

Policy Committee Agenda
Thursday, February 18, 2016 7:00 p.m.
Room 200, T/E Administration Offices

- 1. Approval of Minutes of the January 21, 2016**
- 2. Public Comment**
- 3. Review of Policies for 2nd Reading**
 - Policy 4340: Electronic Communication Devices: Use by Employees
- 4. Information**
 - None
- 5. Follow Up from Previous Policy Committee Meeting**
 - Policy 7100: Gifts and Bequests to the District
 - Regulation 6193: Web Content, Hosting and Maintenance
 - Regulation 5436: Reporting Suspected Child Abuse
- 6. Policies and Regulations for Review and Discussion**
 - Policy and Regulation 7080: Naming of Facilities
 - Regulation 5406: Administration of Medication to Students
- 7. Other**
 - 2016 Policy Committee Goals
- 8. Future Meetings**

Future Policy Committee Meetings are scheduled for 7:00 p.m. on March 17, 2016, April 21, 2016, May 19, 2016 and June 9, 2016. Please visit the District website at www.tesd.net for updated information on Board committee meeting dates, times, locations and agendas. All meetings are held at the Tredyffrin/Easttown Administration Offices, 740 West Valley Road, Suite 1700, in Room 200.

**Draft Pending Committee Approval
Policy Committee Meeting
Thursday, January 21, 2016
TE Administrative Offices, Room 200
7:00 p.m.**

Attending all or part of the meeting:

Board Committee Members: Kevin Buraks, Chair; Todd Kantorczyk, Kate Murphy, Ed Sweeney

Other Board Members: Michele Burger, Virginia Lastner

T/E School District Representatives: Rich Gusick, Ken Roos, Mike Szymendera, Andrea Chipego and Mark Cataldi

Community Members: Doug Anestad, Peter Simon

Approval of the Minutes: The minutes of the November 12, 2015 meeting were approved.

Public Comment:

Doug Anestad commented on Policy 4031, Policy & Regulation 4340, Policy and Regulation 1124, Regulation 5401, Policy 7100, Regulation 4511, and Regulation 5117.

Paul Simon commented on Policy and Regulation 1124 and Policy 7100.

Review of Policies for 2nd Reading:

After review and discussion, it was recommended that each of the following Policies be sent to the Board of School Directors for a second reading at their meeting on January 25, 2016.

Policy 6193: Web Content, Hosting and Maintenance

This Policy reflects the updated media consent form, which requires parental permission to post student work, student photographs and student first and last names on web pages. Events that are open to the public are not intended to be part of this Regulation or the media consent form. These public events are subject to media coverage, including publication on the media outlet's web site or social networking sites.

Policy 4031: Resignations from Employment

This new Policy governs separation from the District due to resignation, which includes resignations in lieu of termination, negotiated resignations, resignations for purposes of retirement and all other forms of voluntary resignations. The Superintendent is authorized to accept resignations in a timely manner without further Board action. Resignations shall be listed in the consent agenda at the next regular Board meeting.

Information

None.

Follow Up from Previous Policy Committee Meeting

Policy and Regulation 4340: Electronic Communication Devices: Use by Employees

Revisions include moving wording from the Regulation into the Policy. District employees are discouraged from holding and using a cell phone or other electronic communication device while operating a motor vehicle on school business while it is in motion. District employees are prohibited from holding and using a cell phone or other electronic communication device while using power machinery on District property. This Policy will be sent to the Board of School Directors for a first reading at their meeting on January 25, 2016.

Policy 1124: Distribution of Promotional Information

This Policy was reviewed and no revisions were suggested. Revisions to the Regulation include adding ARCH, BUILD, FLITE, T & E CARE, Daemion Counseling Center, and the Children's Dental Clinic to Class B groups. These groups have a strong partnership with the District and help to support District students and families.

After review and discussion the following Policy and Regulation will be revised and presented at the next Policy Committee meeting.

Policy 7100 Gifts and Bequests to the District

Regulation 6193 Web Content, Hosting and Maintenance

Policies and Regulations for Review and Discussion

Regulation 5401 Student Discipline

Revisions to this Regulation were made to the section on Protocol for Risk Assessment of Threatening Behaviors. The existing requirement was that a mental health assessment had to be completed by a certified child and adolescent psychiatrist. Revisions include that the certified child and adolescent psychiatrist must be District selected or approved. An option of a District selected or approved qualified mental health professional will be added as well.

Regulation 4511 Non-District-Sponsored Student Travel/Tours

This is a new Regulation to reflect the existing Policy. District employee sponsors or chaperones of a non-District trip must adhere to the established provisions. The District assumes no responsibility for non-District sponsored trips. The title of the corresponding Policy will be revised to be the same as the Regulation.

Regulation 5117 Student Travel

Revisions to this Regulation specify that a travel request of more than 5 school days but no more than 20 school days must meet the established conditions of Principal recommendation and Superintendent approval for a student to be excused legally. Any absences in excess of the approved number of days of an approved long-term absence shall be regarded as unexcused.

Regulation 5113 Procedures for Enforcing School Attendance

Revisions to this Regulation reflect that the Superintendent can approve an attendance plan necessitated by rare and extraordinary circumstances.

Other

2016 Policy Committee Goals

The goals for the Committee will be discussed at the next meeting.

Additional discussion:

Regulation 5436 Reporting Suspected Child Abuse.

Revisions to this Regulation provide clarity to the existing procedures. Once a mandated report is filed with ChildLine and reported to police, District staff should not investigate any further unless it is deemed necessary by the specific circumstances.

Adjournment:

This meeting was adjourned at 9:34 p.m.

Future Meetings

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~~*Restrictions on Use of Electronic Communication Devices: Use by Employees (Tredyffrin/Easttown School District Employees)*~~

Definition:

“Electronic Communication Devices” is defined in the accompanying regulation.

Authority / Guidelines:

District employees may possess electronic communication devices, as defined in the accompanying regulation, including, but not limited to, cellular telephones, cameras and personal digital assistants with video/camera capabilities within all of the buildings owned by the District, on school grounds, in school vehicles and/or while participating in or supervising school-sponsored activities on or off school premises. The administration shall have the right to regulate the use of all electronic communication devices in addition to the following restrictions:

1. When appropriate, electronic communication devices must be turned off or set in silent mode.
2. Electronic communication devices must not be used to conduct any activities which violate state and/or federal law, Board policy or school rules.
3. Electronic communication devices must not be used in any manner which interferes with, or is disruptive to, educational or extracurricular activities or events.
4. Except when and where specifically authorized by their supervisor, use of electronic communication devices with video/camera capabilities is strictly prohibited from restrooms, locker rooms and in other areas where individuals would have a similar expectation of privacy.
5. District employees are discouraged from holding and using a cell phone or other electronic communication device while operating a motor vehicle on school business while it is in motion.
- 4.6. District employees are prohibited from holding and using a cell phone or other electronic communication device while using power machinery on District property.
5. ~~Except when and where specifically authorized by their supervisor, employees are prohibited from both holding and using a cell phone or~~

{01191100 }Adopted: September 27, 2004

Revised: March 28, 2005

Revised: August 28, 2006

Revised: November 13, 2008

First Reading: January 25, 2016

Tredyffrin/Easttown School District

~~similar electronic communication device while driving a vehicle on District business or using power machinery.~~

Notwithstanding the rules set forth in the regulation for this policy, electronic communication devices may be used at any time to respond to or report an emergency situation.

