the District may in the long run incur more expense for the new firm to educate their representatives. On other occasions if the administrator expresses belief that service quality is slipping, expenses and fees are escalating at unacceptable levels, or any other non favorable working situation is developing, nothing in this policy is intended to preclude seeking proposals from other vendors offering similar services. The Board of Education and Administration believes that the collective expertise within the District is sufficient to judge if and when seeking alternative providers is prudent.

If an individual with a disability requests to use a service animal in a District building, on District property, in a District vehicle or at a District function, the District will not ask about the nature or extent of the person's disability. However, the District may make the following inquiries to determine whether an animal qualifies as a service animal: (1) whether the animal is required because of a disability; and (2) what work or task the animal has been trained to perform. The District may not make these inquiries when it is readily apparent that an animal is trained to work or perform tasks for an individual with a disability.

The District will not require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal.

**INSTRUCTIONAL SERVICES****Policy 6145  
(Regulation 6145)****Curriculum Services****Service Animals in Schools**

The District recognizes that service animals may be used to provide assistance to qualified individuals with disabilities. This policy governs the presence of service animals in the District's buildings, on school property (including school buses), and at school activities. The Board of Education adopts this policy to ensure that individuals with disabilities are permitted to participate in and benefit from District programs, activities and services, and to ensure that the District does not discriminate on the basis of disability.

Qualified students and/or adults with disabilities may be accompanied by a "service animal" on school property, in school buildings, and at school functions when required by law and subject to the conditions of this Policy.

**Service Animals**

Under federal law, a "service animal" means "any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability." Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition (See, however, provisions on miniature horses below). The work or tasks performed by a service animal must be directly related to the handler's disability. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

Under Missouri law, the term "service dog" is defined as "any dog specifically trained to assist a person with a physical disability by performing necessary physical tasks which the person cannot perform. Such tasks shall include, but not be limited to, pulling a wheelchair, retrieving items, and carrying supplies.

The District will permit the use of a miniature horse as a service animal if: (1) the miniature horse has been individually trained to do work or perform tasks for the benefit of an individual with a disability.

In determining whether to permit the use of a miniature horse as a service animal, the District will consider: (1) the type, size and weight of the miniature horse and whether the facility can accommodate these features; (2) whether the handler has sufficient control of the miniature horse; (3) whether the miniature horse is housebroken; and (4) whether the miniature horse's presence compromises legitimate safety requirements that are necessary for the safe operation of the facility. All additional requirements outlined in this Policy which apply to service animals, shall apply to miniature horses.

### **E. Supervision and Monitoring**

It shall be the responsibility of all District employees to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Executive Director of Technology or designated representatives.

**INSTRUCTIONAL SERVICES****Policy 6320  
(Regulation 6320)****Libraries, Media and Technology Services****Internet Safety Policy****A. Introduction**

It is the policy of the District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

**B. Access to Inappropriate Material**

To the extent practical, technology protection measures shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

**C. Internet Safety Training**

In compliance with the Children's Internet Protection Act, each year, all District students will receive internet safety training which will educate students about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and cyberbullying awareness and response.

**D. Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

**STUDENTS****Regulation 2710****Student Welfare****Reporting Student Abuse****Procedure for Reporting Abuse and Neglect**

1. When a student reports alleged sexual misconduct on the part of a teacher or other school employee to another school employee, such employee and the Superintendent shall forward the information within twenty-four (24) hours of receiving the information to the Children's Division at 1-800-392-3738.
2. However, if the report of alleged sexual abuse or neglect is received from someone other than a student, and if the District has reason to believe that a child has been or is likely to be abused or neglected, a report will be made to the Children's Division by telephoning the Abuse Hotline at 1-800-392-3738. The call will be logged with the date, time and nature of the report.
3. School personnel will not notify the student's parents that a Hotline report has been made.
4. When CD representatives interview students on District property, a school staff member will be present. CD representatives may not meet with a child at any school or childcare facility where abuse of the child is alleged to have occurred.
5. When CD receives a report of suspected abuse involving a school employee, other than reports made under subsection (1), the CD is required to notify the Superintendent. If the alleged perpetrator is the Superintendent, CD will notify the Board President. The Superintendent will conduct an investigation to determine However, if the report was made for the purpose of harassing a school employee, or relates to spanking by certificated school employee pursuant to Board policy, or the use of reasonable force to protect persons or property. If it appears that the pursuant to Board policy, a report was not made for harassment purposes, the matter will be reported back made to the CD immediately. The county law enforcement officials. The investigation into such report will then be jointly investigated by the Superintendent and the juvenile officer made by a law enforcement official in the county.
6. Within seven (7) days of receiving notice from CD, the Superintendent and juvenile officer will submit separate reports to the Board of Education. Each report will state a conclusion concerning the validity of complaint of abuse. When the District and student involved request mediation of the child abuse situation in a school setting, the matter will be referred to the Office of Child Advocate.