Employees found in violation of this policy may be asked to relinquish their electronic communication devices. Employees are also subject to discipline in accordance with District procedures.

Additional Restrictions for Bus Drivers

The Director of Transportation shall establish and publish procedures for use of electronic communication devices by transportation employees and contractors.

Contracts with transportation employees and/or providers must require adherence to the District's policies and procedures for use of electronic communication devices.

School bus drivers and any other employees or contractors transporting District students may not use handheld electronic communication devices at any time while operating a school bus or other vehicle while the bus or other vehicle is in motion.

{01191100 }Adopted: September 27, 2004

Revised: March 28, 2005

Revised: August 28, 2006

Revised: November 13, 2008

First Reading: January 25, 2016

Tredyffrin/Easttown School District

Gifts and Bequests to the District

The Board of School Directors graciously accepts and appreciates gifts and bequests to the District. However, the Board reserves the right to specify the conditions governing the donation and acceptance of gifts.

Gifts may not be made directly to the District, a District school, District students or Student Organizations without the approval of the applicable building principal or other designee of the Superintendent. The Superintendent, principal or other designee may place restrictions on or refuse acceptance of a gift not made in furtherance of the goals and conditions of this Policy or if a gift would create an inappropriate or illegal inequity between or among District schools, students or Student Organizations.

Gifts should be reported to the Board of School Directors for appropriate recognition. Gifts shall be accepted in the name of the Tredyffrin/Easttown School District and shall become the property of the District to be utilized in the best interest of the students, schools and community. Any installation costs necessarily incurred by the District to install a gift or to make alterations to its facilities required as part of the gift shall be under the authority of the District with the donor bearing the installation costs at the discretion of the School Board.

With the consent of the donor, the purpose of a monetary gift designated for a specific future use or project may be changed by the Board if the original designation no longer benefits the school nor is in the best interests of the District. If the donor does not approve of the change in designation, any remaining portion of the ~~the amount of the principal will~~ gift will be returned and the donor shall be solely responsible for ensuring that any tax obligations with respect to this amount are satisfied. Any conditions regarding designations of gifts must be set forth in a writing agreed to by the Board.

The District does not accept gifts conditioned upon naming any permanent structures or physical facilities for individuals. Furthermore, ~~the District will not accept memorials paying tribute to deceased community members, including memorials in the form of monetary funds designated to a particular school activity or department, purchase of books, media supplies or equipment, memorial scholarships, or engraved plates.~~ However, the Board typically will acknowledge significant gifts and monetary contributions to the general fund with a statement of recognition identifying the donor or person in whose name the donation was made at the public Board meeting at which the gift is accepted.

Except, as expressly stated above, any gift or bequest given to the District will carry with it no expectation by the contributor of favor in return.

Adopted: December 7, 1987
 Revised: January 24, 1994
 Revised: May 24, 2004
 Revised: October 26, 2009

Web ~~Content Development, Hosting, and Maintenance of District Website~~

The District web site provides information to the world about school curriculum, instruction, school-authorized activities, and other general information relating to our schools and our District's mission.

The District uses a web site hosting platform that provides shared authoring responsibilities. Account permission to update District web pages, other than standard teacher web pages, requires approval from the building principal or staff member's supervisor.

Creators of web pages need to familiarize themselves with, and adhere to, the following procedures and responsibilities. Failure to do so may result in the loss of authoring privileges or other more stringent disciplinary measures.

Content Standards

Subject Matter

All subject matter on web pages should relate to curriculum, instruction, school-authorized activities, general information that is appropriate and of interest to others; or it should relate to the School District, or the schools within the District. ~~Home pages for, or links to, other individuals or organizations not directly affiliated with the District are only permitted if, in the judgment of the teacher, it relates to curriculum, instruction or school authorized activities.~~ Staff or student work may be published only as it relates to a class project, course, or other school-related activity.

Teacher web pages will include the teacher's name, grade, email address, room number and phone number. Staff members may also choose to post classroom information on teacher web pages. ~~Home pages for, or links to, other individuals or organizations not directly affiliated with the District are only permitted if, in the judgment of the teacher, it relates to curriculum, instruction or school authorized activities.~~

Quality

~~All web pages must be well-written, and free of spelling and grammatical errors.~~

Documents may not contain objectionable material or link directly to objectionable material. Objectionable material is defined as material that does not meet the standards for instructional resources specified in District Policies. Regarding questions of quality or propriety of web page material, appearance, or content, the judgment of the Communications Specialist, Teacher on Special Assignment for Technology and the Instructional Technology Manager shall prevail.

Ownership and Retention

The District reserves the right to delete any files that exist on the server at any time without notice.

Technical Standards

Consistency

The District's web site hosting platform includes a framework that provides consistent elements on all District web pages.

1. Any graphics, sounds, or video used on web pages must conform to the format currently used or approved by the District and adhere to copyright regulations.
2. A staff member who creates a web page, shall edit and test the page(s) for accuracy of links, and check for conformance with standards outlined in this Policy prior to posting it on the District web site.
3. Final decisions regarding access to active web pages for editing, content, or organization shall rest with the Communications Specialist, the Teacher on Special Assignment for Technology and the Instructional Technology Manager

Student Safeguards

1. Written parental permission on the District media consent form is required to post any student work, student photographs and student first and last names on web pages. Inclusion of student first name and last initial on web page documents must be appropriate to the grade level.
2. Documents may not include a student's grade level, e-mail address, phone number, mailing address, names of other family members, or names of friends.
3. Web page documents may not include any information which indicates the physical location of a student at a given time, other than attendance at a particular school, or participation in school activities.
- ~~4. Web page documents may not include individual student photographs or video clips with the exception of group photographs.~~
- ~~45.~~ Decisions on publishing student work are based on the supervising teacher's judgment. ~~Only a student's first name and last initial will be listed with student work at the elementary and middle school level. Student first and last names may be included with student work at the high school level.~~ Written permission must be obtained from the student's parent/guardian before student work will be published on web page documents.

5. Events such as awards assemblies, plays, concerts, athletic contests or similar events which have newsworthy aspects and/or, are open to the public and are not intended to be part of this Regulation or the District's media consent form. These public events may be subject to media coverage outside of the control of the District, including publication on the media outlet's web site or social networking sites.

District Policies

All documents on the Tredyffrin/Easttown web site must conform to District Policies and Regulations as well as established school guidelines. Copies of District Policies and Regulations are available in all school offices and on the school district network. Persons developing or maintaining web documents are responsible for complying with these and other Policies. Some of the relevant issues and related District Policies include the following:

1. Electronic transmission of materials is a form of copying. No unlawful copies of copyrighted materials may be knowingly produced or transmitted via the District's equipment, including its web server.
2. Documents created for the web and linked to District web pages shall meet the criteria for use as an instructional resource.
3. All communications via the District web pages will comply with the District's Internet and Computer Networks Policy and Regulation. Material that is offensive to groups or individuals due to religious, racial, violent, or sexual content is expressly prohibited.
4. Non-curricular materials shall be limited to information about parent groups, other youth activities, agencies, or organizations which are known to be non-sectarian, exclusively devoted to community interests or child welfare, are non-profit, and non-discriminatory. Web page links may not include entities whose primary purpose is commercial or political advertising.
5. Any deliberate tampering with or misuse of the District web site, network services or equipment shall be considered vandalism and handled in accordance with District Policy and applicable law.

Other

1. Material on web pages may reflect an individual's thoughts, interests, and activities. Such web pages do not, in any way, represent individual schools or the Tredyffrin/Easttown School District, nor are they endorsed or sanctioned by the individual school or the District. Concern about the content of any page(s) created by students or staff should be directed to the Communications Specialist.
2. Given the rapid change in technology, the standards outlined in this Regulation are subject to change at any time. Such changes will be made by the Web Site Specialist, with approval of the Instructional Technology Manager or the Network Coordinator, and shall be instituted immediately, unless specific provision is made to the contrary in the revised Regulation.

Adopted: October 9, 1996

Revised: January 1998

Revised: April 7, 1999

Revised: April 27, 2000

Revised: February 12, 2001

Reviewed: April 17, 2013

Revised: November 12, 2015

Reporting Suspected Child Abuse

A. Definitions:

1. *Child abuse*—A term meaning intentionally, knowingly or recklessly doing any of the following:

- (1) Causing bodily injury to a child through any recent act or failure to act.
- (2) Fabricating, feigning or intentionally exaggerating or inducing a medical symptom or disease which results in a potentially harmful medical evaluation or treatment to the child through any recent act.
- (3) Causing or substantially contributing to serious mental injury to a child through any act or failure to act or a series of such acts or failures to act.
- (4) Causing sexual abuse or exploitation of a child through any act or failure to act.
- (5) Creating a reasonable likelihood of bodily injury to a child through any recent act or failure to act.
- (6) Creating a likelihood of sexual abuse or exploitation of a child through any recent act or failure to act.
- (7) Causing serious physical neglect of a child.
- (8) Engaging in any of the following recent acts:
 - (i) Kicking, biting or, throwing, burning, stabbing or cutting a child in a manner that endangers the child.
 - (ii) Unreasonably restraining or confining a child, based on consideration of the method, location or the duration of the restraint or confinement.
 - (iii) Forcefully shaking a child under one year of age.
 - (iv) Forcefully slapping or otherwise striking a child under one year of age.

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- (v) Interfering with the breathing of a child.
- (vi) Causing a child to be present at a location while a violation of 18 Pa.C.S. § 7508.2 (relating to operation of methamphetamine laboratory) is occurring, provided that the violation is being investigated by law enforcement.
- (vii) Leaving a child unsupervised with an individual, other than the child's parent, who the actor knows or reasonably should have known:
 - (A) Is required to register as a Tier II or Tier III Sexual Offender under 42 Pa.C.S. Ch. 97 Subch. H (relating to registration of sexual offenders), where the victim of the sexual offense was under 18 years of age when the crime was committed.
 - (B) Has been determined to be a sexually violent predator under 42 Pa.C.S. § 9799.24 (relating to assessments) or any of its predecessors).
 - (C) Has been determined to be a sexually violent delinquent child as defined in 42 Pa.C.S. § 9799.12 (relating to definitions).

(9) Causing the death of the child through any act or failure to act.

2. Exclusions from Child Abuse

- (1) Environmental factors—No child shall be deemed to be physically or mentally abused based on injuries that result solely from environmental factors such as inadequate housing, furnishings, income, clothing and medical care, that are beyond the control of the parent or person responsible for the child's welfare with whom the child resides.
- (2) Practice of religious beliefs—If, upon investigation, the county agency determines that a child has not been provided needed medical or surgical care because of sincerely held religious beliefs of the child's parents or relative within the third degree of consanguinity and with whom the child resides, which beliefs are consistent with those of a bona fide religion, the child shall not be deemed to be physically or mentally abused.
- (3) Use of force for supervision, control and safety purposes—the use of reasonable force on or against a child by the child's own parent or person responsible for the child's welfare shall not be considered child abuse if any of the following conditions apply:

(i) the use of reasonable force constitutes incidental, minor or reasonable physical contact with the child or other actions that are designed to maintain order and control.

(ii) the use of reasonable force is necessary:

(A) to quell a disturbance or remove the child from the scene of a disturbance that threatens physical injury to personal or damage to property

(B) to prevent the child from self-inflicted physical harm;

(C) for self-defense or the defense of another individual; or

(D) to obtain possession of weapons or other dangerous objects or controlled substances or paraphernalia that are on the child or within the control of the child.

(4) Rights of Parents—Nothing in this definition shall be construed to restrict the generally recognized existing rights of parents to use reasonable force on or against their children for the purposes of supervision, control and discipline of their children. Such reasonable force shall not constitute child abuse.

(5) Participation in events that involve physical contact with child—An individual participating in a practice or competition in an interscholastic sport, physical education, a recreational activity or an extracurricular activity that involves physical contact with a child does not, in itself, constitute contact that is subject to the reporting requirement.

(6) Child-on-child contact—harm or injury to a child that results from the act of another child shall not constitute child abuse unless the child who caused the harm or injury is a perpetrator. No child shall be deemed to be a perpetrator of child abuse based solely on physical or mental injuries caused to another child in the course of a dispute, fight or scuffle entered into by mutual consent.

The following child-on-child acts constitute crimes against a child which are subject to reporting requirements of this regulation:

(i) rape as defined in 18 Pa.C.S. § 3121 (relating to rape);

(ii) involuntary deviate sexual intercourse as defined in

18 Pa.C.S. § 3123 (relating to involuntary deviate sexual intercourse);

(iii) sexual assault as defined in 18 Pa.C.S. § 3124.1 (relating to sexual assault);

(iv) aggravated indecent assault as defined in 18 Pa.C.S. § 3125 (relating to aggravated indecent assault);

(v) indecent assault, as defined in 18 Pa.C.S. § 3126 (relating to indecent assault);

(vi) indecent exposure, as defined in 18 Pa.C.S. § 3127 (relating to indecent exposure).

(7) Defensive force—Reasonable force for self-defense or the defense of another individual, consistent with the provisions of with 18 Pa.C.S. §§ 505 (relating to use of force for self-protection) and 506 (relating to use of force for the protection of other persons), shall not be considered child abuse.