**STUDENTS****Regulation 2870**  
**(Form 2870)****Student Services****Administering Medicines to Students****Prescription Medication**

The student's authorized prescriber shall provide a written request that the student be given medication during school hours. The request shall state the name of the student, name of drug, dosage, frequency of administration, route of administration, and the prescriber's name. The diagnosis/indication for use of the medicine shall be provided. When possible, the prescriber should state adverse effects and applicable emergency instructions.

The District shall require that a prescription label be properly affixed to the medication in question. Said label must contain the name of the student, name of the drug, dosage, frequency of administration, route of administration, diagnosis and the prescriber's name.

A parent/guardian must request in writing that the School District comply with the authorized prescriber's request to give medication. (The District will not administer the initial dose of any new prescription except in an emergency.)

**Over-the-Counter Medication**

The student's authorized prescriber shall provide a written request that the student be given medication during school hours. The request shall state the name of the student, name of drug, dosage, frequency of administration, route of administration, and the prescriber's name. The diagnosis/indication for use of the medicine shall be provided. When possible, the prescriber should state potential adverse effects and applicable emergency instructions.

A parent/guardian will provide a written request that the District comply with the authorized prescriber's request to give medication.

**Emergency Medication**

Written standing orders will be obtained annually for the administration of emergency medication.

**Storage and Administration of Medication**

A parent/guardian or other responsible party designated by the parent/guardian will deliver all medication to be administered at school to the school nurse or designee. All medication, prescription or over-the-counter, must be in a pharmacy or manufacturer-labeled container. The District shall provide secure, locked storage for medication to prevent diversion, misuse, or ingestion by another individual.



**Regulation 2710****Page 2**

7. Within seven (7) days of receiving the reports, the Board will consider the reports and issue findings of fact and conclusions of law. The Board's report will be forwarded to the CD.

**Regulation 2870****Page 2**

The administration of medication, including over-the-counter medications, is a nursing activity, governed by the State of Missouri Nursing Practice Act. It must be performed by the registered professional school nurse. The nurse may delegate and supervise the administration of medication by unlicensed personnel who are qualified by education, knowledge and skill to do so. The registered nurse must provide and document the requisite education, training, and competency verification. The nurse is also empowered to contact the prescriber or pharmacist filling the prescription to discuss the prescription if the nurse has questions regarding the administration of such medication. Qualified employees will be held harmless and immune from civil liability for administering medication or medical services in good faith and according to standard medical practices.

School employees who are not qualified according to standard medical practices will not be required to administer medications or medical services. Such unqualified employees who refuse to administer medications or medical services will not be subject to disciplinary action for such refusal.

**Pre-filled Auto Syringes**

A school nurse or other school employee trained and supervised by the nurse may be authorized by the Board of Education to maintain an adequate supply of pre-filled auto syringes of epinephrine with fifteen hundredths milligram (15/100 mg) or three tenths milligram (3/10mg) delivery at school. The school nurse shall recommend to the school board, through the superintendent, the number of pre-filled epinephrine auto syringes to be maintained at each school. Licensed school nurses have the discretion to use an epinephrine auto syringe on any student the school nurse believes is having a life threatening anaphylactic reaction based upon the nurses training in recognizing an acute episode of an anaphylactic reaction. Trained employees administering life-saving methods will be immune from civil liability for administering life-saving methods for administering a pre-filled auto syringe in good faith consistent with standard medical practices.