3. *Bodily Injury*—Impairment of physical condition or substantial pain.

4. *Child*—An individual under 18 years of age.

5. *Serious mental injury*—A psychological condition, as diagnosed by a physician or licensed psychologist, including the refusal of appropriate treatment, that:

(1) renders a child chronically and severely anxious, agitated, depressed, socially withdrawn, psychotic or in reasonable fear that the child's life or safety is threatened; or

(2) seriously interferes with a child's ability to accomplish age-appropriate developmental and social tasks.

6. *Serious bodily injury*—Bodily injury which creates a substantial risk of death or which causes serious permanent disfigurement or protracted loss or impairment of function of any bodily member or organ.

7. *Parent*—A biological parent, adoptive parent or legal guardian.

8. *Serious physical neglect*—Any of the following when committed by a perpetrator that endangers a child's life or health, threatens a child's well-being, causes bodily injury or impairs a child's health, development or

functioning:

(1) A repeated, prolonged or unconscionable egregious failure to supervise a child in a manner that is appropriate considering the child's developmental age and abilities.

(2) The failure to provide a child with adequate essentials of life, including food, shelter or medical care.

9. *Sexual abuse or exploitation*—Any of the following:

(1) The employment, use, persuasion, inducement, enticement or coercion of a child to engage in or assist another person to engage in sexually explicit conduct or a simulation of sexually explicit conduct, which includes, but is not limited to, the following:

(i) Looking at the sexual or other intimate parts of a child or another individual for the purpose of arousing or gratifying sexual desire in any individual

(ii) Participating in sexually explicit conversation either in person, by telephone, by computer or by a computer-aided device for the purpose of sexual stimulation or gratification of any individual

(iii) Actual or simulated sexual activity for the purpose of producing visual depiction, including photographing, videotaping, computer depicting or filming.

This paragraph does not include consensual activities between a child who is 14 years of age or older and another person who is 14 years of age or older and whose age is within four years of the child's age.

(2) Any of the following offenses committed against a child:

(i) rape as defined in 18 Pa.C.S. § 3121 (relating to rape).

(ii) statutory sexual assault, as defined in 18 Pa.C.S. § 3122.1 (relating to statutory sexual assault).

(iii) Involuntary deviate sexual intercourse, as defined in 18 Pa.C.S. § 3123 (relating to involuntary deviate sexual intercourse).

(iv) Sexual assault, as defined in 18 Pa.C.S. § 3124.1 (relating to sexual assault).

(v) Institutional sexual assault, as defined in 18 Pa.C.S. § 3124.2 (relating to institutional sexual assault).

(vi) Aggravated indecent assault, as defined in 18 Pa.C.S. § 3125 (relating to aggravated indecent assault).

(vii) Indecent assault, as defined in 18 Pa.C.S. § 3125 (relating to indecent assault).

(viii) Indecent exposure, as defined in 18 Pa.C.S. § 3127 (relating to indecent exposure).

(ix) Incest, as defined in 18 Pa.C.S. § 4302 (relating to incest).

(x) Prostitution, as defined in 18 Pa.C.S. § 5902 (relating to prostitution and related offenses).

(xi) Sexual abuse, as defined in 18 Pa.C.S. § 6312 (relating to sexual abuse of children).

(xii) Unlawful contact with a minor, as defined in 18 Pa.C.S. § 6318 (relating to unlawful contact with minor).

(xiii) Sexual exploitation, as defined in 18 Pa.C.S. § 6320 (relating to sexual exploitation of children).

10. *Perpetrator*—A person who has committed child abuse as defined in this section. The following shall apply:

(1) The term includes only the following:

(i) A parent of the child.

(ii) A spouse or former spouse of the child's parent.

(iii) A paramour or former paramour of the child's parent.

(iv) A person 14 years of age or older and responsible for the child's welfare.

(v) An individual 14 years of age or older who resides in the same home as the child.

(vi) An individual 18 years of age or older who does not reside in the same home as the child but is related within the third degree of consanguinity or affinity by birth or adoption to the child.

(2) Only the following may be considered a perpetrator for failing to act, as provided in this section:

(i) A parent of the child.

(ii) A spouse or former spouse of the child's parent.

- (iii) A paramour or former paramour of the child's parent.
- (iv) A person 18 years of age or older and responsible for the child's welfare.
- (v) A person 18 years of age or older who resides in the same home as the child.

11. *Direct contact with children* — The possibility of care, supervision, guidance or control of children or routine interaction with children.

12. *Sexual misconduct*— Any act, including, but not limited to, any verbal, nonverbal, written or electronic communication or physical activity, directed toward or with a child or student that is designed to establish a romantic or sexual relationship with the child or student. Such acts include, but are not limited to:

- a) sexual or romantic invitation.
- b) dating or soliciting dates.
- c) engaging in sexualized or romantic dialog
- d) making sexually suggestive comments.
- e) self-disclosure or physical exposure of a sexual, romantic or erotic nature.
- f) any sexual, indecent, romantic or erotic contact with the child or student.

B. Mandated Reporters

1. Definition: *Mandated Reporters* – The following adults shall make a report of suspected child abuse, subject to subsection B.2 below, if the person has reasonable cause to suspect that a child is a victim of child abuse:

- (1) A person licensed or certified to practice in any health-related field under the jurisdiction of the Department of State.
- (2) A medical examiner, coroner or funeral director.
- (3) An employee of a health care facility or provider licensed by the Department of Health, who is engaged in the admission, examination, care or treatment of individuals.
- (4) A school employee.
- (5) An employee of a child-care service who has direct contact with children in the course of employment.
- (6) A clergyman, priest, rabbi, minister, Christian Science practitioner, religious healer or spiritual leader of any regularly established church or other religious organization.

- (7) An individual paid or unpaid, who, on the basis of the individual's role as an integral part of a regularly scheduled program, activity or service, accepts responsibility for a child.
- (8) An employee of a social services agency who has direct contact with children in the course of employment.
- (9) A peace officer or law enforcement official.
- (10) An emergency medical services provider certified by the Department of Health.
- (11) An employee of a public library who has direct contact with children in the course of employment.
- (12) An individual supervised or managed by a person listed under paragraphs (1), (2), (3), (4), (5), (6), (7), (8), (9), (10) and (11), who has direct contact with children in the course of employment.
- (13) An independent contractor.
- (14) An attorney affiliated with an agency, institution, organization or other entity, including a school or regularly established religious organization that is responsible for the care, supervision, guidance or control of children.

2. Basis to Report: A mandated reporter enumerated shall make a report of suspected child abuse or cause a report to be made in accordance with the reporting procedure described below in Section C, if the mandated reporter has reasonable cause to suspect that a child is a victim of child abuse under any of the following circumstances:

- (1) the mandated reporter comes into contact with the child in the course of employment, occupation and practice of a profession or through a regularly scheduled program, activity or service;
- (2) the mandated reporter is directly responsible for the care, supervision, guidance or training of the child, or is affiliated with an agency, institution, organization, school, regularly established church or religious organization or other entity that is directly responsible for the care, supervision, guidance or training of the child;
- (3) A person makes a specific disclosure to the mandated reporter that an identifiable child is a victim of child abuse;
- (4) An individual 14 years of age or older makes a specific disclosure to the mandated reporter that the individual has committed child abuse.

1. It is ultimately the responsibility of each mandated reporter to refer all cases of suspected child abuse as provided in Section C.1 below.

2. By law, a mandatory reporter who willfully fails to report a case of suspected child abuse commits a misdemeanor of the third degree for the first violation, and a misdemeanor of the second degree for a second or subsequent violation. Such failure will also be grounds for disciplinary action, up to and including termination.

C. Procedures:

1. Any mandated reporter who has reasonable cause to suspect that a child is a victim of child abuse must make an oral report of suspected child abuse to the Department of Public Welfare, ChildLine, by calling (800) 932-0313.
 - (1) If ChildLine receives a report of suspected child abuse that also alleges that a criminal offense has been committed against the child, the Department of Public Welfare will immediately transmit notice to the appropriate law enforcement official in the county where the suspected child abuse is alleged to have occurred.
2. The mandated reporter designated in C.1. above must also complete a written report of suspected child abuse in the form attached as Attachment A. This form must be submitted within 48 hours to:

Chester County Children and Youth Division
601 Westtown Road Suite 310
West Chester, PA 19380
Phone: (610) 344-5800 Fax: (610) 344-5858

The written report of suspected child abuse shall include the following information, if known:

- (1) The names and addresses of the child, the child's parents and any other person responsible for the child's welfare.
- (2) Where the suspected abuse occurred.
- (3) The age and sex of each subject of the report.
- (4) The nature and extent of the suspected child abuse, including any evidence of prior abuse to the child or any sibling of the child.
- (5) The name and relationship of each individual responsible for causing the suspected abuse and any evidence of prior abuse by each individual.
- (6) Family composition.
- (7) The source of the report.
- (8) The name, telephone number and e-mail address of the person making the report.
- (9) The actions taken by the person making the report, including those actions taken under section 6314 (relating to photographs, medical tests and X-rays of child subject to report), 6315 (relating to taking child into protective custody), 6316 (relating to admission to private and public

hospitals) or 6317 (relating to mandatory reporting and postmortem investigation of deaths).

(10) Any other information required by Federal law or regulation.

(11) Any other information that the Department of Public Welfare requires by regulation.

3. Immediately after reporting to ChildLine, the mandated reporter must notify the Building Principal. Upon notification, the Building Principal shall ensure that the mandated reporter submits a written report as provided in C.2 above. The Building Principal shall assume the responsibility of facilitating the cooperation of the District with the investigation of the report.

4.

~~(2)~~ The Superintendent or his/her designee shall immediately also contact local law enforcement officials in all cases where a report has been made to ChildLine.

5. The Building Principal must immediately notify as soon as practicable (and document all attempts to contact) the parent or guardian of a victim or suspect directly involved in any incidents of alleged child abuse unless the parent/guardian is the alleged perpetrator or notifying the parent/guardian would endanger the student and/or the investigation of the incident. The Building Principal must inform the parent/guardian that the local police department has been notified of the incident.

6. If physical abuse is suspected, the school nurse shall examine the student and report his or her results to the building administrator. When there is visible trauma and it is necessary to preserve potential evidence of suspected child abuse from a reportedly non-accidental physical injury, a school nurse or other school official may, after the initial report is made, take or cause to be taken photographs of the child who is the subject of the report as authorized by the building administrator and in the presence of another adult. Any such photographs shall be set provided to the county agency at the time the written report is sent, or within forty-eight (48) hours after a report is made by electronic technologies, or as soon thereafter as possible. when the action constituting the suspected child abuse occurred on school property, at a school sponsored activity, or a school conveyance, and when the conduct constitutes an offense under Section 1303-A(b)(4.1) or (4.2) of the Safe Schools Act (24 P.S. § 13-1303-A(b)(4.1) or (4.2)).¹

¹The following offenses under 18 Pa.C.S. (relating to crimes and offenses): Section 908 (relating to prohibited offensive weapons); Section 912 (relating to possession of weapon on school property); Chapter 25 (relating to criminal homicide); Section 2702 (relating to aggravated assault); Section 2709.1 (relating to stalking); Section 2901 (relating to kidnapping); Section 2902 (relating to unlawful restraint); Section 3121 (relating to rape); Section 3122.1 (relating to statutory sexual assault); Section 3123 (relating to involuntary deviate sexual intercourse); Section 3124.1 (relating to sexual assault); Section 3124.2 (relating to institutional sexual assault); Section 3125 (relating to aggravated indecent assault); Section 3126 (relating to indecent assault); Section 3301 (relating to arson and related offenses); Section 3307 (relating to institutional vandalism) when the penalty is a felony of the third degree; Section 3502 (relating to burglary); Section 3503(a) and (b)(1)(v) (relating to criminal trespass); Section 5501 (relating to riot); Section 6110.1 (relating

7654. Within 15 days of notice or discovery, the Superintendent shall file with the Department of Education in the form attached as Attachment B any of the following information:

- (1) Any educator who has been provided by the District with notice of intent to dismiss or remove for cause;
- (2) Any educator who has been arrested or indicted for or convicted of any crime that is graded a misdemeanor or felony or any crime enumerated under Section 111(e) and (f.1) of the Public School Code.
- (3) Any educator against whom allegations have been made that the educator has:
 - (i) committed sexual abuse or exploitation involving a child or student; or
 - (ii) engaged in sexual misconduct with a child or student
- (3) Information which constitutes reasonable cause to suspect that an educator has caused physical injury to a child or student as a result of negligence or malice.
- (4) Any educator who has resigned, retired or otherwise separated from employment after the District has received information of alleged misconduct under the Professional Educator Discipline Act;
- (5) Any educator who is the subject of a report filed by a mandated reporter designated in C.1 above;
- (6) Any educator who the District knows to have been named as the perpetrator of an indicated or founded report of child abuse or named as an individual responsible for injury or abuse in an indicated or founded report under the Child Protective Services Law.