**Self-Administration of Medication**

Students with asthma, anaphylaxis, or any chronic health condition may carry with them for self-administration metered-dose inhalers containing "rescue" medication. Possession and self-administration of these prescription medications must comply with the Missouri Safe Schools Act, 1996. The directives of this Act will be given to each parent/guardian who requests that his/her student be permitted to carry and self-administer such medication. A permission form for self-administration (Form 2870) is required. Provided however, that:

1. A licensed physician has prescribed or ordered such medications for use of the student and has instructed the student in the correct and responsible use of such medications;

**Regulation 2870****Page 3**

2. The student has demonstrated to the student's licensed physician or designee and the school nurse, the skill level necessary to use the medications and any device necessary to administer such medications;
3. The student's physician has appended and signed a written treatment plan for managing asthma and anaphylaxis episodes of the student and for medications for use of the student. Such plan will include a statement that the student is capable of self-administering the medication under the treatment plan;
4. The student's parent/guardian has completed and submitted to the school the student's treatment plan and liability statement.
5. The student's parent/guardian has signed a statement acknowledging that the district and its employees will not incur no liability as a result of any injury arising from self-administration of medication by the student or administration of such medication by school staff. (see Form 2870.1)

The authorization for the possession and self administration of medication to treat a student's asthma or anaphylaxis permits authorized students to possess and self administer such student's medication while in school, at a school sponsored activity, and in transit from school or school sponsored activity. Such authorization will be effective for the school year when issued and for the school attended when the authorization is issued. Such authorization must be renewed each subsequent year in order to remain effective. Information concerning the student's condition, treatment plan, authorization, and related documents will be kept on file in the school nurse's office and be easily accessible in the event of an asthma or anaphylaxis emergency. Duplicate prescribed medication, as described in this policy, will be kept in the school's nurses office and be reasonably accessible to the student and school staff in the event of an asthma or anaphylactic emergency.

**Cardiopulmonary Resuscitation Training**

Upon Board of Education authorization, the District will provide instruction in cardiopulmonary resuscitation to District students grades 9-12. The instruction will be part of a health educational course and will include hands-on practice and skill testing to support cognitive learning. However, the District may elect to develop an agreement with a first responder to provide the required practice and testing. Students with disabilities may participate to the extent appropriate as determined by the student's IEP or 504 Plan.

**Regulation 2870**  
**Page 4**

**Administration of Asthma Rescue Medication**

The Board of Education, by a majority vote, may authorize a licensed registered nurse to maintain a supply of asthma related rescue medication at each District school. The nurse will recommend the quantity of such medication to be maintained. The asthma rescue medication will be obtained by prescription written by a licensed physician, a physician's assistant, or nurse practitioner. Such prescription shall list the District as the patient, will contain the nurse's name, and will be filled at a licensed pharmacy. A school nurse or other school employees trained by and supervised by the nurse shall have the discretion to use asthma related rescue medications on any student the school nurse or trained employee believes is having a life-threatening asthma episode based upon their training in recognizing an acute asthma episode. This medication will only be dispensed to students that have been prescribed allergy medication by their doctor, and they don't have any medication with them at school. The school nurse will not be diagnosing and prescribing medication. Immunity, under §167.624, from civil liability for trained employees administering life saving methods shall apply to trained employees administering an asthma related rescue medication under this policy.

**Parent/Guardian Administration**

In situations where the above requirements are not met, or any time the parent/guardian chooses, the parent/guardian may come to school to administer medicine to his/her student.

**Exception for Potentially Harmful Administration**

It shall be the policy of this District that the District will not knowingly administer any medication to a student if the District's registered professional school nurse believes, in his/her professional judgment, that such administration could cause harm to the student, other students, or the District itself. Such cases may include, but are not necessarily limited to, situations in which the District is being asked to administer medication in a dosage that exceeds the highest recommended dosage listed in the current annual volume of the Physician's Desk Reference or other recognized medical or pharmaceutical text.

**INSTRUCTIONAL SERVICES****Regulation 6145****Curriculum Services****Service Animals in Schools****Guidelines for Use of A Service Animal on School Property or At School Functions**

**Requests:** A person who wants to be accompanied by his/her service animal must make a prior written request of the school's principal if the service animal will come into a school. A person who wants to be accompanied by his/her service animal must make a prior written request of the superintendent for all other locations. These requests must be renewed annually.

A. **Students:** Use of a service animal by a qualified student with a disability will be permitted in school when it is determined that the student's disability requires such use in order to have equal access to the instructional program, school services and/or school activities or when the student's IEP or 504 team determines that the student requires the use of a service animal to receive a free appropriate public education. All other requirements of this Policy apply. Parents or animal handlers who may be present in school for the purpose of assisting a student with his/her service animal will be required to submit to a sex offender registry and criminal background check. In addition, parents and handlers must comply with all standards of conduct that apply to school employees and volunteers.