~~to possession of firearm by minor); The possession, use or sale of a controlled substance or drug paraphernalia as defined in "The Controlled Substance, Drug, Device and Cosmetic Act"; Attempts, solicitation or conspiracy to commit any of the offenses listed above for which registration is required under 42 Pa.C.S. § 9795.1 (relating to registration). Any attempt, solicitation or conspiracy to commit any of these offenses: Section 2701 (relating to simple assault); Section 2705 (relating to recklessly endangering another person); Section 2706 (relating to terroristic threats); Section 2709 (relating to harassment); Section 3127 (relating to indecent exposure); Section 3307 (relating to institutional vandalism) when the penalty is a misdemeanor of the second degree; Section 3503(b)(1)(i), (ii), (iii) and (iv), (b.1) and (b.2) (relating to criminal trespass); Chapter 39 (relating to theft and related offenses); Section 5502 (relating to failure of disorderly persons to disperse upon official order); Section 5503 (relating to disorderly conduct); Section 6305 (relating to sale of tobacco); Section 6306.1 (relating to use of tobacco in schools prohibited); Section 6308 (relating to purchase, consumption, possession or transportation of liquor or malt or brewed beverages).~~

D. Immunity from Liability

1. By law, any person, hospital, institution, school, facility or agency participating in good faith in making a report, and cooperating with an investigation will have immunity from any liability, civil or criminal, that might have otherwise result by reason of such action.

E. Agency Cooperation

1. The School will cooperate with any subsequent investigation regarding suspected child abuse conducted by the proper authorities. Such cooperation will include, but shall not be limited to, permitting authorized personnel from the investigating county agency to interview a student while the student is in attendance at school.

F. Child abuse recognition and reporting training

1. The District shall provide all employees who have direct contact with children with mandatory training on child abuse recognition and reporting.

(1) Training shall address, but shall not be limited to, the following topics:

- (i) this regulation and accompanying Board Policy related to reporting of suspected abuse and sexual misconduct.
- (ii) recognition of the signs of abuse and sexual misconduct and reporting requirements under the Child Protective Services Law.
- (iii) the provisions of the "Professional Educator Discipline Act," including mandatory reporting requirements.
- (iv) maintenance of professional and appropriate relationships with students.

(2) The District may provide this training through the internet or other distance communications systems.

(3) All employees shall complete a minimum of three (3) hours of training every five (5) years.

~~(4)~~ When applicable, in order that employees required to undergo continuing professional education under section 1205.2 shall receive

~~(4)~~(5) credit toward their continuing profession education requirements, the District shall submit its training program to be approved by the

Department of Education in consultation with the Department of
Public Welfare.

G. Confidentiality

1. As part of its notification of an incident to the local police department, the chief school administrator or a designee shall provide information in accordance with the MOU developed with local law enforcement officials and pursuant to the Safe Schools Act regulation 22 Pa. Code § 10.21.
2. All information collected in the process of reporting suspected child abuse shall remain a confidential educational record, and shall only be disclosed in accordance with FERPA or any other applicable law.

Contact Address:

Tredyffrin/Easttown Administration Offices
940 West Valley Road, Suite 1700 Wayne,
PA 19087

**TREDYFFRIN-EASTTOWN SCHOOL DISTRICT
CHILD ABUSE REPORTING FLOW CHART**

(Exhibit A to Regulation 5436) – Revised April 27, 2015

1. ~~_____ A mandated reporter who has reasonable cause to suspect that a child is a victim of child abuse must determine whether there is any indication of an emergency situation or danger to the child or others. If so, the reporter is to call 911 immediately. If in doubt, the reporter should consult with their supervisor or building principal but it is the reporter's obligation to make the report if the reporter concludes that abuse occurred.~~

2. _____

1. ~~_____ 2. _____ The reporter next~~ must promptly and directly make a report to DHS by phone via ChildLine (800-932-0313) (a state-wide, toll-free number that is staffed 24/7) or via the state's electronic reporting system at www.compass.state.pa.us/cwis.

3. ~~_____ Once this report is made, and depending on the nature of the allegations, ChildLine and the Department of Children and Families Youth assume either all or primary responsibility for further investigation. The When the offense when it constitutes an offense under the Safe Schools Act, which Offenses for which the Superintendent must contact law enforcement include, among others offenses, aggravated assault, stalking, unlawful restraint, rape, statutory sexual assault, involuntary deviate sexual intercourse, sexual assault, institutional sexual assault, aggravated indecent assault, and indecent assault, District staff should not investigate the incident further, question the child, or notify parents or guardians, except if physical abuse is suspected (see below) or unless specifically authorized by law enforcement. In all other cases the District shall conduct its own investigation of any offenses occurring under the jurisdiction of the District unless directed not to investigate by the applicable law enforcement agency. intake specialist determines whether to forward a report to a county agency for investigation, forward a report to law enforcement, or refer the caller to a local social services agency. District staff should not investigate the incident further, question the child, or notify parents or guardians, except if physical abuse is suspected (see below).~~

2. _____

4.3. ~~_____ 3. _____~~ After reporting to ChildLine, a reporter must immediately notify the Building Principal or the designated agent that he or she has done so. The reporter must give the Principal a copy of the on-line confirmation if he or she reported electronically. If the reporter first reported by phone, the Principal must ensure that the reporter submits a written report.

5.4. ~~_____~~ The Principal must inform the Superintendent that a report has been made and, if it was made electronically, must give the Superintendent a copy of the confirmation.

5. ~~_____ The Superintendent or his or her designee is required to contact local law enforcement in all cases where a report has been made to ChildLine. when certain types of alleged abuse occur and has discretion to contact local law enforcement when certain types of alleged abuse occur on school property, at a school sponsored activity, or on a school conveyance, and when it constitutes an offense under the Safe Schools Act. Offenses for which the Superintendent must contact law enforcement include, among others,~~

~~aggravated assault, stalking, unlawful restraint, rape, statutory sexual assault, involuntary deviate sexual intercourse, sexual assault, institutional sexual assault, aggravated indecent assault, and indecent assault. Offenses for which the Superintendent has discretion in contacting law enforcement include, among others, simple assault, recklessly endangering another person, harassment, and indecent exposure.~~

~~6. _____~~ -In addition, a school entity must immediately notify as soon as practicable (and document all attempts to contact) the parent or guardian of a victim or suspect directly involved in any ~~incident of alleged child abuse unless the parent/guardian is the alleged perpetrator or notifying the parent/guardian would endanger the student and/or hinder the investigation of the incident of the incidents listed and others in Section 1303-A(b)(4.1) or (4.2) of the Public School Code.~~ The school must inform the parent ~~or~~ guardian ~~as to whether~~that the local police department has been ~~or may be~~ notified of the incident.

If physical abuse is suspected, the school nurse shall examine the student and report his or her results to the ~~Principal~~building administrator. ~~When there is visible trauma and it is necessary to preserve potential evidence of suspected child abuse from a reportedly non-accidental physical injury, a school nurse or other school official may, after the initial report is made, take photographs of the child who is the subject of the report as authorized by the building administrator and in the presence of another adult. Any such photographs shall be sent provided to the county agency at the time the written report is sent, or within forty-eight (48) hours after a report is made by electronic technologies, or as soon thereafter as possible. A reporter may take or cause to be taken photographs of the child and, if clinically indicated, cause a radiological examination and other medical tests to be performed. Medical summaries or reports shall be sent to the county agency when the written report is sent, or within 48 hours after an electronic report is made or as soon thereafter as possible.~~

~~7. _____~~

~~6.8.~~ _____ If the initial report to ChildLine is made by phone, a written report must be submitted within 48 hours of the oral report. This may be done electronically as stated above, or on a hard-copy DHS Form CY-47 ("Report of Suspected Child Abuse"). This report is submitted to DHS or the county agency to which the case is assigned.

~~7.9.~~ _____ The Principal shall facilitate the institution's cooperation with any investigation.

Naming of Facilities and Other Recognitions

Schools and sites shall be given names which are indicative of the area in which they are located.

While the Board discourages the naming of any permanent structures or physical facilities for individuals, it encourages recognition of significant contributions to the school community by former employees or other individuals or groups who have had an extraordinarily positive influence within the District. These recognitions may take ~~in~~ the form of memorial plantings, equipment, books, or furnishings with an appropriately placed plaque or plate. The Superintendent shall promulgate regulations which establish procedures for determining appropriate recognitions.

Naming ~~of Facilities and Other Recognition~~of Plantings, Equipment, Books, or Furnishings

Naming of memorial plantings, equipment, books or furnishings used by students representing the District shall be consistent with ~~Policy 7080, Naming of Facilities~~the accompanying Policy. Such recognition shall be marked by the mounting of plaques or nameplates or inclusion in published lists.

Procedure

District organizations or groups proposing to name items shall present proposed names to the building principal. To ensure the appropriateness of proposed names of memorial plantings, equipment, books or furnishings used by students representing the District, it shall be the responsibility of the building principal, in cooperation with the Athletic Director or group advisor, to review and approve requests for naming such items.

If the building principal, the Athletic Director, or the group advisor determines that the name proposed does not meet the guidelines; however, is sufficiently unique to justify special consideration, the building principal may present the proposal to the Board for approval.

The building principal will notify the requester of approval status.

General Guidelines

Recommended names shall not imply District endorsement of a partisan political or ideological position or of a commercial product.

District organizations or groups proposing to recognize an individual in the naming of items shall provide assurance of the approval of the individual being recognized.

Administration of Medication to Students

1. PURPOSE

To implement the provisions of Policy 5406 regarding the administration of medication to students in school and during school-sponsored activities.

2. PROCEDURES

A. Requests to administer medication. With the exception of situations described in (F), before any medication may be administered to a student during school hours, the school principal or nurse must receive a written request from the parent/guardian as follows:

1. Prescribed medications, over-the counter medications, research or investigational medications, and any product that could be considered a drug, including natural remedies, herbs, vitamins, dietary supplements, homeopathic medicines or medications from other countries - Request must include a written order from the licensed prescriber with an original signature or an authorized electronic signature. These orders can be accepted via fax or electronically from a licensed prescriber on his/her letterhead, prescription pad or on a form provided by the school for this purpose, and signed and dated by the licensed prescriber. The medication order should include:

- Student's name;
- Name and signature of the licensed prescriber and phone number;
- Name of the medication;
- Route and dosage of medication;
- Frequency and time of medication administration;
- Date of the order and discontinuation date;
- Specific directions for administration, if necessary.
- Student date of birth or other personal identifier besides name.

There are circumstances, such as an immediate change in medication dosage, when oral orders may need to be used until a written order can be obtained. In school, a physician assistant, certified registered nurse practitioner and a registered nurse may accept these types of orders. Also, a licensed practical nurse may accept a verbal order for medication under the conditions set forth in state law. Ideally, a written order should be received within five (5) school days following the oral orders.

The parent/guardian must also provide written authorization for medications to be given in the school setting. The written authorization, renewed at the start of each school year by the parent/guardian, should contain:

- A parent/guardian's printed name, signature and an emergency phone number;
- Approval to have the certified school nurse (CSN), or in the absence of the CSN, approval for other licensed school health staff, including a Registered Nurse (RN) or Licensed Practical Nurse (LPN), to administer medications;
- A list of all current medications taken by the student (both at home and in school).

The order from the licensed prescriber may be delivered by the parent/guardian to the nurse's office if it is not received through other acceptable means such as by mail, fax, or electronically. Subsequent renewals of the medication must be delivered to the school nurse's office by the parent/guardian and must be renewed every school year. Also, a parent/guardian or a responsible adult designated by the parent/guardian should deliver all medications to the school. The medication must be in the original pharmacy labeled container. The pharmacy label must conform with state law.

The licensed school health personnel receiving any medication should document the quantity of the medication delivered. This documentation should include the date, time, amount of medication and the signatures of the parent/guardian or designated adult delivering the medication and the school health personnel receiving the medication.

2. Subsequent renewals of the medication must be delivered to the school nurse's office.
 3. Students may not deliver medication to the nurse's office unless they are emancipated and living apart from their parents.
 4. Medication may only be delivered to the nurse's office in the original pharmacy container with label attached.
- B. Administration of medication. Except when self-administration is specifically authorized, all medications shall be stored and administered by the nurse or a health professional qualified to administer medication designated by the school principal, only after a current, properly completed request is on file. Students are not permitted to carry medications on their persons during the school day except as authorized by Policy and Administrative Regulation.
1. The initial dose of medication shall not be given in the school except in life threatening situations. Initial dose is the first dosage administered from the prescription.
 2. Medications shall be stored in a locked cabinet and kept in the original labeled container with orders from the licensed prescriber attached. Emergency medication for anaphylaxis

may be stored in an unlocked location.

3. The school nurse or designated person(s) shall maintain the name of each student to whom the medication is administered, the name of the medication, the licensed prescriber, the dosage, the route and site of administration, the date and time the medication is given, and the signature of the person who administered the medication.
 4. All medications shall be brought to school by the parent/guardian and shall be returned to the parent/guardian at the end of the school year or the end of the period of medication, whichever is earlier.
 5. Medications for which the prescription has expired or for which the prescription is more than a year old will not be administered.
 6. Any medications left at the end of the school year shall be disposed of under the direction of the school nurse.
 7. The nurse has the right to refuse to administer any medication that, according to his or her professional judgment, is prescribed as too high of a dose or is in any way inappropriate for the student because of the potential for harm. In this situation, the nurse will immediately contact the parent, principal, director of student services, the student's licensed prescriber and, where necessary, the district's consulting physician.
- C. Medication variances. Medication variances are deviations from the standard of care. Variances can include: incorrect medication, incorrect student, omitted doses, incorrect doses, incorrect time of administration, incorrect route of administration and/or incorrect technique in administration.

All variances should be documented and reported to the CSN. The CSN should notify the parent(s)/guardian(s) and building administrator. The CSN should notify the licensed prescriber if there is potential for harm to the student. The student should be assessed by the CSN for untoward effects or by the RN if the CSN is not available; however the RN should consult with the CSN as soon as is practicable and/or possible.

Medication variances should be reported on the Medication Variance Report Form. See Attachment A.