B. **Employees:** Use of a service animal by a qualified employee with a disability will be permitted when such use is necessary to enable the employee to perform the essential functions of his/her job or to enjoy benefits of employment comparable to those similarly situated non-disabled employees. All other requirements of this Policy apply.

**Vaccinations:** The service animal must be immunized against diseases common to that type of animal.

**Health:** The service animal must be in good health. The owner or handler of the animal must submit each school year to the school principal and/or superintendent documentation from a licensed veterinarian the following: a current veterinary health certificate; and proof of the service animal's current vaccinations and immunizations.

**Control:** A service animal must be under the control of its handler at all times. A service animal must have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control through voice, signals or other effective means.

**Regulation 6145****Page 2**

**Supervision and Care of Service Animals:** The owner or handler of a service animal is responsible for the supervision and care of the animal, including any feeding, exercising, and clean up. The District is not responsible for the care or supervision of a service animal. The District shall not be responsible for the training, feeding, grooming or care of any service animal permitted to attend school or a school function under this Policy.

**Damages:** The owner or handler of a service animal is solely responsible for any damage to school property or injury to personnel, students, or others caused by the animal and must provide proper proof of liability insurance to cover such damages.

**Other Requirements:** The District may impose additional conditions on the presence of a service animal, depending on the circumstances.

**Removal of Service Animals from School Property**

District administrators may ask an individual with a disability to remove a service animal from District buildings, property, vehicles or activities if:

1. The animal is out of control and the animal's handler does not take effective action to control it;
2. The animal is not housebroken;
3. The presence of the animal poses a direct threat to the health and safety of others;
4. The student, employee or handler fails to appropriately care for the animal, including feeding, exercising, taking outside for performance of excretory functions, and cleaning up;
5. The presence of the animal significantly disrupts or interferes with the educational process, school activities or the instruction program;
6. The parents/guardian or employee fails to provide the required documentation;
7. The animal fails to consistently perform the function(s)/service(s) for which it has been trained and brought to school; or
8. The presence of the animal would require a fundamental alteration to any school program.

If the District properly excludes a service animal under this Policy, the District will provide the individual with a disability the opportunity to participate in the service, program or activity without having the service animal on the premises.

**Regulation 6145****Page 3****Admission of Service Animals to Public Events**

Individuals with disabilities may be accompanied by their service animals while on District property for events or activities that are open to the general public. This right of access does not extend to the schools generally or to other activities that are not open to the general public. School administrators may inquire of the owner or handler of an animal whether the animal is required because of a disability and the specific tasks the animal has been trained to perform, but shall not ask questions about an individual's disability.

The District shall not require an owner or handler of a service animal to pay an extra charge for the animal to attend events for which a fee is charged, but the individual is liable for any damage done to the premises or facilities by such an animal.

District administrators may revoke or exclude the service animal if the animal poses a direct threat to the health and safety of others, the use of the animal would result in substantial physical damage to the property of others, or would substantially interfere with the reasonable enjoyment of the event or activity by others.

**Professional Therapy Dogs**

An animal that is used to provide a supportive or therapeutic service for a student does not meet the definition of a Service Animal which is permitted for use by students, employees, and patrons of the District consistent with this Policy. However, the District may employ the use of such dogs to work with staff to provide certain types of support for its students.

Such dogs are not for the personal use of District students or employees and will be utilized at the discretion of District administration and counselors for their intended purpose.

**Grievance Procedure**

Any individual with a service animal who is aggrieved by a decision to exclude, limit or remove a service animal may appeal that decision in accordance with applicable Board Regulation 2130.

**INSTRUCTIONAL SERVICES****Regulation 6241**  
**(Form 6241)****Instruction**

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**Challenged Materials**

On occasion, honest differences of opinion may arise about books or materials used in the public schools. In order to handle questions that might arise in an impartial and orderly manner, the following procedures shall be followed:

1. All complaints shall be reported immediately to the building principal involved, whether these come by telephone, letter, or personal conference.
2. The person making the complaint shall receive the form "Review of Instructional Materials." A copy of this form may be picked up in the administrator's office.
3. This form must be completed and returned by the person making the complaint.
4. Media being questioned will be removed from use, pending committee study and final action by the Board of Education, unless the material questioned is a basic text.
5. The Superintendent of Schools shall, within fifteen (15) days of receipt of the written request, appoint a review committee of nine people. The committee shall consist of the administrator of the building involved, three teachers, a member of the Board of Education, and four lay persons. The administrator shall serve as secretary.
6. The classroom teachers appointed shall be represented by the grade level or subject area where the media is used, another grade level or subject area, and a librarian.
7. The four lay persons appointed shall be selected from a list of eight people recommended to the Superintendent by the president of the Board of Education. Two of the four persons appointed must be parents/guardians of children in the schools.
8. Within twenty (20) days of the appointment of the committee, the committee shall meet, review the written request for reconsideration, read the questioned materials, evaluate, and prepare a written report of its findings and recommendations to the Superintendent of Schools.
9. The committee may recommend that the questioned materials be:
  - a. Retained without restriction;
  - b. Retained with restriction; or
  - c. Not retained.



**Regulation 6241****Page 4**

7. The complainant, if not satisfied, may appeal the decision in writing to the District Superintendent.
8. In case of an appeal, the Superintendent reports the recommendation of the review committee and the written appeal to the Board of Education. The Board of Education will review the information and make a decision within three (3) days after presentment of the information. The Board of Education's decision will be final.
9. The decision of the Board of Education is then reported to the District Superintendent/Superintendent's designee who will inform the complainant.
10. If the Board deems that the material is unsuitable for access by District students, the material will be blocked within three (3) school days of the Board's decision.

**Regulation 6241****Page 2**

10. The Superintendent shall, at the next appointed meeting of the Board of Education, report the recommendations of the Review Committee to the Board of Education. The decision of the Board will be final.
11. The decision of the Board shall be reported to the principal of the school, to the complainant, and to other appropriate professional personnel on the next school day. The principal shall see that the decision of the Board is carried out.
12. The librarian responsible for that school shall keep on file all pertinent information concerning the questioned materials or any books or materials likely to be questioned.

**Challenges to Information Accessible on the Internet**

In compliance with the Children's Internet Protection Act ("CIPA"), 47 U.S.C. § 254, the District utilizes technological devices designed to filter and block the use of any District computer with Internet access to retrieve or transmit any visual and/or audio depictions that are obscene, child pornography, or "harmful to minors" as defined by CIPA and material which is otherwise inappropriate for District students.

Due to the dynamic nature of the Internet, sometimes Internet websites and web material that do not fall into these categories are blocked by the filter. In the event that a District student or employee feels that a website or web content has been improperly blocked by the District's filter and this website or web content is appropriate for access by District students, Board Policy 6320 should be followed to request that the website be opened on District computers. In the event that a parent or District patron feels that a website or web content has been improperly blocked by the District's filter and this website or web content is appropriate for access by District students, the process described below should be followed:

1. All concerns regarding blocked material shall be made to the District Superintendent/Superintendent's designee.
2. The District Superintendent/designee shall review the blocked material and make a determination regarding its appropriateness for District students.
3. The complainant will be notified within three (3) days if the blocked material is deemed appropriate for District students and student access to this web material will be allowed immediately upon processing by the District's technology department.

**Regulation 6241****Page 3**

4. If the web content is deemed unsuitable for access by District students, the complainant will be notified within three (3) days of their request and this material will remain blocked by the District's software.
5. Appeal of the decision may be made in writing to the Board of Education.
6. In case of an appeal, the Board of Education will review the contested material and make a determination.
7. Material subject to the complaint will not be unblocked pending this review process.

**Objections to Internet Access:**

In the event that a student, employee, parent or District patron feels that a website or web content that is available to District students through District Internet access is obscene, child pornography, or "harmful to minors" as defined by CIPA or material which is otherwise inappropriate for District students, the process described below should be followed:

1. All concerns regarding access to material shall be made to the District Superintendent/Superintendent's designee.
2. Material which is patently obscene, child pornography or "harmful to minors" will be blocked immediately by the Superintendent or his designee and the complainant will be notified.
3. For challenges to material on the Internet which is not patently obscene, child pornography, or "harmful to minors", the District Superintendent/Superintendent's designee shall appoint a review committee consisting of himself/herself, two (2) community members, the complainant, and two (2) educators from the District and a District network specialist. The first meeting of the review committee must take place no later than ten (10) school days after the concern has been raised.
4. The committee will review the material and return within ten (10) days a decision regarding whether or not the material will be removed or restricted in any manner.
5. The District Superintendent/Superintendent's designee will report the recommendation of the review committee to the complainant.
6. Materials subject to the concern are not removed from use pending committee study and any final action by the Board of Education.