Medications should always be administered within 30 minutes before or after the prescribed time. If a student fails to report to the health room for medication, efforts should be made to locate and remind the student to take his/her medication. An Individualized Healthcare Plan (IHP) (See Attachment B) or 504 Agreement may be indicated for a student who regularly fails to report for his/her medication. The plan should address ways to improve compliance and the student's understanding of his/her diagnosis. A student who refuses to take medication should not be physically forced to do so. In this situation, a plan should be developed with the parent(s)/guardian(s), student, administrators and other school staff, as needed, to address the problem.

D. Special procedures for epinephrine auto-injector. For life threatening situations indicating incipient anaphylactic shock, trained staff shall be authorized to administer the prescribed epinephrine auto-injector. Administration of epinephrine by injection by non-medical staff is restricted to the epinephrine auto-injector.

1. School staff are advised to administer the epinephrine auto-injector immediately upon signs and symptoms of an allergic reaction of the student to the identified allergen. School staff who interact regularly with students who are identified by their parents as having an allergy, and to whom the epinephrine auto-injector is prescribed, will be trained by the certified school nurse in the administration of the epinephrine auto-injector.
2. If students are of an age, as determined by a licensed prescriber, to self-administer these injections, they would be expected to carry this medication on their person. The appropriate medical form still must be completed. The licensed prescriber and/or parent/guardian should indicate on the medical form that the student is competent to carry and self-administer his/her medication. (It is highly recommended that each anaphylactic student carry an epinephrine auto-injector at all times and that an extra be kept in the office.)
3. Students must report self-administered use of an epinephrine auto-injector to the school nurse.

E. Self-administration of medication by students.

All self-administration of medication shall be subject to the following conditions:

1. The medication (including prescription and non-prescription medication), with the exception of emergency medications as described herein, will be held by school staff for self-administration.
2. All medication (including prescription and non-prescription medication) will be kept in a properly labeled container. Non-prescription medication will also be clearly labeled with the student's name.
3. The self-administration is otherwise in conformance with the District's medication Policy.

F. Management and emergency responses for specific health situations.

Unsupervised self-administration of emergency medication refers to situations in which students carry their own medication and administer it to themselves during the school day, as ordered by their licensed prescriber and as authorized by their parent/guardian as well as by the District. Students with diagnoses such as asthma and life-threatening allergies are good examples when unsupervised self-administration may be appropriate and necessary.

In order to accommodate students who carry and self-administer emergency medications

unsupervised, the following should be in place:

- An order from a licensed prescriber for the medication, including a statement that it is necessary for the student to carry the medication and that the student is capable of self-administration;
- Written parental/guardian consent;
- A standardized Individualized Healthcare Plan (IHP) for medical conditions that commonly require students to carry and self-administer emergency medications or an IHP that is specifically individualized for students who are diagnosed with unique medical conditions and that includes an Emergency Care Plan (ECP) component. See Attachments B and C.

1. Asthma

- a. Special Procedures for Asthma Inhalers - The following requirements must be met for students who desire to possess and self-administer asthma inhalers in school:
 - i. Request must include a written statement from the physician, certified registered nurse practitioner or physician assistant indicating the name of the medication, the dosage, the times when the medication is to be taken and the diagnosis or reason for which the medication is needed, unless the physician specifies that the diagnosis or reason should remain confidential. The physician, certified registered nurse or physician assistant must indicate in this written order the potential for any serious reaction to the medication that may occur, as well as any necessary emergency response. The physician, certified registered nurse practitioner or physician assistant must state whether the child is qualified and able to self-administer the medication.
 - ii. The parent or guardian must submit a written request that the school comply with the written order of the physician, certified registered nurse practitioner or physician assistant. This written request must include a statement relieving the school entity or any school employee of any responsibility for the benefits or consequences of the prescribed medication when it is parent-authorized, and acknowledging that the school entity bears no responsibility for ensuring that the medication is taken.
 - iii. The school reserves the right to require a statement from the physician, certified registered nurse practitioner or physician assistant for the continued use of any medication beyond one year.
 - iv. Each student possessing and self-administering an asthma inhaler shall demonstrate the capability for self-administration and for responsible behavior in the use thereof, through an appointment initiated by the school

nurse; each student must immediately notify the school nurse following each use of the asthma inhaler by signing his/her medication sheet in the presence of the nurse immediately following each use.

- v. Each school shall restrict the availability of the asthma inhaler and prescribed medication therein, with immediate confiscation of both the asthma inhaler and the medication, as well as loss of privileges, if Policy 5406 and this Regulation are abused or ignored.

2. Allergies

Administrative Regulation 5403 addresses the District's management and emergency responses in regard to allergies.

G. School-Sponsored Events, Extracurricular Activities, Field Trips, and Overnight Student Trips.

Regardless of the setting or time of year, all federal and state laws and regulations, and clinical standards that govern the practice of safe medication administration, continue to apply. The District's planning for school-sponsored activities in regard to administration of medications for students will be initiated before school starts or early in the year.

Students with disabilities cannot be denied access to school-sponsored activities due to the needs for administration of medication. In the case of a school trip, the school may ask a parent/guardian to accompany his/her child but cannot require the parent to do so.

Considerations when planning for medication administration during school-sponsored programs and activities include but are not limited to:

- Assigning school health staff to be available and providing coverage for the staff person's regular duties;
- Utilizing a licensed person from the District's substitute list;
- Addressing with parents/guardians the possibility of obtaining from the licensed prescriber a temporary order to change the time of dose;
- Arranging for medications to be provided in an original, labeled container and given according to District Policy;
- Allowing for situations in which students are authorized to both carry their own emergency medication and to also self-administer such medication unsupervised; and
- Ensuring security measures are in place for the handling of all medications.

H. First Aid. Nurses may administer first aid, including administration of an epinephrine auto-injector, to a student without the express written permission of a parent, where deemed necessary by a nurse pursuant to her professional judgment.

I. Automatic External Defibrillators (AED's). The District shall assure that for schools which possess an AED, two (2) or more persons assigned to the location where the AED is primarily housed are trained as described below:

1. School personnel who are expected to use the AED shall complete training in cardiopulmonary resuscitation and in the use of an automatic external defibrillator provided by the American Heart Association, the American Red Cross or through an equivalent course of instruction approved by the Department of Health.

J. Naloxone (Narcan). All District schools shall provide and maintain on-site at each school facility opioid antagonist Naloxone to treat a case of suspected opioid overdose in a school setting. Administration of the drug will be limited to school nurses after they complete District-approved training on how it is administered.

1. School nurses who are expected to administer an opioid antagonist during an emergency to any individual suspected of having an opioid-related drug overdose shall complete District-approved training in the use of opioid antagonists.
2. Naloxone will be clearly marked and stored in the nurse's office in a safe and readily accessible location maintained according to the manufacturer's operational guidelines.

~~J.~~K. Promulgation of Guidelines. The Director of Individualized Student Services may publish additional guidelines for administration of medication consistent with Policy 5406 and this Regulation.

Notice will be given annually to the parent(s)/guardian(s) of children enrolled in the School District of the provisions of Policy 5406.